



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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200	Executive Officers and Executive Board
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Membership, Representative Council and Meeting Structure

Standing Rule:	Association membership (2017, 2018, 2020)	100.1
Policy:	Representation Policy (2023, 2024, 2025)	100.2
Policy:	Summary Description of the Functions of the Executive and Representative Groups of VEA ([1977], 2001, 2013, 2018, 2020, 2023 renumbered)	100.3
Standing Rule:	Faculty Representatives and Representative Council (1976, 1985, 2002, 2012, 2018, 2023, 2024, 2026)	101.1
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Policy	Building or Constituent Group Member Engagement Initiatives (2022)	101.3
Policy:	Constituent Group Representatives on the VEA Representative Council (1976, 2002, 2013, 2018, 2020)	102.1

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

Revised by Representative Council December 1, 2020

VEA Internal Representation Policy

VEA Internal Policy – Employee Representation

1 Purpose & Scope

The purposes of this policy are:

- To assist in upholding the duty of fair representation that Vancouver Education Association (“VEA”) owes to members of its bargaining unit;
- To provide VEA-represented employees with clear processes and expectations for the handling of disciplinary and grievance matters impacting their working conditions; and
- To ensure judicious stewardship of VEA members’ dues dollars.

The scope of this policy is limited to services performed by VEA in fulfillment of its duty of fair representation as recognized by the Washington Public Employment Relations Commission, namely, the enforcement of rights guaranteed by the Collective Bargaining Agreement negotiated between VEA and Vancouver School District, No. 37. Such services are offered to all employees in the VEA bargaining unit subject to the provisions of Section 6 below.

2 Responsibilities of VEA

VEA will uphold its duty of fair representation when acting within the scope of this policy by:

- Treating all factions and segments of the VEA bargaining unit without hostility or discrimination;
- Exercising the broad discretion permitted to it in asserting the rights of individual employees in complete good faith and honesty; and
- Avoiding arbitrary conduct.

VEA shall provide representation to any employee in any meeting with administration from which the employee has a reasonable belief that disciplinary action may result.

VEA shall investigate any claim by any employee that action or inaction by the employer has given rise to a grievance. The investigation shall not be conducted in a perfunctory manner and shall result in a good faith determination of the merits of the alleged grievance. Criteria for determining the merit of a grievance include, but are not limited to, the following:

- Is there credible evidence and arguments in support of the putative grievant’s position?
- Have all procedural steps (including timelines) been followed properly?
- Is there a sufficiently reasonable chance of prevailing to justify the potential expenses of providing assistance?
- Will the grievance achieve the goal sought by the grievant(s)?
- Are the best interests of the bargaining unit as a whole served by pursuing a grievance?

Where it is determined that the grievance has merit, VEA shall pursue recourse on behalf of the affected employee(s) as it determines, in its sole discretion, is in the best interests of the bargaining unit.

The determination of the merit of a grievance is a continuous process; a grievance deemed meritorious to pursue at one step may be determined not meritorious to pursue at another step. VEA reserves the right to deny or curtail assistance at any time should it make a reasonable and good-faith determination that the case does not have (or no longer has) merit according to the criteria above. Notice of and an explanation for denial or curtailment of VEA assistance due to lack of merit shall be provided to the grievant in writing. The decision to deny or curtail VEA assistance due to lack of merit is subject to appeal as described in Section 5 below.

3 Responsibilities of the Employee(s)

The responsibilities of any employee(s) seeking VEA assistance include the following:

- Providing VEA with all available information regarding the incident(s) in question.
- Informing VEA of any meetings or developments regarding the incident(s) in question.
- Cooperating with VEA in preparation for any grievance or disciplinary meeting.
- Notifying VEA of intent to drop, escalate, modify or settle any grievance action.
- Abiding by the directions or recommendations of their VEA representative, including recommendations to withdraw or settle a grievance.
- Signing, understanding, and complying with these guidelines throughout the investigatory and/or grievance processes.

Failure to fulfill these responsibilities may compromise the merits of a grievance and may result in curtailment of VEA assistance, subject to appeal as described in Section 5 below.

4 Procedures

4.1 Disciplinary Investigations

When VEA is made aware of an employee's reasonable belief that a meeting requested by administration may result in disciplinary action, a Weingarten representative will be designated to assist the member. While the employee's wishes will be considered, designation of the Weingarten representative is VEA's prerogative. The designation of Weingarten representative may be changed as VEA deems appropriate.

The Weingarten representative will attend the meeting with the employee and—as they determine appropriate—caucus with and advise the employee prior to or during the meeting, take notes, ask clarifying questions or add clarifying information, and consult with the VEA office.

4.2 Preliminary Investigation of Potential Grievances

When VEA is made aware of an employee's complaint, a grievance representative will be designated to assist the member. While the employee's wishes will be considered, designation of the grievance representative is VEA's prerogative. The designation of grievance representative may be changed as VEA deems appropriate.

The grievance representative will conduct a preliminary investigation into the merits of the alleged grievance. The preliminary investigation need not be exhaustive but should be carried out in good faith with sufficient thoroughness to make a rough determination of the merits of a potential grievance. Following the investigation, the representative will communicate their opinion of the merits of a potential grievance to the complaining employee.

4.3 Pre-Grievance/Informal Resolution

The decision to pursue informal resolution of a grievance rests with the aggrieved employee. The grievance representative will assist the employee, as they determine appropriate, in achieving informal resolution of the employee's complaint.

4.4 Step 1 Grievances

The decision to file a Step 1 grievance rests with the aggrieved employee. The grievance representative will assist the employee as needed with drafting and filing of the grievance.

4.5 Step 2 Grievances

The decision to escalate a grievance to Step 2 rests with the aggrieved employee. A request for escalation must be made in writing by the grievant or their grievance representative to the VEA President and/or Executive Director and should be made within five (5) days of receipt of the unsatisfactory response to the Step 1 grievance. The request should outline the reasons for escalation and any available evidence in support of the grievance. The VEA Executive Director may summarily approve the request or else may solicit a meeting with the grievant and/or their grievance representative to further discuss the request. Following the meeting, the VEA Executive Director will provide the grievant with written notification of approval or denial of the escalation request as soon as practicable. The VEA Executive Director's decision shall be based on the merit criteria described in Section 2 above. If escalation is approved, the grievance representative will assist the employee as needed with drafting and filing of the grievance and will provide representation at the Step 2 grievance meeting.

4.6 Arbitration of Grievances

The decision to escalate a grievance to arbitration requires of the VEA President and approval by the VEA Executive Board. Arbitration involves a substantial commitment of VEA resources - often dozens of hours of time and up to \$10,000 in expenses - and is therefore not undertaken lightly. A request for escalation to arbitration must be made in writing by the grievant or their grievance representative to the VEA President and/or Executive Director and should be made within five (5) days of receipt of the unsatisfactory response to the Step 2 grievance. The request should outline the reasons for escalation and provide all available evidence in support of the grievance. The VEA President and/or Executive Director will review the case with WEA to determine whether WEA will contribute financial resources in support.

The escalation request, supporting materials, and WEA's disposition regarding financial support will be provided to the VEA Advocacy Committee, which may then summarily recommend escalation to arbitration or else may convene a meeting to further discuss the case. The grievant and/or their grievance representative may be invited to the meeting at the Committee's discretion. The Advocacy Committee shall vote at the meeting on whether to recommend escalation of the grievance to arbitration. The Advocacy Committee's recommendation shall be based on the merit criteria described in Section 2 above. The recommendation of the Advocacy Committee and its rationale will be communicated to the VEA President as soon as possible.

The VEA President will provide the grievant (and their grievance representative if applicable) written notification of approval or denial of the escalation request as soon as practicable. If escalation is approved, VEA will provide an advocate of its choosing to represent the employee through the arbitration process.

5 Appeals of Denial or Curtailment of Assistance

A decision to deny or curtail any form of assistance subject to this policy will be provided to the employee in writing as soon as practicable and shall explain the basis of the denial or curtailment. The decision may be appealed to the VEA Executive Board. The appeal must be received by the VEA President in writing within fourteen (14) calendar days of when the appellant knew or should have known of the denial or curtailment.

Upon receipt of an appeal, the VEA Executive Board will hear and act on the appeal no later than during its next regularly scheduled meeting. The appellant will have an opportunity to address the VEA Executive Board and present any new information they believe is relevant to their appeal. Discussion and decision on the appeal will occur in executive session and will be communicated in writing to the appellant within five (5) calendar days. Any VEA Executive Board Members who also

serve on the Advocacy committee shall abstain from the vote on the appeal. The decision of the VEA Executive Board is final.

The appellant is responsible for securing extension of any grievance timeline that may elapse during the pendency of the appeal; failure to extend such a timeline shall be considered a withdrawal of the appeal.

6 Membership Status

All services offered by VEA which are not within the scope of this policy are offered in the sole discretion of VEA. Specifically, VEA reserves the right to withhold such services from employees who are not dues paying members of VEA.

VEA also reserves the right to require reimbursement from an employee who receives VEA services within the scope of this policy for an issue **occurring while the employee was not a dues-paying member of VEA** for any direct costs incurred by VEA during representation.

In addition, VEA reserves the right to impose fees on the employee in the amount of \$200 per hour for time spent by VEA leadership and staff for preparation and representation in any meeting or proceeding undertaken pursuant to this policy. Such reimbursements or fees will be initiated upon approval of a 2/3 supermajority of the VEA Executive Board and subsequent written notification to the employee.

An employee may remunerate amounts owed under this section by becoming a dues-paying member of VEA, in which case the VEA-retained portion of their regular dues will be credited toward such remuneration.

Notwithstanding the above, per WEA policy, **access to WEA Legal Services is strictly limited to individuals who are members at the time of the incident giving rise to the need for representation.** VEA therefore does not, under any circumstances, provide non-members with *legal* representation **even** for issues falling within the scope of its duty of fair representation.

