

Bylaws
of the
Bend Education
Association

Amended and Adopted: August 29, 2022

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Article 1 NAME, AFFILIATION, AND GOALS

Section 1. The name of the organization shall be the Bend Education Association (BEA) also referred to hereinafter as the Association.

Section 2. The Association shall affiliate with National Education Association (NEA), Oregon Education Association (OEA), and Cascade UniServ Council (CUC).

Section 3. The Association shall be the exclusive bargaining representative for all 0.5-1.0 FTE licensed employees below the rank of supervisor in the local bargaining unit.

Section 4. Use of Name

The intent of these procedures is to have a mechanism that details, for all members and committees, specific guidelines on the use of Bend Education Association's official name on all communications; but most specifically external positional communications. Internal communications are not subject to the approval procedures, but as a courtesy, will be copied to BEA. All members are free to represent their own opinions as long as it is made clear that it is a personal position and not necessarily BEA's official stance.

Section 5. Membership in Other Organizations

- A. BEA may become a member of community organizations provided the organizations are in accord with the primary missions of BEA/OEA/NEA.
- B. Any person requesting BEA membership in a community organization should provide to BEA Representative Assembly (RA) the purpose of the organization, how BEA members will benefit from membership, and outline the duties of the representative to the community organization.
- C. The BEA RA will vote on the approval for BEA to join the community organization.
- D. The BEA President will appoint a representative to the organization if joined.

Section 6. Preamble & Goals

The guiding principles of Bend Education Association are to work for the welfare of children, promote the interests of public education, advance the standards of the education profession, secure the conditions necessary to the greatest efficiency of educators and schools, and to represent its members in their employment relations with Bend-La Pine Administrative School District #1.

Goal I. Promote educational excellence for all students and lead in establishing and evaluating decisions on educational issues.

Goal II. Build support for public education and education employees.

Goal III. Secure and expand personal, professional, legal, and human rights for all school employees.

Goal IV. Help members achieve professional excellence and meet the demands and stresses of their jobs.

Goal V. Pursue organizational excellence, including systematic communications with members and involvement of members in decision-making.

Article 2 PURPOSE

- Section 1. To unify and strengthen the efforts of the educators in Bend-La Pine Schools in order to improve the conditions for learning and working within the District.
- Section 2. To develop and promote among educators the highest type of professional preparation, and practices, to encourage active participation in educational problem solving, to urge every member of the profession to be an active student of education, and to inspire allegiance to a genuine spirit of professional ethics.
- Section 3. To encourage quality and comprehensive standards for entrance into the education profession.
- Section 4. To promote, encourage, assist, and cooperate with other local unions and the members thereof.
- Section 5. To cooperate with parent teacher groups and other civic bodies having BEA aligned educational objectives, and to encourage public understanding of the problems, functions, and steady progress of the public schools.
- Section 6. To encourage educators to exercise their rights, privileges and responsibilities as citizens, and to willingly accept leadership in civic affairs.
- Section 7. To negotiate with the local school board to improve salaries, fringe benefits, and working conditions.

- Section 8. To enforce the local Collective Bargaining Agreement (CBA).
- Section 9. To support political campaigns, candidates, and legislation favorable to public education.
- Section 10. To maintain a proper budget allowing for property maintenance, employment of staff, and the funding of programs in alignment with these purposes, if necessary.
- Section 11. To coordinate, oversee, and promote the activities and services provided by OEA/NEA and participate actively in OEA/NEA affairs.
- Section 12. To participate actively in the Cascade UniServ Council (CUC) and Cascade Bargaining Council (CBC) and pay our share of the operations costs.
- Section 13. To attract and train potential leaders, as well as increase membership and member involvement.
- Section 14. To recognize and reward accomplishments of our members and leaders.
- Section 15. To ensure BEA practices, procedures, and policies be applied without discrimination.
- Section 16. To advocate for educator voice in District educational decisions.

Article 3 MEMBERSHIP AND DUES

- Section 1. **Eligibility**
- A. Membership in the Association shall be open to all Bend-La Pine Schools employees who are eligible for OEA/NEA membership.
 - B. Active membership is annual and shall be continuous until the member officially changes status or fails to pay membership dues.
 - C. By signing a membership form, the member agrees to pay the entire annual membership dues amount through monthly payroll deduct.
 - D. To withdraw from a continuing dues-payment obligation, one must notify the OEA President and BEA President in writing by September 30 of the membership year for which the dues-payment authorization is to be canceled. Requested changes to membership status shall become effective October 1.

Section 2. **Dues**

- A. Active BEA membership requires the payment of dues to NEA/OEA/BEA.
- B. BEA Dues Breakdown:
 - 0-.49 FTE does not constitute membership = no dues
 - .50 FTE = one half of full dues
 - .51-.99 FTE = three-fourths of full dues
 - 1.0 FTE = full dues
- C. Automatic dues increases will be tied to successfully negotiated contractual salary increases. The annual BEA dues for full-time members shall be calculated by multiplying the base salary of the current Collective Bargaining Agreement by a factor of 0.005833. For part-time members at .51-.99FTE the factor shall be 0.0043747. For part-time members at .5 FTE the factor shall be 0.0029165.
- D. Special assessments may be authorized and levied by a two-thirds vote of the BEA RA.
- E. Dues will be re-evaluated each August by the Budget Committee to see if this is an appropriate amount. Any additional increases in addition to the increases outlined in the section above will be approved by the BEA Executive Board and the BEA RA.
- F. Collection of dues shall be by payroll deduction in accordance with provisions in the existing Collective Bargaining Agreement.

