

Introduction

Standing Rules, Policies, and Procedures Manual

The governing documents of the association include the following in order of priority:

1. Bylaws
2. Standing Rules
3. Policies
4. Procedures

In 1976 the original Constitution of 1967 was incorporated into the bylaws. The bylaws are superior to the standing rules, policies, and procedures. In the event that a provision of one document is in conflict with the provision of another document, the provision of the superior document will prevail.

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Governing Council Membership and Meetings

Standing Rule:	Association membership (2017, 2018)	100.0
Standing Rule:	Faculty Representatives and Representative Council (1976, 1985, 2002, 2012, 2018)	101.1
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Policy:	Summary Description of the Functions of the Executive and Representative Groups of VEA ([1977], 2001, 2013, 2018)	103.2
Policy:	Speaker at Representative Council or Other Member Meetings (1995, 2001, 2018)	104.1
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Standing Rule:	VEA WEA-PAC Board Director (1999, 2018)	105.4

Association Membership

For the purpose of all VEA Standing Rules, Policies, and Procedures, active member will herein be referred to as “member”. Recognized members of the VEA meet the following criteria: 1) Currently paying dues to the VEA, and 2) The VEA office has a signed membership form from the individual on file. An exception will be allowed only by special petition of the extraordinary situation and action by the Executive Board.

Active membership is required in order to hold a position, either elected or appointed, as a Building Representative, Executive Board member, Executive Officer, or serving on any commission or committee representing the association.

Recommended by the Executive Board October 17, 2017

Adopted by Representative Council November 7, 2017

Affirmed by Representative Council January 9, 2018

Faculty Representatives and Representative Council

1. **President of Faculty**

The faculty representative shall be considered the president and shall have the responsibility and duty to provide leadership, to organize, and to speak for the membership in his/her designated representation unit in all areas except where specific functions have been assigned to a commission or roundtable or to another person or group through the bylaws and standing rules. (Several sections of the Comprehensive Professional Agreement provide certain rights to the faculty representative.)
2. **Duties**

A chief function of a faculty representative is to serve as the spokesperson/agent for his/her unit to the VEA representative council. He/she shall assign such other members to association roundtables as will best meet the interests of his/her unit and the individuals concerned.
3. **Grievance**

He/she shall name him/herself or, with the advice and consent of his/her membership, designate another individual to serve as the building's Professional Rights and Responsibilities representative.
4. **Representation of Members**

Each faculty representative will represent the group of members in his/her school or representation unit. In multiple faculty representative schools, faculty representatives may be elected at-large or a faculty representative may be designated to be solely responsible to lead and represent named individuals. If representatives are elected to lead designated sub-groups in the building, a list of the members of these groups will be submitted to the VEA office. The list is due in the VEA office prior to the first representative council meeting.
5. **Alternate Representative**

Each faculty representative should have a named alternate to substitute for him/her at council meetings and to assist him/her in his/her responsibilities within the unit. The name of the alternate is due in the VEA office prior to the first representative council meeting.
6. **Terms of Office**

Faculty representatives will serve a term of office of two years, beginning in September and expiring in August and/or until properly replaced by an election within the representation unit.
7. **Election of Representatives**

Regular elections for faculty representatives will be held prior to the first representative council meeting to fill a vacancy within a representation unit. Schools

with multiple representatives should stagger terms of office to provide continuity of membership on the council.

8. Continuing Contract Status

Faculty representatives should have attained “continuing contract” status with the district at the time of election of office. An exception is allowed only by special petition and action of the executive board.

9. Number of Representatives

Representation on the VEA representative council will be on the basis of not more than 15 members or major fraction for one representative according to the following schedule:

VEA Members	Representatives
8 – 22	1
23 – 37	2
38 – 52	3
53 – 67	4
68+	5

10. Representative Government

VEA has a representative form of government. Faculty representatives are responsible to speak and vote for the members that elected them in all matters (Standing Rule 401.1) and are accountable solely to them for their actions.

11. Attendance Published

Whenever a faculty representative, his/her alternate, or other reasonably qualified substitute has not been in attendance to represent his/her membership at a council meeting, this fact will be published in the minutes of the meeting.

12. Voting

The faculty representative, the alternate or other specifically authorized substitute may cast votes in the council. However, no faculty representative may cast a proxy vote for another faculty representative who is not in attendance.

Adopted by Representative Council: September 28, 1976

Revised by Representative Council: November 5, 1985

Revised by Representative Council: April 9, 2002

Revised by Representative Council: June 5, 2012

Affirmed by Representative Council January 9, 2018

Representative of Specialist Educators (Specialist Trustee) on the VEA Executive Board

For purposes of electing a specialist educator on the VEA Executive Board, specialists are those who: (1) by job description are not basic education classroom teachers, and (2) provide unique services to children.

Adopted by Representative Council: September 28, 1976

Revised by Representative Council: January 12, 1982

Revised by Representative Council: April 12, 1994

Revised by Representative Council: November 13, 2001

Revised by Representative Council: April 16, 2013

Affirmed by Representative Council January 9, 2018

Representative of Specialist Educators on the VEA Representative Council

For purposes of forming representation units of specialist educators to select faculty representatives, the conceptual guidelines for determining membership in a particular representation unit are:

1. **Physical proximity:** Are the members of the unit bound in close proximity to expedite meeting and communicating with each other?
2. **Administrative assignment affinity:** Are the members of the unit comfortable with each other, or are there conflicts because of overlapping or unclear role and duty expectations with each other?
3. **Preferences of the individuals:** Convenience of meeting together.
4. **Number of representatives per unit based on Policy 101.1, #9.**
Examples of representative units are: visual and performing arts, speech-language pathologists, nurses, psychologists.

Note: Specialists, such as media specialists, reading teachers, counselors, and special education teachers, are usually assigned to the faculty representation unit in a building to which they are assigned. This does not preclude other representative units from being developed at a future time.

Adopted by Representative Council: October 26, 1976

Revised by Representative Council: April 9, 2002

Revised by Representative Council: April 16, 2013

Affirmed by Representative Council January 9, 2018

Trustee Positions on the VEA Executive Board

The executive board of the VEA has two significant functions:

1. To study and/or develop and to make advisory recommendations regarding policies or other actions for representative council disposition.
2. To execute or oversee the implementation of policies and/or other actions that have been adopted by the representative council, the policy making body of the association.

The trustee members on the executive board are selected from and by clearly designated groups within the association. While there is no precise member-to-trustee formula, trustee constituencies should be approximately equal because it is just and reasonable that each trustee be responsible for a similar number of members and that no one group of members should have a greater numerical influence on executive board deliberations than another.

Any component unit of the association that has the sole responsibility as the certified agency in its collective bargaining unit with its employer shall have at least one trustee on the VEA executive board.

Whenever the VEA executive board has determined that a particular group of members is without adequate representation or has excessive representation on the board, it shall study the circumstances, draft a report of its findings along with a recommendation that may provide that a particular trustee position be created or abolished, and present its report for the consideration and disposition by the VEA representative council, at a regular meeting.

A report with a proposal for the increase or decrease of a trustee position on the board must be published and distributed to the membership at least 10 days prior to the date it will be acted upon.

Adopted by Representative Council: October 26, 1976
Revised by Representative Council: June 5, 2012
Affirmed by Representative Council January 9, 2018

Roles and Comparative Functions of the President, Executive Director, and Executive Board

BASIC FUNCTION

President

The function of the president is to exercise leadership in the development of association policy and in the execution of action. His/her actions should reflect, as much as possible, the advice and counsel of the executive director, executive board, and representative council. He/she symbolizes the association to the members and to the general public. He/she fulfills these responsibilities in an ethical manner.

Executive Director

The function of the executive director is to implement the policies adopted by the governing bodies. The executive director defines areas of need, analyzes alternate approaches, outlines implications, provides background material, and helps the governing bodies evaluate future consequences. He/she fulfills these responsibilities in an ethical manner.

Executive Board

The function of the executive board is to provide leadership to the association under the leadership of the president and the counsel of the executive director. Executive board members strive to be fully aware of issues important to the membership, to collect facts, and to consider alternate courses of action. They identify and propose the best action and work for its implementation when approved by the appropriate body. They also provide fiduciary advice and recommendations to the representative council. The members of the executive board fulfill these responsibilities in an ethical manner. To protect the integrity of decision making, no alcoholic beverages will be consumed during business sessions.

ROUTINE ADMINISTRATIVE OPERATION FUNCTION

President

The president maintains a pulse on issues relevant to the membership and brings these issues to the attention of the executive director or others for action. He/she is the spokesperson for the association at local, state, and national levels. The president serves in the role of mediator with district administration on non-bargainable issues. He/she develops agendas for and chairs meetings of the governing bodies.

Executive Director

The executive director maintains close contact with the office at all times to be available to promptly respond to questions and concerns of individual members. He/she visits buildings on specific request, handles regular administrative routines of the office operation, and initiates and edits regular written communication to the membership. The executive director serves as business and office manager of the association. He/she recommends candidates for professional staff to the executive board.

Executive Board

The executive board advises, counsels, authorizes, evaluates, and supervises the executive director in regard to the specific concerns of special interest groups and the membership in general. Executive board members assist in the development of the representative council agenda and recommend changes or new policies and procedures to the representative council. The executive board is responsible for the fiscal oversight of the association's finances.

GRIEVANCE & COMPLAINT PROCESSING FUNCTION

President

The president reviews memorandums of the executive director to the agents of the employer regarding identified problems and concerns. He/she confers with the executive director and the concerned individuals regarding proposals and lines of action to be pursued with the employer's agents or with other officials.

Executive Director

The executive director maintains constant communications, written and oral, with appropriate school district representatives per Article 1.11 (liaison responsibilities regarding immediate or anticipated problems in the district on behalf of individuals or the association). He/she is the consultant to the Professional Rights and Responsibilities commission.

Executive Board

The executive board is knowledgeable about issues arising within its constituency, informs the president and/or executive director, and works with these officials in dealing with such identified situations.

POLICY FORMULATION FUNCTION

President

The president is responsible for developing specific recommendations to the executive board and representative council regarding new policies and/or actions and changes in association policies. He/she concurs with the executive director to identify the various options available in a given circumstance prior to making a particular recommendation and/or decision.

The president, as the association leader, is expected to be a strong advocate of the policies and actions that he/she is recommending for adoption by the executive board and representative council. He/she becomes an advocate of whatever position is finally adopted by the representative council.

Executive Director

The executive director is responsible to give counsel to the president, executive board, and representative council regarding the relative advantages and disadvantages of new or of any change in association policy and/or actions.

The executive director is responsible to display an objective analytic attitude about policies and actions proposed for adoption by the governing bodies. He/she becomes an advocate for a policy or action only after it has been adopted.

Executive Board

The executive board receives recommendations from the president and counsel from the executive director regarding changes in existing association policy, programs, or lines of action. Executive board members work with the president to refine proposals and the annual budget to a point where they can collectively advocate their approval by the representative council with few, if any, alterations. When general consensus of the board is not possible on a recommendation, it may arrange for the presentation of a minority report to the representative council. The executive board collectively determines the general basic relationship to be used by association leadership in the execution of their responsibilities and relationships with district officials in conducting the affairs of the association with them.

