

**BYLAWS OF THE SWEETWATER EDUCATION
ASSOCIATION
(Adopted June 1990)
(Amended June 1992)
(Amended November 1996)**

ARTICLE I - Name and Identification

- 1.1 **Name.** The name of this Association shall be the Sweetwater Education Association.
- 1.2 **Identification.** This organization has been established (by written ARTICLES OF INCORPORATION) in the County of San Diego, State of California, and is hereinafter known as the Sweetwater Education Association/CTA/NEA.

ARTICLE II - Purpose

- 2.1 **Purpose.** The primary purpose of this Association shall be:
- a. To act as the exclusive representative of bargaining units composed of employees within the scope of membership in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours and other terms and conditions of employment;
 - b. To provide an opportunity for continuous study and action on problems of the profession;
 - c. To promote professional attitudes and ethical conduct among members;
 - d. To raise the standards of the teaching profession;
 - e. To advance the general welfare of the schools;
 - f. To encourage cooperation between the teacher and the community;
 - g. To continuously represent membership, both individually and collectively, in matters arising out of the interpretation and application of policies and laws before officials of the Sweetwater Union High School District and other public officials having jurisdiction in anyway over the educational service of a member or members within the Sweetwater Union High School District; and,
 - h. To serve the membership in any other lawful manner leading directly or indirectly to the improvement of group and individual morale and welfare with regard to service in the educational profession.

ARTICLE III - Affiliation

- 3.1 **Affiliation**. The Association shall affiliate with the National Education Association under its rules, and the California Teachers Association under its rules.

ARTICLE IV - Membership

4.1 Classifications

- a. Members will be classified as Active and Honorary. Members shall not be enrolled in a class other than Active until approved by an action taken by the Representative Council.
- b. To become a member, a membership enrollment form must be completed and filed. In addition, membership must also be obtained in the appropriate parallel category within the California Teachers Association and within the National Education Association whenever such memberships are available. The amount and type of membership dues for each class of membership, together with the manner and methods of payment, shall be elsewhere prescribed herein.
- c. Active membership shall be open to any certificated employee who is engaged in or who is on limited leave of absence from professional non-supervisory, professional education work.
- d. An individual who is serving as a negotiator for a public school employer shall not be eligible for membership in the Association.
- e. Active members who retire with ten consecutive years of membership in the Association immediately preceding their retirement may continue as honorary members for life without paying annual dues of the Association. Honorary membership may be extended to those individuals who have made a significant contribution to public education.
- f. The Membership year shall be in accordance with the article applying to membership in the current Collective Bargaining Agreement.
- g. Membership in a given class or category shall be continuous after initial enrollment until a change in professional status shall make the member ineligible for that class or category.
- h. No member of the Association may be disciplined without a due process hearing which shall include the established appellate procedure.

4.2 Dues Payment

- a. The basic annual dues level for Active members shall be sufficient to cover the operating expenses of the Association, the dues of CTA and the NEA.
- b. The Association's portion of the basic annual dues shall be established in accordance with Full Time Equivalency (FTE) for 1992-93. Commencing with 1993-94, the dues shall be increased annually by the same percentage as the average of the previous three work years' base salary increase of the 7-12 SEA bargaining unit members. The dues structure shall not be modified except by the action of the membership of the Association by secret ballot. A dues increase may be waived by a majority vote of the Board of Directors.

- c. Each spring the budget committee shall meet and calculate the annual increase in dues. This shall be presented to the Board of Directors for consideration no later than June 30. The membership shall be notified of the dues change in writing.
- d. Members may elect to pay their dues by monthly payroll deductions through the payroll office of the Sweetwater Union High School District.
- e. Active membership shall begin with the payment of the annual dues or with the execution of an authorization for payroll deductions of dues and shall be continuous until the member leaves the school system, resigns or is expelled from the Association, or fails to pay annual dues.

4.3 **Rights**. Active members in good standing shall be entitled to:

- a. The right to vote on all matters submitted to the general membership.
- b. Be present at meetings at which business of the Association is to be transacted, excluding executive sessions.
- c. Present matters of individual concern to the Representative Council.