Article 4 OFFICERS & DUTIES

Section 1. **Officers**

The officers of the Association shall be President, President-Elect, Vice President, Treasurer, and six At-Large. These officers shall be elected in accordance with these bylaws. These officers shall be active members at the time of nomination. In addition to the above, there shall be an appointed Secretary who shall not be a voting member of any policy-making body of the Association.

Section 2. **The President Shall:**

- A. Serve as a paid, full-time release executive officer of BEA and perform the duties outlined in these Bylaws;

- B. Preside over all meetings and assist in setting agendas;
- C. Follow the directives of the Executive Board and BEA RA;
- D. Assist in appointing all committee chairpersons and secretaries;
- E. Have the power to establish all committees not otherwise provided for;
- F. Serve as an ex-officio member of all standing committees;
- G. Have the authority to sign all authorized checks for Association expenditures;
- H. Serve as an Association representative to the CUC and CBC;
- I. Report to the BEA RA;
- J. Supervise the construction of the annual budget;
- K. Serve as the official representative and designated spokesperson of the BEA before the public, the administration, the School Board, etc;
- L. Serve as an appointed delegate to the OEA Representative Assembly concurrently with their term;
- M. Serve as the chairperson of the BEA RA;
- N. Perform all other functions usually attributed to this office and consistent with these Bylaws, including providing representation for members of the bargaining unit and/or the Association in possible violations or inequitable applications of the negotiated contract or the established policies or practices of the District;
- O. Serve as the chairperson of the BEA Executive Board, preparing and presenting yearly Presidential and Program Goals for their consideration;
- P. Prepare an agenda for Executive Board meetings and work with the Board to prepare the agendas for all BEA RA and general membership meetings;
- Q. Prepare and disseminate (at a minimum) monthly communications with the general membership;
- R. Communicate BEA positions to local School Board Members and District Administration;

- S. Receive a yearly stipend for \$6,000 as compensation for additional work and meetings beyond the contractual day. During years with a President-Elect, the stipend shall be \$6,600.
- T. The President may submit mileage for Association related travel at the current IRS rate;
- U. The President shall be eligible for up to 240 hours of summer work at their hourly rate of pay. Hours and record of work performed shall be documented and submitted to the Treasurer for verification and payment;
- V. Appoint the Vice President to a significant role of leadership.

Section 3. **The President-Elect shall:**

- A. Assume all duties of the President in the absence of the President;
- B. Serve as a member of committees;
- C. Serve as a member of the BEA RA;
- D. Serve as an elected delegate to the OEA Representative Assembly;
- E. Serve as Association representative to the CUC;
- F. Serve as a member of the BEA Executive Board;
- G. Pursue training and gain appropriate relative experience in preparation to serve as BEA President;
- H. Serve as BEA President in the school year immediately following the one served as President-Elect;
- I. Receive a stipend of \$1,800.00 for their training year.

Section 4. **The Vice President shall:**

- A. Assume all duties of the President in the absence of both the President and the President-Elect;
- B. Serve as a member of committees;
- C. Be member of the BEA RA;
- D. Serve as an Association representative to the CUC;

- E. Serve as a member of the Executive Board;
- F. Coordinate/Chair the Elections Committee and Process;
- G. Receive a stipend of \$2,000 per year with an 80% or greater attendance at meetings. Attendance of less than 80% will result in a prorated stipend commensurate with percentage of actual attendance.

Section 6. **The Secretary Shall:**

- A. Keep accurate minutes of all attended meetings, including Executive Board and BEA RA;
- B. Publish minutes of these meetings;
- C. Take care of correspondence as necessary;
- D. Perform other duties as established by the President;
- H. Receive a stipend of \$1,500 per year with an 80% or greater attendance at meetings. Attendance of less than 80% will result in a prorated stipend commensurate with percentage of actual attendance.

Section 7. **The Treasurer shall:**

- A. Deposit and disburse Association funds as authorized;
- B. Keep accurate records of such accounts and disbursements;
- C. Submit a monthly written report of the Association's financial standing to the Representative Assembly;
- D. Cooperate by providing all necessary information for an audit;
- E. Collaborate with an accountant for the preparation and submission of yearly taxes;
- F. Be a member of the BEA RA;
- G. Be a member of the Executive Board;
- H. File and keep current state level licenses for business and non-profit statuses;

- I. Receive a stipend of \$2,700 with an 80% or greater attendance at meetings. Attendance of less than 80% will result in a prorated stipend commensurate with percentage of actual attendance.

