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Form **990-EZ**Department of the Treasury
Internal Revenue Service

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may use this form.
▶ The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-1150

2008Open to Public
Inspection**A** For the 2008 calendar year, or tax year beginning **SEP 1, 2008** and ending **AUG 31, 2009****B** Check if applicable

- ☒ Address change
☐ Name change
☐ Initial return
☐ Termination
☐ Amended return
☐ Application pending

Please use IRS label or print or type. See Specific Instructions.

C Name of organization**Federal Way Education Association**

Number and street (or P O box, if mail is not delivered to street address)

32020 - 1st Ave S

City or town, state or country, and ZIP + 4

Federal Way, WA 98003**D** Employer identification number**91-0833220****E** Telephone number**253-838-8571****F** Group Exemption

Number ▶

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ)

G Accounting method ☐ Cash ☒ Accrual
Other (specify) ▶

I Website ▶ **N/A****J** Organization type (check only one) — ☒ 501(c) (6) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts. If \$1,000,000 or more, file Form 990 instead of Form 990-EZ ▶ **\$ 349,482.**

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	335,324.
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) (attach schedule)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here ☐		
	a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
	b	Less direct expenses other than fundraising expenses	6b	
c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe ▶ See Statement 4)	8	14,158.	
9	Total revenue. Add lines 1, 2, 3, 4, 5a, 5c, 7c, and 8 ▶	9	349,482.	
Expenses	10	Grants and similar amounts paid (attach schedule) Stmt 6	10	10,000.
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	175,991.
	13	Professional fees and other payments to independent contractors	13	5,483.
	14	Occupancy, rent, utilities, and maintenance	14	25,118.
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe ▶ See Statement 1)	16	104,294.
17	Total expenses. Add lines 10 through 16 ▶	17	320,886.	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	28,596.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	92,843.
	20	Other changes in net assets or fund balances (attach explanation)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	121,439.

Part II Balance Sheets. If Total assets on line 25, column (B) are \$2,500,000 or more, file Form 990 instead of Form 990-EZ

(See the instructions for Part II)

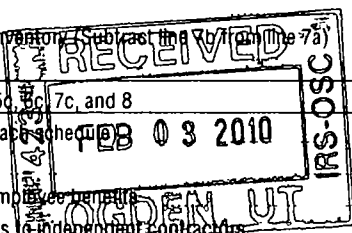
	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	81,491.	181,936.
23 Land and buildings		
24 Other assets (describe ▶ See Statement 2)	29,813.	34,055.
25 Total assets	111,304.	215,991.
26 Total liabilities (describe ▶ See Statement 3)	18,461.	94,552.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	92,843.	121,439.

832171
12-17-08

LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990

Form **990-EZ** (2008)

SCANNED FEB 28 2010



Part III Statement of Program Service Accomplishments (See the instructions for Part III)**Expenses**What is the organization's primary exempt purpose? See Statement 9

(Required for 501(c)(3) and (4) organizations and 4947(a)(1) trusts, optional for others)

28 See Statement 8(Grants \$) If this amount includes foreign grants, check here ☐ 28a

29

(Grants \$) If this amount includes foreign grants, check here ☐ 29a

30

(Grants \$) If this amount includes foreign grants, check here ☐ 30a

31 Other program services (attach schedule)

(Grants \$) If this amount includes foreign grants, check here ☐ 31a

32 Total program service expenses (add lines 28a through 31a)

32

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated (See the instructions for Part IV)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
*Shannon Rasmussen, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	President	113,850.	0.	0.
Mark Cole, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Vice President	0.	0.	0.
Carrie Osterloh, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Secretary	0.	0.	0.
Sheena Downs, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Karen Quinn, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Staffani Jesus, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Natasha Jetton, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Maria Osses-Watson, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Jennifer Brown, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Connie White, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Mari Jensen, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Vicki Quackenbush, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
Steve Mayer, 32020 1st Ave S Ste. 108, Federal Way, WA 98003-8227	Board Member	0.	0.	0.
*compensation paid as a reimbursement of salary and benefits	0.00	0.	0.	0.