4.4 **Responsibilities**. Members of the Association shall conform to the Code of Ethics of the Education Profession as established by the Association, the California Teachers Association, and the National Education Association.

4.5 **Discipline**. Censure, suspension, expulsion or reinstatement of members shall be upon petition by the Board of Directors to the Representative Council.

4.6 **No individual member shall attain rights to any property** of the S.E.A./CTA/NEA as a result of membership.

4.7 **The rights to and privileges of membership** shall not be abridged in any way because of age, race, ethnic group, sex, creed, color or national origin, marital status, or sexual orientation.

ARTICLE V - Officers

5.1 **Composition**. The officers of the Association shall be: president, vice president, immediate past president, secretary, and treasurer.

5.2 **Terms and Qualifications**

- a. Officers, with the exception of the immediate past president, shall be elected by the active membership. Election shall be by written, secret ballot. A plurality of votes cast shall be required to elect.
- b. Elected officers shall hold office for two years beginning July 1 or as soon after that date as possible. The president and vice president will have concurrent terms and be elected in odd numbered years. The secretary and treasurer will have concurrent terms and be elected in even numbered years.
- c. The president, upon the expiration of his/her term and his/her not being returned to office, provided he/she remains qualified for elective office in accordance with these By-Laws and the Standing Rules, shall be designated the immediate past president and shall serve on the Board of Directors until replaced as a result of the expiration of a subsequent presidential term. In the absence of a qualified past president, this seat on the board shall be filled by an in-lieu candidate selected by a general election.
- d. Officers shall serve no more than two consecutive terms in any one office.
- e. A vacancy shall be deemed to exist in the case of death, resignation, retirement, or inability to serve. It shall be the responsibility of the Board of Directors to declare an office vacant and to recommend to the Representative Council a person to complete the unexpired term. The Representative Council shall then elect an officer to fill that vacancy.
- f. Officers shall be active members of the Association status in the Sweetwater Union High School District.

5.3 **Duties of Officers**

- a. President
 - (1) To preside at all meetings of the Board of Directors and of the Representative Council.
 - (2) To serve as ex-officio member of all committees, unless a designee is appointed.
 - (3) To represent the Association before the public and the school district either personally or through delegates.
 - (4) To serve as the executive officer of the Association in coordination with the executive director.
 - (5) To report orally or in writing on the condition of the Association to the Board of Directors and the Representative Council at each regular meeting of during the school year.
 - (6) To appoint special committees whenever the need arises.
 - (7) To appoint chairpersons and members of standing committees and representatives to affiliated organizations, subject to the approval of two-thirds of those present and voting in the Representative Council.
 - (8) To act as coordinator of all committees.
 - (9) To serve as official spokesperson for the chapter.

- (10) To be responsible for the progress and work of the association.
 - (11) To represent the Association at Service Center Council or send an appointed designee as a representative.
 - (12) To attend meetings of South County Teachers United as official Association representative.
 - (13) To perform such other duties as may be directed by the Board of Directors or the Representative Council.
- b. Vice President
- (1) To assume the duties of the president in his/her absence, and in the event of the resignation or removal from office of the president, to succeed to that office for the remainder of the president's term.
 - (2) To serve as coordinator of Association's committee activities and association's calendar.
 - (3) To perform such other duties as may be directed by the Board of Directors, the Representative Council, or the president.
- c. Immediate Past President
- (1) To assist the president and vice president in the coordination of, and assistance to, the committees of the organization.
 - (2) To serve as the parliamentarian of the Association.
 - (3) To perform such other duties as may be directed by the Board of Directors, the Representative Council, or the president.
- d. Secretary
- (1) To keep minutes of the proceedings of the Board of Directors and the Representative Council, to perform other duties which fall within the secretarial purview of the Board's activities, and to ensure such records to be open to the inspection of any member of the Association.
 - (2) To maintain a record of all elected and appointed representatives and committee members and their respective terms of office and to notify the Board of Directors and the Representative Council when terms approach expiration.
 - (3) To perform such other duties as may be directed by the Board of Directors, the Representative Council, or the president.
- e. Treasurer
- (1) To serve as ex-officio member of the Membership Committee.
 - (2) To supervise and maintain a detailed record of all receipts and expenditures of the Association and to present this information in a monthly financial report to the Board of Directors and to the Representative Council.

