

BATES PROFESSIONAL TECHNICAL EMPLOYEES

Bylaws

Article I – Membership

All Bates Professional Technical Employees are eligible for Association membership.

Article II -Dues, Fees, and Assessments

Section 1. Association members shall pay dues fees in the amount of \$10.00 per year for Association dues.

Section 2. Special assessments may be levied by a majority vote, provided they include a termination of the special assessment in either dollar amounts or a specific date.

Article III - Meetings

Section 1. There shall be at least one Executive Board meeting every other month, for a total of at least six (6) meetings per year. All Executive Board meetings shall be called with a seven (7) days written notice or by a majority of the Executive Board with at two (2) days written notice.

Section 2. The President shall call at least four (4) meetings of the membership each year. The yearly meeting schedule will be distributed at the first General Membership meeting of the year. One shall be in April for the purpose of nominating officers and representatives.

Section 3. The President or the Executive Board may call special meetings of the membership within two (2) days of the receipt of a petition to the President signed by twenty-five (25) percent of the members.

Article IV—Duties of Officers

Section 1. The President in addition to any duties imposed by action of the membership, shall:

- a. be the principal officer of the Association,
- b. preside at all regular or special meetings of the Association
- c. sign all official documents recording actions of the Association,
- d. establish meeting dates as needed,
- e. prepare the agenda for each meeting,
- f. appoint committees and their chairs,
- g. while presiding at official meetings, the President shall have full right of discussion and voting, and shall perform such duties as are customarily associated with the office,
- h. represent the Association at meetings of Bates Technical College management,
- i. communication to the membership or the Executive Board any opinions,

- ideas, or concerns as the President deems necessary or useful in promotion of the welfare of the Association and its members,
- j. obey all lawful orders of the body and be familiar with these bylaws & the current edition Roberts Rules of Order
- k. perform other duties as the Executive Board may describe, and
- l. serve as the representative to the Tacoma Uniserv Council

Section 2. The Vice President shall:

- a. assist the President
- b. be delegated to perform any of the President's duties as designated by the President or Executive Board
- c. shall act in the absence of the President,
- d. coordinate the PTE committees,
- e. assist the President in preparing the agenda, and
- f. become familiar with these bylaws and the current edition of Roberts Rules of Order.

Section 3. The Secretary shall:

- a. ensure that minutes are recorded at each general meeting and the Executive Board meetings,
- b. ensure that a copy of the minutes are sent two (2) weeks before the next scheduled meeting to each member,
- c. keep a full and up-to-date roster, to include addresses and phone numbers,
- d. call the roll of officers and members when so required,
- e. notify officers, building representatives, and committees of their election or appointment,
- f. preside at meetings of the PTEs during the absence of both the President and the Vice President,
- g. maintain the records and files of the Association,
- h. distribute copies of all proposed amendments to the Constitution and Bylaws,
- i. may assist the President in the preparation of the order of business to be considered at each meeting, and
- j. shall perform duties as assigned by the President.

Section 4. The Treasurer shall:

- a. provide quarterly reports on the financial status of the PTE's at the regular meetings,
- b. audit or review the financial records in July or as directed by the President,
- c. keep adequate records available at all times for any member of the affiliate to inspect, but shall not allow such records to leave their possession,
- d. keep an alphabetical file of paid-up members readily available for the Executive Board,
- e. submit a financial report to all members at the September annual meeting,
- f. shall preside at meetings of the Association during the absence of the President, Vice-President, and the Secretary, and
- g. shall serve as the official Registrar for general PTE meetings.

Section 5. The Past President shall:

- a. have served more than half of the term of office,
- b. shall be a member of the Executive Board and Grievance Committee, and
- c. there shall be no replacement of an Immediate Past-President.

Article VI - Executive Board shall be the President, Vice President, Secretary, Treasurer, and Immediate Past President, plus the elected Building Representatives.

Purpose: The Executive Board shall meet to:

- a. afford preliminary hearing of committee reports,
- b. review the agenda for the next general meeting,
- c. approve or disapprove expenditures,
- d. consider such other items as may be necessary,
- e. the Executive Board shall conduct and manage the affairs and business of the Association, including interpretation of this Constitution and Bylaws,
- f. when any other elected office of Executive Board position is vacated, the Executive Board shall appoint from the membership a person to fill the position for the duration of the original term of office, such appointments shall be confirmed by a vote of the membership at the next general membership meeting with the possibility of nomination of other candidates from the floor.