Part V Other Information (Note the statement requirements in the instructions for Part VI.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	33	X
34 Were any changes made to the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	34	X
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T		
a Did the organization have unrelated business gross income of \$1,000 or more or section 6033(e) notice, reporting, and proxy tax requirements?	35a	X
b If "Yes," has it filed a tax return on Form 990-T for this year?	35b	N/A
36 Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Sch N	36	X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	0.
b Did the organization file Form 1120-POL for this year?	37b	X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?	38a	X
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	N/A
39 Section 501(c)(7) organizations Enter		
a Initiation fees and capital contributions included on line 9	39a	N/A
b Gross receipts, included on line 9, for public use of club facilities	39b	N/A
40a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911	N/A	
section 4912	N/A	
section 4955	N/A	
b Section 501(c)(3) and (4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," complete Schedule L, Part I	40b	N/A
c Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		0.
d Enter amount of tax on line 40c reimbursed by the organization		0.
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41 List the states with which a copy of this return is filed	None	
42a The books are in care of	Tia Hendrix	
Located at	32020 - 1st Ave S.; Suite 105 Federal Way, WA	
Telephone no	206-852-2125	
ZIP + 4	98003	
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b	X
If "Yes," enter the name of the foreign country		
See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts		
c At any time during the calendar year, did the organization maintain an office outside of the U S ?	42c	X
If "Yes," enter the name of the foreign country		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here		☐
and enter the amount of tax-exempt interest received or accrued during the tax year	43	N/A
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44	X
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45	X

Form 990-EZ (2008)

Part VI Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51.

- 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II
- 48 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization(s) a section 527 organization?
- 50 Complete this table for the five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

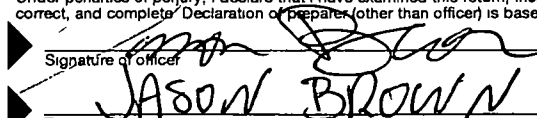
	Yes	No
46		
47		
48		
49a		
49b		

(a) Name and address of each employee paid more than \$100,000 N/A	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Total number of other employees paid over \$100,000				

- 51 Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000 N/A	(b) Type of service	(c) Compensation
Total number of other independent contractors each receiving over \$100,000		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here:  Date: 1/22/10

JASON BROWN PRESIDENT

Paid Preparer's Use Only: Preparer's signature:  Date: 1/18/10 Check if self-employed: ☐ Preparer's Identifying Number (See instr.):

Firm's name (or yours if self-employed), address, and ZIP + 4: Tremper & Co., LLP
3131 Elliott Avenue; Ste 290
Seattle, WA 98121

EIN: Phone no: (206) 285-4456

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Form 990-EZ	Other Expenses	Statement	1
Description		Amount	
Payroll Tax		4,324.	
Supplies and Office		9,906.	
Conference and Convention		71,401.	
Member Services		15,730.	
President's Expense		2,933.	
Total to Form 990-EZ, line 16		104,294.	

Form 990-EZ	Other Assets	Statement	2
Description	Beg. of Year	End of Year	
Dues receivable	23,587.	29,554.	
Rental deposit	1,072.	1,072.	
Prepaid expenses	2,696.	2,657.	
Other Depreciable Assets	2,458.	772.	
Total to Form 990-EZ, line 24	29,813.	34,055.	

Form 990-EZ	Other Liabilities	Statement	3
Description	Beg. of Year	End of Year	
Accounts payable	5,266.	79,756.	
Accrued vacation and sick leave	13,195.	14,796.	
Total to Form 990-EZ, line 26	18,461.	94,552.	

Form 990-EZ	Other Revenue	Statement	4
Description		Amount	
Interest Income		2,878.	
Scholarship Grant		11,280.	
Total to Form 990-EZ, line 8		14,158.	

