



BYLAWS

(Amended May, 2015—AFT Washington Convention)

STANDING RULES

(Amended May, 2012—AFT Washington Convention)

LEGAL DEFENSE POLICY

(Amended June, 1997—AFT Washington Convention)

COPE BYLAWS

(Amended June, 2015—AFT Washington Executive Board)

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STANDING RULES

LEGAL DEFENSE POLICY

COPE BYLAWS

ARTICLE I — NAME

Section 1. This organization shall be known as AFT Washington.

Section 2. This organization shall affiliate with the American Federation of Teachers (AFT) and those organizations mandated by AFT's constitution and bylaws.

ARTICLE II — OBJECTIVES

The objectives of AFT Washington shall be:

1. To promote the welfare of its members.
2. To assist locals in their representation of employees.
3. To promote and assist the formation and growth of locals.
4. To initiate and support state legislation beneficial to education and educational workers.
5. To secure the conditions necessary to the greatest effectiveness of educational workers and schools.
6. To promote the best educational services for the students and communities of the state.
7. To advance the professional standards of educational workers.
8. To expose and fight all forms of racism, sexism, and other discrimination.
9. To participate fully in the organized labor movement of the state.
10. To promote the aims and objectives of the AFT and other affiliated bodies.
11. To promote mutual assistance and cooperation among the locals of AFT Washington, AFT and AFL-CIO.

ARTICLE III—MEMBERSHIP

Section 1. Locals. Locals are the primary basis for membership.

- A. A local union is a certified bargaining unit chartered by AFT. The list of locals recognized by AFT in the State of Washington shall be listed in the Standing Rules.
- B. Each local shall maintain affiliations as required by the AFT constitution.
- C. Each local union shall submit its constitution/bylaws to AFT Washington.
- D. Only one AFT Washington local unit shall be recognized in any one employment jurisdiction, with the exception that locals not competing for the same category of membership may be recognized by AFT Washington with the concurrence of the existing local unit.
- E. Any local sixty (60) days or more in arrears in per capita payments shall not be in good standing.

Section 2. Categories of Membership. There shall be the following categories of membership:

- A. **Active.** Active members are those public and private school educational workers and other workers who are members in good standing of AFT, AFT Washington, and the recognized local for which they are eligible.
- B. **At-Large.**
 1. At-large members are those individuals in districts where there is no AFT/AFT Washington local.
 - a. At-large membership must be approved by the executive board and may be revoked by a two-thirds (2/3) vote of the executive board present at a regular meeting.
 - b. Such membership may be maintained only until there exists a local in the district or jurisdiction in which the at-large member may conveniently affiliate.

2. A member at-large shall be entitled to all the privileges and benefits of members of established locals.
- C. **Associate Members.** In jurisdictions or fields of employment where there are no AFT locals, employees and allies may be admitted as Associate AFT Washington members without voting rights, but with the rights to participate in the benefit programs available to the general membership.
- D. **Student.** Student membership shall be open to any person preparing for the education profession in a duly accredited higher education institution in the State of Washington.
- E. **Retired.** A retired member shall be defined as anyone who is a member in good standing of the AFT Washington Retiree Chapter.

Section 3. Affiliation fees: Per Capita and Flat Rate.

- A. Affiliation fees shall be established by majority vote of the convention, having considered recommendations of the executive board. All active members shall pay monthly per capita affiliation fees based on the following categories:
 1. Category A: An employee earning less than \$10,000 per annual contract or in combined income for multiple terms in a year.
 2. Category B: An employee earning \$10,000 or over, but less than \$20,000 per annual contract or in combined income for multiple terms in a year.
 3. Category C: An employee earning \$20,000 or over, but less than \$40,000 per annual contract or in combined income for multiple terms in a year.
 4. Category D: An employee earning \$40,000 or more per annual contract or in combined income for multiple terms in one year.
 5. A laid-off employee or an employee on unpaid leave shall pay one dollar (\$1.00) per month per capita.
 6. An Employee in a merged (AFT Washington /AFT/WEA/NEA) local shall pay per capita in accordance with AFT guidelines.
 7. An At-Large member shall pay the per capita fee based on the same formula as local members.
- B. Flat Rate affiliation fees shall be determined as follows:
 1. The flat rate fee for an associate member shall be established by the executive board.
 2. The flat rate fee for a student member shall be one dollar (\$1.00) per month.

Section 4. Retiree Affiliation.

There shall be no affiliation fees for a retired member.

ARTICLE IV—OFFICERS

Section 1. Officers. The officers of AFT Washington shall be a president, a secretary, a treasurer, three at-large vice presidents, a vice president for the committee on political education (COPE), a vice president for legal defense, a vice president for human rights, a vice president for legislative affairs, a vice president for contingent faculty issues, and a vice president for each council. No person may hold more than one office.

Section 2. Duties.

- A. The president shall:
 1. Serve as the chief officer of AFT Washington.
 2. Assure that policies of the annual convention and the executive board are carried out.