7 Severability

Any provision of this policy deemed invalid by a tribunal of competent jurisdiction due to conflict with applicable law or regulation shall be nullified to the extent required by law. All other provisions shall continue in full force and effect.

Employee name (print)

VEA representative name (print)

Employee signature and date

VEA representative signature and da

Executive Board Recommendation: September 25, 2023

Adopted by Rep Council: October 9, 2023

Revised by Executive Board: August 15, 2024

Affirmed by Representative Council September 3, 2024

Revised by Executive Board: February 24, 2025

Affirmed by Representative Council: March 3, 2025

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

Commissions	Executive Board	Representative Council
<p>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.</p>	<p>The elected executive leaders meet regularly to identify problems and to shape solutions in the form of association policy and programs or other actions.</p>	<p>The representative council is the policy and program adopting body of the association.</p>
<p>The commission members are appointed by and are responsible to the executive board.</p>	<p>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.</p>	<p>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.</p>
<p>A commission meets as frequently as is necessary to carry out the assignments given to it.</p>	<p>Executive board members are elected by and are responsible to large groups of the membership or to the total membership.</p>	<p>Faculty reps are elected per Standing Rule 101.1, #9, and are directly responsible to provide leadership to that group.</p>
		<p>The faculty rep works to become fully informed of the problems in their unit and in the district, and of the association policies and programs. The faculty rep strives to be an effective communications link between their members and association leaders.</p>

Revised by Executive Board: October 9, 2001
 Revised by Executive Board: March 26, 2013
 Affirmed by Representative Council January 9, 2018
 Revised by Representative Council December 1, 2020

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 their 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 their unit to the VEA representative council. They shall assign such other members to association roundtables as will best meet the interests of their unit and the individuals concerned.

3. Grievance

They shall name themselves or, with the advice and consent of their membership, designate another individual to serve as the building's Advocacy representative.

4. Representation of Members

Each faculty representative will represent the group of members in their 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 their responsibilities within the unit. The names of up to three elected alternates are 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. Temporary Leave

Should an elected representative take an extended leave of absence, an alternate may fill that position or a special short-term election may be held to fill the vacancy until the representative returns to active employment.

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
1 –	22 1
23 –	37 2
38 –	52 3
53 –	67 4
68	82 5
83 -	97 6
98+	7

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

12. Lack of Confidence – Possible Removal of a Rep

Should there be a dispute or lack of confidence among members and their elected representatives, there would first be an attempt at remediation of the issue(s) through the VEA President or their designee. If there is no resolution or reconciliation possible, the members may then request a vote of no confidence facilitated through the VEA office. A vote resulting in $\frac{3}{4}$ or 75% of the members at that site/constituent group will remove the representative from their position. This would trigger an immediate election for a replacement representative.

13. 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.

14. Confidentiality

VEA representatives are, by necessity, entrusted with access to information that would otherwise be considered confidential. This includes—but is not necessarily limited to—personal contact information of members at their site, and certain personnel records relating to disciplinary or grievance representation in which they may become involved on behalf of members at their site. VEA representatives are expected to abide by the highest standards of ethics, professionalism, and confidentiality when handling such information. Use of such information for any purposes unrelated to the carrying out of their duties as a

representative, continued use of such information beyond their term as a representative, or any other use not expressly authorized by these Standing Rules and Policies or by the VEA Executive Board is strictly prohibited. Failure to respect these prohibitions will be considered an abuse of the trust placed in representatives and may, depending on the severity of the abuse, result in disciplinary action, up to and including expulsion from membership in VEA.

15. Meetings

The Representative Council shall hold regular meetings once each month from September to June. At or before the May Representative Council meeting, the VEA Executive Board shall propose a recommended calendar (including dates, times, locations, and format) of Representative Council meetings for the following year. The Representative Council will adopt the calendar with any amendments it deems appropriate at its June meeting. A special meeting of the Representative Council may be called at any time by the President, by majority action of the VEA Executive Board or by petition from 50% of the members of the Representative Council.

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

Revised by Representative Council December 1, 2020

Revised by Representative Council: April 17, 2023

Revised by Executive Board: August 15, 2024

Affirmed by Representative Council September 3, 2024

Revised by Representative Council January 5, 2026

Revised by Representative Council April 20, 2026

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 not endorsed by the WEA/NEA.
2. Have not been screened by the president and/or executive board.
3. 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

Revised by Representative Council December 1, 2020

Building or Constituent Group Member Engagement Initiatives

Subject to the approval of the annual VEA budget, the Association will endeavor to maintain a \$10,000 fund each fiscal year for the intended use of member engagement initiatives. Any member engagement initiative funds remaining after the close of the fiscal year will be included in the VEA general fund considerations for the following fiscal year. The Finance Committee will provide a report of the member engagement initiative funds requested, approved or disapproved, and balance of the fund to the Executive Board at the end of each quarter.

1. Member engagement initiatives are defined as: programming or event(s) that are aligned with the tenants of the Association and serve to improve interests of active Association members.
2. **Use of member engagement initiative funds:**
 - a. The amount of funds allotted per building or constituent group, as defined in Policy 102.1, per fiscal year will be based on the number of allotted representatives per building or constituent group. An equal dollar amount will be allotted per VEA representative as determined each September in the VEA budget, adopted by the Finance Committee, recommended by E-Board, and approved by the Representative Council.
 - b. No later than October of each year, the allotted amount per representative will be updated on the Initiative Fund Request Form.
 - c. Funds will be allocated per building/constituent group. Once the total allotted funds per building or constituent group are depleted during the fiscal year, no further applications will be considered from that building or constituent group.
3. **Submission and approval of member engagement initiative funding:**
 - a. Member engagement initiative funds may be requested as follows:
 - i. VEA members may request member engagement initiative funds through any currently elected building or constituent group representative.
 - ii. A building or constituent group representative may request member engagement initiative funds.
 - iii. Any building or constituent group representative submitting a request for funds must also consult with the other building or constituent group representatives and include them (cc) in the e-mailed request to the VEA office.
 - iv. Requests for initiative funds shall be submitted to the VEA office electronically via the Initiative Fund Request Form [[link](#)].
 - v. No Initiative Fund Requests will be accepted after the May Executive Board meeting.
 - b. Upon receipt of an Initiative Fund Request Form, the President or their designee will confirm receipt of the request, and either:
 - i. Request clarification of the intended purpose/use of the funds; or,
 - ii. Take a of vote of the Executive Board to:
 - a. Approve the request in whole or in part; or,
 - b. Request further clarifying information from the applicant(s); or,

- c. Provide the requestor(s) a written denial of the request which specifies why the request is being denied

4. Release of building or constituent group initiative funding:

- a. After a request for initiative funds has been approved by the Executive Board, the requestor(s) shall submit receipts to the VEA office for reimbursement for all items purchased for the approved programming or event(s).
- b. One member per building or constituent group will be reimbursed, up to the allotted amount, per current Association procedures.

Recommended by Executive Board Feb 28, 2022

Adopted by Rep Council March 7, 2022



VANCOUVER EDUCATION ASSOCIATION, INC.
2509 Broadway • Vancouver, Washington 98663
Phone 360-695-3397 • Fax 360-694-8337

VEA Member Engagement Initiative Funds Request

The VEA wishes to support programming or events that align with the tenets of the Association and serve to improve the interests of Association members. The amount of funds allotted per building or constituent group per fiscal year will be based on the number of allotted representatives per building or constituent group (see Policy 101.3 [link]). No later than October of each year, the allotted amount per representative will be updated on the Initiative Fund Request Form.

For 21-22 the amount allotted per representative is \$ _____
(eg. a building with 2 allocated reps is eligible for up to \$ _____ reimbursed).

STEP 1: Requests for initiative funds shall be submitted to the VEA office electronically via this Initiative Fund Request Form. *The requestor will ensure that all other representatives from the building/constituent group are aware of and support this request for funds.*

Upon receipt of this Initiative Fund Request Form, the President or their designee will confirm receipt of the request, and either:

- Request clarification of the intended purpose/use of the funds; or,
- Take a vote of the Executive Board to:
 - Approve the request in whole or in part; or,
 - Request further clarifying information from the applicant(s); or,
 - Provide the requestor(s) a written denial of the request which specifies why the request is being denied.

No initiative fund requests will be accepted after the May Executive Board meeting.

STEP 2: Following Executive Board approval, the reimbursement process may begin:

- Make purchase as outlined in funds request. Save receipt(s) for submission.
- Submit reimbursement form along with receipt(s) to the VEA office to either cbrown@washingtonea.org or to 2509 Broadway, Vancouver, WA 98663.

Only one reimbursement check per initiative fund request will be allowed. All receipts for reimbursement of initiative funds shall be submitted no later than five (5) business days after the last day of school in order to receive reimbursement. The reimbursement will be processed, up to the allotted amount, per current Association procedures.



VANCOUVER EDUCATION ASSOCIATION, INC.
2509 Broadway • Vancouver, Washington 98663
Phone 360-695-3397 • Fax 360-694-8337

STEP 1: Request for Funds Form

Date: _____

Name of VEA Representative submitting request: _____

Contact information (cell phone/non-school email): _____

Building/Constituent Group: _____

Amount Requested: \$ _____ (eg \$82.64 per allocated rep)

Purpose of Funds (describe how these funds will be utilized, including approximate number of members impacted):

*I attest that all other representatives from this building/constituent group are aware of and support this request for funds.

Signature _____

Date _____

VEA Office Use Only

Date Received by President: _____

Date Referred to Executive Board for consideration: _____

Further clarification requested by Executive Board (if applicable):

Approved/Denied (circle outcome) by Executive Board. If denied, the basis of the denial:



VANCOUVER EDUCATION ASSOCIATION, INC.
2509 Broadway • Vancouver, Washington 98663
Phone 360-695-3397 • Fax 360-694-8337

STEP 2: Request for Reimbursement Form

Following Executive Board approval, the reimbursement process may begin:

- Make purchase as outlined in funds request. Save receipt(s) for submission.
- Submit reimbursement form along with receipt(s) to the VEA office to either cbrown@washingtonea.org or to 2509 Broadway - Vancouver, WA 98663.