- (3) To be the custodian of all funds of the Association obtained from any source, by or through any person or persons, acting for or in the name of the Association or under its direction or authority.
- (4) To collect and deposit in a financial institution designated by the Board of Directors all funds received by and belonging to the Association and to disburse such funds upon authorization by the Board of Directors.
- (5) To bill members for their annual dues and to collect the dues through the Membership Committee.
- (6) To transmit those monies which are due to affiliated organizations.
- (7) To supervise special collections and to transmit such collected funds to the appropriate accounting agencies.
- (8) To issue all checks drawn on the funds of the Association in accordance with the policies of the Representative Council and the procedures of the Board of Directors.
- (9) To assist a budget committee in the drafting of an annual budget.
- (10) To prepare for an annual audit of the accounts of the Association.
- (11) To maintain an accurate roster of association membership.
- (12) To submit the chapter's financial records to the chapter, CTA, NEA, and other agencies as required by law.
- (13) To perform other such duties as may be directed by the Board of Directors, the Representative Council, or the President.

ARTICLE VI - Board of Directors

6.1 Composition

- a. The executive authority of the Association shall be vested in a Board of Directors consisting of the elected Association officers, the immediate past president, three members-at-large, and any state council representatives. If an officer, or member-at-large also holds a state council seat, another board member shall be elected from the membership.
- b. Members-at-large shall serve for a period of three years. The terms shall be staggered.
- c. One member-at-large shall be elected by the active membership annually. Election shall be by written, secret ballot. A majority of votes cast shall be required to elect.

6.2 Meetings

- a. Board of Directors shall meet, whenever possible, eleven times a year at announced dates.
- b. Special meetings may be called by the president of the Association, as s/he deems necessary. Notification will be given to all members of the Board of Directors in a timely fashion.
- d. The president shall call special meetings upon the request of three members of the Board of Directors.

- e. Quorum. Two-thirds of its members shall constitute a quorum for the Board of Directors. A member of the Board of Directors shall be permitted to exercise his/her right to vote through a proxy in with the approval of the president. This authorization for proxy shall be in writing, when possible.
- f. Minutes. Minutes of the meetings of the Board of Directors shall be provided for each member of the Representative Council.

6.3 **Assuming of Office.** Members of the Board of Directors will assume office on July 1 or as soon after that date as possible.

6.4 **Vacancies**

- a. A vacancy on the Board of Directors shall be deemed to exist in the case of death, resignation, recall, or the inability to serve; or if any member of the Board of Directors ceases to be a member of the Association, or ceases to be employed in active educational service in the Sweetwater Union High School District or is absent from more than three meetings of the Board of Directors without proper excuse. The Board of Directors shall determine whether or not a particular absence is without proper excuse. The member may appeal this decision to the Representative Council at the next regularly scheduled Representative Council meeting.
- b. Vacancies on the Board of Directors, with the exception of the president and immediate past president, shall be filled by election of unit members from Active membership.

6.5 **Duties and Responsibilities of the Board of Directors.** To exercise of the executive and leadership functions of the Association, the Board of Directors shall:

- a. Be responsible for the management of the Association and for implementing policies established by the Representative Council.
- b. Within guidelines established by the Representative Council, establish a central office and employ a staff to provide for efficient conduct of Association business.
- c. Designate which officers or employees shall be authorized to sign checks drawn upon the accounts of the Association. Two authorized signatures shall be required on all checks.
- d. Prepare and submit recommendations or plans to the Representative Council for its consideration.
- e. Develop workshops and training conferences for faculty representatives and/or other unit members.
- f. Assist the Association president in his/her appointment responsibilities.
- g. Individual Board of Directors members will act as a liaison to a standing committee and assist committees in defining their immediate and long-range objectives.
- h. Review committee plans and progress as necessary and arbitrate jurisdictional disputes between committees.
- i. Preview and coordinate committee reports or recommendations prior to presentation to the Representative Council.
- j. Supervise and control all property of the Association.