ASSOCIATION SPOKESPERSON FUNCTION

President

The president, as the chief executive officer of the association, recommends policy and actions. He/she is the official association spokesperson to the membership and to the public when the executive board and representative council have taken action. He/she announces all new policy decisions of the association.

Executive Director

The executive director, as the chief administrative officer of the association, speaks for the association on new policy decisions only on specific request of the president. He/she communicates and interprets established policy and positions to inquiries from members or nonmembers.

Executive Board

The executive board advises and assists the president and executive director in finalizing the association's position on situations or issues pertinent to the membership. Executive board members advocate for and keep their individual constituencies informed of association policies and actions.

COMMISSION RECRUITMENT AND OPERATION FUNCTION

President

The president, with the assistance of the executive board, recruits members to serve on association commissions, committees, etc., and makes recommendations to the executive board and representative council for their appointment. He/she is a member or ex-officio member of all committees and commissions and gives general supervision to the effective operation of these committees and commissions. He/she holds chairpersons and members accountable to meet the charges given to the group for completion.

Executive Director

The executive director collaborates with the president and executive board regarding members who have shown an interest and/or talent that may be of value to the more effective operation of the association. He/she works with the members of each committee or commission, advising them regarding the charges for which they may be held accountable. He/she is not responsible for holding them accountable.

Executive Board

Executive board trustees recruit members from within their constituencies to serve on various commissions. Periodically they communicate with their appointees.

NEGOTIATIONS FUNCTION

President

The president, in consultation with the executive board, nominates members to serve on the Professional Negotiations commission. He/she obtains approval for nominees from the representative council. He/she keeps apprised of the progress of the commission in order to keep the executive board and the membership fully informed. He/she conveys the concerns of the membership to the professional negotiations chairperson and commission members. He/she gives general supervision and evaluation of the progress of the group and holds them accountable to any general or specific charges that may have been given. He/she is responsible for reviewing communications and recommendations of the commission prior to release to the membership or the general public.

Executive Director

The executive director is the consultant to the Professional Negotiations commission. He/she researches problems, makes tentative drafts of proposals, and analyzes proposals as to best-fair-poor positions. He/she advises only and does not vote in caucuses regarding acceptance or rejection of any proposals.

He/she is authorized to:

- Work with the appropriate school district representatives on proposals offered by each party.
- Establish the facts, the issues, and the areas of probable agreement and disagreement of any circumstances.

Whenever possible, this should occur prior to the initiation of formal negotiations or in following sessions.

He/she does not have the authority to make settlements on his/her own responsibility, only to make recommendations to the Professional Negotiations commission and/or to the executive board.

Executive Board

The executive board receives periodic reports from the chairperson or the executive director of progress and activities and, when needed, reviews and/or authorizes recommendations, surveys, votes, etc., to the representative council and/or the membership. Executive board members keep sufficiently informed and prepared to organize faculty representatives in getting their members ready for possible collective actions. They assist in the planning and execution of any and all job actions as needed.

Adopted by Executive Board: May 11, 1971

Revised: February 13, 2001

Revised: April 21, 2015

Revised by Rep Council May 2, 2017

Affirmed by Representative Council January 9, 2018

Summary Description of the Functions of the Executive and Representative Groups in VEA

Commissions

A commission is created by the executive board for an assigned purpose to study specific problems, develop recommendations for new policies and programs, or to execute an activity.

The commission members are appointed by and are responsible to the executive board.

A commission meets as frequently as is necessary to carry out the assignments given to it.

Executive Board

The elected executive leaders meet regularly to identify problems and to shape solutions in the form of association policy and programs or other actions.

The Articles of Incorporation charge the executive board with the "management of the affairs of VEA, Inc.," consistent with the bylaws as established by the membership of the association.

Executive board members are elected by and are responsible to large groups of the membership or to the total membership.

Representative Council

The representative council is the policy and program adopting body of the association.

The representative council meets monthly to conduct the business of the association that includes hearing reports and considering adoption and/or ratification of policies, programs, or actions as proposed by the executive board or its commissions for the best welfare of the association.

Faculty reps are elected per Standing Rule 101.1, #9, and are directly responsible to provide leadership to that group.

The faculty rep works to become fully informed of the problems in his/her unit and in the district, and of the association policies and programs. The faculty rep strives to be an effective communications link between his/her members and association leaders.

Revised by Executive Board: October 9, 2001

Revised by Executive Board: March 26, 2013

Affirmed by Representative Council January 9, 2018

Speakers at Representative Council or Other Member Meetings

It shall be the policy of the Vancouver Education Association to deny all written or oral requests from internal or external sources that:

1. Are promotional in nature.
2. Could be commonly referred to as peddlers.
3. Have not been screened by the president and/or executive board.
4. Do not align with the goals and objectives of the VEA.

Adopted by Executive Board: March 28, 1995

Adopted by Representative Council: April 11, 1995

Revised by Representative Council: November 13, 2001

Affirmed by Representative Council January 9, 2018

WEA Board Director

The WEA board director(s) shall serve as an ex-officio voting member of the VEA executive board.

Adopted by Executive Board: September 30, 1997
Affirmed by Representative Council January 9, 2018

VEA Bargaining Chair

The VEA bargaining chair shall serve as an ex-officio voting member of the VEA executive board.

Adopted by Executive Board: June 8, 1999

Affirmed by Representative Council January 9, 2018

VEA WEA-PAC Board Director

The VEA WEA-PAC board director shall serve as an ex-officio voting member of the VEA executive board.

VEA WEA-PAC board members shall be appointed ex-officio members of the VEA executive board if they are not elected members.

Adopted by Executive Board: June 8, 1999

Affirmed by Representative Council January 9, 2018

Officers

Standing Rule:	Powers and Duties of VEA President (1977, 2001, 2012, 2018)	201.1
Procedure:	Procedure for Resolution of Differences Between the President and the Executive Director Regarding Role, Function, or Other Conflict ([1977], 2001, 2013, 2018)	201.3
Standing Rule:	NEA/WEA RA Delegate Status and VEA President (1996, 2012, 2018)	201.4
Standing Rule:	Powers and Duties of VEA 1 st Vice President (1977, 2018)	202.1
Standing Rule:	Powers and Duties of VEA 2 nd , 3 rd , 4 th Vice Presidents (1977, 2001, 2013, 2016, 2018)	202.2
Standing Rule:	Powers and Duties of VEA Secretary (1977, 2013, 2018)	203.1
Standing Rule:	Powers and Duties of VEA Treasurer (1977, 2001, 2012, 2018)	204.1
Standing Rule:	Powers and Duties of VEA Trustees (1977, 2001, 2013, 2018)	205.1
Standing Rule:	Status of VEA Officers-Elect between Date Elected and Date Installed (1977, 2001, 2018)	206.1

Powers and Duties of VEA President

1. The preeminent function of the president is to exercise leadership in the development and communication of association policy. He/she serves as the chief executive officer.
2. The president is the chairperson of the association's executive board and of its representative council. In this capacity, he/she chairs and votes on both the representative and executive bodies of the association. In fulfilling these responsibilities, the president confers with the executive director in establishing the agendas for these two bodies. The president exercises greater control than any other member through his/her use of the chair in recognizing members for the initiation of action or in debate. He/she also decides whether a discussion is germane to the issue.
3. With the assistance of employed staff, the president prepares a statement of goals and objectives for the consideration of the executive board and representative council. These goals and objectives are intended to provide a clear understanding of the association's direction and to guide the efforts of the leaders, members, and employed staff during his/her term of office. The president works to implement the goals and objectives that have been adopted.
4. The president assures that the association's bylaws, standing rules, and policies are reviewed and updated as necessary and is responsible for their enforcement.
5. The president works with the treasurer, employed staff, and the budget committee to develop a budget consistent with the adopted goals and objectives. In conjunction with the treasurer, he/she recommends the budget to the executive board and then to the representative council for adoption.
6. The president is responsible for maintaining a high level of communication with all stakeholders of the education community. The president speaks for the association to members, school district officials, leaders of other associations, and community groups about established VEA policy, or he/she specifically designates another to speak on his/her behalf. He/she carefully distinguishes between established association policy and his/her personal opinions on issues when they may be divergent or when association policy has not yet been finalized on an issue.
7. The president visits schools to meet with faculty representatives and individual members as often as his/her other duties will permit. The president provides, in a way that cannot otherwise be duplicated, a communication vehicle between teachers and school district personnel. Through this activity, programs and policies become better understood by the membership. Conversely, the needs of members are related directly to committees dealing with program areas.

8. The president drafts official association correspondence or authorizes and supervises this activity by the employed staff.
9. The president serves as the chairperson of the association's delegations to affiliate meetings or names another to serve in that capacity with the advice and consent of the executive board.
10. The president, with the assistance of the executive board, recruits and nominates chairpersons for all standing and special committees. It is of paramount importance that these selections be made judiciously and that those selected fulfill their functions. The president has the authority to replace those who do not perform efficiently.
11. The president actively seeks out the best-qualified members to serve on specific commissions, committees, other offices that may become vacant, or special assignments with the advice and consent of the executive board and that are within his/her authority to make appointments. The president serves as a member or ex-officio member on all committees or commissions. He/she monitors the progress of each as well as their coordination to prevent or minimize duplication of effort or responsibility and authority. By exercising his/her ex officio membership, he/she may participate and vote on whatever program recommendations he/she considers most vital.
12. Refer to executive board Policy 103.1 for other details and clarification.

Adopted by Representative Council: January 18, 1977

Revised by Representative Council: December 4, 2001

Revised by Representative Council: June 5, 2012

Affirmed by Representative Council January 9, 2018

Procedure for Resolution of Differences Between the President and the Executive Director Regarding Role, Function, or Other Conflict

It is the responsibility of the president, executive board, and executive director to work harmoniously. Sometimes for the overall welfare of the association, individual differences must be put aside to demonstrate unity.

When conflicts arise between the executive director and the president concerning authority to act or in the interpretation of policy, these two officials are charged by the executive board to try to reach settlement voluntarily without outside help. If this method fails, either one or both of the officials should make the executive board aware of the conflict. The executive board should be used in one of the following ways:

- Act as a sounding board to listen to the recitation on the area of conflict, reflect upon it, and respond without necessarily making a binding decision regarding the problem.
- Act as an arbitrator defining who has the authority to make the decision.
- Act as a decision-maker defining what action should be taken.

Revised by Executive Board: October 23, 2001

Revised by Executive Board: April 30, 2013

Affirmed by Representative Council January 9, 2018

NEA/WEA RA Delegate Status & VEA President

The office of the president shall also include delegate status to the NEA Representative Assembly. To keep in line with NEA regulations found in “Requirements for the Allocation and Election of Delegates II.G.3,” the ballot for electing the president must clearly state “that the successful candidate will serve in both positions.”