3. Serve as official liaison between AFT Washington and its affiliates.
 4. Establish “interim” policies in emergency situations where such policies may not reasonably be set by the executive board.
 5. Preside at all meetings of the executive board, the biennial convention, and any special conventions.
 6. Act as chief spokesperson for AFT Washington.
 7. Be the chief delegate and represent AFT Washington at conventions of organizations with which it is affiliated.
 8. With the approval of executive board, appoint members and establish the functions and duties for all committees except legal defense and COPE.
 9. Call special meetings of the convention upon the written petition of at least one-fifth (1/5) of the total membership representing at least one-fifth (1/5) of the affiliated locals or by the majority vote of the executive board.
 10. Report to the convention on actions taken to implement the resolutions of the previous convention(s).
 11. Fulfill other such duties as the office requires and as are consistent with these bylaws.
- B. The vice presidents shall perform the specific duties listed below and such other duties as the president, executive board or these bylaws may designate.
1. At-large vice presidents shall represent the general membership and shall chair an AFT Washington standing committee to be determined by the executive board.
 2. The vice president for COPE shall work with the president, with the concurrence of the executive board, to appoint members to the COPE committee; shall be responsible, in cooperation with the president and the executive board, for planning and carrying out the COPE activities of AFT Washington; shall chair the COPE committee meetings and see that proper records are kept of the proceedings of the committee; shall establish cooperation with the COPE activities of the Washington State Labor Council; and shall carry out other duties in keeping with the position as assigned by the president or executive board.
 3. The vice president for legal defense shall be responsible, with the concurrence of the executive board, for appointing members to the legal defense committee; shall chair the committee and see that records are kept of the proceedings of the committee; and shall make recommendations to the executive board regarding the legal defense policy. The vice president for legal defense shall also be responsible for serving as a resource to the locals, the AFT Washington executive board, and the staff about legal defense matters.
 4. The vice president for human rights shall work with the president, with concurrence of the executive board, to appoint members to the human rights committee; shall chair meetings of the human rights committee and see that records are kept of the proceedings of the committee; shall oversee the selection for the annual human rights award; and shall carry out other duties in keeping with the position as assigned by the president or executive board.
 5. The vice president for legislative affairs shall work with the president, with concurrence of the executive board, to appoint members to the legislative affairs committee; shall chair meetings of the legislative affairs committee and see that records are kept of the proceedings of the committee; shall facilitate the formation of the annual legislative agenda; and shall carry out other duties in keeping with the position as assigned by the president or executive board.
 6. The vice president for contingent faculty issues shall work with the president, with concurrence of the executive board, to appoint members to the contingent faculty issues committee (CFIC); shall chair meetings of the CFIC and see that records are kept of the proceedings of the committee; shall identify issues facing contingent faculty and work

with the committee to identify priorities and recommend action to the executive board; shall meet with the vice president of the community and technical college council at least quarterly to share information and coordinate activities of each body; and shall carry out other duties in keeping with the position as assigned by the president or executive board.

7. Each vice president for a council shall be the chair of the designated council, shall provide for the establishment of rules of procedure for conduct of the council's business within the constraints of these bylaws, and shall see that proper records are kept of the proceedings of the councils. The vice president for the community and technical college council shall meet with the vice president of contingent faculty issues at least quarterly to share information and coordinate the activities of each body.

C. The secretary shall:

1. Take minutes at all meetings of the AFT Washington executive board and AFT Washington conventions and provide the minutes to the AFT Washington office for permanent records and for distribution.
2. Verify the maintenance of the permanent records of AFT Washington, including minutes, documents of authority, membership, council, and committee membership.
3. Perform such other duties as may be required by the president or executive board.

D. The treasurer shall:

1. Serve as the chief financial officer of AFT Washington.
2. Be a signer on all AFT Washington financial accounts and shall oversee the receipts and deposit of fund(s) in the name of AFT Washington in a bank, or banks, designated by the executive board.
3. Verify the accounting of all receipts and disbursements as prepared by AFT Washington staff and report to the executive board at all regularly scheduled meetings and at such additional times as may be required by a two-thirds (2/3) vote of the executive board.
4. Periodically monitor the AFT Washington membership list of each local.
5. Monitor and verify that materials are prepared and submitted for the annual audit.
6. Monitor and report on the state of the treasury to the annual convention.

Section 3. Terms of Office. Elected officers shall serve a term of two (2) years or until their successors are elected. Such terms shall commence on July 15 following the biennial convention.

Section 4. Removal from Office.

- A. Any officer who is absent from three (3) out of eight (8) executive board meetings in a year without a good and valid reason shall be deemed to have resigned that position.
- B. The executive board may, for cause, suspend an officer. Such suspension shall remain in effect until a special convention is called by the executive board to vote on removal of the suspended party or parties. The special convention shall be held within forty-five (45) days after the suspension.
- C. At any regular or special convention of AFT Washington, any officer or officers may be removed by a two-thirds (2/3) vote of the voting strength represented at the meeting, provided that notice of the intent to vote on removal has been given in the notice for the regular or special convention.

Section 5. Vacancies.

- A. Presidential. In the event that the president is unable to complete the elected term, the board member with the longest continuous seniority will succeed to the presidency. In the case of equal seniority, the executive board shall elect one of the members having equal seniority.

- B. Other. The vacancy created by the succession to the office of president and any other vacancy shall be filled by appointment of the executive board. An officer appointed to fill a vacancy shall serve for the remainder of the term.

ARTICLE V—NOMINATIONS AND ELECTIONS

Section 1. Eligibility for Nomination.

- A. A nominee shall have been a member in good standing of AFT Washington for at least one (1) year immediately preceding the final date of nomination.
- B. A nominee shall be a candidate for no more than one office at any single AFT Washington convention.
- C. Nominees for council vice presidents shall have been a member in good standing of an AFT Washington local affiliated with the council for at least one (1) year immediately preceding the final date of nomination.

Section 2. Nominations and Elections Committee.

- A. A nominations and elections committee consisting of three (3) members, with no more than one member from a local, shall be appointed by the executive board after a call for nominees from AFT Washington local presidents, no later than the November board meeting of the year preceding the biennial convention.
- B. Members of the nominations and elections committee shall not run for AFT Washington office. If a member of the nominations and elections committee accepts nomination for an office, that member shall resign from the committee.
- C. Vacancies in the nominations and elections committee shall be filled by appointment of the executive board.
- D. The committee members will serve a two-year term until the appointment of new committee members under sub-section (A) of this section.

Section 3. Methods of Nomination.