Form 990-EZ	Occupancy, Rent, Utilities and Maintenance	Statement	5
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Description	Amount
Depreciation	1,686.
Other Expenses	23,432.
Total to Form 990-EZ, line 14	25,118.

Form 990-EZ	Cash Grants and Allocations	Statement	6
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Class of Activity/Donee's Name and Address	Donee's Relationship	Amount
Scholarship Barry University	none	1,000.
Scholarship Haverford College	none	1,000.
Scholarship Highline Community College	none	500.
Scholarship Green River Community College	none	500.
Scholarship Western Washington University	none	2,000.
Scholarship Central Washington University	none	1,000.

Federal Way Education Association

91-0833220

Scholarship
Eastern Washington University

none

2,000.

Scholarship
Azusa Pacific University

none

1,000.

Scholarship
University of Washington

none

1,000.

Total Included on Form 990-EZ, Line 10

10,000.

FORM 990-EZ

Information Regarding Transfers
Associated with Personal Benefit Contracts

Statement 7

- A) Did the organization, during the year, receive any funds,
directly or indirectly, to pay premiums on a personal
benefit contract? [] Yes [X] No
- B) Did the organization, during the year, pay premiums,
directly or indirectly, on a personal benefit contract? . . [] Yes [X] No

Contract maintenance for members. Organization is a teachers association for the Federal Way School District. Activities include grievance proceedings, arbitration and representation for teachers at the state and national levels.

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Statement 9

To promote the cause of education on behalf of its members.

Depreciation and Amortization 990-EZ
(Including Information on Listed Property)

▶ See separate instructions.

▶ Attach to your tax return.

Federal Way Education Association

Form 990-EZ Page 1

Identifying number
91-0833220**Part I Election To Expense Certain Property Under Section 179** Note: If you have any listed property, complete Part V before you complete Part I

1	Maximum amount. See the instructions for a higher limit for certain businesses	1	250,000.
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation	3	800,000.
4	Reduction in limitation Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year Subtract line 4 from line 1. If zero or less, enter -0- If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2007 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5	11	
12	Section 179 expense deduction Add lines 9 and 10, but do not enter more than line 11	12	
13	Carryover of disallowed deduction to 2009. Add lines 9 and 10, less line 12	13	

Note: Do not use Part II or Part III below for listed property. Instead, use Part V

Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.)

14	Special depreciation for qualified property (other than listed property) placed in service during the tax year	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	

Part III MACRS Depreciation (Do not include listed property.) (See instructions)**Section A**

17	MACRS deductions for assets placed in service in tax years beginning before 2008	17	1,686.
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B - Assets Placed in Service During 2008 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only - see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property						
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs		S/L	
h Residential rental property	/		27 5 yrs	MM	S/L	
	/		27 5 yrs	MM	S/L	
i Nonresidential real property	/		39 yrs	MM	S/L	
	/			MM	S/L	

Section C - Assets Placed in Service During 2008 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 40-year	/		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations - see instr.	22	1,686.
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Part V Listed Property (Include automobiles, certain other vehicles, cellular telephones, certain computers, and property used for entertainment, recreation, or amusement.)**Note:** For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.**Section A - Depreciation and Other Information** (Caution: See the instructions for limits for passenger automobiles.)**24a** Do you have evidence to support the business/investment use claimed? ☐ Yes ☐ No **24b** If "Yes," is the evidence written? ☐ Yes ☐ No

(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/ investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elected section 179 cost
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25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use**25****26** Property used more than 50% in a qualified business use:

		%						
		%						
		%						

27 Property used 50% or less in a qualified business use:

		%			S/L -		
		%			S/L -		
		%			S/L -		

28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1**28****29** Add amounts in column (i), line 26. Enter here and on line 7, page 1**29****Section B - Information on Use of Vehicles**

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person.