Date: _____

Name of VEA Representative who made the initial funds request: _____

Name of person to be reimbursed: _____

Address reimbursement check should be sent: _____

City _____ State/Zip _____

Building or Constituent Group _____

Total amount to be reimbursed: \$ _____

Describe how the utilization of funds was received by members, including how many members were impacted/involved.

Constituent Group Representatives on the VEA Representative Council

For purposes of forming constituent groups of faculty representatives, the conceptual guidelines for determining membership in a particular constituent group are:

1. Common goals: The members have unique job experiences that would benefit from collective advocacy
2. Preferences of the individuals: Convenience of meeting together.
3. Number of representatives per unit based on Policy 101.1, #9.
Examples of constituent groups are: visual and performing arts, SLPs, nurses, OTs, PTs, psychologists, Counselors, and TOSAs.

Note: Other specialists are usually assigned to the faculty representation unit in a building to which they are assigned. This does not preclude other constituent groups 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

Revised by Representative Council December 1, 2020

Executive Officers and Executive Board

Policy:	Roles and Comparative Functions of the President, VEA Staff, and Executive Board (1977, 2001, 2015, 2017, 2018, 2020, 2021, 2024)	200.1
Procedure:	Procedure for Resolution of Differences Between the President and the Executive Director Regarding Role, Function, or Other Conflict ([1977], 2001, 2013, 2018, 2020)	200.2
Policy	Executive Board Attendance at Meetings (2020, 2026)	200.3
Policy	Maximum Positions Held by a Member (2021)	200.4
Standing Rule:	Powers and Duties of VEA President (1977, 2001, 2012, 2018, 2020, 2022)	201.1
Standing Rule:	NEA/WEA RA Delegate Status and VEA President (1996, 2012, 2018, 2020)	201.2
Policy	President Reimbursements (2020)	201.3
Policy	Released Time Officer Time Documentation (2020, 2022, 2026)	201.4
Standing Rule:	Powers and Duties of VEA 1 st Vice President (1977, 2018, 2019, 2020)	202.1
Standing Rule:	Powers and Duties of VEA 2 nd Vice President In charge of Labor Relations (1977, 2001, 2013, 2016, 2018, 2019, 2020. 2023 Changed to VP Labor Relations, 2024)	202.2
Standing Rule:	Powers and Duties of VEA 3 rd Vice President In charge of Membership Engagement (2020)	202.3
Standing Rule:	Powers and Duties of VEA, in., 4 th Vice President In charge of Equity Affairs (2019, 2020)	202.4
Standing Rule:	Powers and Duties of VEA Secretary (1977, 2013, 2018, 2020)	203.1

Standing Rule:	Powers and Duties of VEA Treasurer (1977, 2001, 2012, 2018, 2020, 2026)	204.1
Standing Rule:	Trustee Positions on VEA Executive Board (1976, 2012, 2018, 2020)	205.1
Standing Rule:	Powers and Duties of VEA Trustees (1977, 2001, 2013, 2018, 2020)	205.2
Standing Rule:	Representative of Specialist Educators (Specialist Trustee) on Executive Board (1976, 1982, 1994, 2001, 2013, 2018, 2023, 2026)	205.3
Standing Rule:	Representative of ESA/TOSAs on the VEA Executive Board (2023, 2026)	205.4
Standing Rule:	Status of VEA Officers and Trustees-Elect between Date Elected and Date Installed (1977, 2001, 2018, 2020, 2025)	206.1
Standing Rule:	WEA Board Director (1997, 2018, 2020)	207.1
Standing Rule:	VEA Bargaining Chair (1999, 2018, 2020)	207.2
Standing Rule:	VEA WEA-PAC Board Director (2020)	207.3
Standing Rule:	Immediate Past-President Ex-Officio (2022)	207.4
Policy	VEA President Stipend (2020)	208.1
Policy	VEA Executive Board Stipends (2020, 2023)	208.2
Policy	Professional Negotiations Commission Stipend (2021)	208.3

Roles and Comparative Functions of the President, VEA Staff 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. Their actions should reflect, as much as possible, the advice and counsel of the executive director, executive board, and representative council. They symbolize the association to the members and to the general public. They fulfill these responsibilities in an ethical manner.

VEA Staff

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. They fulfill these responsibilities in an ethical manner.

Administrative Assistant

The function of the administrative assistant is to support VEA members, governance and the executive director. The administrative assistant provides resources and data, program support, logistical planning, communications, and financial processing. The administrative assistant serves as a liaison to affiliated entities and service providers. They fulfill 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 policy/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. They fulfill these responsibilities in an ethical manner.

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. They are the spokesperson for the association at

Staff

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. They visit

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.

local, state, and national levels. The president serves in the role of mediator with district administration on non-bargainable issues. They develop agendas for and chairs meetings of the governing bodies.

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. They recommend candidates for professional staff to the executive board.

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.

Administrative Assistant

The administrative assistant provides assistance to members, governance and the executive director to ensure smooth operations on all levels. They file required reports with proper authorities and administer financial transactions. The administrative assistant responds to member inquiries and requests, supports training and organizing for member and potential member engagement, and issues association communications. They also develop agendas in collaboration with leadership and make necessary arrangements for association committees, meetings, and events.

GRIEVANCE & COMPLAINT PROCESSING FUNCTION

President

The president reviews memorandums of the executive director to the agents of the employer regarding identified problems and concerns. They confer 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.

Staff

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). They are the consultant to the Advocacy committee.

Administrative Assistant

The administrative assistant informs the president and/or executive director of knowledge about issues or identified problems and concerns.

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. They concur 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 they are recommending for adoption by the executive board and representative council. They become an

Staff

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. They become an advocate for a policy or action only after it has been adopted.

Administrative Assistant

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

advocate of whatever position is finally adopted by the representative council.

The administrative assistant assists governance in developing new and revised policies and/or actions, and ensures all parties are aware of all operations, documents, and procedures contained within the constitution, bylaws, standing rules and policies.

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. They are the official association spokesperson to the membership and to the public when the executive board and representative council have taken action. They announce all new policy decisions of the association.

Staff 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. They communicate and interpret established policy and positions to inquiries from members or non-members.

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.

Administrative Assistant

Upon request, the administrative assistant supports the president and executive director to communicate established policy and positions to inquiries from members or non-members.

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. They are a member or ex-officio member of all committees and commissions and

Staff 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. They work with the members of each committee or commission, advising them

Executive Board

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

gives general supervision to the effective operation of these committees and commissions. They hold chairpersons and members accountable to meet the charges given to the group for completion.

regarding the charges for which they may be held accountable. They are not responsible for holding them accountable.

Administrative Assistant

The administrative assistant collaborates with the president and executive director regarding members who have shown an interest and/or talent that may be of value to the more effective operation of the association.

NEGOTIATIONS FUNCTION

President

The president, in consultation with the executive board, nominates members to serve on the Professional Negotiations commission. They obtain approval for nominees from the representative council. They keep apprised of the progress of the commission in order to keep the executive board and the membership fully informed. They convey the concerns of the membership to the professional negotiations chairperson and commission members. They give 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. They are responsible for reviewing communications and recommendations of the commission prior to release to the membership or the general public.

Staff

Executive Director

The executive director is the consultant to the Professional Negotiations commission. They research problems, makes tentative drafts of proposals, and analyzes proposals as to best-fair-poor positions. They advise only and do not vote in caucuses regarding acceptance or rejection of any proposals.

They are 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.

They do not have the authority to make settlements on their own responsibility, only to make recommendations to the Professional Negotiations

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.

commission and/or to the executive board.

Administrative Assistant

The administrative assistant supports the executive director and Negotiations Commission with research, makes tentative drafts of proposals, and analyzes data. They work closely with the president, Negotiations Commission chair, and executive director on communications to the membership or the general public.

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

Revised by Representative Council December 1, 2020

Revised by Representative Council May 3, 2021

Revised by Executive Board: August 15, 2024

Affirmed by Representative Council September 3, 2024

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

Revised by Representative Council December 1, 2020

Executive Board Attendance at Meetings

The Executive Board shall hold regular meetings once each month from August to June. At the June Executive Board meeting, the Board will set the date for the August meeting the following year. At the August meeting, the VEA President shall propose a recommended calendar (including dates, times, locations, and format) of Executive Board meetings for the remainder of the year. The Executive Board will adopt the calendar with any amendments it deems appropriate. A special meeting of the VEA Executive Board may be called at any time by the VEA President or by written petition from at least 30% of the members of the Executive Board.

The business of the Association demands an expectation of board member participation at the regularly scheduled VEA Executive Board and Rep Council monthly meetings. A meeting schedule will be established that is compatible with the board. In the event of a foreseen absence, the board member will arrange for and train a member in good standing to act as their substitute at the meeting.

After a second absence, the board member will receive a written reminder of this policy. After the third absence, the Executive Board must review the individual circumstances in executive session and determine a remedy, up to and including a recommendation to the Rep Council to declare the board position vacant.