- A. The nominations and elections committee shall accept nominations for the office of president, secretary, treasurer, and the vice presidents.
- B. A nomination for an at-large vice president position shall be considered an open nomination for any of the three (3) positions.
- C. Nominations may be made by locals of AFT Washington by petition signed by at least ten (10) members from a local or locals in good standing and must be sent to the nominations and elections committee no later than twenty (20) days prior to the opening date of the convention.
- D. In the event there is not at least one nominee for each position twenty (20) days prior to the opening date of the convention, the nominations and elections committee shall seek nominees for offices for which there have been no nominees.
- E. The vice president for contingent faculty issues shall be a contingent faculty member and may be nominated through C or D above, or by a two-thirds (2/3) vote of the contingent faculty issues committee.
- F. The council vice presidents shall be nominated by their respective councils or by locals within the sector designated by the council title.
- G. Nominations may be made from the floor of the convention and nothing in these bylaws shall prevent such nominations from being made.

Section 4. Election of Officers.

- A. The nominations and elections committee shall conduct the election in accordance with the U.S. Department of Labor (Office of Labor Management Standards) and as set forth in the AFT Washington standing rules.
- B. Officers shall be elected by ballot at convention. However, the election can be by acclamation but only when none of the positions are contested.
- C. In the event there are more than three (3) candidates for the three (3) at-large positions, each delegate may cast votes for up to three (3) candidates. The candidates receiving the three highest majority votes shall be elected.
- D. No more than two (2) persons shall be elected from the same local.
- E. A majority vote is required for election.

ARTICLE VI—EXECUTIVE BOARD

Section 1. Composition. The executive board of AFT Washington shall be composed of the officers of the AFT Washington and the president or an official designee of the AFT Washington Retiree Chapter. Each executive board member shall have one vote.

Section 2. Duties. The executive board shall:

- A. Attend to all matters referred to it by the convention.
- B. Conduct the business of AFT Washington between conventions.
- C. Represent AFT Washington in all matters where representation has not been otherwise provided.
- D. Employ individuals as it shall deem necessary, establish the terms and conditions of employment, and enter into employment contracts.
- E. Prepare and adopt an annual budget.
- F. Cause the auditing of the financial records of the organization and submit said audits to each convention.
- G. Fill vacancies on the executive board for the remainder of the term.
- H. Not assume power to negotiate agreements or settle disputes except upon request by the local concerned in such agreements or disputes.
- I. Perform other such duties assigned by the convention.

Section 3. Meetings.

- A. Regular meetings of the executive board shall be held at least eight (8) times per year, generally on the first Saturday of the month.
- B. Special meetings may be called by the president, by one-third (1/3) of the executive board, by two (2) councils, or at the request of one-fifth (1/5) of the affiliated locals.
- C. A quorum of the executive board shall be a majority of the positions currently filled.
- D. The executive board may permit a member of the board to participate in a meeting or the executive board may conduct a meeting through the use of any means of communication including but not limited to telephone or video conferencing by which all members participating may simultaneously communicate with each other. A board member participating in a meeting by such means shall be considered present in person at the meeting. Actions taken by a majority of the board members at such a meeting, provided a quorum is participating, shall be valid actions of the executive board.
- E. The president may conduct a vote of the executive board through mail, email, or telephone, provided that:
 - 1. All board members are given an opportunity to participate.
 - 2. Conditions of a quorum are met by the responses.
 - 3. The motion passes with a majority vote, or two-thirds vote if required.
 - 4. The action is recorded in the next executive board minutes.

- F. Meetings of the executive board, except for executive sessions, shall be open to AFT Washington membership.

ARTICLE VII—COUNCILS

Section 1. Assignment to Councils. The AFT Washington executive board shall assign each local to one of the following councils:

- A. Four-Year Colleges and Universities.
- B. Community and Technical Colleges.
- C. K-12.
- D. Paraprofessional Classified Personnel.
- E. Higher Education Classified.
- F. School Related Personnel.
- G. Special Programs.

Section 2. Composition.

- A. Each council shall be composed of the elected council president and representatives of locals having members in the sector designated by the council title, provided, however, that the special programs council shall be composed of representatives of locals in sectors not covered by the other councils.
 - 1. The AFT Washington executive board shall assign each local, upon affiliation with AFT Washington, to the appropriate council.
 - 2. To be seated on the council, the local must be in good standing with AFT Washington.
- B. Representatives to each council shall be designated by each local within the given sector based on the following:
 - 1. Two representatives for the first one hundred (100) members or fraction thereof.
 - 2. One additional representative for each one hundred (100) members above the initial one hundred (100) members.

Section 3. Duties.

- A. Each council shall address matters of concern to the locals in the given sector.
- B. A council may make recommendations for action to the executive board.
- C. A council may submit resolutions for consideration at the convention.
- D. A council shall make nominations for council vice president to the nominations and elections committee.

Section 4. Meetings.

- A. Each council shall meet at least once each fall, winter and spring quarter and at such other times as it may deem necessary in order to conduct its business.
- B. Special meetings of the council may be called by the vice president of the council or at the request of council members from one-fifth (1/5) of the affiliated locals in the sector designated by the council title.
- C. The community and technical college council shall meet jointly with the contingent faculty issues committee at least once per quarter.

Section 5. Formation of New Councils.

- A. At such times as locals participating in the special programs council or any council believe that a separate council should be established, they may, by official action of each interested local, petition the executive board for the formation of a separate council.
- B. The executive board shall consider and vote upon the establishment of a new council.

- C. The executive board, based on recommendations following the first meeting of the new council, shall appoint a vice president for the new council to serve until the next convention elections.
- D. Upon the action of the executive board, the name of the new council shall be entered in the bylaws without need for a formal bylaw amendment and the vice president for the new council shall become an officer of AFT Washington.