Section 8. The Six At-Large Representatives shall:

- A. Be committee chairpersons and/or members of a minimum of one different committee each;
- B. Be members of the BEA RA;
- C. Be members of the Executive Board;
- D. Oversee activities and communicate as Board liaisons with their At-Large designated membership level/specialties;
- E. Attend at least one School Board meeting alongside the President and help prepare a summary to be shared with general membership;
- F. Receive a stipend of \$1,500 per year with an 80% or greater attendance at meetings. Attendance of less than 80% will result in a prorated stipend commensurate with percentage of actual attendance.

Section 9. The Immediate Past-President shall:

- A. Strive to make themselves available as an advisor to the current President and Association in all matters for one year after their term;
- B. Receive compensation for consultation at the Past-President's hourly rate of pay for up to 80 hours per year, upon request.

Article 5 EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the President, President-Elect (If applicable), Vice President, six At-Large members (two elementary, one middle school, one high school, one South County, and one specialist), Treasurer, and Secretary. Specialists shall be defined as School Counselors, School Psychologists, Speech and Language Pathologists, Life Skills, Special Education, etc.

Section 2. Executive Board meetings shall be open to any BEA member. The Board shall meet one week prior to each regular BEA RA, and at such times as necessary.

Section 3. The Executive Board shall:

- A. Establish and approve BEA's Program goals in August in accordance with BEA, OEA and NEA objectives and policies, and review these goals prior to the beginning of the next school year;
- B. Approve President-appointed committee chairs and work with committee members for effective performance, charging them with responsibility and setting deadlines;
- C. Remove elected officials and committee chairs for ineffective performance;
- D. Review all BEA expenditures;
- E. Review an Association budget to be presented to the September RA;
- F. Develop BEA RA agendas and execute policies established by the Representative Assembly;
- G. Report Executive Board and Representative Assembly actions to the membership, as necessary;
- H. Make recommendations to the OEA Board of Directors;
- I. Attend the New Hire Luncheon.

Section 4. The Executive Board shall be empowered to act during vacation periods and when a quorum of special RA is not present and immediate action is mandatory. In order to enact business and to pass a motion a simple majority, or two-thirds, must vote in favor. An email, phone or text vote is valid in situations where a decision needs to be made before the next regularly scheduled meeting, during an extended break, or when an immediate action is necessary.

Section 5. The BEA RA will be notified of decisions made by the Executive Board under Section 4 of this Article. Such decisions are subject to subsequent review and action by the BEA RA.

Article 6 BEA Representative Assembly

Section 1. There shall be a BEA Representative Assembly, which shall consist of:

A. The elected officers of the Association, as defined in Article IV, Section 1, and the Secretary.

B. Building representatives, who shall be BEA RA Delegates, are elected by the members at the individual sites.

Section 2. Voting members of the RA will be elected officers of the Association and the Building Representatives.

Section 3. Meetings of the BEA RA shall be held monthly during the school year, with the exception of June unless necessary. The specific dates shall be proposed by the President and approved by the BEA RA in September.

Section 4. Special meetings of the BEA RA may be called by the President or by a majority of the voting members of the BEA RA.

Section 5. Responsibilities of the Representative Assembly:

A. The Representative Assembly is the legislative and policy-forming body of the BEA;

B. Review the program budget recommended by the Executive Board, make modifications deemed necessary, and vote for final approval at the September Representative Assembly;

C. Approve all expenditures not contained in the established budget;

D. Powers not delegated to the Executive Board, Officers, or BEA committees or task forces are vested in the Representative Assembly;

E. Carry out policies of the Association;

F. Act on reports of the Executive Board and all other committees;

G. Take any other actions necessary for the benefit of the Association in accordance with, and not specifically prohibited from, these bylaws;

Section 6. Building Representatives shall:

A. Attend each of the monthly meetings of the RA;

B. Represent their site members' interests, needs, and wishes at the monthly Representative Assembly meetings;

C. Conduct membership campaigns at their sites;

- D. Facilitate BEA approved questionnaires and opinion polls;
- E. Serve as a resource person for their sites, such as advising members of their rights and responsibilities under the Collective Bargaining Agreement and providing support in resolving issues and grievances when not referring members to the BEA President;
- F. Schedule and hold a building assembly after each meeting of the RA in order to disseminate relevant information to the members at their sites;
- G. Oversee building PAC drives;
- H. Representatives will receive a stipend of \$20.00 for each BEA RA meeting attended, to be paid at the conclusion of each meeting. An additional \$10.00 will be given after submission of 10-minute meeting notes to the designated BEA Executive Board member, to be paid at the following BEA RA meeting;
- I. Attend the New Hire Luncheon.

Article 7 DELEGATES TO THE OEA REPRESENTATIVE ASSEMBLY (OEA RA)

Section 1. Election Timelines and Terms of Office:

- A. The BEA Delegates to the OEA RA shall be elected from the membership in accordance with the OEA Bylaws.
- B. Any interested member will notify BEA by the second week in January to declare candidacy.
- C. Elections will take place the second week of February.
- D. The term for an OEA RA Delegate shall be two years, with one-half of the positions normally becoming vacant each year.