Adopted by Representative Council December 1, 2020

Revised by Representative Council April 20, 2026

Maximum Positions Held by a Member

Any member shall hold no more than two (2) of the following roles at a given time:

- 1) Executive Board Member
 - a) Executive Officer
 - b) Trustee
- 2) Ex-Officio Member of the Executive Board
 - a) WEA Board Director
 - b) Bargaining Chair
 - c) WEA PAC Board Director
- 3) Professional Negotiations Commission (Bargaining Team) Member

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. They serve 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, they chair and vote 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 their use of the chair in recognizing members for the initiation of action or in debate. They also decide 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 their 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, they recommend 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 they specifically designate another to speak on their behalf. They carefully distinguish between established association policy and their 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 their 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 their authority to make appointments. The president serves as a member or ex-officio member on all committees or commissions. They monitor the progress of each as well as their coordination to prevent or minimize duplication of effort or responsibility and authority. By exercising their ex officio membership, they may participate and vote on whatever program recommendations they consider most vital.
12. For assistance in facilitating joint WEA and VPS professional development opportunities, the VEA President and/or one or more VEA Vice Presidents will be trained as a PD Course Facilitator/Instructor.
13. Refer to executive board Policy 200.1 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
Revised by Representative Council December 1, 2020
Revised by Representative Council November 7, 2022

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
Revised by Representative Council December 1, 2020

President 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.
2. Personal use of cell phone will be reimbursed per policy 702.1
3. Purchases. Whenever possible, the VEA VISA account shall be used for purchases. If a situation prevents the use of the VEA VISA, the president shall be reimbursed by submitting a receipt and voucher when appropriate.
4. Out of town business. The following times will count towards hours worked for the president:
 - 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 time frame.
 - 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.
5. Meals. For business functions that occur during meal times or require an overnight stay, that are not otherwise provided, the president will be reimbursed at the same rate as stipulated in the expense guidelines in policy 501.1

Recommended by Executive Board: October 20, 2020

Adopted by Representative Council: November 3, 2020

Revised by Representative Council December 1, 2020

Released Time Officer Time Documentation

Work Day of the President. The President shall generally hold office hours 8:00-5:00 pm Monday through Thursday and 8:00-4:00 Friday with up to an hour duty free lunch break when school is in session (a 180 day contract year mirroring that of a school based employee).

When school is not in session, the President shall generally hold office hours 8:00am-3:00pm Monday through Thursday and 8:00am-2:00pm Friday. In addition, some weekends and July hours are worked as needed for Association obligations and business function. This may include WEA Board, NEA RA, SPARKS, other conferences such as NCUEA, preparing for August retreat, signing checks, etc. (Generally a 36 day extended year mirroring that of a school based employee with a 1.2 contract). Other extended hours satisfy the TRI PL/TRI Enrichment responsibilities mirroring that of a school based employee. Excess time may be flexed with notice to VEA staff.

Time Log. The President shall maintain an official time log which will be used to record anomalies to daily time on duty. Entries will be made weekly and include time taken or worked and reason for the change. Time logs shall be submitted monthly to the Executive Director or their designee for signature and filed with the Administrative Assistant.

Leave. The President will submit a written notification to the Executive Director and Administrative Assistant when unavailable due to illness or personal leave. When the president is out for illness or personal reasons, the Vice president may be released to cover presidential duties. The Executive Board will be notified in Executive Session when sick leave exceeds five consecutive days or 12 days per year.

Personal Leave. The president shall have the right to take all personal leave afforded members in the VEA bargaining unit. Personal leave shall be entered into the district absence management system unless accrued comp time is used for this purpose.

Any personal or sick days taken above the accrued comp time are required to be withdrawn from accrued leave on pay warrants with the Vancouver Public Schools.

Recommended by Executive Board: October 20, 2020
Adopted by Representative Council: November 3, 2020
Revised by Representative Council December 1, 2020
Revised by Representative Council November 7, 2022
Revised by Representative Council June 1, 2026

Powers and Duties of VEA 1st Vice President*

The 1st vice president shall replace the president when the president is unable to carry out their 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 they 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 their background of exposure to the leadership and policy-making function and responsibilities of the presidency.

The 1st VP may be asked to be responsible for and/or assist with association activities such as: Pizza and Politics, new member meetings, Santa Event, membership/potential member contact, area zone organization, Celebration of Equity Event, Read Across America, and meeting monitor (speaking order, time keeping).

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. They should not be locked into a narrow scope of responsibilities.

Adopted by Representative Council: January 18, 1977

Affirmed by Representative Council January 9, 2018

Revised by Representative Council June 4, 2019

Revised by Representative Council December 1, 2020

Powers and Duties of VEA, Inc., 2nd Vice President in Charge of Labor Relations

The individual serving in the 2nd vice president office has 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 the 2nd 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 knowledgeable leaders for the association to ensure its long-term welfare.
2. Assist in the interpretation of association policies and programs and review/evaluate them to ensure equity, access, and inclusion for all VEA members.
3. Assist the president in identifying problems appropriate to association action and in the recruitment of individuals to serve on association commissions and task forces associated with labor relations, with special consideration to ensure equity, access, and inclusion of all VEA members.
4. Serve as the board's liaison person, chairperson, and other specified assignments on association commissions and committees and coordinate assigned areas or phases of a collective action/strike.
5. Represent VEA's labor relations positions and priorities to members, media, and the general public as directed by the President.
6. Assist the Professional Negotiations Commission as needed to ensure its effective operation.
7. Assist the Advocacy Committee as needed to ensure its effective operation.
8. Assist the Labor management team as needed to ensure its effective operation.
9. Assist with Strike Coordination as directed by the President
10. 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

Revised by Representative Council June 4, 2019

Revised by Representative Council January 7, 2020

Revised by Representative Council December 1, 2020

Revised by the Representative Council December 4, 2023 to remove ESA/TOSA Affairs and begin new VP Labor Relations

Revised by Executive Board: August 15, 2024

Affirmed by Representative Council September 3, 2024

Powers and Duties of VEA, Inc., 3rd Vice President in Charge of Member Engagement

The individual serving in the 3rd vice president office has 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 the 3rd 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 knowledgeable leaders for the association to ensure its long-term welfare.
2. Assist in the interpretation of association policies and programs and review/evaluate them to ensure equity, access, and inclusion for all VEA members.
3. Assist the president in identifying problems appropriate to association action and in the recruitment of individuals across all trustee groups to serve on association commissions and task forces, with special consideration to ensure equity, access, and inclusion of all VEA members (consistent with Standing Rule 205.1).
4. Serve as the board's liaison person, chairperson, and other specified assignments on association commissions and committees to include planning committees for New Educator Orientation, one-on-one site visits, VEA socials, Sparks, Gyros, etc., and coordinate assigned areas or phases of a collective action/strike.
5. Be responsible for coordination and communication around potential member recruitment in partnership with VEA trustees and faculty representatives (consistent with Standing Rule 205.1) and with VEA staff.
6. Assist with association activities such as: Pizza and Politics, new member meetings, Santa Event, membership/potential member contact, area zone organization, Celebration of Equity Event, Read Across America, and meeting monitor (speaking order, time keeping).
7. Substitute for any trustee at the representative council.
8. Serve in whatever capacity that may assist in the effective operation of the association.

Recommended by Executive Board: November 19, 2019
Adopted by Representative Council: January 7, 2020
Revised by Representative Council December 1, 2020

Powers and Duties of VEA, Inc., 4th Vice President in Charge of Equity Affairs

The individual serving in the 4th vice president office has 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 the 4th 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 knowledgeable leaders for the association to ensure its long-term welfare.
2. Assist in the interpretation of association policies and programs and review/evaluate them to ensure equity, access, and inclusion for all VEA members.
3. Assist the president in identifying problems appropriate to association action and in the recruitment of individuals to serve on association commissions and task forces, with special consideration to ensure equity, access and inclusion for all VEA members.
4. Serve as the board's liaison person, chairperson, and other specified assignments on association commissions and committees include the Equity Team, addressing the scope of equity affairs to ensure equity, access, and inclusion within the VEA and coordinate assigned areas or phases of a collective action/strike.
5. Be responsible for the Celebration of Equity Event.
6. Assist with association activities such as: Pizza and Politics, new member meetings, Santa Event, membership/potential member contact, area zone organization, Read Across America, and meeting monitor (speaking order, time keeping).
7. Serve as the chairperson of a constituent group bringing reports, concerns and/or questions related to equity when faculty representatives are called into representative council trustee meetings.
8. Substitute for any trustee at the representative council meeting.
9. Serve in whatever capacity that may assist in the effective operation of the association with special consideration to ensure equity, access, and inclusion for all VEA members.

Recommended by Executive Board: May 21, 2019
Adopted by Representative Council: June 4, 2019
Revised by Representative Council January 7, 2020
Revised by Representative Council December 1, 2020

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

Revised by Representative Council December 1, 2020

Powers and Duties of VEA Treasurer

The treasurer and President oversees the financial affairs and fiscal health of the association, with assistance from the Administrative Assistant. The treasurer also chairs the budget committee. The treasurer works with the president, employed staff, and the budget committee to develop a budget consistent with the adopted goals and objectives. In conjunction with the president, they recommend the budget to the executive board and then to the representative council for adoption.

The treasurer and President, with assistance from the Administrative Assistant, reviews monthly statements of association income and expenses. The treasurer provides an oral report at all executive board and representative council meetings and provides a written report, with assistance from the Administrative Assistant.

The treasurer, with assistance from the Administrative Assistant, obtains financial information as requested by the executive board or representative council, and 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 and President are 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
Affirmed by Representative Council May 5, 2020
Revised by Representative Council December 1, 2020
Revised by Representative Council January 4, 2026

Trustee Positions on the VEA Executive Board

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.

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.

Following a representative council determination authorizing an all-member vote, A report with a proposal to alter the number of trustees as noted in the Bylaws must be published and distributed to the membership at least 10 days prior to the all-member vote.

Adopted by Representative Council: October 26, 1976

Revised by Representative Council: June 5, 2012

Affirmed by Representative Council January 9, 2018

Revised by Representative Council December 1, 2020

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 they are elected.

A trustee should represent their membership group's particular interests to the best of their 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 their designated 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 their 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 they represent 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

Revised by Representative Council December 1, 2020

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

For purposes of electing a specialist educator trustee on the VEA Executive Board, specialists are those who:

(1) by job description are not

- basic classroom teachers (Primary/Intermediate/Middle/High School Trustee purview),
- special education classroom teachers (Special Education Trustee purview) **or** other employees who deliver special education services, and

(2) provide unique or specialized services to students and/or other employees

Specialists include, but are not necessarily limited to, Elementary and Secondary Visual and Performing Arts (VaPA) educators, Teacher-Librarians, and Instructional Specialists (e.g., Instructional Coaches, Language Development Specialists, etc.).