ARTICLE VIII—COMMITTEES

Section 1. Standing Committees.

- A. Human Rights. The committee shall:
 - 1. Monitor issues of human rights and civil rights that are of concern to AFT Washington members.
 - 2. Point out and publicize employment practices that abridge these rights.
 - 3. Bring to the attention of the AFT Washington executive board any practices and proposals that tend to perpetuate discrimination in any manner.
 - 4. Recommend action to the executive board in support of human and civil rights.
- B. Personnel. The committee shall oversee all personnel matters of AFT Washington and shall be responsible for preparing and conducting negotiations with AFT Washington staff.
- C. Audit. The committee consisting of three (3) executive board members exclusive of the AFT Washington treasurer, shall meet at least twice a year to review the AFT Washington financial processes.
- D. Budget. The committee shall meet as needed to prepare and have ready the annual budget for presentation to the executive board prior to January.
- E. Contingent Faculty Issues. The committee, which shall have a membership of which a majority are part-time, adjunct, special contract, and other temporary workers in AFT Washington, shall address issues and plan action relevant to contingent work. The contingent faculty issues committee shall meet with the community and technical college council at least once per quarter.
- F. COPE. The committee shall operate under the guidelines of the COPE committee bylaws.
- G. Legislative affairs. The committee shall meet to prepare and recommend the annual legislative agenda and attend to other legislative issues as needed.
- H. Legal Defense. The committee shall review requests for legal defense grants and make written recommendations to the executive board.

Section 2. Other Committees. Other special committees may be established by action of the AFT Washington executive board or AFT Washington convention.

Section 3. Committee Appointments.

- A. Except as otherwise provided, committees and committee chairs shall be appointed biennially by the president with the concurrence of the AFT Washington executive board.
- B. The president shall solicit nominations to standing committees from AFT Washington locals.

Section 4. Committee Reports. Each committee shall report to the AFT Washington executive board at least once a year.

ARTICLE IX—CONVENTION

Section 1. Authority of Convention. The final authority in AFT Washington, except for matters decided by referendum, shall rest in the convention.

- A. AFT Washington shall convene biennially in odd-numbered years at a time and place determined by the executive board to elect officers, receive reports, consider resolutions, and conduct any other relevant business.
- B. Special conventions may be called by the executive board or by petition of at least twenty percent (20%) of the active members drawn from no fewer than twenty percent (20%) of the AFT Washington locals.
- C. In even-numbered years, AFT Washington shall sponsor a member event that promotes solidarity.

Section 2. Call to Convention.

- A. The call to the biennial convention shall be sent to the president of each local by written notice at least sixty (60) days prior to the opening of the convention. In the case of a special convention, notice must be given at least thirty (30) days in advance of the date specified in the call.
- B. The call shall include:
 - 1. The time and place of the convention.
 - 2. The number of delegates to the convention to which that local is entitled.
 - 3. Regulations concerning the election of delegates.
 - 4. A credential form in duplicate for the number of delegates and alternates to which the local is entitled.
 - 5. Notification of general business to come before the convention.
 - 6. In the case of a special convention, the business for which the special convention is called.

Section 3. Voting Body.

- A. Executive board delegates. Members of the executive board who are not delegates from their local and also the president or an official designee of the AFT Washington Retiree Chapter shall be ex-officio delegates at the convention and shall each have one vote at the convention.
- B. Local delegates. Local delegates shall be elected from affiliated locals (excluding the AFT Washington).
 - 1. To be eligible for representation, the locals must meet one of the following conditions:
 - a. The local is in good standing with the AFT and in arrears no more than sixty (60) days to AFT Washington prior to the opening date of the convention and payment is made no later than ten (10) days prior to the opening date of the convention.
 - b. New locals (those chartered less than fourteen (14) months prior to the convention) shall be eligible for representation based on the average number of members.
 - c. New locals who do not meet the provisions stated above shall be invited to send observers to the convention, but will not be entitled to any official delegates.
 - 2. Representation from locals at the convention shall be based on the voting strength determined for the particular convention. Voting strength is the average number of members for whom the local has paid per capita affiliation fees to the AFT and AFT Washington for the first twelve (12) month period of the sixteen (16) months preceding the convention, rounded to the nearest whole number.
 - 3. The following formula shall be used to compute the number of delegates to which a local is entitled.
 - a. Two (2) delegates for 1 through 20 members.
 - b. An additional one (1) delegate for every ten (10) members or fraction thereof for 21-100 members.
 - c. An additional one (1) delegate for every twenty (20) members or major fraction thereof for 101-300 members.
 - d. An additional one (1) delegate for every fifty (50) members or major fraction thereof for 301-1000 members.
 - e. An additional one (1) delegate for each two hundred and fifty (250) members or major fraction thereof for 1001 members and above.

- C. At-large delegates. At-large members may hold a meeting prior to the convention and elect delegates, based on voting strength, in accordance with the formula used to compute delegates from locals. Failing that, at-large members may form a caucus at the AFT Washington convention, elect delegates, and register those delegates with the credentials committee.

Section 4. Eligibility to Serve as a Delegate.

- A. In order to serve as a delegate, the person must be a member in good standing of the local for which the person is a delegate.
- B. AFT Washington shall not pay expenses of local union delegates attending AFT Washington conventions (to comply with Federal Labor Law).

Section 5. Quorum. Delegates representing twenty-five percent (25%) of all votes eligible to attend an annual or special convention shall constitute a quorum. Delegates constituting a majority of those registered at the meeting must be on the floor before the body may act on any measure.

Section 6. Voting.