Section 2. The duties of the BEA OEA/RA Delegates shall include the following:

- A. A sub-committee for OEA RA Delegates will report to the next scheduled BEA RA to share highlights and pertinent information;
- B. Attend the Cascade UniServ Council Pre-Representative Assembly Meeting (PRAM) and read the OEA RA Delegate Handbook;

- C. Attend and participate in hearings, caucuses, general sessions, and business meetings of the OEA RA.

Article 8 DELEGATES TO THE NEA REPRESENTATIVE ASSEMBLY (NEA RA)

Section 1. Any active member of Bend Education Association may be nominated to run as an NEA RA Delegate.

Section 2.

- A. Delegate nominations to be submitted to the BEA President by the second week in January.
- B. Elections will take place the first week in February.

Section 3. The BEA Delegates to the NEA RA shall be elected from the BEA general membership in accordance with the NEA Bylaws.

Section 4. Delegates will have past experience as an OEA RA delegate or currently be an OEA RA Delegate.

Section 5. The duties of the NEA RA Delegates shall be:

- A. To attend BEA RA meetings of the year in which they are elected to attend the NEA RA;
- B. To attend and participate in all training, caucuses, briefing and business sessions scheduled by BEA, OEA and/or NEA before, during and after the NEA RA.
- C. To participate in at least one OEA committee;
- D. To develop a presentation for the BEA RA at the October meeting;
- E. All delegates will receive a copy of these expectations prior to the NEA RA election.

Section 6. The BEA Executive Board will review and approve travel and hotel expenses for up to two NEA RA Delegates. In the event that more than two BEA members are running for election as NEA RA Delegates, the two people with the highest number of votes will go with expenses paid by BEA. Any other nominee with fewer votes may also attend NEA RA as a delegate but at their own expense.

Section 7. In the event that an elected Delegate cannot attend NEA RA, the person with the third highest number of votes will replace the elected delegate. This process will continue, as needed, until all NEA RA Delegate positions are filled.

Section 8. The authority and responsibilities listed above shall not restrict the right of BEA in matters of local concern.

Article 9 FUNDING GUIDELINES AND REIMBURSEMENTS

Section 1. Member Reimbursement

Spending guidelines for BEA members who travel on official BEA business are as follows:

Mileage: Mileage reimbursement will be based on current IRS rates per mile. Car-pooling is encouraged. Members traveling long distances are encouraged to use air travel if cost effective. The maximum mileage reimbursement will be equal to the most reasonable economy airfare to the same location.

Meals (including tips): Breakfast- \$15.00, Lunch- \$20.00, and Dinner- \$30.00. If the Consumer Price Index of the destination exceeds these amounts the treasurer may adjust or approve reimbursement amounts. Meal charges in excess of these amounts must be adequately explained and substantiated, and subject to disallowance if not justified. Purchase of alcoholic beverages should be paid for by the member.

Accommodations: Accommodations will be paid based on double occupancy and established event rates. Required supplies/resource materials will be reimbursed at participant's cost.

Section 2. Vouchers and Reimbursements

1. All vouchers and receipts should be submitted in a timely manner, as determined by the Treasurer, not to exceed 90 days. The President and Treasurer will approve all vouchers consistent with budgeted line items.
2. Members are required to cash reimbursement checks within 90 days of receipt.
3. If either the President or Treasurer fails to approve a reimbursement request, a meeting with the BEA Executive Board may be called by the member for the purpose of resolving the issue.

4. If a meeting does not resolve the issue, the member may appeal directly to the BEA Representative Assembly. Their determination will be considered final.

Section 3. **Contributions to Outside Agencies or Organizations**

BEA recognizes the importance of stewardship in managing members' money. BEA may demonstrate support for worthwhile activities and organizations by making monetary contributions to those organizations.

As a non-profit organization, BEA supports projects or organizations that have a local impact, are non-profit, align with the primary missions of NEA/OEA/BEA, and are supportive of public education and its students.

Preference is given to special projects and events rather than automatic on-going support for organizations.

Contributions may support:

1. Educational programs
2. Bend-La Pine Schools student clubs and organizations
3. Cultural and intellectual activities
4. Related organizations in crisis
5. Charitable or humanitarian causes
6. Coalitions and organizations with which we share goals

In considering a contribution, the BEA takes into account the:

1. Impact
2. Financial need of the organization or club
3. Effectiveness of the program
4. Recognition and/or benefits BEA will receive for the support
5. BEA's relationship with the organization
6. Contribution will not detract from current BEA program objectives

All requests for outside funding will be treated as follows:

1. The initial request may be referred to the President or the BEA RA.
 - a. Requests shall include a statement outlining the organization's purpose, funding sources, and impacts of their project.
2. The President will refer the request to the Executive Board.
3. The Executive Board will determine whether to approve the request or refer it to the BEA RA.
4. In the event that the request is referred to the BEA RA, the RA will make the final funding decision.
5. All actions of the BEA RA will be considered final.