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

Revised by Representative Council December 1, 2020

Revised by Representative Council December 4, 2023

Revised to a Standing rule as well as language by Rep Council April 20, 2026

Representative of ESA/TOSAs on the VEA Executive Board

For purposes of electing an ESA/TOSA trustee on the VEA Executive Board, ESA and TOSAs are those who identify as

- ESA staff (eg. Counselors, OT, PT, SLP, Psychologists, Nurses)
- Teachers on Special Assignment

Recommended by Executive Board November 20, 2023

Adopted by Representative Council December 4, 2023

Revised by Representative Council April 20, 2026

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

An officer and Trustee-elect shall be encouraged:

1. To attend all executive board and representative council meetings.
2. To sit with their predecessor at all meetings in order to effectively transition into the position.

Adopted by Representative Council: April 5, 1977

Revised by Representative Council: November 13, 2001

Affirmed by Representative Council January 9, 2018

Revised by Representative Council December 1, 2020

Amended by Representative Council June 2, 2025

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

Revised by Representative Council December 1, 2020

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

Revised by Representative Council December 1, 2020

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

Revised by Representative Council December 1, 2020

Immediate Past-President Ex-Officio

The immediate past president shall be considered an honorary non-voting member of the Executive Board in the first year following their term. Attendance and participation will be at their discretion and will provide for historical perspective and reference.

Reviewed and Recommended by Executive Board: October 24, 2022

Affirmed by Representative Council November 7, 2022

VEA President Stipend

Beyond being released full-time, the President shall receive an annual stipend equal to \$15,000 or 20% of their base salary (whichever is greater) in addition to all compensation afforded them in the collective bargaining agreement.

The rationale behind the stipend is to offset the obligations of extra hours worked during non-school days as well as loss of other extended day and coaching contract opportunities in order to take this position. It was established at this rate in 2020 as a comparison with like-sized locals and may be revisited upon request for consideration. Any change will be enacted following the subsequent election cycle, to take effect at the beginning of the new term of office.

Payment of the stipend will be issued no less than quarterly or upon mutual agreement between the President and VEA staff.

VEA Executive Board Stipends

1. VEA Executive Officers and VEA Trustees shall receive an annual stipend of \$599, contingent upon:
 - regular attendance at 90% of VEA Executive Board and VEA Rep Council meetings
 - fulfillment of other duties of a respective position (eg. communication, association event support, etc.)

The rationale behind the stipend is to offset the obligations of serving the association in their respective capacity. It was established at this rate in 2020 as a comparison with like-sized locals and may be revisited upon request for consideration. Any change will be enacted following the subsequent election cycle, to take effect at the beginning of the new term of office.

2. VEA Ex-Officio Board Members shall receive an annual stipend of \$300, contingent upon:
 - regular attendance at 90% of VEA Executive Board, VEA Rep Council, and WEA meetings applicable to their respective position
 - fulfillment of other duties of a respective position (eg. communication, etc.)

The rationale behind the stipend is to offset the obligations of serving the association in their respective capacity. It was established at this rate in 2020 as a comparison with like-sized locals and may be revisited upon request for consideration. Any change will be enacted following the subsequent appointment/affirmation, to take effect at the beginning of the new term.

3. Payment of stipends will be issued in June of each year. In the case of an emergency resignation, a prorated stipend may be issued.
4. If any given position is shared between two people, the respective stipend shall be split.
5. A 1099 shall be issued if cumulative stipends exceed the IRS threshold for taxable income.

Professional Negotiations Commission Stipend

Members serving on the Professional Negotiations Commission (including the Bargaining Chair, who is an Ex-Officio Board Member) shall receive an annual stipend of \$250, contingent upon:

- regular attendance at bargaining team planning meetings and sessions with the district
- contribution to the bargaining process, including but not limited to survey design and data interpretation, member listening sessions, drafting proposals
- fulfillment of other duties of the respective position (eg. communication, etc.)

2. The rationale behind the stipend is to offset the obligations of serving the association in their respective capacity. It was established at this rate in 2021 as a comparison with like-sized locals and may be revisited upon request for consideration. Any change will be enacted following the subsequent appointment/affirmation, to take effect at the beginning of the new term.

3. Payment of stipends will be issued in June of each year. In the case of an emergency resignation, a prorated stipend may be issued.

4. If any given position is shared between two people, the respective stipend shall be split.

5. A 1099 shall be issued if cumulative stipends exceed the IRS threshold for taxable income.

Commissions, Roundtables, and Committees

	Basic Information about Membership and Operation of VEA Commissions and Roundtables ([1978], 1993, 2002, 2013, 2018, 2024)	301.1
Standing Rule:	Commissions (1976, 1992, 2015, 2018, 2024)	302.1
Standing Rule	Equity Commission/Team (2022)	302.2
Standing Rule:	Professional Negotiations Commission (1976, 1992, 1994, 2001, 2015, 2018, 2020)	302.3
Standing Rule:	Membership Engagement Commission/Team (2022)	302.4
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 will also be known as the Advocacy Committee. The Advocacy Committee is responsible for employee representation, grievance processing, and other activities related to enforcement of employees' rights under the Collective Bargaining Agreement.
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

Revised by Executive Board: August 15, 2024

Affirmed by Representative Council September 3, 2024

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 their 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 Advocacy Committee, 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

Amended by Representative Council September 9, 2024

Equity Commission/Team

The charge of the VEA Equity Commission (Equity Team) is to engage VEA membership in the fight for racial and social justice by:

- encouraging members to promote equity for students and staff in VPS schools,
- helping recruit and retain educators of diverse identities,
- promoting professional development opportunities directly related to equity, and
- maintaining a connection/communications with the District Equity Committee.

The Equity Team shall be comprised of four to nine regular members, including:

- Members from diverse identities (eg. BIPOC, LGBTQ+, differently-abled, other marginalized groups, etc.)
- Members from across trustee groups (eg. elementary, middle, high school, special education, etc.)
- A chairperson selected from among members of the Team
- A liaison from the Executive Board (the 4th VP in Charge of Equity Affairs), who will make regular progress reports to and/or requests of the Executive Board and Representative Council and who will report relevant Executive Board actions to the Equity Team.

Interested members should submit [an interest survey](#) to the VEA Office to be reviewed by the 4th VP in Charge of Equity and the President. The 4th VP and the President will bring names of appointees before the Equity Team, followed by the Executive Board and the Representative Council for ratification on an annual basis. Beginning with the 22-23 school year, appointed Equity Team members will serve a minimum of two years in their position. A new interest survey will be required for any subsequent two year period of service.

The business of the Equity Team demands an expectation of team member participation at the regularly scheduled VEA Equity Team monthly meetings. A meeting schedule will be established that is compatible with the Equity Team members. In the event of a foreseen absence, the Equity Team member will communicate their absence at least one day before the scheduled meeting to the President, 4th VP in Charge of Equity, and Equity Team Chairperson. After a second absence, the Equity Team member will receive a written reminder of this policy. After the third absence, the President, 4th VP in Charge of Equity, and Equity Team Chairperson must review the individual circumstances in executive session and determine a remedy, up to and including a recommendation to the Rep Council to declare the Equity Team position vacant.

As a VEA commission, the Equity Team has advisory authority to the Executive Board and the Representative Council and executive authority only in those activities specifically authorized by the Executive Board and/or Representative Council. Each year, the Equity Team should hold an organizational meeting prior to the October Executive Board meeting to (1) review the general responsibilities of the group, (2) review any specific charge assigned to them by the board and/or council, and (3) plan to address issues in their area. The Team shall determine their meeting schedule and events for the year. These activities should be included in, and avoid conflicts with, the VEA Master Calendar that is approved at the August Executive Board Meeting. Their meeting schedule and events may include without being limited to:

- Monthly member dialogues (eg. Drinks & Dialogue geared toward all VEA members, affinity group gatherings, etc.)

- Monthly notice/instructional resources/weeks of action for heritage and other months recognized to promote inclusivity (eg. BLM at School Week of Action the 1st week of February, Arab-American Heritage Month 1st week of April, AAPI Heritage Month 1st week of May, etc.)
- Late March and/or May: Equity Event(s) geared towards members who identify as BIPOC (educators of the global majority) and from other marginalized groups

The liaison will share the proposed meeting schedule and events for the year with the Executive Board no later than the October Executive Board Meeting. Any adjustments to the schedule/activities will be reported at subsequent Executive Board meetings. The Equity Team liaison will also share any proposed roles and/or requests of Executive Board members in conjunction with scheduled Equity Team events.

Adopted by Representative Council: June 6, 2022

Revised by Representative Council: December 4, 2023

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, preferably from outside of the executive board, appointed by the president with the consent of the representative council and selected as follows:

a. One from K-2 teacher	e. One from specialists
b. One from 3-5 teacher	f. One from special education
c. One from 6-8 teacher	g. Up to two at-large
d. One from 9-12 teacher	
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 they 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

Amended by Representative Council: January 7, 2020

Membership Engagement Commission/Team

The charge of the VEA Membership Engagement Commission is to support ongoing efforts to recruit and retain VEA members:

- encouraging members to become active participants in VEA,
- helping recruit and retain association members,
- promoting member engagement activities and incentives, and
- maintain a connection/communication with other union groups (eg. WEA, WEA-Riverside, VAESP, SWWACLC, etc.).

The Membership Engagement Commission shall be comprised of a minimum of three regular members, including:

- Members from diverse identities (eg. BIPOC, LGBTQ+, differently-abled, other marginalized groups, etc.)
- Members from across trustee groups (eg. elementary, middle, high school, special education, etc.)
- A chairperson selected from among members of the Team
- A liaison from the Executive Board (the 2nd VP in Charge of Member Engagement), who will make regular progress reports to and/or requests of the Executive Board and Representative Council and who will report relevant Executive Board actions to the Membership Engagement Commission.