- A. Voting shall be done by voice vote, except for contested elections and called-for roll call votes.
- B. In contested elections and roll call votes, each local shall be entitled to the voting strength of the local as determined for the particular convention.
 - 1. These votes shall be distributed as evenly as possible among the registered delegates present at the time of voting.
 - 2. Votes shall not be fractional and additional votes shall be assigned by lot with no delegate having more than one additional vote.
 - 3. Contested elections shall be done by ballot.
 - 4. Details on procedures for roll call votes shall be in the standing rules.
- C. A majority of the delegates from any delegation may request a roll call vote.

Section 7. Convention Committees.

- A. The committees of the convention shall be:
 - 1. Credentials. The credentials committee will work with AFT Washington staff to certify delegates and will report to the convention.
 - 2. Resolutions. The resolutions committee will receive and review all resolutions, hold a resolutions hearing at the convention, and present all resolutions to the convention with the committee's recommendations.
 - 3. Bylaws. The bylaws committee shall issue a call for bylaws amendments, propose amendments, hold hearings and present all amendments to the convention with the committee's recommendations.
- B. Convention committees shall be appointed by the president with approval of the executive board preceding the convention.

Section 8. Resolutions.

- A. Resolutions may be submitted by locals, the AFT Retiree Chapter, AFT Washington councils, or the AFT Washington executive board.
- B. Resolutions shall be submitted at least twenty (20) days prior to the opening of the convention unless two-thirds (2/3) of the convention votes to suspend this rule and to consider a given resolution as a special order of business.
- C. Details of the resolution process shall be in the standing rules.

ARTICLE X—REFERENDA

Section 1. Authority of Referenda. The highest form of governance in AFT Washington shall be the referendum of the entire membership. Positions or policies established by referendum shall not be subject to reversal or modification by any AFT Washington governing body or by a subsequent referendum for a period of at least two (2) years.

Section 2. Call for Referenda. A referendum shall be called by one of the following:

- A. Order of a majority of the biennial convention.
- B. Order of a majority of the executive board of AFT Washington.
- C. Petition of at least one hundred (100) members from no fewer than five (5) locals.

Section 3. Procedures for Referenda. Procedures shall be established in the standing rules.

ARTICLE XI—PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of AFT Washington in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order that AFT Washington may adopt.

ARTICLE XII—AMENDMENTS

Section 1. Amending the Bylaws. These bylaws may be amended at any convention by a two-thirds (2/3) vote of delegates provided that the amendment is:

- A. Received by the AFT Washington office at least thirty (30) days prior to the convention at which it is to be considered.
- B. Proposed by one of the following:
 1. A local.
 2. The AFT Washington Retiree Chapter.
 3. An AFT Washington council.
 4. The AFT Washington executive board.
 5. Written petition signed by no fewer than fifty (50) members from no fewer than four (4) locals in good standing.
- C. Published in an official publication of AFT Washington at least twenty (20) days prior to the convention.
- D. Mailed from the AFT Washington office to elected convention delegates and alternates at least seven (7) days prior to the opening of the convention.
- E. Made available to all delegates and alternates attending the convention at the time they sign in to the convention itself.

Section 2. Amending the Standing Rules. The standing rules may be amended by:

- A. A majority vote if the amendment has been submitted in accordance with the timeline for amending the bylaws.
- B. A two-thirds vote if the amendment is submitted for the first time at the convention.

AFT WASHINGTON STANDING RULES

1. Locals in AFT Washington.

A. The locals chartered by AFT and recognized as part of AFT Washington are:

461	Tacoma Federation of ParaEducators	4603	S Puget Sound Community College
772	Everett Federation of Teachers K-12	4787	Lake Washington TC Classified
1485	AFT Yakima Community College	4789	Clover Park TC Classified
1789	AFT Seattle Community Colleges	4795	United Classified Workers of Washington
1873	Everett Higher Education	4821	Pierce Community College
1950	Shoreline Community College	4904	United Faculty of Eastern
2084	United Faculty of Western	4984	Grays Harbor Community College
2195	Green River Community College	4985	Skagit Valley Community College
2196	Tacoma Community College	6153	Federation of Head Start Employees
3231	United Faculty of Central	6191	Cascadia Community College
3439	Peninsula Community College	6344	AFT Kent Classified
3533	Lake Washington Institute of Tech	6367	AFT Renton
3591	Whatcom Community College	6390	AFT Yakima Professional Staff
3913	Clover Park Vocational	6392	United Faculty of Evergreen
3914	Renton Federation of Teachers	6421	AFT RTC Classified
4087	Sno-Isle Vocational Skills Center	6431	AFT Prof Staff at Clover Park
4169	Cornish College Federation	6485	AFT Everett Professional Staff
4184	Bates Technical College	6486	UW English Language Faculty
4254	Edmonds Community College	8045R	AFT Washington Retiree Chapter
4469	Centralia Community College		

B. Upon charter by AFT, the executive board shall vote to confirm recognition of the local as part of AFT Washington and such recognized local shall be added to this list.

2. Membership.

- A. Recognition of a local may be denied or terminated for cause by a two-thirds (2/3) vote of the executive board, following written notice to the local, the presentation of charges, and a hearing at which the local shall have the right to present its case. Except in the case of non-payment of per capita affiliation fees, the local shall have the right to appeal the decision of the executive board to the next convention.
- B. The treasurer may file the charges against any local which does not transmit its per capita affiliation fees in a timely manner.
- C. The executive board shall determine the penalty for failure to transmit affiliation fees in a timely manner. Such penalty shall not be any additional monetary assessment against the local.
- D. Locals shall update their membership and officer rosters in the AFT database through Membership Suite, the Affiliate Management System, or their equivalent no later than every six (6) months.

3. Per Capita Affiliation Fees.

- A. Category A: An employee earning less than \$10,000 per annual contract or in combined income for multiple terms in a year shall pay \$4.73 per month.