Section 4. **Provisionally Amended Budgets**

- A. During the budget year, the Executive Board may recommend to the BEA RA a transfer of funds in the budget. Recommendations must have a rationale attached along with an impact statement.
- B. Transfers up to \$250 between line items within the current budget must have the approval of both the President and the Treasurer.
- C. The Treasurer will report all transfers at the next BEA RA meeting.
- D. Members of the BEA RA may appeal the decision of the President and Treasurer no later than the following BEA RA. The determination of the RA is final.
- E. All budget amendment requests that exceed \$250 will automatically be sent to the BEA RA for approval.
- F. Money that is approved to cover necessary or emergency expenses is not to be considered the status quo when determining the following year's budget.
- G. If a line item is overspent by any percent, the Treasurer will report this at the next BEA RA.

Section 5. If not covered in sections 3 and 4, all budget concerns, expenditures and transfers involving Association funds will be brought directly to the BEA RA.

Article 10 COMMITTEES AND CAUCUSES

Section 1. All committees will strive to have proportional representation from specialists, elementary, middle and high schools, when applicable.

Section 2. General Provisions

- A. Standing and Special Committee Chairs shall be BEA members appointed by the President, with the advice and consent of the Executive Board. No term of office shall be less than one year, except to complete an unexpired term. Chairs may serve consecutive years if reappointed.
- B. Each committee will appoint sub-committees as needed.
- C. Each committee shall choose a secretary to keep and submit minutes. The minutes shall be shared with the committee members and the President after each meeting. The Chair or Chair's designee shall submit an oral and

written progress report to the BEA RA when requested by the President or Executive Board.

- D. Each committee will develop and submit proposed programs (including proposed activities, a timeline, projected budget, and a plan to involve and train new committee members) to the Executive Board by the last contract day of each school year.
- E. Except where otherwise provided in these bylaws, membership on all standing committees shall be open to all active members.
- F. Each member of a committee may receive a stipend in an amount to be determined by the Executive Board and approved by the BEA RA.

Section 3. **Standing Committees and Caucuses**

1. Insurance Committee

- a. This committee shall monitor insurance plans offered by OEBC, member concerns, and advocate accordingly.
 - i. Chair: Appointed
 - ii. Membership: Open to all active BEA Members
- b. Duties:
 - i. Act as the insurance resource for the BEA plan participants.
 - ii. Complete insurance member-needs survey yearly.
 - iii. Make presentations and recommendations to the Executive Board and BEA RA regarding issues, concerns, and improvements in coverage.
- c. Meetings: The committee will meet quarterly during the school year as well as attend the Bend-La Pine Insurance Committee meeting each spring.
- d. Stipends:
 - i. Chair: \$250.00
 - ii. Member: \$125.00

2. Budget Committee

- a. This committee shall establish the yearly budget in alignment with BEA goals, programmatic plans, and member needs.
 - i. Chair: Treasurer
 - ii. Required Membership: President, President-Elect (If applicable) and Vice President.
 - iii. Membership: Open to all active BEA Members
- b. Duties:
 - i. Meet in August to examine the previous year's revenue and expenditures;
 - ii. Prepare the ensuing fiscal year's Association budget;
 - iii. Submit the proposed budget to the Executive Board;

- iv. The Chair shall present the proposed budget for approval at the first BEA RA of the budget year.

3. Political Action Committee

- a. This committee shall establish and maintain processes for local, state, and national political happenings and election endorsements.
 - i. Chair: Appointed
 - ii. Required Membership: BEA Vice President and delegates to the OEA PAC Convention.
 - iii. Membership: Open to all active OEA PAC Members
- b. Duties:
 - i. Meet quarterly and additionally as needed;
 - ii. Inform membership of local, state, and national legislative action affecting public education via the BEA President;
 - iii. Interview and make recommendations on candidates for local public office including school board in accordance with OEA PAC bylaws;
 - iv. Propose recommendations of local levies, bonds and ballot measures using processes outlined in the OEA PAC bylaws, if applicable;
 - v. Promote involvement and membership in PAC;
 - vi. Seek Executive Board approval of support or opposition to relevant political activities. Once approved by the Executive Board the committee shall move the proposed action forward to the BEA RA for approval;
 - vii. Report all election and legislative action results to membership via the BEA President.
- c. Stipends:
 - i. Chair: \$250.00
 - ii. Member: \$125.00

4. Outreach Committee

- a. This committee shall be responsible for connecting with the community and engaging membership through a variety of channels.
 - i. Chair: Appointed
 - ii. Membership: Open to all active BEA Members
- b. Duties:
 - i. Meet quarterly and additionally as needed;
 - ii. Highlight outstanding members on social media, the BEA website, etc;
 - iii. Update and manage the BEA Website;
 - iv. Create a yearly plan to update and manage all BEA social media accounts;
 - v. Establish a plan for the distribution of cards for births, illnesses, condolences, and other special accomplishments to the general membership.
- c. Stipends:
 - i. Chair: \$250.00

- ii. Member: \$125.00

5. Social Committee

- a. This committee shall build union solidarity through the planning of social events for the general membership throughout the year.
 - i. Chair: Appointed
 - ii. Membership: Open to all active BEA Members
- b. Duties:
 - i. Meet monthly;
 - ii. Organize membership events such as retiree celebrations, happy hours, end of the year party, new member event, etc;
 - iii. Coordinate and promote wellness activities including the OEA Choice Trust Wellness Conference each spring;
 - iv. Work to obtain community donations and prizes for said events;
 - v. Create a plan to encourage new BEA members to attend events.
- c. Stipends:
 - i. Chair: \$250.00
 - ii. Member: \$125.00