By current WEA regulations, council presidents are members of the WEA board of directors. This gives council presidents delegate status for WEA Representative Assembly representing the board of directors, not the council. Should this regulation change, then the office of president shall also include delegate status to the WEA Representative Assembly. To keep in line with WEA regulations found in “Credentials Guidelines and Procedures C.6,” the ballot for electing the president shall include the following:

“The officer elected shall serve as a delegate to the WEA Representative Assembly and delegate status shall not be conditional upon holding the affiliate office.”

Adopted by Representative Council: March 5, 1996

Revised by Representative Council: June 4, 2012

Affirmed by Representative Council January 9, 2018

Powers and Duties of VEA 1st Vice President*

The 1st vice president shall replace the president when the president is unable to carry out his/her responsibilities because of death, resignation, extended illness, or other causes, or shall substitute for a specific period of time at the request of the president.

The 1st vice president shall be assigned to the usual duties and exercise the powers of a president-elect except that he/she will not assume the office of president unless specifically elected to it, or to replace the president for the remainder of an unfilled term, or as a short-term substitute.

The 1st vice president will be assigned specific duties by the president that may be of assistance to the president in the effective operation of the association and that will broaden his/her background of exposure to the leadership and policy-making function and responsibilities of the presidency.

In the event the 1st vice president position becomes vacant by reason of death, resignation, extended illness, or the replacement of the president, the position will remain vacant until a special election is held within 60 days after the representative council declares such a vacancy.

*Note: The 1st vice president's job is very broadly defined for a definite reason. A degree of flexibility is necessary because of the changing conditions and needs of the association. Also, the 1st vice president should have as wide a variety of experiences as possible. He/she should not be locked into a narrow scope of responsibilities.

Adopted by Representative Council: January 18, 1977

Affirmed by Representative Council January 9, 2018

Powers and Duties of VEA, Inc., 2nd, 3rd, and 4th Vice Presidents

Individuals serving in the 2nd, 3rd, and 4th vice president offices have the duty and responsibility to assist the president and the executive board to the best of their ability in the development and execution of association policy in those areas specifically assigned to them.

At the beginning of each school year, the president will meet with and assign to each vice president one or more of the following activities that may be consistent with the association's bylaws and goals with the approval of the executive board:

1. Become knowledgeable about the function of association leadership and policy information and implementation, obtaining the background preparation that will provide a reservoir of knowledgeable leaders for the association to ensure its long-term welfare.
2. Assist in the interpretation of association policies and programs.
3. Assist the president in identifying problems appropriate to association action and in the recruitment of individuals to serve on association commissions, task forces, etc.
4. Serve as the board's liaison person, chairperson, and other specified assignments on association commissions and committees (Elections, Policies and Procedures), or coordinate assigned areas or phases of a collective action/strike.
5. Be responsible for association activities such as: Pizza and Politics, new member meetings, Santa Event, membership/agency fee payer contact, area zone organization, Diversity Event, Read Across America, and meeting monitor (speaking order, time keeping).
6. Substitute for any trustee at the representative council when the trustee has missed an executive board meeting immediately prior to a representative council meeting.
7. Serve in whatever capacity that may assist in the effective operation of the association.

Adopted by Representative Council: January 18, 1977

Revised by Representative Council: December 4, 2001

Revised by Representative Council: May 7, 2013

Revised by Representative Council: June 7, 2016

Affirmed by Representative Council January 9, 2018

Powers and Duties of VEA Secretary

The chief function of the secretary is to keep an accurate record of the official actions taken at executive board meetings and at representative council meetings.

Adopted by Representative Council: January 18, 1977

Revised by Representative Council: May 7, 2013

Affirmed by Representative Council January 9, 2018

Powers and Duties of VEA Treasurer

The treasurer oversees the financial affairs and fiscal health of the association. He/she chairs the budget committee. With the help of this committee, the treasurer develops a budget consistent with the year's goals and objectives. In conjunction with the president, he/she recommends the budget to the executive board and then to the representative council for adoption.

The treasurer reviews monthly statements of association income and expenses. He/she provides an oral report at all executive board and representative council meetings and provides a written report at least three times a year.

The treasurer obtains financial information as requested by the executive board or representative council. He/she notifies the executive board of any financial concern from emerging trends observed due to external or internal forces that may have an impact on the fiscal health of the association.

The treasurer is responsible for implementing the multiple signature procedure on checks.

Adopted by Representative Council: January 18, 1977
Revised by Representative Council: December 4, 2001
Revised by Representative Council: June 4, 2012
Affirmed by Representative Council January 9, 2018

Powers and Duties of VEA Trustees

The function of a trustee is to exercise leadership in the development and the communication of association policy within the assigned group of members from which he/she is elected.

A trustee should represent his/her membership group's particular interests to the best of his/her ability while at the same time taking into consideration the best interests of the entire membership of the association.

A trustee serves as the chairperson of the appropriate constituent group when faculty representatives are called into representative council trustee meetings.

A trustee recruits and recommends individuals for service on association commissions, committees, and other association bodies.

A trustee should work to provide continuity in the leadership and the policies of the association at the executive board and representative council levels by conscious effort and by virtue of his/her three-year term of office.

A trustee should make every reasonable effort to establish and maintain a high level of communication with and among the members of the group he/she represents on the executive board.

Adopted by Representative Council: January 18, 1977

Revised by Representative Council: November 13, 2001

Revised by Representative Council: May 7, 2013

Affirmed by Representative Council January 9, 2018

Status of VEA Officers-Elect Between Date Elected and Date Installed

An officer-elect shall be encouraged:

1. To attend all executive board and representative council meetings.
2. To sit with his/her predecessor at all meetings in order to effectively transition into the position.
3. To substitute for his/her predecessor when the predecessor is absent, to cast a vote for him/her when authorized, and to report to him/her the content of discussions and actions taken at executive board meetings.
4. To assist and substitute for his/her predecessor in any assigned leadership role at representative council meetings.

Adopted by Representative Council: April 5, 1977

Revised by Representative Council: November 13, 2001

Affirmed by Representative Council January 9, 2018

Commissions, Roundtables, and Committees

	Basic Information about Membership and Operation of VEA Commissions and Roundtables ([1978], 1993, 2002, 2013, 2018)	301.1
Standing Rule:	Commissions (1976, 1992, 2015, 2018)	302.1
Standing Rule:	Professional Negotiations Commission (1976, 1992, 1994, 2001, 2015, 2018)	302.3
Standing Rule:	Roundtables (1976, 2015, 2018)	303.1

VEA Commissions and Roundtables

The VEA commissions and roundtables concept of organization is designed to provide maximum opportunity for broad-based membership participation in the decision-making, policy, and program implementation processes of the association. The areas of association responsibility have been classified into five broad categories.

- 1. Professional Rights and Responsibilities.** PR&R is responsible for grievance processing, legal assistance, ethics problems, defense from attacks by radical groups, and review of members' claims regarding their membership rights and services.
- 2. Professional Negotiations.** The Professional Negotiations commission develops membership surveys to establish the parameters of negotiation objectives, priorities, and desired employer-employee relations tactics. They study a variety of options for compensation. They handle the negotiations of tentative memorandums of table settlement. They communicate recommendations for specific actions with the executive board and the general membership.
- 3. Internal Affairs.** Internal Affairs seeks out candidates for VEA, WEA, and NEA officers and delegates within the membership; serves as a revision study committee for bylaws, standing rules, policies, and procedures; and studies other issues and problems of VEA, Inc., in relation to state and national affiliates or a VEA component unit.
- 4. Communications – Internal/External.** Communications promotes membership in VEA, informs members on current issues in public education, participates in awareness activities pertinent to education in the Vancouver Public Schools, and provides a vehicle for inter-school communications.
- 5. Special Action.** Special action is a group assigned to assure that the collective actions approved by the representative council or executive board, i.e., levy promotion, political action, strikes, etc., are effectively organized and executed.

Updated by Executive Board: March 22, 1994

Revised by Executive Board: February 12, 2002

Revised by Executive Board: March 26, 2013

Affirmed by Representative Council January 9, 2018

Commissions

A commission is an appointive body assigned to carry out a specific task within the parameters assigned it by the appointing authority or in the standing rules.

A commission has advisory authority to the executive board or the representative council and executive authority only in those activities specifically authorized by the executive board and/or representative council.

Each commission should be comprised of six to nine regular members and up to five alternates. The commission may include:

- A general chairperson named by the president.
- One regular and one alternate member recommended by each executive board trustee from his/her membership constituency in consultation with the president.
- A liaison from the executive board.

The board's liaison will make regular progress reports to the board and will report relevant board actions to the commission.

Unless otherwise provided in the standing rules, the term of office on a commission will be one year without limit as to successive number of terms subject to reappointment. The term of office will be reasonably congruent with each association year beginning about September 1 and ending August 31, or until properly replaced by a successor.

The president is responsible for appointing the members of a commission.

The representative council must ratify appointments to the Professional Rights and Responsibilities, Professional Negotiations, and Internal Affairs commissions.

Each commission should hold an organizational meeting in September or October to (1) review the general responsibilities of the group, (2) review any specific charge assigned them by the board and/or council, and (3) plan the identification of problems in their area. They shall determine their meeting schedule and work activities for the year.

Adopted by Representative Council: September 28, 1976

Amended by Representative Council: April 14, 1992

Amended by Representative Council: February 3, 2015

Affirmed by Representative Council January 9, 2018

Professional Negotiations Commission

1. The Professional Negotiations Commission is assigned the exclusive responsibility and duty to develop and present proposals and counterproposals to representatives designated by the board of directors of the school district or other appointing authority toward the objective of reaching tentative settlement(s) on any matter within the purview of RCW 41.59, the Educational Employment Relations Act.
2. Any tentative settlement reached by the commission shall be subject to final ratification by the general membership of the association.
3. Proposals and counterproposals shall be reasonably made within the general conceptual parameters set forth in policy established by the governing bodies of the association and/or directly by the desires of the majority of the membership as revealed in general membership surveys. Situations may arise when:
 - The commission is confronted by a specific proposal presented by the representatives of the employer for which there is no existing association policy.
 - Membership survey results and communication with the representative council and/or executive board is not reasonably feasible.In these circumstances, the commission may make such proposals and counterproposals that they may deem to be in the best interests of the association.
4. The Professional Negotiations Commission shall be comprised of at least six but not more than eight members appointed by the president with the consent of the representative council and selected as follows:
 - a. One from K-2 teacher
 - b. One from 3-5 teacher
 - c. One from 6-8 teacher
 - d. One from 9-12 teacher
 - e. One from specialists
 - f. One from special education
 - g. Up to two at-large
5. The term of office shall be for one year, September through August, and/or until properly replaced, whichever is later. There shall be no limit on the number of terms of office subject to annual reappointment. Every reasonable effort will be made to recruit experienced members to commission membership to provide continuity of experience.
6. The chairperson, selected by the president from the appointed members:
 - Shall be the chief spokesperson of the commission.
 - Shall be responsible for the effective operation of the commission and hold all the power and duties regularly assigned to a chairperson.