- B. Category B: An employee earning \$10,000 or over, but less than \$20,000 per annual contract or in combined income for multiple terms in a year shall pay \$10.40 per month.
- C. Category C: An employee earning \$20,000 or over, but less than \$40,000 per annual contract or in combined income for multiple contracts in a year shall pay \$21.74 per month.
- D. Category D: An employee earning \$40,000 or more per annual contract or in combined income for multiple contracts in a year shall pay \$28.36 per month.

4. Payment of Per Capita Affiliation Fees.

- A. Per capita affiliation fees shall be invoiced on or about the 15th of the month and payment for that month shall be due within thirty (30) days.
- B. If payment is not received within 30 days, the local shall be in arrears.
- C. In the event that a local has overpaid per capita to AFT Washington, the executive board shall develop a schedule for reimbursement with the local, provided however, that the AFT Washington obligation shall in no case begin prior to the date on which representation for the convention most recently held is determined.
- D. The executive board shall determine the penalty for failure to transmit affiliation fees in a timely manner. Such penalty shall not be any additional monetary assessment against the local.

5. Budget.

- A. Legal Defense Fund.
 - 1. Eight per cent (8%) of each active and at-large member's per capita affiliation fee shall be deposited in a distinct fund to be used for legal defense.
 - a. Withdrawals from the fund may be made only in accordance with the requirements of the legal defense policy.
 - b. Maintenance of minimum amount:
 - i. Each fiscal year, the executive board shall determine a minimum amount for the fund, provided that in no case shall such a minimum be set below eight percent (8%) of the total per capita income in the preceding fiscal year.
 - ii. When the minimum amount is deposited in the legal defense fund, the executive board may dispense with the eight percent (8%) allocation until such time as it is needed to restore the fund to the minimum.
 - iii. If the balance of the fund falls below the established minimum, eight percent (8%) of the incoming monthly per capita tax shall be deposited in the fund until the minimum balance is restored.
- B. Travel Reimbursement for Executive Board Members. A maximum of five percent (5%) of the annual budget may be used for travel reimbursement of executive board members on a formal basis established by the executive board.

6. Procedures for Amending and Revising Bylaws.

- A. Amending.
 - 1. Amendments may be brought to any convention using the timelines set forth in the bylaws.
 - 2. The bylaws committee shall report recommendations on all proposed amendments.
- B. Revising.
 - 1. In the event that a major revision of the bylaws is called for, such revision shall be authorized by the convention immediately prior to the convention at which the revision is considered.
 - 2. The president shall appoint a bylaws revision committee to prepare the draft of the revision.
 - 3. The revision committee shall serve as the bylaws committee for the convention where the revision is to be considered.

7. Procedures for Resolutions.

- A. Signature Requirements for Submission of Resolutions.
 - 1. Resolutions submitted by locals shall bear the signature of at least two elected officers of the local submitting the resolution.
 - 2. Resolutions submitted by the AFT Washington Retiree Chapter, an AFT Washington council or the AFT Washington executive board shall bear the signature of appropriate officer.
- B. Form of Submission. Each resolution shall have a title and be submitted electronically and in printed format with signatures.
- C. Notice of Resolutions. Resolutions submitted at least twenty (20) days prior to the opening of the convention shall be delivered by AFT Washington mail or e-mail to locals, ex-officio delegates, and elected delegates and alternates at least seven (7) days prior to the opening of the convention. Copies of all resolutions shall be made available to all delegates and alternates attending the convention at the time they sign in at the convention.
- D. Resolution Committee Process.
 - 1. The resolution committee shall review all submitted resolutions and shall have the power to add to, amend, or delete provisions of any submitted resolution.
 - 2. The resolution committee shall provide a hearing process.

8. Procedures for Referenda.

- A. After receipt of order or request for referendum, it shall be the duty of the president to transmit the question to be voted on to the locals within two (2) weeks of receipt.
- B. There shall be a period of six (6) weeks after the question is transmitted to the locals for debate.
- C. At the end of six weeks, the president shall send ballots to the individual members of all locals in good standing and to all members-at-large with a closing date of return thirty (30) days from the date ballots are mailed from the AFT Washington office.
- D. Reception and counting of ballots may be handled in one of two ways:
 - 1. If the balloting is handled in the AFT Washington office, the following procedures shall be followed:
 - a. The president shall rent a postal deposit box.
 - b. Individual members shall mail their ballots to the postal box.
 - c. At the end of thirty (30) days, the president, or his/her representative, accompanied by at least two (2) representatives of each side of the issue on the ballot, shall remove the ballots and cause them to be counted.
 - d. The president shall notify the locals of the results of the referendum no later than two (2) weeks following the receipt of the count and shall also publish the results in an official publication of AFT Washington.
 - 2. The president, with the consent of the executive board, may engage an independent agency to conduct the balloting and to count the votes.

9. AFT Washington Location Use Guidelines.

Facilities used by AFT Washington for union related activities such as convention, training, and conferences are restricted to unionized facilities, unless an exception is authorized by the executive board.

10. Convention Committees.

- A. Convention committees shall be appointed from among the credentialed delegates by the President in consultation with the council vice presidents, and the President shall appoint a chair and secretary for each such committee.
- B. Convention committees are encouraged to have an organization and planning meeting before the date of the convention.

11. Special Rules of Order for Conventions. Special rules of order adopted for a particular convention shall include:

- A. Debate on any question before the convention shall automatically close upon the expiration of fifteen (15) minutes, unless the time is extended by a majority vote of the convention.
 - 1. Extension shall be in fifteen (15) minute blocks, up to a total of forty five (45) minutes.
 - 2. At the end of forty five (45) minutes, a vote on the question shall immediately be taken.
- B. On each debatable issue, each delegate will be entitled to speak up to two (2) times, each time for no longer than three (3) minutes.
 - 1. To speak a second time on the same issue, a delegate must wait until those who wish to speak on it for the first time have done so.
 - 2. Speaking a third time or longer than three minutes will require permission from the assembly.
- C. The president shall appoint a parliamentarian, timekeepers, and ushers to assist with the convention.
- D. Procedures for a roll call vote shall be established by the office staff in consultation with the parliamentarian, provided that such procedures:
 - 1. Result in a signed copy of votes by delegates for the official record.
 - 2. Use a method that results in a quick tally of the votes.