6. Organizing Committee

- a. This committee shall build union power and member solidarity through community and work related collective actions.
 - i. Chair: Appointed
 - ii. Membership: Open to all active BEA Members
- b. Duties:
 - i. Meet monthly;
 - ii. Develop programs and/or actions that promote the mission and goals of the BEA;
 - iii. Prepare and disseminate information to membership and the community, if applicable, regarding upcoming collective actions with approval of the BEA President;
 - iv. Identify and support special projects which enhance community relations and align with BEA goals and purpose;
 - v. Create, plan and communicate actions to the membership as needed with the approval of the BEA President;
 - vi. Attend ~~OEA Summer conference and other~~ training opportunities that align with the duties of this committee.
- c. Stipends:
 - i. Chair: \$250.00
 - ii. Member: \$125.00

7. Bylaws Committee

- a. This committee shall review and propose amendments for approval each year.
 - i. Chair: President

- ii. Membership: Open to the BEA Executive Board and BEA RA with a minimum of one Executive Board member and a minimum of one RA member.
- b. Duties:
 - i. Review the Bylaws and policy revisions to ensure compliance with the Collective Bargaining Agreement;
 - ii. Review, create, update, and present Bylaws that allow for efficient and systematic operation of the Association;
 - iii. Propose bylaw revisions, as necessary or appropriate, as outlined in this guiding document;
 - iv. Establish a meeting schedule that ensures a full review of the Bylaws each year.
- c. Stipends:
 - i. Chair: \$250.00
 - ii. Member: \$125.00

8. Bargaining Committee

- a. This committee shall negotiate the Collective Bargaining Agreement.
 - i. Chair: President or the BEA Executive Board's approved designee
 - ii. Membership: BEA President, BEA President-Elect (If applicable), BEA Vice President, OEA UniServ Consultant, and representation from various BEA membership groups.
- b. Chair Duties:
 - i. Coordinate bargaining meeting, including those with Bend-La Pine Schools, dates and agendas;
 - ii. Promptly communicate with and update the BEA President after each bargaining session if the President is not in attendance;
 - iii. Oversee and delegate to fellow team members various responsibilities of the ratification process as outlined in Article 14.
- c. Committee Duties:
 - i. The Bargaining Committee shall develop a proposed contract package including salaries, benefits, and conditions of employment;
 - ii. The proposed contract package shall be based on information received via member surveys;
 - iii. The President may call upon a sub-committee in the event a Memorandum of Understanding (MOU) needs to be established.
- d. Stipends:
 - i. Chair: \$720.00
 - ii. Member: \$595.00

9. Judicial Panel & Review Board

- a. This panel shall function as an internal judicial body to adjudicate disputes in local governance activity.

All local disputes regarding governance activities shall be handled in a manner similar to section 2700 of OEA Policies.

10. Catastrophic Leave Bank Committee
 - a. This committee shall, in conjunction with the District committee members, review and determine approval of applications.
 - i. Chair: President
 - ii. Members: Appointed by the Chair
 - b. Duties:
 - i. Meets as needed;
 - ii. Will ensure confidentiality of shared member information.

Section 4. Caucuses

- A. BEA Members interested in establishing a caucus not listed below will contact the BEA President for the correct form. The BEA Executive Board will review applications and determine approval. The BEA President will notify the applicant of the decision.
- B. Appeals of decisions made by the BEA Executive Board may be submitted to the Judicial Panel & Board Review for further consideration. The determination of the Judicial Panel & Board Review shall be final.
- C. Standing caucuses include:
 - a. Minority Affairs Caucus
 - b. Conservative Caucus

Article 11 NOMINATIONS, ELECTIONS, TERMS OF OFFICE, VACANCIES, APPOINTMENTS AND RECALL

Section 1. General Eligibility

Members who have previously served in an office will not be denied the opportunity to run for the office again. Members who hold the office of President, Vice President, Secretary, and Treasurer are limited to holding just one office at a time, and may not also serve as a Building Representative. All BEA elected officials may serve as an OEA RA delegate. All officers shall be elected between April 15th and May 15th and will officially assume office July 1st.

Section 2. Eligibility for Office of President

Qualifications for Office of President:

- A. Active BEA Member

- B. BEA RA or Executive Board experience within the past three (3) years, with a minimum attendance rate of 80%
- C. Previous or current delegate to the OEA RA
- D. Contract status with Bend-La Pine Schools
- E. Registered voter
- F. Not currently involved in a District sponsored administrative training program

Section 3. **Terms of Office**

A. **President, Vice President, Treasurer, and At-Large Positions**

- a. Elected officers of the Association shall be elected for a term of two (2) years and shall assume office July 1st. These officers may be elected to additional terms.
- b. A President may run for additional terms of office. If no one is running for President-Elect, the sitting President may be appointed by the BEA RA for one additional year of office. The President shall be appointed as a delegate to the OEA RA to serve concurrently with the President's term of office.
- c. Newly elected Treasurers shall collaborate with the outgoing Treasurer from the beginning of their term on July 1 through October 31 to ensure a smooth and stable financial transition for the organization. The outgoing Treasurer will receive a prorated stipend of four (4) months for the additional work.