- Shall determine which five members of the commission will comprise the bargaining team at the table with the district.
 - Shall be the liaison to the executive board.
7. Members of the commission should be selected on the basis and adherence to the following standards:
- A. Ability to recognize their own prejudices on topics of negotiations and to listen objectively to different opinions and all facts of a particular circumstance.
 - B. Ability to identify and work to understand concerns of all groups as well as those of the group he/she represents.
 - C. Ability to make reasonable compromises and concessions with fellow commission members and/or documented concerns of the district.
 - D. Ability to protect information (maintain confidentiality of content of negotiations discussions) within the commission and at the bargaining table until officially released from that commitment by the chairperson.
 - E. Have a high level of credibility and respect of fellow teachers and the community for their dedication to the teaching profession, the association, and the long-term success of the schools in which they are employed.
 - F. Be committed to willingly find the time, energy, and make personal sacrifices to see the negotiation of a Comprehensive Professional Agreement through to final ratification.
 - G. Have the ability to accept criticism from individuals and groups regarding their disappointments about what was and was not made a part of the tentative settlement without allowing such actions to unduly upset their emotional composure.
 - H. Have the ability to think in a systematic manner to present information in a clear and forceful manner either at the bargaining table or to their constituent groups.
 - I. Have been active in the association and/or experienced in negotiations over a number of years.
 - J. Have attained “continuing contract” status with the district.

Adopted by Representative Council: September 28, 1976

Amended by Representative Council: April 14, 1992

Amended by Representative Council: May 3, 1994

Amended by Representative Council: December 4, 2001

Amended by Representative Council: May 5, 2015

Affirmed by Representative Council January 9, 2018

Amended by Representative Council April 10, 2018

Roundtables

A roundtable is an appointive body designed to work and assist a commission in carrying out its assignment. As needed, each commission may activate a roundtable that is intended to serve two purposes:

- Provide an opportunity for members to have input in association decision-making processes.
- Alleviate the workload of the faculty representative.

A roundtable is comprised of the commission members and not less than one representative from each representation unit of the association, with the number established as most appropriate to the tasks assigned the group. Each faculty representative should, when called upon, recruit a member to serve on the roundtable or be prepared to serve in that capacity.

The commission chairperson will preside at meetings of the commission and the roundtable and exercise the usual authority of the chairperson, i.e., calling meetings, appointing a subcommittee, etc.

The general duties of a roundtable are the following:

1. Advise the commission about the ideas and concerns of members on a particular problem, issue, or project.
2. Review and advise the commission on the manner, time, and method of collecting information or getting membership involvement or action.
3. Explain to the members in their buildings or representation units the programs the association is designing to meet the problems within the scope of the roundtable's assignment and provide them with the reasons why certain kinds of information or opinions are being requested from them.
4. Assist in the actual collection and tabulation of information within their units as needed by a commission to effectively carry out its assignment.
5. Assist the commission in any way it can.

Adopted by Representative Council: September 28, 1976

Amended by Representative Council: February 3, 2015

Affirmed by Representative Council January 9, 2018

Elections

Standing Rule:	Voting the Membership Procedure (1976, 2018)	401.1
Standing Rule:	Elections (1980, 1983, 2012, 2015, 2017, 2018)	401.2
Standing Rule:	Procedures for Negotiations Ratification and Consideration of Strike Authorization (1991, 2001, 2012, 2018)	402.2

Voting the Membership Procedure

1. It is the intent of this procedure to assure that on certain critical questions, the principle of one-person, one-vote is fully in effect for the membership of the association.
2. Voting the membership procedures may be limited to certain highly significant questions: ratification of a Comprehensive Professional Agreement; collective actions; alterations in affiliation and disaffiliation status; endorsements of any product, service, program, person, or issue; and any other significant question that:
 - A. May be controversial and have substantive consequences for the continued maintenance of a unified and effective association.
 - B. May require that the faculty representative understand where each of his/her constituents (members) stand on the issue so that the faculty rep may more effectively organize his/her representation unit for any “collective action” that may be required following the vote of the representative council.
3. Voting the membership shall mean that each representative will cast an “aye, nay, or abstention” for each and as many members as he/she has previously been certified to represent.
 - A. Association officers’ votes will be cast at the appropriate time and thus will not be included in their building total.
 - B. A written record will be made and published of the way each officer and faculty rep cast the votes assigned him/her.
 - C. Abstention votes will not be counted as contributing to the affirmative or the negative side of a vote in determining if a majority of those present and voting approved or disapproved a specific motion.
 - D. A substitute for a faculty rep may cast the votes of a representative unit. Proxy voting is not allowed, i.e., one faculty rep may not cast the votes for his/her own and another faculty rep's representation unit.
4.
 - A. Any council member may call for the members of the council to vote their members on a main motion (not specific, subsidiary, privileged, and/or incidental motion) whose content may have significant consequences for the association (see #2 above).
 - B. The chair will make a decision whether the content of the motion has significant consequences for the association and rule the motion “in order” or “out of order.”

- C. Any council member may immediately, before any other business has been interviewed, appeal the decision of the chair in accordance with procedures provided in Sturgis (Incidental Motions).
 - D. The presiding officer's decision will be sustained by either a majority or tie vote of the council.
5. Any council member may, if the vote the membership procedure is to be utilized, immediately submit a motion that the voting be postponed for a specified number of hours (or days) to allow each faculty rep the opportunity to consult with his/her constituency and be reasonably instructed as to how the votes of the individuals in each unit should be cast. A majority of those council members present and voting shall determine whether the postponement shall be allowed.

Adopted by Representative Council: October 26, 1976

Affirmed by Representative Council January 9, 2018

Elections

1. AUTHORITY

Sturgis (Nominations and Elections) shall serve as the general authority for conducting the elections of VEA, Inc., in all matters not specifically covered by these standing rules or in policy statements.

2. ELECTION COMMITTEE

A. Composition

The committee shall be comprised of not less than three active members named by the president and approved by the executive board by June 30 of each year. The committee chair will be selected from the approved members.

B. Duties

1. Conduct elections and any other items on which formal votes are taken using secret ballots.
2. Review election procedures and revise as needed for presentation to the representative council.
3. Develop election time lines for:
 - a. VEA offices
 - Identify and publish open positions
 - Open nominations
 - Close nominations
 - Election period
 - Ratify election
 - b. WEA and NEA representative assemblies
4. Identify and publish open positions with job descriptions.
5. Distribute campaign rules to candidates and make them available to other interested parties.
6. Serve as a nominations committee to the extent that the committee will strive to obtain the name of at least one qualified candidate for each open office. Incumbents shall first be contacted to determine if they plan to run for another term.
7. Complete an election committee report form certifying the results of each election and, if necessary, a statement of violation of any election rule and the nature of the violation. If a formal election challenge is filed, this fact will be included with the information about a specific office.
 - Each member of the committee will sign the report certifying that it is accurate.

- The number of votes cast for each candidate will be available upon request.

3. NOMINATIONS

A. Filing of Petition of Candidacy

A member interested in becoming a candidate for VEA office or a delegate to WEA Representative Assembly or NEA Representative Assembly must file a written petition of candidacy prior to the closing of nominations to be included on the ballot. A write-in candidate must have a petition of candidacy on file in the VEA office prior to the election ratification.

B. Closing nominations

1. VEA offices

- Nominations will be closed in the following order: president, 1st vice president, 2nd vice president, 3rd vice president, 4th vice president, secretary, treasurer, trustees.
- If no more than one candidate is nominated per position, the president will declare that candidate elected.

2. Representative assemblies

- If at the time nominations are closed there are fewer candidates than positions allowed, an election will be held to allow for write in candidates.

4. CAMPAIGNING

A. Candidate Publicity by the Association

A candidate may file a picture and statement of candidacy, i.e., qualifications, beliefs, etc., with the VEA office for inclusion with the ballot. Deadlines for submission of materials will be established. Any additional information of candidacy must be provided at the individual's expense. The faculty rep's responsibility is limited to distributing VEA published materials. Candidates may recruit VEA members to distribute their materials.

B. Individual Campaign Activities and Expenses

1. A candidate may begin campaigning as soon as his/her petition of candidacy form is filed. Campaigning closes when the election closes.
2. Preparation and distribution of individual campaign literature shall be entirely at the initiative and expense of the candidate. A candidate choosing to campaign will keep an itemized record of expenditures, both actual and in-kind. On the day the election closes, he/she will file an expense report with the election committee. The executive board will establish the ceiling for expenditures, including in-kind donations, for an individual candidate seeking to run for an office, concurrent with the formulation of the annual budget. The figures will become a portion of the election committee's final report. All campaign literature must

include the name and contact information of the person(s) responsible for its production.

5. BALLOTS AND VOTING

A. Types of Ballots

Ballots may be paper or electronic at the discretion of the executive board.

B. Ballot Order of Names

1. The order of candidate positions on the ballot will be by random order as determined by a drawing held immediately following the close of nominations at the Rep Council meeting.

C. Election Run-Off Procedure

1. VEA offices

A candidate must receive one more than half of the valid votes cast to be named to an office.

In the event there are more than two candidates for an office and one candidate does not receive a majority of votes cast, a run-off election will be conducted. The two candidates with the greatest number of votes in the prior election will be placed in contention for the open position. The candidates will be listed in descending order by the number of votes they received in the previous election.

If a candidate in contention withdraws from the election by a written request to the election committee prior to creating the ballot for the run-off election, the candidate with the next most ballots cast in the prior election will be listed on the run-off ballot. When a candidate has withdrawn from a race after ballots have been created, reasonable effort will be made by the election committee to inform members concerning the withdrawal of the candidate.

2. Delegates to Representative Assemblies

Candidates with the most votes will fill delegate positions. In the event of a tie for the final position, flipping a coin or drawing lots will determine the final delegate. Unsuccessful candidates will be listed as successor delegates as long as they receive the minimum of 10% of total votes cast for this election. In the event there is not at least as many nominees as there are positions available for the election, those nominated will be assumed to have won the election and no election will take place.

D. Procedure for Returning Printed Ballots and Ballot Deadline

The election committee will identify an individual in each administrative unit/building to be responsible for the receipt, distribution, explanation of, and return of the ballots to the place the ballots are to be counted. The faculty rep or other VEA member specifically named by the faculty rep or the faculty of a building will be responsible for conducting the election among his/her constituent group. The election procedure will stipulate the deadline

date and time for a ballot to be returned to the counting place. The ballots will remain segregated by unit until they are destroyed.

Ballots returned after the deadline will be kept separate from ballots submitted on time. When ballots are turned in late from a particular building, the reasons should be provided in a written statement signed by the individual responsible. The committee will determine whether to allow the inclusion of the ballots in the election prior to their being counted. Ballots turned in after the deadline chiefly because of the negligence of the individual assigned to return them will not be considered an election violation sufficient to be excluded from the count.

Ballots returned after the count has been concluded will not be counted.

Any question of the propriety of the receipt, distribution, explanation, and/or return of the ballots in a particular building must be brought to the attention of the election committee within 24 hours of the circumstance coming to light.

E. Retention of Election Results Materials Following an Election

Election results materials (ballots, tally sheets, etc.) will be retained in the VEA office for 30 days following ratification and then destroyed.