- k. Review and study proposals for action by the Association, which are made by individuals and/or organizations not members of the Association.
- l. Hear Grievance Committee recommendations and make recommendations-regarding carrying current grievances to arbitration.

ARTICLE VII - Representative Council

- 7.1 **Composition** The legislative or policy-making powers of the Association shall be vested in a Representative Council consisting of representatives from each school faculty, and the Board of Directors of the Sweetwater Education Association.
- a. Each of these persons shall be entitled to one vote in the Representative Council except that no person shall be entitled to more than one vote by virtue of holding more than one office of entitlement to vote.
 - b. Any unit member shall be entitled to be a non-voting member of the Representative Council.
- 7.2 **Qualifications and Allocation of Representatives**
- a. In each public school of the Sweetwater Union High School District, faculty members in good standing in the Association shall elect one faculty representative to the Representative Council for each fifteen members or major fraction thereof Allocation of Faculty Representatives shall be established by the Board of Directors based on a census of each faculty as of May 1 of each calendar year. Once made each year, such apportionment shall remain in effect until an appeal for change based on extenuating circumstances is approved by the Representative Council.
 - b. Where more than one such representative is elected from a faculty, one representative shall be designated the Senior Faculty Representative. The Senior Faculty Representative is that person with the most continuous on-site experience as a faculty representative on that campus.
 - c. Unit members who are not represented through an individual school shall be entitled to the same representation on the Council as are individual school sites.
- 7.3 **Term of Office.** Term of office of the faculty representatives shall be two years. Where more than one representative is authorized, the terms shall be staggered. Faculty representatives can serve an unlimited number of consecutive terms.
- 7.4 **Elections**
- a. Faculty Representatives shall be elected by and from the active membership for each site in May of each year. Following the election, the current Senior Faculty Rep shall notify the president of the results of the election. Faculty representatives shall serve for 2 year terms and shall take office on June 1, following their election. Where more than one representative is authorized, the terms shall be staggered.
 - b. Alternate Faculty Representatives shall be elected by and from the active members of each site as necessary to serve in the event of absence or incapacity of the regular incumbent for any

reason. There shall be a minimum of one alternate per site, not to exceed the authorized number of elected representatives.

7.5 **Meetings**

- a. The Representative Council shall hold regular monthly meetings in accordance with a schedule developed by the president or designee. An effort will be made to hold these meetings when all sites are in session.
- b. Special meetings of the Representative Council may be held at the call of the Association president, or upon written request from faculty representatives, or by the Board of Directors. Notification shall be given to all Representative Council members in a timely fashion.
- c. For emergency meetings of the Representative Council during crisis situations, the President shall adopt procedures to notify representatives of meeting dates, places and times.
- d. Informational meetings may be held during the summer for the year round site representatives.

7.6 **Quorum**

- a. A majority of the sites shall constitute a quorum for the transaction of business.
- b. A faculty representative who must be absent from a Representative Council meeting shall send an alternate. Upon being seated by the Representative Council, the alternate assumes the rights and responsibilities of membership of the Representative Council for the duration of that meeting.

7.7 **Officers.** The elected officers of the Association shall serve as officers of the Representative Council. The Representative Council shall elect other such officers as it considers necessary for effective functioning.

7.8 **Vacancies**

- a. Faculty representatives elected to the Board of Directors shall relinquish their duties as faculty representatives to successors chosen by special elections in their respective faculties.
- b. A vacancy in the position of a faculty representative shall be filled by the faculty concerned.

7.9 **Duties and Responsibilities of Faculty Representatives.** The duties and responsibilities of faculty representatives shall be:

- a. To organize and oversee elections within their respective faculty.
- b. To monitor the enrollment of members within their respective faculty.
- c. To ensure communication within their faculty and to ascertain the wishes or desires of the faculty which they represent prior to their official vote on major substantive or policy-making issues which come before the Representative Council.