B. **President-Elect**

- a. The President-Elect shall be elected for a term of one (1) year.
- b. At the end of their interim year, the President-Elect shall become the President on July 1.

C. **BEA RA/Building Representatives**

- a. Building Representatives must be assigned to the building in which they are elected to serve.
- b. Each Building Representative shall be elected to a two (2) year term.
- c. Building Representatives, who serve as members of the BEA RA, shall be elected from each building at the rate of one (1) for each fifteen (15) BEA members with at least two (2) Building Representatives per building.

D. **OEA RA Delegates**

- a. With the exception of the President and President-Elect, all delegates to the OEA RA shall be elected for a term of two (2) years and shall assume office immediately following their election.
- b. OEA RA delegates may be elected to further successive terms.
- c. If a vacancy occurs in an OEA RA delegate position, the next successor delegate shall automatically be named to fill the unexpired term.

Section 4. **Election Process BEA Executive Board Positions**

A vacancy exists when an elected or appointed BEA member completes their term, resigns, or is removed from their position.

1. The election process should be completed by June 1 of each year.
2. The Vice President shall arrange for the use of a secret ballot, listing candidates names and providing a write-in space, for each available position.
3. The Vice President shall distribute to all active, eligible members a list of all available positions one month before an election.
4. BEA members may nominate a candidate for any eligible position or candidates may self declare.
5. Nominations or declarations of candidacy must be submitted to the Vice President at least ten (10) school days prior to the election date.
6. One "Meet the Candidates Forum" shall take place prior to elections.
7. For contested elections, the Vice President will publish a voter's pamphlet prior to elections, providing information about each candidate for office and distributed to all BEA members.
8. BEA members shall vote by secret ballot, on a date established by the Vice President, in accordance with the Bylaws.
9. The candidate with the most votes shall be declared elected providing they have received at least thirty-three (33%) of the votes cast. In the event of a failure of any candidate to receive a majority of the votes cast for any position, a run-off election shall be conducted by the Vice President.
10. A run-off election shall be held, if necessary, within fifteen (15) days between the two (2) candidates with the most votes. The run-off process will be communicated to general membership through the Vice President.
11. The Vice President shall report election results to the Executive Board who shall authorize publication to all BEA members.
12. The Vice President shall also conduct any special election necessary during the school year.
13. In the event the Vice President is a candidate in an election, the President or their designee shall conduct the election process.

Section 5. **Election Process OEA RA Delegates**

All delegates shall be elected in accordance with OEA Bylaws and Policies.

Section 6. **Election Process NEA RA Delegates**

All delegates shall be elected in accordance with OEA and NEA Bylaws and Policies.

Section 7. **Election Process for BEA RA/Building Representatives**

- A. Building Representative elections will be held in May or additionally as necessary.

- B. The Vice President shall notify all eligible BEA members in a building of any available positions by announcing or distributing information before the election is to be held.
- C. The Vice President shall arrange for the use of a secret ballot, listing candidates names and providing a write-in space, for each available position.
- D. The candidate with the most votes shall be declared elected providing they have received at least thirty-three (33%) of the votes cast. In the event of a failure of any candidate to receive a majority of the votes cast for any position, a run-off election shall be conducted.
- E. A run-off election shall be held, if necessary, within fifteen (15) days between the two (2) candidates with the most votes. The run-off process will be communicated to the impacted BEA members.
- F. The election results shall be communicated to the impacted building.

Section 8. Voluntary Resignations, Interim Appointments, and Recall

A. Voluntary and Involuntary Resignation

- a. An elected official may be unable to complete their term and decide to resign from the position prior to the end of the elected term. After receiving the resignation in writing, the President will declare the position vacant.
- b. Members from appointments, elections or committee positions may be removed if they have three consecutive unexplained absences.

B. Interim Appointments

- a. If the remaining term of a vacancy is equal to or more than one school year the Vice President will conduct a special election to be completed within 45 days of the vacancy commencing a new two year term. All rules for this special election will follow the BEA Bylaws.
- b. If the remaining term of a vacancy is less than one school year the BEA RA shall make an interim appointment to fill a vacancy within 45 days of the vacancy. The Executive Board may bring forward a member recommended for appointment to the vacancy for BEA RA approval. The successor shall fill the remainder of the term.

C. Recall

A BEA Executive Board Member, BEA RA Member, OEA RA Delegate, or NEA RA Delegate may be recalled if unable to fulfill their duties, are grossly negligent of their duties, or if otherwise in a conflicting position to represent the Association.