6. ELECTION VIOLATIONS

An election may be challenged at any time within 30 days of ratification only if the alleged violations could change the results of the election. The challenge must be submitted in writing and be signed by a contender candidate or by a party of interest in the disputed race. The statement must set forth the specific facts of the challenge, i.e., the nature of the violation and how the violation could change the results of the election.

The committee will immediately institute an investigation into the charge and draft a written report for the executive board of its findings that will include one of two recommendations:

1. The violation was not of a sufficient nature to warrant any action and the election should stand.
2. The violation was of such importance that the election should be rerun or other appropriate action is indicated and recommended.

The executive board will determine action to be taken or make a recommendation to the representative council.

Election disputes resolved by the executive board may be appealed to the representative council at its next regular meeting. The decision of the representative council shall be final in that election matter.

7. ELECTION RESULTS

A. Seating of Successful Candidates

The representative council will certify and seat the candidate with the majority of votes cast for each open office when there has been a valid election and

there has been no challenge brought to the attention of the election committee.

B. Notification of Candidates of the Election Results

The chairperson of the committee or designee will make every effort to contact each candidate to inform him/her of success or failure in the election prior to the results being made public.

C. Transition

Newly elected VEA officers will be invited to attend executive board and rep council meetings during the transition period. They will officially take office August 1.

Adopted by Representative Council: November 4, 1980

Amended by Representative Council: October 4, 1983

Amended by Representative Council: April 12, 2011

Amended by Representative Council: May 1, 2012

Amended by Representative Council: May 5, 2015

Amended by Representative Council: June 6, 2017

Affirmed by Representative Council January 9, 2018

Amended by Representative Council: April 10, 2018

VEA Election Committee Report

Election committee report for the office of _____

Date of election _____

Total # of votes cast _____

Candidate	# of votes	% of votes	Final position

Candidate	Spending report submitted – Yes/No	Amount spent (including in-kind)	Violations – Yes/No	Challenges – Yes/no

Signatures of election committee

Election chair

Election committee member

Election committee member

Election committee member

Procedures for Negotiations Ratification and Consideration of Strike Authorization

It is the basic policy of the VEA, Inc., that:

1. Every VEA, Inc., member employed by the Vancouver School District or who has signed a contract or letter of intent has the right to vote by secret ballot on the district's "last best offer" in the renegotiation of the Comprehensive Professional Agreement. The number of votes cast will determine the results of all elections.
2. Responsibilities of the VEA Professional Negotiations Commission

The VEA Professional Negotiations commission is charged to utilize surveys of membership opinion and established policies and positions of the governing bodies of the association in formulating the parameters of their negotiations with the district. The commission will strive within the timelines of the negotiations process to bring to the membership a "last best offer" from the district in one of two (2) formats:

 - A. A proposal that negotiators have agreed with the district to present to the membership as the best possible offer within the means of the district and with a "do pass" recommendation to the membership. A minimum of 60 % negative vote of the votes cast will reject the district's "last best offer."
 - B. A proposal that the negotiators have advised the district officials that it will recommend to members to reject the district's "last best offer" on grounds that it is insufficient to the needs of the membership. A 60 % vote of the votes cast is required to override the negotiators' recommendation to reject the district's proposed "last best offer."
3. Responsibilities of the VEA Executive Board
 - A. The executive board will meet in executive session with the professional negotiations commission as early as possible after it has been informed that a "last best offer" has been obtained.
 - B. The executive board will determine a date, time, place, and format for an informational meeting at which time the professional negotiations commission will present the details of the district's "last best offer" and the commission's recommendation for action by the membership on the proposal.
 1. The purpose of this meeting will be to provide information about the "last best offer" with any actual voting to occur at another time and place.
 2. The information meeting should be scheduled to elicit the largest possible attendance of both the membership of the representative council and of the general membership.

3. Notification of the time and place of an information meeting and voting procedures will be made by e-mail and/or other effective means.
 - C. The executive board will determine what information (if any) about the nature of the “last best offer” will be sent to members before the information meeting.
 - D. The executive board will determine voting procedures.
 4. Strike Authorization Vote—Strike Initiation

The Professional Negotiations Commission may request that the executive board conduct a strike authorization vote among the membership at any time if they determine that the use of this kind of action is necessary to conduct effective negotiations. In the event the membership has rejected a “last best offer” under any of the two circumstances in Section 2, a strike authorization vote will be conducted.

A minimum affirmative vote of 60 % of the votes cast shall be required for a strike authorization to initiate a strike action. All members will be provided the opportunity to vote by secret ballot to authorize a strike.

In addition to the secret ballot, every member will be given the opportunity during the voting procedure to turn in a brief list of his/her bottom line parameters that must be achieved to: (a) avoid the actual strike action, and/or (b) return to work if a strike is called. These comments will provide current information for negotiators to negotiate with the district.

If the strike authorization vote is less than 60 % of the votes cast to authorize a strike, the membership will work under the previously agreed to contract for a specified period of time, determined by the VEA executive board, while negotiations continue with the district.

 - A. If negotiations with the district continue and settlement is then reached, the same negotiation ratification procedures will be followed as if starting from the beginning of negotiations.
 - B. If the district refuses to negotiate, the membership will work without a contract for 20 days while seeking to reestablish negotiations. After 20 days, a vote will be taken by the membership to reject the district's offer and/or strike (60 % of the votes cast).

Adopted by Representative Council: May 7, 1991

Revised by Representative Council: November 13, 2001

Revised by Representative Council: June 2, 2009

Revised by Representative Council: May 1, 2012

Affirmed by Representative Council January 9, 2018

Finance

Policy:	Expense Guidelines (1976, 1991, 2001, 2003, 2013, 2017, 2018)	501.1
Policy:	Support of Worthy Causes (1991, 2001, 2012, 2018)	502.1
Policy:	Funding for Conferences, Workshops, Seminars, etc. (1993, 2015, 2018)	503.1
Policy:	Monetary Commitment for Conferences, Workshops, Seminars, etc. (2004, 2018)	503.2
Policy:	Budget and Reporting Procedures (2002, 2018)	504.1
Policy:	Conflict of Interest (2007, 2018)	505.1

Expense Guidelines

VEA must rely on individuals, commissions, and committees to carry out much of its work. Expenses incurred for authorized or necessary activities are provided in the association's budget and will be paid according to the guidelines for each type of expenditure.

1. Expense payments

A. Advances

1. When expenditures are known, payments will be made in advance.
 - a. Coffee breaks, snacks, and refreshment costs are considered a portion of the meal allowance and no additional allocation is provided.
 - b. If the participant leaves the event early, he/she must reimburse VEA for the unused meal per diem and/or for the cost of the room.
2. When expenditures must be estimated, it may be possible to provide an estimated travel advance.
 - a. Within 30 days travel advances must be followed by expense vouchers and relevant receipts for travel, meals, and housing expenses to clear the account.
 - b. If the advance exceeds expenses, a check for the difference must be attached to the voucher.
 - c. If expenses exceed the advance, every reasonable effort will be made to reimburse the member at the earliest possible time following receipt of the expense voucher.

B. Reimbursements

In rare instances, it may not be possible to provide advance payment. In that event, expenses must be submitted within 30 days by expense voucher with relevant receipts for travel, meals, and housing. Every reasonable effort will be made to reimburse the member at the earliest possible time following receipt of the expense voucher.

2. Types of expenditures

A. Transportation

1. Public carriers

Travel by plane, train, or intercity motor vehicle will normally be by coach, tourist, or economy class. (First class may be utilized only in unusual or emergency situations and must be authorized by the president or his/her designee.) Statements must accompany vouchers when the traveler is requesting reimbursement.

- a. In most circumstances, VEA will determine a maximum amount to be paid/reimbursed for transportation. This amount will include ticket and baggage (one bag for trips less than three days or two bags for three or more days, not to exceed airline weight limit).
- b. Individuals are responsible for their own transportation to and from their home to the airport, train station, etc.
- c. VEA will not pay for airport parking under most circumstances.
- d. Reasonable taxi service and/or airport shuttle service between the airport and the hotel will be reimbursed.

2. Private vehicle

- a. The car allowance for a designated driver will be the current IRS mileage rate.
- b. Members traveling on behalf of VEA, Inc., will normally be budgeted into three-person carpools.
 - i. A designated driver will be paid the car allowance rate for each mile actually driven, i.e., picking up passengers, round trip to the meeting site, driving for meals, etc.
 - ii. An individual choosing to drive his/her own vehicle will be reimbursed one-third of the car allowance paid a designated driver plus one-third that rate for each additional passenger also on VEA business to a maximum of the full rate. (Driver only = 1/3 the IRS rate; driver + 1 passenger = 2/3 the IRS rate; driver + 2 passengers = full IRS rate.)
- c. Auto rentals will be allowed only when other means of transportation are not feasible and will be reimbursed at actual cost.
- d. Intercity travel by private auto will be reimbursed at a total cost not to exceed the cost that would be incurred by regular air travel, economy class.
- e. Parking, bridge, ferry tolls, etc., will be reimbursed at actual cost.

B. Meals

For purposes of budget development and reimbursement, the current IRS per diem allowance for personal meals will be used. Dispersal will be based as follows: breakfast, 20%; lunch, 30%; dinner, 50%.

C. Housing

Whenever possible, housing costs will be arranged through and/or billed directly to the VEA office.

1. Double occupancy will be arranged when possible.
2. An individual desiring single occupancy will be reimbursed at one-half the cost of double occupancy.
 - a. If the individual wishes to be housed in a location other than the designated hotel, he/she will be reimbursed at one-half the actual

cost of the room, not to exceed one-half the cost of the designated hotel room.

- b. A receipt must be attached to the voucher.
 - c. Mileage for additional travel or other costs related to the individual's stay in a different location will not be reimbursed.
3. An individual desiring to room with someone whose housing expense has not been authorized by the association will be reimbursed at one-half the cost of double occupancy. (Restrictions in 2a, b, and c, listed above will apply.)
 4. VEA must be informed of the individual's request for a single room well in advance of the event.
 5. Miscellaneous housing expenses not authorized by the association will be the responsibility of the individual.

D. Substitute costs

The costs of providing a substitute to release a teacher from his/her regular duties for association business will be covered only when authorized in the association's budget. The association will notify the VSD Human Resources Department of the members participating in an association event and will be billed directly for the cost of the substitute. It will be the responsibility of each member to arrange for his/her own substitute. In a situation where a substitute has not been budgeted and it is not feasible to call an executive board meeting, the president may authorize the use of a substitute and explain the nature of the need at the next executive board meeting.

E. Committee or commission expenses

A committee or commission chairperson shall have the responsibility for authorizing expenditures from the account of the committee or commission provided in the association's budget up to the amount available. Funding beyond that provided in the account must normally be authorized by the executive board or, in exceptional situations, by the president.

F. Secretarial and printing costs

Preparation of printed materials will normally be done through VEA office resources. Costs incurred through use of outside sources will be reimbursed only when prior authorization has been given by the executive board or, in exceptional situations, by the president.