Interested members should submit [an interest survey](#) to the VEA Office to be reviewed by the 2nd VP in Charge of Member Engagement and the President. The 2nd VP and the President will bring names of appointees before the Executive Board and the Representative Council for ratification on an annual basis.

As a VEA commission, the Membership Engagement commission has advisory authority to the Executive Board and the Representative Council and executive authority only in those activities specifically authorized by the Executive Board and/or Representative Council. Each year, the Membership Engagement Commission should hold an organizational meeting prior to the October Executive Board meeting to (1) review the general responsibilities of the group, (2) review any specific charge assigned to them by the board and/or council, and (3) plan to address issues in their area. The Team shall determine their meeting schedule and events for the year. These events should be included in, and avoid conflicts with, the VEA Master Calendar that is approved at the August Executive Board Meeting. Their meeting schedule and events may include without being limited to:

- Regular opportunities for member engagement (eg. socials, activities, swag)
- Monthly notice to Rep Council on potential member status and opportunities to recruit membership
- Input on the potential member recruitment packet (June)
- Opportunities to engage potential members (eg. New Educator orientation, 1:1 building visits, membership drive)

The liaison will share the proposed meeting schedule and events for the year with the Executive Board no later than the October Executive Board Meeting. Any adjustments to the schedule/events will be reported at subsequent Executive Board meetings. The Membership Engagement Commission liaison will also share any proposed roles and/or requests of Executive Board members in conjunction with scheduled commission events.

Adopted by Representative Council: June 6, 2022
Revised by Representative Council; December 4, 2023

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 round-table 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, 201, 2025)	401.2
Standing Rule:	Procedures for Negotiations Ratification and Consideration of Strike Authorization (1991, 2001, 2012, 2018, 2020, 2024, 2026)	402.2
Standing Rule:	Procedures for Vote of No Confidence (VONC) (2026)	403.1

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 their constituents (members) stand on the issue so that the faculty rep may more effectively organize their representation unit for any “collective action” that may be required following the vote of the representative council.
1. Voting the membership shall mean that each representative will cast an “aye, nay, or abstention” for each and as many members as they have 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 their 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 their 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

2. ELECTION COMMITTEE

A. Composition

The committee shall be comprised of not less than three active members (including a committee Chair) named by the president, recommended by the Executive Board, and approved by the Representative Council by June 30 of each year. The committee shall serve from July 1 through the following June 30. No elected VEA Executive Board member or candidate for the VEA Executive Board may serve on the Election Committee.

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. Administer elections, in accordance with election time lines established by the VEA Executive Board and approved by the Representative Council 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. Prepare and distribute an election notice (either electronically to each members's personal e-mail address currently on file, or by mail to each member's last known home address) at least fifteen days prior to the election.
7. 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.
8. Determine the format (mail balloting, balloting at sites, electronic balloting, etc.) of the election.
9. Receive and review the merits of complaints that a candidate for office has violated any applicable election laws or procedures and determine what, if any, corrective action should be taken to remedy the issues raised by the complaint.
10. Complete an election committee report form, signed by each committee member certifying giving unofficial results of each election. The results shall report the total number of votes cast for each candidate in each election, and the

percentage of the total vote earned by each candidate. The Election Committee's report on the unofficial results of the election will be made available to the VEA membership.

3. NOMINATIONS

A. Filing of Petition of Candidacy

1. VEA Offices

A member interested in becoming a candidate for VEA office must file a written petition of candidacy prior to the closing of nominations to be included on the ballot. Write in candidates for VEA office are not permitted.

2. Representative Assemblies

A member interested in becoming a delegate to the 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. Write-in candidacies for the WEA Representative Assembly or NEA Representative Assembly are permitted, but write-in candidates 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 at the Representative Council meeting following the Representative Council meeting in which nominations are opened.
- If no more than one candidate is nominated for a position, that candidate shall be deemed elected by acclamation

2. Representative assemblies

- If at the time nominations are closed there are fewer candidates than positions allowed, the candidates nominated will be listed on the ballot, and the ballot shall also allow for a number of write-in candidates equal to the number of positions up for election.

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 their 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, they 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 as determined by the Elections Committee

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 the order determined in 5.B.1 above.

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.

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 their constituent group. The election procedure will stipulate the deadline date and time for a ballot to be returned to the counting place.

Ballots returned after the deadline will not be counted.

E. Retention of Election Results Materials Following an Election

Election results materials (ballots, tally sheets, etc.) will be retained in the VEA office for one year following the date of the election and then destroyed.

6. ELECTION VIOLATIONS

After the election results are tallied, the chairperson of the committee or designee will make every effort to contact each candidate to inform them of the unofficial result of the election which they contested prior to the committee's report on the unofficial results of the election being made public.

Any eligible voter for the election may lodge a written complaint that applicable election procedures were violated at any time within seven (7) calendar days of the distribution of the Election Committee's report on the unofficial results of the election to the VEA membership.

The committee will immediately institute an investigation into the complaint 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

Following the resolution of any complaints regarding the election, the representative council will certify the Election Committee's report of the unofficial results of the election.

B. Transition

Newly elected VEA officers will be invited to attend executive board and rep council meetings during the transition period. Officer-elect will neither vote on business before, nor participate in Executive Sessions of, either body unless they are already a member of it. 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

Amended by Representative Council: June 2, 2025

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 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 (Bargaining Team)
The VEA Professional Negotiations Commission (hereafter referred to as the Bargaining Team) 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 Executive Board 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.
 - B. A proposal that 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.
3. Responsibilities of the VEA Executive Board
 - A. The executive board will be informed that a "last best offer" has been obtained. It will then meet in executive session with the Bargaining Team and the VEA Executive Director as early as possible to hear the details of the offer.
 - B. The executive board will determine a date, time, place, and format for an informational meeting at which time the Bargaining Team 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 the informational meeting will be to provide details about the "last best offer" with any actual voting to occur at a set time following the informational meeting.
 2. The informational meeting should be scheduled to elicit the largest possible attendance of both the membership of the representative council and of the general membership. Time will be provided for members to comment or ask questions.
 3. Notification of the time and place of the informational meeting and voting procedures will be made by e-mail and/or other effective means.
 - C. The executive board will review TAs and/or the written summary of the proposed agreements that will be provided to the membership prior to the vote.

- D The executive board will determine what information (if any) about the nature of the “last best offer” will be sent to members before the informational meeting, provided via home email and/or posted on the website.
 - E The executive board will determine voting procedures including whether a paper or electronic ballot will be utilized.
 - F. The elections committee will count paper ballots, if applicable. The executive board will validate all votes taken by the membership.
4. **Strike Authorization Vote—Strike Initiation**
- The Bargaining Team 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, or if an agreement is not reached prior to the first day of school or the contract expiration, whichever comes first, 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, all members will be given the opportunity during the voting procedure to turn in a brief list of their 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).

Bargaining Team selected by the President and shared with Executive Board (EB).

Rep Council affirms the selection of the Bargaining Team.

The bargaining team reaches last-best offer and presents details to the EB with the recommendation do pass or do not pass.

OR -
The Bargaining Team does NOT reach a last-best offer within 48 hours prior to the contract expiration and presents details to the EB. (WAC 180-16-163)

EB establishes the all member meeting date, time, what information will be released before the meeting, and type of vote.

EB establishes the all member meeting date, time, what information will be released before the meeting, and type of vote.

TA language available to members.

Membership vote determines whether or not to work without a contract or authorize a strike.

Total package presented to members. Members vote.

60% Yes Vote
Strike enacted

<60% Yes Vote
Work without contract

50%+1 Yes Vote as counted by the elections committee and validated by EB.

50%+1 No Vote as counted by the elections committee and validated by EB.

EB determines specific period of time membership will work under previous contract.

Final Language reviewed by the bargaining chair, President, and Exec Director

Membership vote determines whether or not to work without a contract or authorize a strike. This can be done concurrent with the ratification vote

60% Yes Vote
Strike enacted

<60% Yes Vote
Work without contract

Team returns to table and reaches new agreement.
Process repeats with last best offer presented to the exec board

Contract signed and distributed to membership

In the event there are post ratification agreements (MOU/LOA) see process in section C..

Process:

Negotiations Commission selected by President

Negotiations Commission affirmed by Rep Council

Negotiations Chair selected by the President

Bargaining Team selected from Commission members

- A. Bargaining Team reaches last best offer before expiration of the contract
 1. Bargaining Team makes a do pass or do not pass recommendation
 2. Details are shared with the Executive Board
 3. Executive Board determines informational meeting location, date, time, whether or not information is shared in advance, and type of vote
 4. Members provided a written summary of the proposed agreements. TA's made available to member.
 5. Members allotted time to ask question and clarifications
 6. Vote takes place
 7. 50%+1 Vote required to pass.
 8. If vote does not pass, the bargaining chair may be removed and replaced with another constituent, appointed by the President.
 9. When ratified, final contract language is reviewed with the district and proofread by the bargaining chair, president and Executive Director
 10. Contract is signed by both parties and distributed to membership
- B. The bargaining team does NOT reach a last best offer within 48 hours of the contract expiration date
 1. Details of the situation are shared with the Executive Board.
 2. Executive Board determines informational meeting location, date, time, whether or not information is shared in advance, and type of vote (paper or electronic)
 3. Members are provided an update of the negotiations process to determine if they will work without a contract or strike.
 4. Members will have opportunity to comment or ask questions before the vote.
 5. In addition to the secret ballot members will be given the opportunity to turn in a brief list of his/her bottom line parameters to avoid a strike or to return to work if a strike is called.
 6. Executive Board validates the vote.
 7. If the vote is <60% needed to strike, the Executive Board determines a specific period of time to work under the previous contract while negotiations continue.
 8. Negotiations continue until reaching a last best offer.
- C. Post Ratification Agreements
 - a. Any post-ratification agreement which has the effect of altering the terms of the Collective Bargaining Agreement must first be shared with the Executive Board, then ratified by the bargaining unit by a simple majority (50%+1) vote. The requirement for ratification does not apply to grievance settlements, memoranda of understanding/agreement regarding the applicability of the CBA to novel situations, or other non-precedent setting agreements. However, the Executive Board may require that such an agreement be submitted for ratification if it determines the interests of the membership would best be served by ratification.