12. Councils.

- A. Considerations for establishment of new councils:
 - 1. The commonality of interest among the petitioning locals.
 - 2. The potential size of the council.
 - 3. The reasoning advanced by the petitioners in support of forming a new council.
 - 4. Advice and recommendations of other councils.
- B. Appointment of vice president for new council:
 - 1. The first meeting of the council shall be convened by the vice president of special programs for the purpose of obtaining nominations for the position of vice present for the new council.
 - 2. Nominations shall be submitted to the executive board, which shall act upon them at its next regularly scheduled meeting or at a special meeting called for that purpose.

AFT WASHINGTON LEGAL DEFENSE POLICY

Preamble: Section 4, of the AFT Washington Standing Rules establishes a distinct fund to be used for legal defense. This Legal Defense Policy governs the administration of that fund.

Grant requests will be assessed on their merits by the Legal Defense Committee and the Executive Board. Locals should avoid heavy financial obligations in a case without first ascertaining whether AFT and AFT Washington will support it.

1.0 Grants to Locals: Upon application, a local in good standing may receive a legal-defense grant to cover normally up to one-third (1/3) the actual costs of legal actions involving academic freedom, civil rights, or job-security rights. A local in good standing may also receive such a grant normally for up to one-third (1/3) the actual costs of legal actions regarding an issue the outcome of which would have substantial impact on locals within one or more councils established by the Constitution.

2.0 Application Procedures: A local seeking a legal-defense grant must complete the following application procedures:

2.0.1 Legal Actions Involving Academic Freedom, Civil Rights, or Job Security Rights: The local must request a grant by official action of the membership or the local executive board. Requests from individual members or officers will not be honored.

2.0.2 Legal Actions Possibly Having Substantial Impact on Other Locals: The local must either:

- a. obtain an official declaration from the appropriate council(s) that the case would or does have a substantial impact on more than the local making the request, or
- b. submit a petition from other locals declaring their conclusion that the case would or does have a substantial impact on more than the local making the request.

Any such declaration or petition must reflect official action by the signing council(s) or locals and shall not be valid if based only on the opinions of individual members or officers of the locals. Each declaration or petition must include an official recommendation that the case be supported from the Legal Defense Fund and must be accompanied by an explanation in reasonable particularity of how the legal action actually would or does have the impact claimed.

In exceptional situations, the AFT Washington Executive Board upon written petition of a local in good standing or a Council may waive the requirements of Section 2.0.2. The petitioner must show the exceptional nature of the situation and the harm that will result if the requirements are not waived.

2.0.3 Submission of Written Statements: A local seeking a legal defense grant must submit full written statements concerning the date on which official action to seek the grant was taken, the circumstances of the case, and the purpose(s) for which the grant, if awarded, would be used. Normally, locals should use the forms (or facsimiles) required for legal defense grants from AFT. These forms are available in the AFT Washington office.

When these statements are completed, they must be submitted to the AFT Washington office, which shall forward copies to the Vice President for Legal Defense and the other members of the legal defense committee.

3.0 Review by the Legal Defense Committee: Upon receiving a local's grant request, the Legal Defense Committee shall meet to review it and make written recommendations to the Executive Board.

4.0 Final Action by the Executive Board: Upon receiving written recommendations from the Legal Defense Committee concerning a grant request, the Executive Board shall take final action. Locals or Councils shall have the right to request reconsideration of the Executive Board's decision. Normally, requests for reconsideration, including the basis for them, shall be in writing.

5.0 Grants to Councils: An AFT Washington Council in consultation with the Vice President for Legal Defense may request a grant for up to \$1,500 in instances where the Council believes a legal case or question of law having substantial impact on locals within the Council should be pursued. Any such request shall be made directly to the AFT Washington Executive Board, which shall take final action. Nothing in this section, however, shall preclude the Executive Board from seeking written recommendations from the Legal Defense Committee prior to acting on the request.

6.0 Use of the Legal-Defense Fund by the AFT Washington Executive Board: The AFT Washington Executive Board may use the legal defense fund for the payment of legal costs incurred by AFT Washington for the general health, welfare, and/or defense of AFT Washington or its locals.

7.0 Payment of Grants: When the Executive Board has determined that a legal defense grant should be made, payment of the amount approved shall be made only upon receipt in the AFT Washington office of itemized fee statements or receipted bills.

8.0 Supersession: This Legal Defense Policy supersedes any other policies or agreements heretofore established by the Executive Board.

AFT WASHINGTON COPE BYLAWS

ARTICLE I — NAME

This organization shall be known as the AFT Washington Committee on Political Education (AFT Washington COPE).

ARTICLE II — PURPOSES AND SCOPE

- A. This Committee has the duty and responsibility to assist AFT Washington to meet the need for sound political education on local, state, and national issues. It shall encourage AFT Washington members to register and vote, to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the local, state, and national organizations.
- B. This Committee exists to investigate issues and candidates and to report to the membership those facts relevant to our mission and values; to recommend for endorsement those representatives at the state and national level whose election will best serve the needs of educational workers; and to make monetary and other contributions to such candidates relative to their election.
- C. This Committee, when appropriate, will collaborate with other organizations and coalitions with the same purpose in order to advance candidates or issues that have been evaluated as supportive of AFT Washington's mission and values.
- D. This Committee shall:
 - 1. Encourage the commitment of the public and government to excellence in all matters affecting the membership of AFT Washington.
 - 2. Help the membership of AFT Washington understand the nature and role of government on all levels.
 - 3. Encourage the members of AFT Washington to take an active part in political processes and activities.
 - 4. Direct and coordinate the AFT Washington political action program and funding.
 - 5. Engage in lawful activities to fulfill the purposes stated above.