G. Hosted Beverages at Special Functions

VEA may host one beverage (alcohol or non-alcohol) at a special function hosted by VEA. This policy is not meant to prohibit additional beverages being hosted if the special function includes additional meals. Subsequent beverages will be the responsibility of the attendee.

H. Other association expenses

Vouchers for approved expenditures must be submitted within 30 days of the earliest date appearing on the voucher. The executive board must approve any exception to this.

Adopted by Representative Council: May 25, 1976

Revised by Representative Council: September 10, 1991

Revised by Representative Council: December 4, 2001

Revised by Representative Council: March 4, 2003

Revised by Representative Council: April 16, 2013

Revised by Representative Council: June 6, 2017

Affirmed by Representative Council January 9, 2018

Support of Worthy Causes

It shall be the policy of VEA, Inc., to expend regular dues money only for those activities that can be rationally construed as necessary to carrying out its legal responsibility to represent the best interests of the association and its members to public officials and to members of the public.

Rationale:

The association acknowledges that there are many community organizations and causes of great merit that improve the welfare of children, youth, and others. However, members of some teacher associations have challenged in court the authority of their organizations' leaders to expend dues money to support a cause or an activity that is (1) outside the assigned responsibility of their association, and (2) on occasion contrary to the individual beliefs of some members. The courts have generally ruled that dues should be utilized to pay only the costs of activities that directly pertain to the assigned mission of the association.

This association's mission is to limit the expenditures of dues money for causes outside the scope of the mission of the employee representation organization. It is not intended to limit the leaders of the organization from making recommendations to the membership that individual members consider making contributions of money and time to certain worthy causes.

The association has historically encouraged individual members to support:

1. The United Way
2. Foundation for Vancouver Public Schools
3. WEA Children's Fund

Adopted by Representative Council: March 5, 1991

Revised by Representative Council: November 13, 2001

Revised by Representative Council: May 1, 2012

Affirmed by Representative Council January 9, 2018

Funding for Conferences, Workshops, Seminars, etc.

The WEA and NEA provide a wide range of local, state, and national training opportunities in the form of workshops, seminars, and conferences. The VEA encourages members to take advantage of these professional growth services.

The policy of the VEA regarding requests by members for association funding for conferences, workshops, travel expenses, etc., shall normally be limited for the purpose of governance issues exclusively. VEA members are encouraged to utilize professional development money through normal Vancouver School District channels.

Adopted by Representative Council: September 14, 1993

Amended by Representative Council: May 5, 2015

Affirmed by Representative Council January 9, 2018

Monetary Commitment for Conferences, Workshops, Seminars, Etc.

It is the general practice of VEA to fully fund all expenses for association-supported activities. In some circumstances, members may be asked for a monetary commitment to be submitted with an application. This check will be held but not cashed, provided the member participates in the activity.

Recommended by Executive Board: April 23, 2002

Approved by Representative Council: September 14, 2004

Affirmed by Representative Council January 9, 2018

Budget and Reporting Procedures

1. The VEA budget should accurately reflect projected expenses and revenues for the fiscal year.
 - A. The budget should be an annual budget that deals only with the current year's assets and liabilities.
 - B. The budget should be balanced, with expenses and revenues being equal.
 - C. If any transfers from long-term savings are to be part of the regular annual budget, these transfers should be approved by the executive board and recorded in the official minutes.
2. An accurate written report of actual expenses and revenues should be presented to the executive board each month.
 - A. The monthly report should allow the executive board to see both the total revenue for the year as of the previous month and the total yearly expenses as of that month.
 - B. A budgeted column should be included for comparison with the adopted budget.
 - C. A column with percentage of current year expenditure to the budget amount should be part of the report for the executive board review and comparison.
 - D. If a line item expense exceeds the budgeted amount, it shall be reported to the executive board and reflected in the minutes.
3. Specific reimbursements should be allocated to the line item for which they are intended. This practice provides an accurate record for tracking local expenses or credits.
4. The status of savings, certificates of deposits, and long-term investments should be reported to the executive board.
 - A. An oral review of the status of investments should be part of the treasurer's quarterly report to the executive board.
 - B. A sheet with the current balances of long-term investments, interest rates, and interest on the investments should be available for executive board review upon request.
5. An annual written report of all expenses and revenues should be made available to the executive board as soon as practical after the close of the fiscal year.
6. The annual audit report will be provided to the executive board at the first meeting after the completion of the audit.

Conflict of Interest Policy

Provision #1.....	Purpose
Provision #2.....	Guidelines to Evaluate Conflicts and Potential Conflicts
Provision #3.....	Guidelines for Addressing Potential Conflicts of Interest
Provision #4.....	Disclosure Responsibility
Provision #5.....	Other Matters
Provision #6.....	Definitions

Provision #1 Purpose

- I. Staff, governance, and board members of the Vancouver Education Association (the "Association") have an obligation to carry out their association responsibilities in a manner that is consistent with the stated purpose of the association, and to take no action in the course of their involvement with the association that could be detrimental to the association's stated purpose. The purpose of this conflict of interest policy is to protect the association's interests in dealings with staff, governance, or board members in transactions or other situations that might adversely affect the association. Definitions for terms used in this document are contained at the end of the document.

Provision #2 Guidelines to Evaluate Conflicts and Potential Conflicts

- I. The types of conflicts which could confront the association may include difficult and ambiguous issues. While not all-inclusive, the following situations are where conflicts might arise, or give the appearance of conflict. In order to help those involved with association activities understand and evaluate actual and potential conflicts, as well as situations that give rise to the appearance of a conflict, it is required that the covered person involved with the conflict and the association's executive board answer the following questions. The executive board, in reviewing whether to determine how to proceed with an actual or a perceived conflict, will use the answers to these questions in making their decision. If a particular scenario is not addressed, the executive board may consult with the association's legal counsel and/or its outside auditors for assistance in analyzing relevant factors.
 - A. Hiring individuals who are close relatives of a covered person.
 1. Is this job integral to the success of the association?
 2. Have all association policies and procedures relevant to employment been followed?

3. Can this position be structured so that the covered person has no supervisory responsibilities with respect to the close relative without disrupting the association's business practices?
 4. Will the covered person play any role in the hiring process?
 5. Does this close relative have a unique expertise such that the service cannot be obtained elsewhere?
 6. What are the alternatives if the close relative is not employed by the association?
 7. Has the association weighed the benefits and risks of hiring the close relative?
 8. How will this appear in the eyes of the public when tested against the value of "integrity beyond reproach?"
- B. Contracting for products or services with a covered person
1. Is this product or service integral to the success of the association?
 2. Has the association taken appropriate measures to ensure that the association obtains the best market price for the product or services?
 3. Has the association received independent verification of the quality of service or products being acquired or provided by the covered person?
 4. Will the management of the delivery of the service or product within the association be done by someone other than the covered person or other than someone who is supervised by the covered person?
 5. How will this appear in the eyes of the public when tested against the value of "integrity beyond reproach?"
- C. Other considerations
1. In evaluating conflict situations to determine an appropriate course of action, the association will be guided by the following criteria and considerations:
 - a) Compliance with the letter and the spirit of all applicable laws relevant to all parties to the transaction.
 - b) Adherence to association policies and procedures.
 - c) Ability to act within the scope of the association's values, such as "integrity beyond reproach."
 - d) Transparency.
 - e) Financial or other benefit to the association.
 - f) Nature and extent of risk to the association.
 - g) Availability of other alternatives.
 - h) Ability to mitigate risks to the association.
 - i) Financial or other benefits to the covered person.
 2. Since outside interactions carry with them an increased potential for conflicts of interest, it is important to understand the following points:
 - a) Many conflicts that are properly disclosed can be adequately managed without detriment to the reputation, integrity, or position of the association and the covered person.
 - b) In most cases, problems associated with actual or perceived conflicts of interest or commitment do not arise from the conflicts per se, but rather are the result of a failure to openly acknowledge and actively manage them.

- c) It is important to outline the process for identifying, assessing, and managing these potential conflicts to assure that both the integrity of the association and the activities of its staff and board members are protected.

Provision #3

Guidelines for Addressing Potential Conflicts of Interest

- I. Determination Procedures. The executive board, in reviewing whether to proceed with investigating an actual or a perceived conflict, will request that a covered person involved in an actual or perceived conflict make a presentation at an executive board meeting. After disclosure of the material facts and follow-up discussions with the covered person, the executive board will meet, without the inclusion of the covered person, to discuss and vote on whether a conflict of interest exists.
- II. Resolution Procedures
 - A. If the executive board determines that a conflict of interest exists, the covered person may make an additional presentation to the executive board of the facts and circumstances regarding the actual or proposed transaction or arrangement.
 - B. The president of the Vancouver Education Association shall appoint an executive board member to investigate alternatives to the actual or proposed transaction or arrangement.
 - C. After exercising due diligence, the executive board shall determine whether the conflict can be eliminated by the association obtaining a comparable result for the transaction or arrangement with a person or entity that would not give rise to a conflict of interest.
 - D. If a comparable transaction or arrangement is not reasonably attainable from a person or entity that would not give rise to a conflict of interest, the board should review the situation utilizing the guidelines for evaluation as described in Provision 2 of this policy.
 - E. Upon review of the situation, the executive board shall determine by a 2/3 majority vote whether the transaction or arrangement is in the association's best interest and for its own benefit, and whether the transaction is fair and reasonable to the association. The covered person shall be excluded from any vote relating to the proceedings.
- III. Procedures for Board Identified Violations
 - A. If the executive board becomes aware of an instance or has reasonable cause to believe that a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and require the covered person to provide details of and explain the alleged conflict of interest and the related failure to disclose the conflict.
 - B. Upon review of the situation and response by the covered person, the executive board shall determine if further investigation is warranted, given the

circumstances. If, upon further review of the situation, the executive board determines that the covered person has, in fact, failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

IV. Procedures for Documenting the Proceedings

- A. The minutes of the executive board proceedings shall contain all relevant facts to the situation, including:
 - 1. Actions taken by the executive board to determine whether a conflict of interest was present.
 - 2. The executive board's determination as to whether a conflict of interest in fact existed.
 - 3. Alternative transactions or arrangements presented to the board.
 - 4. The content of the executive board's discussion relating to the guidelines for evaluation as described in Provision 2 of this policy.
 - 5. The outcome of the executive board's vote.

Provision #4 Disclose Responsibility

- I. In connection with any actual or perceived conflict of interest, or in consideration of any proposed arrangement or transaction, a covered person must disclose the existence and nature of his or her own conflict of interest and must disclose all material facts to the executive board for consideration.

Provision #5 Other issues:

- I. Compensation-Related Voting Abstentions
 - A. In order to prevent an actual or perceived conflict of interest, a voting member of the executive board who receives compensation, directly or indirectly, from the association is precluded from voting on matters pertaining to his or her compensation.
- II. Annual Acknowledgement by Covered Person
 - A. Each covered person shall annually sign an acknowledgement statement affirming that he or she:
 - 1. Has received a copy of the conflict of interest policy.
 - 2. Has read and understands the policy.
 - 3. Has agreed to comply with the policy.
 - 4. Understands that the association is a not-for-profit organization and that in order to maintain its federal tax exemption it must engage in activities that accomplish its tax-exempt purpose.