- d. Organize Association sections or sub-sections for consideration of specific instructional interests that are not of immediate concern to the total Association membership.
- e. In conjunction with the Board of Directors, develop and implement plans for meetings of the full membership of the Association for discussion of professional issues when such meetings are deemed necessary.
- f. Adopt such Standing Rules governing nominations, elections, the conduct of representatives or agents of the Association, committee structure and areas of responsibility, scheduling and conducting of meetings, and other matters, and ensure wide promulgation of such Standing Rules.
- g. Approve by majority vote all reports and recommendations of committees and/or the Board of Directors before such reports or recommendations are implemented by the Board of Directors.
- h. Appoint committees, permanent or temporary, as shall be necessary for the business of the Representative Council.
- i. Prepare and submit to the membership for vote amendments to the Articles of Incorporation and/or the By-Laws of the Association.
- j. Powers not herein listed nor specifically delegated to the Board of Directors, the officers, or other agencies of the Association, shall be vested in the Representative Council or shall be retained by the membership of the Association.

ARTICLE VIII - Standing Committees

8.1 General

- a. Such committees are to be designed and constituted to assist the Board of Directors in the accomplishment of major continuing objectives or programs of the Association.
- b. The number, composition, qualification for membership, terms of office, specific powers and duties, and specific methods for selection of such standing committees shall be determined by the President with adoption by majority vote of the Board of Directors.

8.2 Meetings. Standing committees shall meet at the call of the committee chair.

8.3 Duties of Chairpersons of Standing Committees

- a. Report as necessary to the Board of Directors and to the Representative Council.
- b. Seek to understand and relate to the objectives and programs of corresponding units of state and national associations and consult with them when appropriate.
- c. Serve as resource persons in the areas of their respective responsibilities when issues within their committee's purview are being considered by the negotiating team.

ARTICLE IX - Negotiating Team

9.1 **Membership**

- a. Representatives on the Sweetwater Education Association Negotiating Team shall be appointed by the president, subject to the approval of a majority of those present and voting in the Representative Council.
- b. A representative of the Association on the Sweetwater Education Association Negotiating Team may be removed from the Negotiating Team by a two-thirds vote of those present and voting in the Representative Council upon submission of a petition for removal signed by no less than ten percent of the members of the Association, or upon formal recommendation for removal submitted by the president of the Association.

9.2 **General.** Representatives on the Sweetwater Education Association Negotiating Team, in performing their duties and administering the powers provided by law, shall be the agents of the members of the Association.

9.3 **Duties and Responsibilities of the Negotiating Team.** Prior to and during a bargaining year, the negotiating team shall:

- a. Survey unit members and determine needs.
- b. Develop an initial proposal to submit to the Board of Directors and Representative Council for their consideration.
- c. Carry the initial proposal to the school district for "sun-shining."
- d. Report directly to the Board of Directors and Representative Council during the negotiating process.
- e. Distribute information to unit members on an ongoing basis.
- f. Upon reaching a tentative agreement, take such agreement to the Board of Directors for a recommendation regarding ratification, upon which the Representative Council must act.

ARTICLE X - Standing Rules

10.1 **Purpose.** The Standing Rules of the Association shall provide such additional procedures and information as may be necessary to ensure proper interpretation and effective administration of these By-Laws and provide for efficient administration of the program of the Association.

10.2 **Adoption.** The Representative Council, at a regular meeting, acting by affirmative vote of two-thirds of those present and voting, shall have the power to adopt and/or amend such standing rules or amendments as recommended by the Board of Directors or other representatives of the Association.

ARTICLE XI - Amendments

- 11.1 **Proposal.** Amendments to the By-Laws of this Association may be proposed by the Board of Directors, the Representative Council, or by petition signed by five percent of the members of the Association.
- 11.2 **Notice and Publicity.** Proposed amendments shall be duly publicized in a manner prescribed by the Representative Council.
- 11.3 **Effective Date.** Unless otherwise specified in the amendment, an amendment to these By-Laws becomes effective immediately upon adoption.