ARTICLE III — COMPOSITION

- A. The Committee shall consist of:
 - 1. An AFT Washington vice president for COPE, elected every two years at the AFT Washington convention;
 - 2. Members of AFT Washington from locals participating in AFT Washington COPE, not to exceed two (2) members from each local, appointed by the AFT Washington president and approved by the AFT Washington Executive Board.
 - 3. The AFT Washington president (ex-officio).
- B. The members of the Committee shall serve for a term of two (2) years, which shall be concurrent with the term of AFT Washington officers.

- C. The Committee may establish subcommittees as necessary to assist in carrying out its duties.

ARTICLE IV — MEETINGS AND DUTIES OF OFFICERS AND STAFF

- A. The chairperson shall be the AFT Washington vice president for COPE and shall call and preside over Committee meetings and prepare the agenda, with assistance from the assigned AFT Washington staff member. The chairperson shall report to the Committee, the AFT Washington Executive Board, and the AFT Washington Convention. The chairperson, or his or her designee, shall represent the AFT Washington COPE and act in its behalf between meetings of the Committee. Such actions are subject to review by the Committee at its next meeting.
- B. Documentation of meetings, materials, and decision making will be prepared and maintained by AFT Washington staff.
- C. Meetings shall be scheduled as needed but no less than twice a year or on request of two (2) locals to the AFT Washington COPE chairperson.
- D. The AFT Washington bookkeeper shall manage COPE finances and, in conjunction with the committee's assigned staff member, process all COPE-related financial transactions.
- E. The AFT Washington COPE shall follow Robert's Rules of Order except as provided in these procedures.

ARTICLE V — COMMITTEE RESPONSIBILITIES

The AFT Washington COPE shall:

- A. Inform local affiliates about the procedures for endorsement of candidates and issues at the local, state, and national levels.
- B. Inform local affiliates about the procedures for collecting and disbursing COPE funds.
- C. Recommend to the AFT Washington Executive Board endorsement, non-endorsement, or no action on state and national candidates and issues. For purposes of this article "no action" means more information is needed and no official declaration of endorsement is made. If applicable, the AFT Washington COPE shall recommend endorsement, non-endorsement, or no action for local races or issue campaigns as laid out in Article VI, Section B(4).
- D. Recommend to the AFT Washington Executive Board methods of collecting and disbursing COPE funds.

ARTICLE VI — ENDORSEMENTS

The AFT Washington COPE shall execute the following endorsement procedures.

- A. The AFT Washington COPE is responsible for creating and carrying out an endorsement process for select state and national candidate races. This process shall include creation of criteria and a method of evaluation.

1. The AFT Washington COPE, by a 2/3 vote, shall recommend to the AFT Washington Executive Board endorsement, non-endorsement, or no action for state and national candidate races. Where there is lack of a 2/3 vote, the AFT Washington COPE shall recommend no action.
 2. The AFT Washington Executive Board shall determine endorsement or non-endorsement by a 2/3 vote. Lacking a 2/3 vote, no action shall be taken.
 3. Voting can take place in committee or via e-mail/phone call as long as such voting data is kept and presented at the next COPE meeting.
- B. The endorsement and support of local candidates for local offices within a local's jurisdiction shall be the responsibility of that local.
1. Locals may seek assistance from the AFT Washington COPE in establishing a local endorsement process.
 2. Locals may establish their own endorsement process or participate in their central labor council's process to inform their endorsement decisions.
 3. Locals who anticipate seeking financial support from AFT Washington COPE should have a process which includes:
 - a. An invitation to participate to all candidates running for the local position(s).
 - b. A local board-approved questionnaire and/or interview process.
 - c. A criteria and evaluation system as the basis for endorsement.
 4. If a local candidate or issue campaign also wishes to seek the endorsement of AFT Washington, the process for state federation review and support of local races or issues is as follows:
 - a. The local affiliate puts forward a candidate recommendation to the AFT Washington COPE for review.
 - b. The AFT Washington COPE will determine that the local has met the endorsement guidelines laid out in Article VI, Section B(3) and will vote on a final recommendation to the AFT Washington Executive Board.
 - c. The AFT Washington Executive Board will review recommendations and cast a final vote on state federation support.
 - d. If there are conflicting campaign recommendations in local jurisdictions, the AFT Washington COPE will convene a meeting with all involved local board representatives to seek resolution.

ARTICLE VII — FINANCES AND EXPENDITURES

- A. AFT Washington COPE contributions to endorsed candidates, independent expenditures, and issues shall be made upon recommendations of the AFT Washington COPE, to be approved by the AFT Washington Executive Board.
- B. Locals are encouraged to contribute to AFT Washington COPE and to encourage their members to contribute through AFT Washington COPE check-off where available.
- C. The AFT Washington COPE shall be financed by voluntary contributions, appropriations from the AFT Washington treasury, local contributions, and fundraisers.
- D. All contributions shall be deposited in a separate and distinct fund.
- E. Contributions for candidates, issues, and good of the order may be made by the AFT Washington president from AFT Washington COPE funds when considered necessary as a timely function of AFT Washington. These contributions shall first be approved in writing or verbally by both the AFT Washington president and vice president for COPE or their designees, and will be reviewed at the next regularly scheduled Executive Board meeting and AFT Washington COPE meeting.

ARTICLE VIII — AMENDMENTS

Amendments to these procedures may be made by a 2/3 vote of the members present at an AFT Washington Executive Board meeting.