Provision #6

Definitions

I. Conflict of Interest

A conflict of interest exists when a covered person (as defined below) proposes to act on any issue, matter, or transaction in which the association has an interest, and in which the covered person may have an interest separate from the association. A conflict of interest also exists in situations in which there is an appearance that a covered person is acting in his or her own interest rather than in the best interests of the association, has the ability to exercise undue influence over association decisions, or is receiving favorable treatment by the association because of his or her status as a covered person.

II. Covered Person

A covered person refers to all staff, governance, executive board members, representative council members, members of committees with board-delegated power, and, as defined below, close relatives.

III. Close Relative

Close relatives are a spouse, child (natural or adopted), parent and step-parent, in-law (father, mother, brother and sister in-law), grandchild, grandparent, brother or sister of a covered person, and any person with whom a covered person shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent upon the covered person.

IV. Related Organization

A related organization is any organization in which a covered person directly or indirectly can be identified as one or more of the following:

- A. Owns or controls 5% or more of any voting security.
- B. Is a director, executive officer, executor, administrator, trustee, beneficiary, controlling partner, or otherwise serves in a fiduciary capacity or holds a substantial beneficial interest.
- C. Is a director, executive officer, executor, administrator, trustee, beneficiary, controlling partner, or otherwise serves in a fiduciary capacity or holds a substantial beneficial interest.
- D. Has legal or de facto power to control the election of a majority of directors.
- E. Has legal or de facto power to exercise a controlling influence over the organization's management or policies.

"Organization" includes a corporation, partnership, trust, estate, joint venture, and unincorporated affiliation of any kind as well as public boards and commissions and not-for-profit organizations.

Recommended by the Executive Board: March 27, 2006

Adopted by Representative Council: April 3, 2007

Affirmed by Representative Council January 9, 2018

Staff

Policy:	Job Description and Role of the Executive Director (1977, 2001, 2015, 2018)	601.1
Policy:	Staff Reimbursements (2018)	601.2
Policy:	Roles and Comparative Functions of the President, Executive Board, and Executive Director (1977, 2001, 2015, 2018)	103.1
Procedure:	Procedure for Resolution of Differences Between the President and the Executive Director Regarding Role, Function, or Other Conflict ([1977], 2001, 2013, 2018)	201.3

Job Description and Role of the Executive Director

1. Members
 - Provides counsel, advice, and representation to individual members.
2. Chief Administrative Officer
 - A. Serves as chief administrative officer of the association.
 - B. Does not make policy, but provides appropriate guidance in its establishment.
 - C. Is responsible for policy implementation once it has been made.
3. Guidance and Leadership
 - A. Provides leadership and guidance in the development and implementation of association programs.
 - B. Serves as resource and research consultant to the executive board, representative council, and commissions/committees.
 - C. Gives counsel to the executive board and representative council on activities and programs pertinent to the advancement, welfare, and objectives of the association.
 - D. Assists in development of in-service training for actual and potential leaders.
4. Business and Office Manager
 - A. Serves as business and office manager.
 - B. Recommends professional staff appointments.
 - C. Consults with the budget committee in its preparation of the annual budget and the management of association finances.
5. Representation of the Association
 - A. Coordinates all representation to the school district administration and school board.
 - B. Assists the Professional Negotiations Commission in all aspects of its work.
 - C. Provides liaison with professional education organizations, including state and national meetings.
 - D. Works collaboratively with the Washington Education Association general counsel as long as VEA, Inc., is affiliated with the Washington Education Association.
6. Communication and Public Relations
 - A. Presents, represents, and interprets the association and its programs to the membership and the public.
 - B. Reviews all official association publications.
 - C. Plans and assists in the execution of the public relations program of the association.

Adopted by Executive Board: May 11, 1977
Revised by Executive Board: May 8, 2001
Revised by Executive Board: April 21, 2015
Affirmed by Representative Council January 9, 2018

Staff Reimbursements

- 1) Travel
 - a. Travel will be reimbursed using the IRS mileage rate.
 - b. Reimbursement requests will include starting location, ending location, purpose of travel, and total miles traveled.
 - c. Business travel that is combined with personal travel shall be compensated at 50% of the calculated mileage rate.
 - d. Travel to and from home to the VEA office is not reimbursable for a normal workday. However, if staff travels to another location enroute to the VEA office or home, the difference in mileage may be calculated.
 - e. Reimbursable travel will be calculated monthly for reimbursement and paid as collaborated between staff and governance.
 - f. Travel logs will be signed off by governance.
- 2) Purchases. Whenever possible, the VEA VISA account shall be used for purchases. If the situation prevents the use of the VEA VISA, the staff shall be reimbursed by submitting a receipt and voucher when appropriate.
- 3) Out of town business. The following times will count towards hours worked for staff:
 - a. Time commuting to and from the out of town location.
 - b. Time spent at the event, up to one hour of post-event networking, and up to two hours of time spent related to daily VEA business (email, phone calls, etc) that could not be completed during the event timeframe.
 - c. On occasion due to agenda start or end times and distance from Vancouver, business functions may involve an overnight stay. Time spent sleeping will not be counted.
- 4) Meals. For business functions that occur during meal times or require an overnight stay, that are not otherwise provided, staff will be reimbursed at the same rate as stipulated in the expense guidelines in policy 501.1

Office Management

Policy:	Internal Publications (Action Line, Leader Letter, etc.) (1995, 2012, 2018)	701.1
Policy:	Cellular Phones (2000, 2012, 2015, 2018)	702.1
Policy:	Use of VEA Facilities (2001, 2017, 2018)	703.1

Publications
(Action Line, VEA Website, etc.)

It shall be the policy of the Vancouver Education Association to use publications (Action Line, VEA website, etc.) to promote membership in the VEA, inform members on current issues in public education, participate in awareness activities pertinent to education in the Vancouver Public Schools, and provide a vehicle for inter-school communications. The publications shall not be used for individual or commercial advertising.

Adopted by Executive Board: March 28, 1995

Adopted by Representative Council: April 11, 1995

Revised by Representative Council: May 1, 2012

Affirmed by Representative Council January 9, 2018

Cellular Phones

A cellular phone with adequate calling and data options shall be provided for the executive director and the president for association business. If the individual chooses to use his/her personal phone, he/she will be reimbursed at a negotiated amount.

Because VEA is covering the cost for the service, cell phone numbers will be given to members as needed.

Adopted by Executive Board: December 19, 2000
Revised by Executive Board: March 5, 2012
Revised by Executive Board: April 21, 2015
Affirmed by Representative Council January 9, 2018

Use of VEA Facilities

Facility Use

Use of the VEA office shall be for VEA sponsored activities or activities where the majority of participants are VEA members or designated partners.

Special Permission

Special facility use permission may be obtained from the executive board or from the president if an urgent need arises.

Keys

Keys to the office will be dispensed to VEA staff and designated officers only. When needed, a non-duplicating key will be issued to contractors accessing the office.

Adopted by Executive Board: May 8, 2001

Revised by the Rep Council: February 7, 2017

Affirmed by Representative Council January 9, 2018

Affiliation Issues

Policy:	Independent Status of VEA, Inc. (1986, 2017, 2018)	801.1
Standing Rule:	Affiliation Procedures for Study and Review of Affiliation Status (Implementation of Bylaw XIV, Affiliation) (1998, 2017, 2018)	801.2
Standing Rule:	WEA Board Member Absence or Vacancy (1997, 2012, 2017, 2018)	803.3
Policy:	Participation in the NEA UniServ Program (1986, 2017, 2018)	804.1
Standing Rule:	UniServ Bilateral Agreement Ratification Procedure by Representative Council (1988, 2017, 2018)	804.2
Policy:	Representative Assembly Delegate Guidelines (1982, 2015, 2017, 2018)	805.1

Independent Status of VEA, Inc.

VEA, Inc., shall remain an independent unit.

Adopted by Representative Council: February 11, 1986

Revised by Representative Council: May 2, 2017

Affirmed by Representative Council January 9, 2018

**Affiliation Procedures for Study and Review
of Affiliation Status
(Implementation of Bylaw XIV, “Affiliation”)**

1. Whenever a majority of the VEA, Inc., executive board determines that there is a need to study the status of the current affiliation of VEA, Inc., with regional, state, or national organizations or for making a new affiliation arrangement with another organization, it shall designate a sub-committee of the executive board or assign the task to the internal affairs commission of the association.
2. Alternately, a motion passed by the faculty representatives of the representative council shall require the executive board to initiate the affiliation study and review procedure.
3. The review body assigned the task for study shall begin to identify the specific issues of concern that VEA may have with its state and national affiliates. This information shall be systematically prepared, reviewed by the executive board, and distributed to the general membership as it is prepared to keep them fully informed of events as they develop. A series of short reports on selected topics is to be preferred to one huge report.
4. The review body shall :
 - A. Develop a written bill of particulars setting out the specific points of contention it has identified between VEA and its state and/or national affiliate association.
 - B. Identify particular documents (sections) that directly pertain to the points of contention in the local governing documents or in those of the state/national affiliate.
 - C. Identify what changes would need to be made to bring the points of contention to a resolution.
 - Changes by VEA
 - Changes by the state/national
 - D. Prepare information discussing the relative merits of making a change and develop a recommendation to guide VEA leadership and members for the best short and long-range welfare of the association.
 - E. Prepare a ballot format for presenting whatever proposition is to be recommended to the membership for their action.
5. Inform the officers of the state affiliate that the membership is considering a proposal to become an independent unit and the bill of particulars that is propelling the unit to take the action. Request that the state officers provide a specific

response to the identified points of contention and why the state's position shall be good for the VEA membership.

Adopted by Representative Council: May 5, 1987
Revised by Representative Council: May 2, 2017
Affirmed by Representative Council January 9, 2018

WEA Board Member Absence or Vacancy

In the event the elected WEA board member is unable to attend a board meeting, the VEA president or his/her designee shall appoint someone to attend in the board member's place.

In the event of a vacancy occurring in an elected term of the WEA board member, the VEA president shall appoint a replacement for the remainder of the term.

Adopted by Executive Board: August 26, 1997

Revised by Executive Board: March 5, 2012

Revised by Representative Council: May 2, 2017

Affirmed by Representative Council January 9, 2018

Participation in the NEA UniServ Program

Preface

The VEA, Inc., affirms it shall participate in the NEA UniServ Program as defined and to achieve the two purposes published in NEA's UniServ Policy Guidelines:

NEA UniServ Program Defined

"The UniServ program is a cooperative effort by which local, state, and national associations provide members with increased professional staff at the local level to improve the service program at all levels of the association. UniServ is designed to coordinate rather than duplicate the service programs at local, state, and national levels and to create equitable distribution of association services regardless of geography or density of the membership.

Purpose

1. To provide members and locals with professional staff and necessary support staff services and facilities to implement, improve, and coordinate programs of the United Teaching Profession.
2. To guarantee local control and involvement of local leadership, local staff, and local program in order to strengthen the effectiveness of the local association."