ARTICLE XII - Parliamentary Procedure

- 12.1 **Authority.** The latest edition of Roberts Rules of Order shall be the authority in parliamentary law and procedures at all meetings of the Association, the Representative Council, the Board of Directors, and the committees of the Association, and on all matters not otherwise determined by these By-Laws and/or the Standing Rules of the Association.

ARTICLE XIII - Ratification

- 13.1 **Approval.** These By-Laws shall become effective and supersede all previous constitutions and by-laws when ratified by a two-thirds majority of the Association members voting.
- 13.2 **Continuity.** Nothing in these By-Laws shall be construed as interrupting the continuity of this Association during the transition from the former By-Laws to these By-Laws.

ARTICLE XIV - Initiative, Referendum or Recall

- 14.1 **Initiative.** Upon the presentation to the president of a petition signed by ten percent or more of the members of the Association submitting a proposal, said petition shall be submitted to a vote of the membership of the Association. The Board of Directors and the Representative Council shall publicize such proposal, submit it to a vote of the full membership of the Association, and, if such proposal is approved by a majority of the members voting, shall place such proposal into effect.
- 14.2 **Referendum.** Upon the presentation to the president of a petition signed by ten percent or more members of the Association requesting that any action or proposed action of the Board of Directors or the Representative Council be referred to a vote of the membership of the Association, the Board of Directors and the Representative Council shall publicize the proposal and submit the proposal to a vote of the membership of the Association. If such proposal is approved by a majority of the

members voting, the Board of Directors and the Representative Council shall place such proposal into effect.

- 14.3 **Recall.** Any electoral group shall have the right to initiate a recall action of any of its own representatives to the Representative Council. Recall action against elected Association officers may be initiated by petition signed by 30% of voting members. Any member of the Representative Council or Board of Directors members may be recalled by a majority vote of his or her electoral group.

ARTICLE XV - General Elections

- 15.1 **General Election.** A general election shall be the means by which the unit membership shall elect the principal officers and directors as well as other representatives to elective positions.
- a. Nominations for office shall be made as follows:
 - (1) All Association members shall be notified of an upcoming election and the existing vacancies at least ten working days prior to the date declaration of candidacy forms are due.
 - (2) Any Active member shall have his/her name placed on the ballot by filling out the appropriate form developed by the election committee.
 - (3) Where necessary, additional nominations may be made by the Representative Council in the regular meeting held at least two weeks prior to the general election to insure that at least one person is nominated for each office.
 - b. The names of all qualified candidates nominated by any of the foregoing procedures shall appear on the ballots according to the CTA/NEA alphabetizing procedure.
- 15.2 **Notice and Methods for Conducting General Elections**
- a. General elections shall be conducted by an election committee that is appointed by the president. The duties of the Elections Committee shall be to:
 - (1) Establish election timelines.
 - (2) Ensure that all chapter/CTA/NEA election codes and timelines are followed.
 - (3) Develop and carry out timelines and procedures
 - (4) Prepare and distribute election materials.
 - (5) Count the ballots and certify the results.
 - (6) Handle initial challenges
 - b. The date for a general election shall be set by the election committee to be held at school sites or by mail in ballots. Ballots for all voting members physically stationed on each school campus or assigned to a special site shall be delivered to the Faculty Representative for each faculty unit, one working day before the dates established for the election. The tally sheets, ballots, and signature sheets for each faculty unit must be received at the Association office by 5:00 p.m. on the date designated by the election committee.

- c. Reasonable time will be provided for all elections to be conducted and all members to have the opportunity to vote. If the election committee determines a need to have an election when some sites are off track, with the approval of the Board of Directors, it may establish a procedure for mail in ballots and utilize this for said election.
- d. No dues assessments or similar levies shall be used to promote any candidate. All candidates will be treated in an equitable manner. Each candidate shall have right of access to a current membership list.

15.3 **Election Controls.** Adequate controls over the form, distribution, return counting, and disposition of ballots shall be provided for by the election committee.