BEA Executive Board Member, OEA RA Delegate, or NEA RA Delegate Recall Procedure:

1. This procedure is initiated by a petition signed by twenty-five percent (25%) of the general membership requesting a recall.
2. The officer or delegate may resign the position within one week of being officially notified or face a recall election.
3. The officer or delegate facing recall shall have an opportunity to address general membership regarding the allegations at least five (5) school days before the scheduled election, if requested.
4. A recall election shall be conducted by the Vice President and the results shall be reported to the BEA RA.
5. In the event that the recall is successful, the position is declared vacant and shall be filled in accordance with these Bylaws.

BEA RA Member/Building Representative Recall Procedure:

1. This procedure is initiated by a petition signed by fifty percent (50%) of the active BEA members in the building.
2. The Building Representative may resign the position within one week of being officially notified or face a recall election.
3. The Building Representative facing recall shall have an opportunity to address general membership within their building regarding the allegations at least five (5) school days before the scheduled election, if requested.
4. A recall election shall be conducted by the Vice President and the results shall be reported to the Executive Board and the affected building.
5. In the event that the recall is successful, the position is declared vacant and shall be filled in accordance with these Bylaws.

Article 12 MEETINGS

Section 1. Parliamentary Procedure

The Parliamentary Authority for all BEA meetings shall be Robert's Rules of Order, current edition.

Section 2. BEA Executive Board

The BEA Executive Board shall meet at least once each month during the school year. Additional meetings may be called by the President, or at the written request of a quorum of the BEA Executive Board. Any BEA member may address the BEA Executive Board at their monthly meeting by submitting a request to the President. The Executive Board may also be reached by email at any time.

Section 3. **Representative Assembly**

The BEA RA shall meet at least once each month during the school year. Meetings shall be open to active BEA members depending on meeting location capacity. Additional meetings may be called by the President, written request by a quorum of the Executive Board, or written request by a quorum of the BEA RA. The purpose of the additional meeting shall be included in the written request or stated by the President. Any BEA member may address the BEA RA at their monthly meeting by submitting a request to the President.

Section 4. **Membership Meetings**

The President, with the approval of the Executive Board or Representative Assembly, may call a membership meeting. A membership meeting may be called through a petition signed by ten percent (10%) of the general membership. The petition shall state the purpose of the membership meeting. A quorum for all general meetings of the membership shall be twenty-five percent (25%) of the current membership.

Article 13 BYLAW AMENDMENT PROCEDURES

Section 1. An amendment to these Bylaws may be introduced by any active BEA member at any regular meeting of the BEA RA. The amendment, in writing, with the signatures of ten (10) members shall be filed with the BEA President at least one week in advance of the BEA RA meeting. The amendment proposal shall be included in its entirety in the BEA RA minutes. These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the BEA RA members present at the meeting.

Section 2. Amendments to these Bylaws may be introduced by the Bylaws Committee after being considered and supported by the BEA Executive Board. The proposed amendment(s) will be fully documented in the BEA RA minutes. These Bylaws may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the BEA RA members present in the meeting.

Section 3. If the terms of office are amended, those holding elected positions shall finish their current terms of office ending June 30th.

Section 4. Unless otherwise specified in the proposed amendment or motion, such approved amendment(s) shall become effective immediately upon approval of the BEA RA.

Article 14 RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR STRIKES

In order to ensure an informed and knowledgeable membership the Association will implement the following procedures in the ratification of the Collective Bargaining Agreement (CBA).

Section 1. Ratification Process

- A. Upon reaching a settlement agreement with the District, the Association will immediately notify all members that a Tentative Agreement has been reached.
- B. The Bargaining Committee will prepare a recommendation and report to be forwarded to the Executive Board.
- C. The Executive Board will meet with the Bargaining Committee as soon as practically possible to review the proposed settlement and determine if the settlement is sufficient to move forward to the general membership for a ratification vote.
- D. The Executive Board will prepare a recommendation and report to be forwarded to the BEA RA.
- E. The BEA RA will meet in special session prior to a general membership meeting to review the proposed settlement and the ratification procedure.
- F. The Executive Board will confer with the Bargaining Chair to establish a ratification schedule and election guidelines that will include the following:
 - a. A minimum of two General Membership Ratification Meetings to be held at a time when most members will be able to attend and allow time for questions to be answered. A twenty-four (24) hour notice shall be given including date, time, place, and purpose of the meeting.
 - b. A summary of the settlement agreement including the specifics of the salary schedules and answer any questions presented by the Bargaining Committee.
 - c. A written digest, prepared by the Bargaining Committee, of the proposed agreement or changes provided to all members before the ratification vote begins.
 - d. A secret ballot ratification vote conducted by the Executive Board after the General Membership Ratification Meetings giving at least four (4) calendar days for votes to be cast.
 - e. Communication of ratification results to membership and the District.
 - f. Ratification is established by simple majority voting in favor or against.

Section 2. The BEA President shall be authorized to sign a legal, binding, yearly or multi-year agreement with the District after ratification by the BEA general membership and upon completion of the aforementioned procedures.

Section 3. A strike vote may be called by the BEA Executive Board, when needed. Strike action must be authorized by a seventy-five (75) percent majority vote of BEA members.

Article 15 ASSOCIATION DISSOLUTION

The assets of the Association shall be distributed proportionally among the dues-paying members upon dissolution of the Association.