Section 1. The Executive Board shall implement motions and resolutions approved by the membership and put into operation other measures consistent with the Constitution, Bylaws and policies of the Association. It shall fix the time and place and shall make all necessary arrangements for annual and special meetings.

Section 2. With the exception of committees established by the membership, the Executive Board shall approve the appointment and discharge of all standing and special committee members, shall approve the creation of all special committees, and shall review the activities of all committees.

Article VII - Building Representatives on the Executive Board

Shall consist of the following:

- 6-Downtown Campus (1-East Annex, 1 -West Annex, 4-Main Building)
 - 1-South Campus
 - 1-Mohler Campus
- for a total of eight (8) Building Representatives.

The President may nominate additional Building Representatives. The President will ensure the ethnic/minority requirements and or recommendations under Tacoma UniServ Council, Washington Education Association and National Education Association are met. Such nominations will be confirmed by vote of the membership at the next general membership meeting after such nomination is made. Further nominations from the floor shall be in order.

Article VIII - Non-Executive Board Positions

Labor Management Committee: Members of the Labor Management Committee shall be appointed by the President. Terms of office shall be two years unless otherwise directed by the President.

Article IX—Nominations and Election Officers, Executive Board Representatives, and WEA and NEA Delegates

- Section 1. The President, with the approval of the Executive Board, shall appoint a nominations committee consisting of three (3) members who shall complete a slate of candidates for the Association officers and for the Executive Board Representatives. This slate shall be prepared for the April annual meeting with recommendations for the time and place of the election and an election procedure that guarantees fairness. Each nominee must be a member in good standing and give his/her consent to appear on the ballot. Further nominations from the floor shall be in order.
- Section 2. The slate of officers shall include candidates for all Association offices and area representatives. All officers and Executive Board members shall be elected by their constituencies.
- Section 3. The election shall be by secret ballot, observing the one (1) person, one (1) vote principle.
- Section 4. To win, a candidate must receive a majority of the votes cast. In the event no one candidate receives a majority vote, the Executive Board shall hold a run-off election within fifteen (15) days between the candidates receiving the most votes.
- Section 5. The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA and NEA. These delegates shall be elected at-large.

Article X—Committees and Task Forces

- Section 1. Committees are authorized by the Bylaws. The President, with the approval of the Executive Board, shall appoint committee members who shall serve for two (2) years from the time they are appointed or until discharged by the President with the approval of the Executive Board, unless otherwise stated herein. Initial appointments will be staggered in one and two year terms. The Executive Board or President may establish task forces. Task force members shall serve until their assignment is complete or until discharged by the President with the consent of the Executive Board.
- Section 2. Committees may include but shall not be limited to:
- a. Bargaining Committee

- b. Reclassification Committee
- c. Legislative Committee
- d. Labor & Management Committee
- e. Safety Committee

Section 3. Task Forces would include such committees as but not limited to

- a. Grievance Committee
- b. Nominations and Elections Committee

Article XI—Membership and Fiscal Year

The membership and fiscal year shall be July 1 through June 30.

Article XII—Ratification of Agreement

Section 1. The President and the chairperson of the bargaining team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the employing board only after completion of the following procedure at a general membership meeting:

- a. a report and recommendation by the Bargaining Committee,
- b. a report and recommendation by the Executive Board,
- c. a written digest of the proposed agreement or changes provided to all members in attendance at the ratification meeting,
- d. discussion by the membership, and
- e. a majority affirmative vote by secret ballot of the total active membership present and voting.

Article XIII—Quorum

Section 1. Not less than twenty percent (20%) of the Association membership shall constitute a quorum, provided that seven (7) calendar day notification has occurred. The President, with the approval of the Executive Board may call special meetings, provided that 48 hours notification is given to the entire Association.

Article XIV—Amendments

Proposals to amend these Bylaws may be made by the Executive Board or by petition of twenty-five (25) percent of the membership. These Bylaws shall be amended by a two-thirds (2/3) secret ballot vote of the members voting. Notice of this election and the proposed amendment(s) shall have been delivered to each member at least twenty-one (21) days in advance. Voting, at the discretion of the Executive Board, may be part of an annual or special meeting or through other established election procedures. Amendments shall become effective immediately unless otherwise provided.