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
Revised by Representative Council February 4, 2020
Revised by Executive Board August 15, 2024
Affirmed by Representative Council September 9, 2024
Revised by Representative Council January 5, 2026

Voting of No Confidence (VONC) in the VPS Board or District

1. A vote of no confidence (VONC) in one or more members, or in the body corporate, of the Vancouver Public Schools Board of Directors or District Administration (the “VONC target(s)”) may be initiated by action of the VEA Representative Council.
2. A VONC is used when stakeholders lose trust in one or several individuals in positions of power, deeming them unfit due to poor performance, poor judgment, negligence, or violation of standards of ethics or conduct. A VONC is most successful when impacted stakeholders participate in the process.
3. It is the desire of VEA to avoid holding a VONC that results in a close margin in the outcome, as this is likely to result in division within VEA without serving any productive strategic goal.
4. When the VEA Representative Council initiates a VONC :
 - a. Within seven (7) calendar days, the VEA Executive Board will develop and approve a Climate and Culture Survey polling the full VEA membership, or an appropriate subsection of the VEA membership given the particular VONC target(s).
 - b. The Climate and Culture Survey will solicit member opinion regarding a range of issues relevant to the purpose of the VONC. Members will be given seven (7) days to complete the survey. The survey will then be closed and the results distributed to the VEA Executive Board as soon as possible.
 - c. If the VEA Executive Board determines that a clear and strong majority of those polled in the Climate and Culture Survey would lack confidence in the VONC target(s), the VEA Executive Board will hold the VONC within seven (7) days.
 - i. A “clear and strong majority” is not determined formulaically. It is indicated by both a high response rate to the Climate and Culture Survey, and a clear consensus of those responding indicating a lack of confidence in the VONC target(s). Determination of whether the threshold has been met is in the sole discretion of the VEA Executive Board.
 - d. The VONC will be distributed to the same group who received the Climate and Culture Survey. The VONC will consist of a simple up or down vote whether the voter has confidence in the VONC target in their VPS capacity (example: “Do you have confidence in A. B. See as the Superintendent of Vancouver Public Schools?”). Where there are multiple VONC targets, there will be a separate but substantively identical question for each target.
 - e. The VONC will provide for a clear response date by which a vote must be cast electronically, or post-marked in the event of a mail ballot. Following receipt of votes, the results will be reported to VEA membership as quickly as possible.
 - f. The VEA Executive Board will determine how to share the climate/culture survey and VONC results, including, but not limited to, how and when comments are shared, to whom the comments and data are released, and how comments are summarized.

Recommended by Executive Board February 23, 2026
Adopted by Representative Council March 9, 2026

Finance

Policy:	Expense Guidelines (1976, 1991, 2001, 2003, 2013, 2017, 2018, 2023, 2024)	501.1
Policy:	Support of Worthy Causes (1991, 2001, 2012, 2018)	502.1
Policy:	Funding for Conferences, Workshops, Seminars, etc. (1993, 2015, 2018, 2024)	503.1
Policy:	Monetary Commitment for Conferences, Workshops, Seminars, etc. (2004, 2018)	503.2
Policy:	Conference Funding Guidelines and Application Form (2026)	503.3
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, they 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 their 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 their 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 in-person personal meals will be used. Dispersal will be based as follows: breakfast, 20%; lunch, 30%; dinner, 50%.

All reimbursement requests must include an itemized receipt. The receipt will delineate the member's personal meal if combined with other purchases. If a delivery fee is involved, this charge may be included in the reimbursement request up to the maximum allowed for the meal.

Meal reimbursement for online (Zoom) based Rep Council and Executive Board meetings as well as VEA sponsored PD will be reimbursed pursuant to funds available in the annual budget at the rate as follows:

- \$25 Executive Board or Professional Development
- \$20 Rep Council

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, they 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 their 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 their 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. Single Item Expenditures

The Executive Board shall pre-approve all single-item expenditures that will exceed \$1000. (eg. member swag, member appreciation gifts, single speaker fee) or shall refer such expenditures to the Rep Council for approval. Pre-Approval of expenditures specified in VEA staff contracts, conference or events with specific budget line-items are excluded from this policy.

G. 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
Revised by Representative Council: April 17, 2023
Revised by Executive Board August 15, 2024
Affirmed by Representative Council September 9, 2024

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.

National Board Cohort Support Fees and Facilitator Compensation

The VEA collects \$100 per candidate as a one-time registration fee from all NBCT cohort participants. This fee is used to offset association costs such as square credit card processing fees, snacks, and any facilities related costs for the cohort. The remaining funds collected are paid to the facilitator at the completion of the cohort experience. Should there be a co-facilitator, the funds are split according to the percentage of time recorded on a time log submitted by each facilitator. Employer portion of FICA will also be remitted to the facilitator. All facilitators submit an IRS W9 form to the Association and they will be issued a 1099.

Adopted by Representative Council: September 14, 1993

Amended by Representative Council: May 5, 2015

Affirmed by Representative Council January 9, 2018

Revised by Executive Board, August 15, 2024

Affirmed by Representative Council, September 9, 2024

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

Conference Funding Guidelines and Application Form

The Executive Board may develop workshops and training conferences and shall approve all funding for member attendance at workshops and conferences.

VEA CONFERENCE/EVENT FUNDING GUIDELINES

- A. The VEA Executive Board may fund or partially fund attendance at conferences/events that support VEA's organizational mission and purpose and/or goals annually adopted by the VEA Executive Board. Any conferences/events approved by the VEA Executive Board should directly or indirectly benefit the membership of the Association.
- B. Funding may include release time, travel, meals, registration fees, and/or lodging.
- C. Requests for attendance may be submitted using the Conference Funding Request Form. Such requests should outline how attendance at the function will support VEA's organizational mission and purpose or goals annually adopted by the VEA Executive Board and any information relevant to the factors listed in section D below.
- D. Only members of the Association, and Association employees are eligible for funding of any conference/event approved by the VEA Executive Board. In determining which interested members will receive funding and support to attend the function, the VEA Executive Board will give weight to the following:
- a. Demonstrated initiative or interest in the function or related VEA activities.
 - b. Whether the interested member has recently received support to attend functions.
 - c. The role occupied or sought by the interested member and the relevance of the function to said role or interests.
 - d. The need to recruit a broad base of union activists that represents the full spectrum of diversity in the VEA membership and the VPS community.
 - e. The overall capacity of the VEA budget to support attendance.
- E. In the event there are multiple applicants who the Board cannot distinguish on the basis of the factors outlined in section D above, the funded attendees will be chosen at random.
- F. As a condition of receiving Association funding, attendees will sign an agreement outlining expectations during and following the function. Reimbursement may be withheld or repayment required if the attendee fails to uphold the terms of the agreement.

Recommended by Executive Board, February 23, 2026

Affirmed by Representative Council March 9, 2026

Conference Funding Request

In order to cultivate a strong, inclusive, and engaged base of union activists that reflects the full diversity of the VEA membership and the Vancouver community we serve, the Executive Board affirms the value of providing equitable access to leader development opportunities and Association funding support.

Conference funding requests can be made using this request form according to Policy 503.3, found under the Member Resources Documents tab on the VEA website www.vancouverea.org.

Upon receipt of this Conference Funding Request Form, the President or their designee will confirm receipt of the request, and either:

- Request clarification of the intended purpose/use of the funds; or,
- Take a vote of the Executive Board at their next regularly scheduled meeting to:
 - Approve the request in whole or in part; or,
 - Request further clarifying information from the applicant(s); or,
 - Provide the requestor(s) a written denial of the request which specifies why the request is being denied.

Only dues-paying members of the Vancouver Education Association are eligible for funding. Funding is subject to the capacity of the VEA budget, and if multiple applicants cannot be distinguished based on the stated criteria, funded attendees may be selected at random by the Executive Board.

Step 1: Applicant Information

Date: _____

Name: _____ - _____

School/worksite: _____

Position/role in VPS: _____

Email Address (personal): _____

Phone number: _____

Step 2: Conference Details

Name of Conference: _____

Sponsoring Organization: _____

Date(s) of Conference: _____

Location of conference (city/state or virtual): _____

Brief Description of the conference: _____

Do you have a flyer or website for the conference/event:

- Yes (please provide a copy to the Association)
- No

Step 3: Alignment with VEA Mission, Purpose, and/or Annual Goals

How will attendance at this conference support VEA's mission and purpose and/or the annual goals adopted by the VEA Executive Board? _____

Describe how attendance at this conference will directly or indirectly benefit the member of the Association: _____

Step 4: Funding support needed

What funding support will be required:

- Release time
- Substitute needed
- No substitute needed
- Travel
- Airfare/Train \$ _____
- Mileage reimbursement (IRS rate) Number of miles _____
- Uber/Ride Service transfer from arrival airport to conference hotel and back
- Meals (per diem pursuant to location) Number of B _____ L _____ D _____
- Registration fees \$ _____
- Lodging \$ _____

Estimated total requested: \$ _____

Step 5: Other factors to be considered

Have you received VEA support to attend conferences in the past two years?

- Yes
- No

If yes, please briefly explain: _____

Describe the role you currently occupy or are seeking within the Association and how this conference is relevant to that role or your interests: _____

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.

Recommended by Executive Board: August 23, 2002

Affirmed by Representative Council January 9, 2018

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:	VEA Staff Job Descriptions and Roles (1977, 2001, 2015, 2018, 2021)	601.1
Policy:	Staff Reimbursements (2018)	601.2
Policy:	Staff – Time Documentation (2020)	601.3
Policy	Adoption and Maintenance of the Voluntary Employees’ Beneficiary Trust for VEA Staff (2020, 2022)	601.4
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

VEA Staff Job Descriptions and Roles

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.