- a. Procedures will be developed to ensure that a record is kept of voters receiving and casting ballots.
- b. All candidates will be provided the opportunity to have an observer present at the vote count.
- c. Once the ballots have been counted by the elections committee, the President shall be notified of the results. The President shall be responsible for notifying all candidates of the results. The President shall subsequently notify the membership of the results.
- d. A candidate or immediate family member must not serve on an election committee in which s/he is a candidate.

15.4 **Requirements for Decision.** A plurality of those unit members voting shall be required to decide all issues and elections unless a higher percentage is otherwise specifically provided for in these By-Laws. Where necessary in elections for office, runoff elections shall be held between the two candidates receiving the most votes on the first ballot. Write-in votes are permitted on the first ballot but not in the runoff elections.

15.5 **Specific guidelines shall be followed for certain elections.**

- a. State Council Representative elections shall be conducted according to CTA guidelines after the chapter or service center council has been notified by the CTA election committee.
- b. NEA State Delegate elections shall be conducted according to CTA guidelines.
- c. NEA Local Delegate elections shall be conducted according to NEA/CTA guidelines.

ARTICLE XVI - Ratification Elections for Collective Bargaining Agreements

- 16.1 **Ratification Election.** A ratification election shall be the means by which the unit membership and agency fee payers shall accept or reject a tentative collective bargaining agreement between the Association and the school district.
- a. Upon a recommendation of the Representative Council, an election will be held. Open hearings on the proposed contract will be held prior to balloting.
 - b. Balloting will be held at an equitably accessible location(s) for unit members, within the school district's boundaries. The election will be conducted from 7:00 a.m. to 7:00 p.m. on a date(s) determined by the Board of Directors.
 - c. With the approval of the Board of Directors, the election committee may establish a procedure for absentee balloting.
- 16.2 **Election Controls.** Adequate controls over the form, distribution, tallying and disposition of ballots shall be provided for by the Board of Directors. Supervision of balloting will be conducted by a neutral third party. Unit members and agency fee payers must display a picture ID prior to voting.
- 16.3 **Requirements for Decision.** A majority of those voting shall be required to determine the outcome.

ARTICLE XVII - STANDING RULES FOR CALLING MEETINGS

- 17.1 **The president and vice president will establish the yearly calendar** after consulting with the Board of Directors by the first regularly scheduled Board meeting of the fiscal year.
- 17.2 **The calendar must be posted** in an accessible area in the S.E.A. office so that meeting dates will be public information.
- 17.3 **Committee chairs** will coordinate meeting dates and times with the assigned board liaison who in turn will enter the dates on the master calendar.
- 17.4 **Standing committees**, with the exception of the grievance and bargaining committees, will post meeting dates by the end of the month for the subsequent month.
- 17.5 **During times of emergency**, meetings for grievance and bargaining committees will be called by the chair and duly reported on the calendar.

- 17.6 **Once a meeting time is posted on the calendar**, if cancellation is necessary, an attempt will be made to notify all members of the committee.
- 17.7 **Ongoing S.E.A. committees** shall include the Bargaining Support Team, Bilingual Task Force, Scholarship Committee, Political Action Committee, Cost Management Committee, Elections Committee, Grievance Committee and Membership Committee.

ARTICLE XVIII - GRIEVANCE AND ARBITRATION APPEALS

- 18.1 A unit member desiring to file a grievance should contact the site Association Representative or the S.E.A. office and follow the procedure outlined in the current collective bargaining agreement for filing the grievance. If the designated contact determines the grievance is without merit and decides the Association should not follow through with filing the grievance, the unit member may still wish to pursue the grievance. The unit member has the right to contact the Association president. If the Association president decides not to follow through with filling the grievance, the unit member has the right to pursue the grievance as an individual grievance.
- 18.2 The grievance committee hears all grievances subject to arbitration and then makes recommendations to the Board of Directors. If the grievance committee rejects a grievance, then a member has the right to appeal the decision to the Board of Directors. All arbitrations are subject to the approval of the Board of Directors.