VEA, Inc., for purposes of participation in the NEA UniServ program designates that the component units of VEA, Inc., shall constitute a UniServ council within the Washington Education Association.

VEA, Inc., is prepared to enter into a written agreement that shall provide that the VEA's employees (the VEA executive director and the VEA administrative assistant) shall also be designated as being a part of the NEA's UniServ Program.

VEA, Inc., is prepared to enter into a written agreement with WEA pursuant to the NEA UniServ Program's stated purposes and rules of operation. The VEA, Inc., agreement with administration of the program through WEA shall adhere to the following principles in integrating VEA, Inc., employees into the Washington State UniServ Program.

- A. VEA, Inc., executive board shall retain full authority over its employees.
 1. Hire and fire employees subject to the procedures negotiated with the employees.
 2. Supervise the activities of VEA, Inc., employees as to how and to what extent:
 - a. They shall deliver WEA and NEA programs to component units and members of VEA, Inc.
 - b. They shall provide services for VEA, Inc.'s programs, goals, and objectives beyond or in addition to WEA and NEA programs.

3. Fully control the sites, dates, and hours at which VEA, Inc., employees shall provide their services, i.e., approve or disapprove outside requests for these employees to serve on WEA committees, commissions, task forces, special projects, or job actions (including the 20-day provision that allows shared staffing of association employees for improving their skills and broadening their experiences in a variety of situations.)
 4. Solely evaluate these employees for purposes of identifying specific areas for additional training skills, knowledge, and experience for their improvement and, when needed, for the purposes of their termination.
 5. Be the sole bargaining agent authorized to conduct negotiations with VEA, Inc., employees regarding hours, wages, terms, and conditions of employment.
- B. The VEA, Inc., executive board shall retain full authority to determine:
1. The location and utilization of its association office by component units and WEA.
 2. The compatibility of local association units that may be proposed for servicing by and for membership in VEA, Inc.
- C. The VEA, Inc., executive board shall maintain full control of all its revenues and budgeting, its office equipment, present and future purchases, supplies, and other activities the VEA, Inc., leadership determines desirable for the best operation of the unit.

Adopted by VEA Executive Board: May 13, 1986
Revised by Representative Council: May 2, 2017
Affirmed by Representative Council January 9, 2018

UniServ Bilateral Agreement Ratification Procedure by Representative Council

When any terms of a UniServ Bilateral Agreement may encroach on the VEA, Inc., by-laws, these matters shall be brought to the attention of the VEA representative council for formal action.

Pursuant to Article V, Section 13, Subsection E, of the VEA bylaws which specify as a function of the representative council the responsibility to “Approve the inclusion of additional component association units into the corporate structure of VEA, Inc.,” the representative council establishes the following standing rule.

- A. A proposal for the inclusion of another association unit into the VEA, Inc., corporate structure, either by recommendation of the executive board or the opinion of an arbitrator, must be presented on a basis that such an action shall produce some tangible advantages to VEA, Inc. The recommendation or opinion will list any and all adverse impacts on each component unit and for VEA, Inc., as a whole. The identified advantages and any possible disadvantages shall be clearly listed for the consideration of the council sufficiently in advance of a council meeting for faculty representatives to have ample opportunity to discuss them with their members and receive instruction for their vote.
- B. Any agreement the VEA executive board enters into pertaining to VEA, Inc., association staff to provide services for another individual association unit under the parameters of the NEA-WEA UniServ Program must stipulate:
 1. The specific association to be served, and the kind and extent of services to be provided.
 2. That the local association staff shall be employed, directed, supervised, and evaluated by the elected officers of VEA, Inc., as specified in VEA bylaws, Article II, Section 10, and in Article XII.
 3. The dues of each additional association unit shall be transmitted through the VEA, Inc., office for distribution to the state and national associations.

Adopted by Executive Board: March 22, 1988

Ratified by Representative Council: April 12, 1988

Revised by Representative Council: May 2, 2017

Affirmed by Representative Council January 9, 2018

Representative Assembly Delegate Guidelines

Elected local delegates to state and national representative assemblies shall be given general guidelines. This shall facilitate proper representation of their constituents in policy matters relating to state and national education associations with which VEA is affiliated.

The following are suggested:

1. Be as aware as possible of the issues being dealt with through the delegate packet.
2. Attempt to get input on positions prior to mock and representative assemblies through building level meetings, executive board meetings, and representative council meetings.
3. Attend scheduled local or regional delegate mock assemblies.
4. If asked, contact other representative assembly delegates to promote VEA's positions on issues.
5. Make every effort to attend all sessions on time.
6. Be prepared to report the results of issues or positions taken at the representative assembly.
7. If requested, assist in keeping an accurate packet of amendments, changes, and/or additions to policies or positions taken at the representative assembly.
8. If unable to attend the representative assembly, give VEA as much advance notice as possible.

Adopted by Executive Board: January 5, 1982

Adopted by Representative Council: January 12, 1982

Amended by Representative Council: May 5, 2015

Amended by Representative Council May 2, 2017

Affirmed by Representative Council January 9, 2018

Political Activities

Policy:	Guidelines for VEA Leaders and Members in Making Personal Endorsements of Candidates and/or Initiatives, Referendums, Issues, etc. (1978, 2001, 2015, 2018)	902.2
Policy:	Support of Special Tax Levy Elections (1976, 1994, 2015, 2018)	903.2
Standing Rule:	Action Against the Legislature (2001, 2012, 2017, 2018)	905.1

Guidelines for VEA Leaders and members in Making Personal endorsements of Candidates and/or Initiatives, Referendums, Issues, etc.

Rationale:

A teacher who has been elected to an Association office might also become involved in the political affairs in the general community on behalf of a certain candidate or issue.

This teacher might have high visibility because of his/her leadership role. When he/she makes any public statement, it may be construed that he/she is speaking for the Association. It is desirable that this confusion be avoided.

However, it is also desirable that a teacher leader not have any greater restriction placed on him/her than that placed on any other VEA member in speaking out or visibly working on behalf of a candidate or issue.

Guidelines:

1. When endorsing candidates or issues, a VEA leader should indicate that he/she is speaking as an individual and not as an official spokesperson of the Association.
2. In a letter to the newspaper editor and/or personal endorsement, a VEA leader may identify in the body of the letter that he/she has held or currently holds a position of leadership in a teacher organization (an objective fact) if he/she believes such a statement lends weight and credibility (identification) to his/her statement.
3. However, when signing such a letter, he/she should not use his/her title of leadership since this, by custom, generally signifies that his/her action is an official act of the office he/she holds.
4. A VEA officer should not use any Association information, materials, or equipment on behalf of a personally endorsed candidate or issue. Attention must be given to maintain the Association's status as a nonpolitical, nonprofit employee advocate organization.
5. An elected leader or VEA staff member shall not promote an issue during regularly scheduled Association duty hours unless the VEA Executive Board and/or Representative Council has authorized such activities.

November 8, 1978

Revised by Representative Council: December 4, 2001

Revised by Representative Council: May 5, 2015

Affirmed by Representative Council January 9, 2018

Support of Special Tax Levy Elections

The association will support and utilize its resources to promote Vancouver School District levies. Any deviation from this policy, with the association playing either a passive role or an active role in opposition to a levy, will require a minimum vote of 60% of the representative council.

Adopted by Representative Council: November 5, 1976

Amended by Representative Council: April 12, 1994

Amended by Representative Council: May 5, 2015

Affirmed by Representative Council January 9, 2018

Action Against the Legislature

As used in this policy “Action” shall mean any work stoppage resulting in closure of a regularly scheduled school attendance day.

It is the basic policy of the VEA, Inc., that:

- A. Opportunity to Vote. Every VEA member employed by the Vancouver School District will be provided the opportunity to vote by secret ballot on possible actions against the Washington State Legislature. The number of votes cast will determine the results of the election.
- B. Responsibilities of the VEA Executive Board. The executive board will determine the date, time, place, and format for an all-member information meeting. This information meeting will be scheduled to elicit the largest possible attendance of both the representative council and the general membership. At this meeting, the executive board will present the details of the current legislative stance. Any actual voting will occur at another time and place. The executive board will determine the voting procedures.
- C. Authorization Vote. The executive board may request the representative council to conduct an authorization vote among the membership at any time if they determine the use of this kind of action is necessary to communicate the desires of the VEA membership to the legislature. A minimum affirmative vote of 60% of the votes cast shall be required for authorization to initiate an action. All members will be provided the opportunity to vote by secret ballot.

Adopted by Executive Board: March 27, 2001

Adopted by Representative Council: April 10, 2001

Revised by Representative Council: May 1, 2012

Revised by Representative Council: May 2, 2017

Affirmed by Representative Council January 9, 2018

Miscellaneous

Standing Rule:	Procedure to Change VEA Bylaws (2016, 2018)	1003.1
Policy:	Whistleblower (2017, 2018)	1004.1

Procedure to Change VEA Bylaws

Any member may offer an amendment to the VEA bylaws.

- A copy of the proposed amendment shall be given to the Standing Rules & Policies committee (Blue Book committee).
- The proposed amendment should indicate the article number of the bylaw to be amended as well as the section number and sub-designation.
- Following receipt of the proposed amendment, the Standing Rules and Policies committee will study the proposed amendment and edit as needed. The original maker of the amendment will have the opportunity to review the edited amendment before the committee moves it forward.
- The committee will share the proposed amendment with the executive board and then present it to the rep council.
- Members of the representative council will vote whether to move the bylaw change forward to the membership for a vote per Article XVI.

Adopted by Rep Council: April 12, 2016

Affirmed by Representative Council January 9, 2018

Whistle Blower

The Vancouver Education Association (VEA, Inc) requires officers, members, and employees to comply with all relevant legal requirements when carrying out their VEA responsibilities and duties. A failure to meet this obligation – whether intentional or inadvertent – can have adverse consequences for the reputation and operation of the Association. The whistleblower policy (WBP) is to establish a procedure by means of which any such failure (or suspected failure) can be brought to the attention of the association so that appropriate corrective action can be taken.

Any person who has reasonable cause to believe that a VEA officer, member or employee has engaged or is about to engage in misconduct, should notify the association of the alleged misconduct. Misconduct is defined as an action taken by an individual carrying out his or her association responsibility that is in violation of a legal or ethical requirement. The VEA encourages members and employees to share their questions, concerns, suggestions, or complaints with their elected representatives, president or supervisor of the association employee. If the individual is not comfortable speaking with, or is not satisfied with the response, they are encouraged to use the whistleblower hotline established by the WEA. Notifications may be anonymous, but must be in writing.

Anyone submitting a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false are subject to discipline. It is assumed that every report is made in good faith until proven otherwise, with the benefit of the doubt always being that the accuser acted in good faith. No person shall be subject to any form of direct or indirect retaliation by the association, association employee or other representative because he or she participates in the whistleblower process.

All reports will be promptly investigated and appropriate corrective action will be taken by the executive board if warranted by the investigation.

Adopted by Representative Council May 2, 2017

Affirmed by Representative Council January 9, 2018