Administrative Assistant

1. Assistance to Members

A. Responds to member questions and requests concerning VEA communications content, benefits, contract language and other general information related to Association membership.

B. Researches and composes a monthly member publication with input from the President and Executive Director

C. Participates in the development and facilitation of member trainings, programs, meetings, and other events. This may include administering clock hours through the WEA PDN to members for WEA only events.

D. Supports Association organizing and communication structures for current and potential members.

2. Assistance to Governance

A. Makes necessary arrangements for Association committees, meetings and events, including the development of meeting agendas and supporting documents and other administrative support in collaboration with the President and/or committee chairpersons.

B. Designs member surveys and generates a variety of reports for leadership

3. Assistance to the Executive Director

A. Provides administrative support with bargaining, including the development of bargaining surveys, intricate contract review and comparisons, and language development. Monitors district finances, assists with communications to district CFO, and provides monthly finance reports to WEA.

B. Supports the Executive Director with public records requests.

C. Submits PDC reports on behalf of the Association and the Executive Director

D. Provides administrative support with language development and submission of grant applications.

4. Assistance with Finances:

A. Maintains all Association financial records (eg. Payroll, Retirement accounts, insurance, Square payments, etc.) and implements Association financial transactions in accordance with generally accepted principles of business accounting.

B. Makes recommendations to the Association through the President, Executive Director, or relevant Executive Board members with respect to Association assets and financial affairs. Implements Association financial transactions. Serves on the VEA finance committee, developing agendas and supporting documents for budget development as well as quarterly reviews and proposed adjustments.

C. Prepares and submits annual reports to WEA on behalf of the Association (eg. Community Outreach request, LOUP status, etc.)

D. Prepares and submits all requested documents and evidence required for the annual audit and tax returns. Advises leadership of any actions recommended by the auditor.

5. General:

- A. Provides the President, Executive Director and/or relevant Executive Board members with regular communication about the implementation of the Administrative Assistant's job responsibilities.
- B. Maintains the orderly and efficient operation of the Association office in conjunction with the Executive Director.
- C. Handles confidential information with discretion.
- D. Prepares and processes office and member correspondence (eg. VEA Website, newsletters, phone/email, etc.)
- E. Makes necessary travel arrangements when related to Association business.

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

Revised by Representative Council May 3, 2021

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

Recommended by Executive Board: October 16, 2018

Adopted by Representative Council November 6, 2018

Staff – Time Documentation

Time Log. The VEA Staff shall maintain an official time log which will be used to record anomalies to daily time on duty. Entries will be made weekly and include time taken or worked and reason for the change. Time logs shall be submitted monthly to the VEA President and Treasurer or their designee for signature and filed onsite at the VEA office.

Accrual of Comp Time: Comp or Flex time may be accrued and utilized pursuant to the individual staff contract.

Leave Notification. VEA Staff will submit a written notification to the President or their designee when unavailable due to illness or personal leave. The Executive Board will be notified in Executive Session when leave exceeds five consecutive days and 12 days per year.

Leave. Staff shall have the right to take all leave afforded them in their individual contracts with the association. Any personal or sick days taken above the accrued comp or flex time are required to be withdrawn from allocated leave and noted on pay warrants. Cash out of accumulated leave will be commensurate with processes defined in their individual contracts. All leave taken is to be noted and authorized on the official time log.

Recommended by Executive Board: October 20, 2020

Adopted by Rep Council: November 3, 2020

Adoption and Maintenance of the Voluntary Employees' Beneficiary Trust For VEA Staff

Upon adoption of the Voluntary Employees' Beneficiary Association (VEBA) Resolution by the Vancouver Education Association's (VEA) Executive Board, the VEA ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the VEBA Trust for Public Employees in the State of Washington ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. The Employer agrees to contribute to the Plan on behalf of all Plan-eligible VEA Staff, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee (or former employee) shall be based on the following funding source:

Sick Leave Contributions – Retirement: Eligibility for contributions is limited to employees who retire with sick leave cash-out rights per their most recent employment agreement.

Adopted by Rep Council: October 4, 2021

Amended by Rep Council: December 5, 2022

Office Management

Policy:	Internal Publications (Action Line, Leader Letter, etc.) (1995, 2012, 2018)	701.1
Policy:	Cellular Phones (2000, 2012, 2015, 2018, 2020)	702.1
Policy:	Use of VEA Facilities (2001, 2017, 2018, 2021)	703.1
Policy:	Office Management -Banking Protocol (2021)	704.1

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 VEA staff and the president for association business. If the individual chooses to use their personal phone, they will be reimbursed at a negotiated amount not to exceed 50%.

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

During remote working situations, the Association will reimburse VEA staff and the President up to \$25 per month to boost existing wifi coverage to ensure connectivity capabilities as determined necessary by the Executive Board.

Reimbursement requests will be submitted monthly.

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

Revision recommended by Executive Board: October 20, 2020

Adopted by Representative Council: November 3, 2020

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 (eg. President, 1st Vice President, Treasurer, etc.) only. When needed, a non-duplicating key will be issued to contractors and designated leaders accessing the office. Individuals who are issued a key to the office will be approved by the President and/or Executive Director, and instructed on the security system operation utilizing a unique code issued to that individual.

Adopted by Executive Board: May 8, 2001

Revised by the Rep Council: February 7, 2017

Affirmed by Representative Council January 9, 2018

Revised by Representative Council June 7, 2021

Office Management – Banking Protocol

Authorized signers on the VEA accounts shall be the President, 1st Vice President, Treasurer, Administrative Assistant and Executive Director. Signatures of two authorized signers on the account shall be required on each check issued by the Association. As a separation between generation and distribution of checks, the Administrative Assistant shall not sign checks.

A. One of the signatures on each check issued should be that of the Treasurer except in times where generally accepted expenses need to be paid in a timely manner where the Treasurer is unavailable for signature.

B. Credit cards for association business may be issued to the President with a \$15,000 limit, the Executive Director with a \$10,000 limit and the Administrative Assistant with a \$5,000 limit.

C. Credit Card Use

1. Itemized receipts shall be provided for all credit card transactions noting the purpose of the transaction and, as applicable, names of participants benefitting from the transaction(s).

2. In the event a receipt cannot be provided, an affidavit shall be provided in its place, noting the item(s), amount(s), date, purpose of the transaction and names of participants benefitting from the transaction. In addition, an explanation shall be provided as to why the receipt is absent.

3. Credit card payments shall be made monthly, in-full, whenever possible.

Revision recommended by Executive Board: November 15, 2021

Adopted by Representative Council: December 6, 2021

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 their 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., bylaws, 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 their leadership role. When they make any public statement, it may be construed that they are 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 they are 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 they have held or currently holds a position of leadership in a teacher organization (an objective fact) if they believe such a statement lends weight and credibility (identification) to their statement.
3. However, when signing such a letter, they should not use their title of leadership since this, by custom, generally signifies that their action is an official act of the office they hold.
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
Policy	Document Retention and Destruction (2026)	1005.1

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

Document Retention and Destruction

VEA RECORD RETENTION AND DESTRUCTION POLICY SCHEDULE

All Documents must be Destroyed by the End of the Retention Period

Record	Retention Period
Accident reports and claims (including settled cases)	7 years after claim closure or incident
Accounts payable and receivable ledgers and scheduled	7 years
Arbitration/Formal Grievance Cases and Files.	Permanent
Audit Reports (external)	Permanent
Audit Reports (internal)	7 years
Bank reconciliations	7 years
Bargaining history (notes, proposals, tentative agreements)	Permanent
Bylaws and Charters	Permanent
Calendar of registered lobbyists, employees who lobby and work with political action	5 years
Campaign or political records	5 years
Cash books	Permanent
Charts of accounts	Permanent
Checks – cancelled (except as noted above)	7 years
Checks – cancelled for important payments (ie. Taxes, purchases, etc. Checks should be filed with the papers pertaining to the underlying transaction)	Permanent
Contracts and leases (expired)	7 years
Correspondence of legal significance	Permanent
Deeds, mortgages, and bills of sale	Permanent
Depreciation schedule	Permanent
Duplicated deposit slips	7 years
Election of officers tally, ballots and related materials	1 year
Emails	Depends on subject matter
Employee personnel records	6 years after separation
Employment applications	3 years
Employee tax records (withheld income tax, FICA, unemployment)	7 years
Expense analysis and distribution schedules	7 years
Financial statements (end of year trial balances)	Permanent
General Ledgers (and end of year trial balances)	Permanent
Governing Documents (constitution, bylaws, standing rules, articles of incorporation, non-profit status determinations including minutes of official meetings, and approved agendas)	Permanent
Insurance Policies (expired)	3 years after expiration if no

	open claim remains
Insurance records (accident reports, claims, policies, etc.)	7 years after claim closure
Internal reports and memos (miscellaneous)	3 years
Invoices to customers	7 years
Invoices from vendors	7 years
Membership enrollment forms	5 years after severing employment
Minutes of official meetings (general membership meetings, executive board, representative council, committees, etc).	Permanent
Nonprofit status filings and governing documents. Articles of incorporation, initial determination letter from IRS confirming tax-exempt status under 501©. Washington Secretary of State filings related to establishment of the organization as a no-profit corporation	Permanent
Notes receivable ledgers and schedules	7 years
Payroll records and summaries, including payments to pensioners	7 years
Property appraisals by outside appraiser	Permanent
Property records – including cost, depreciation reserves, end of year trial balances, depreciation schedules, blueprints and plans	Permanent
Purchase orders	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability (includes 990 form filings and Washington SOS annual report for non-profit corporations)	7 years
Time sheets/activity reports	7 years
Trademark registrations	Permanent
Voting ballots and associated election -related records	1 year after election concluded
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc (includes allowances and reimbursement of employees, officers, etc. for travel expenses)	7 years
WEAPAC forms	7 years after last deduction

Recommended by Executive Boar May 18, 2026
Adopted by the Representative Council June 1, 2026