If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

	(a) Vehicle	(b) Vehicle	(c) Vehicle	(d) Vehicle	(e) Vehicle	(f) Vehicle
30 Total business/investment miles driven during the year (do not include commuting miles)						
31 Total commuting miles driven during the year						
32 Total other personal (noncommuting) miles driven						
33 Total miles driven during the year. Add lines 30 through 32						
34 Was the vehicle available for personal use during off-duty hours?	Yes	No	Yes	No	Yes	No
35 Was the vehicle used primarily by a more than 5% owner or related person?						
36 Is another vehicle available for personal use?						

Section C - Questions for Employers Who Provide Vehicles for Use by Their Employees

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons.

37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	Yes	No
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners		
39 Do you treat all use of vehicles by employees as personal use?		
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received?		
41 Do you meet the requirements concerning qualified automobile demonstration use?		

Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," do not complete Section B for the covered vehicles.**Part VI Amortization**

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year
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42 Amortization of costs that begins during your 2008 tax year:

43 Amortization of costs that began before your 2008 tax year**43****44** Total. Add amounts in column (f). See the instructions for where to report**44**

2008 DEPRECIATION AND AMORTIZATION REPORT

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990-EZ

Asset No	Description	Date Acquired	Method	Life	Line No	Unadjusted Cost Or Basis	Bus % Excl	* Reduction In Basis	Basis For Depreciation	Accumulated Depreciation	Current Sec 179	Current Year Deduction
1	Conference table	063000SL		7.00	17	146.			146.	146.		0.
2	12 Conf room chairs	063000SL		7.00	17	685.			685.	685.		0.
3	Office Chairs	010195SL		7.00	17	713.			713.	713.		0.
4	Office Equip.	110194SL		7.00	17	422.			422.	422.		0.
5	Printer/Modem	020196SL		7.00	17	506.			506.	506.		0.
6	(D) Infotech computer	091703SL		5.00	17	1,066.			1,066.	1,040.		26.
7	Minolta Copier DI2010	080204SL		5.00	17	6,867.			6,867.	5,655.		1,212.
8	Oak Desk	030197SL		7.00	17	656.			656.	656.		0.
9	Credenza	063000SL		7.00	17	92.			92.	92.		0.
10	Cell Phone	040197SL		7.00	17	286.			286.	286.		0.
11	(D) Laptop computer	103105SL		3.00	17	979.			979.	816.		163.
12	Grease board	063000SL		7.00	17	151.			151.	151.		0.
13	Walnut chairs	063000SL		7.00	17	184.			184.	184.		0.
14	2 Oak bookcases	063000SL		7.00	17	347.			347.	347.		0.
15	(D) Computer	081500SL		5.00	17	1,810.			1,810.	1,810.		0.
16	Office sign	061200SL		7.00	17	990.			990.	990.		0.
17	Printer	081500SL		5.00	17	551.			551.	551.		0.
18	Risograph	090705SL		5.00	17	848.			848.	424.		170.

828102
04-25-08

(D) - Asset disposed

* ITC, Section 179, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

2008 DEPRECIATION AND AMORTIZATION REPORT

Form 990-EZ Page 1

990-EZ

Asset No	Description	Date Acquired	Method	Life	Line No	Unadjusted Cost Or Basis	Bus % Excl	* Reduction In Basis	Basis For Depreciation	Accumulated Depreciation	Current Sec 179	Current Year Deduction
19	Shredder	12/01/06	SL	7.00	17	805.			805.	173.		115.
	* Total 990-EZ Pg 1					18,104.		0.	18,104.	15,647.	0.	1,686.
	Depr											

Federal Way Education Association

Bylaws

Article I—Membership

All members of the recognized bargaining unit are eligible for local Association membership.

Article II—Dues and Assessments

Section 1. Annual dues shall be paid by monthly payroll deduction.

Certificated Association members shall pay dues/fees up to the amount of .68 of one percent (.0068) of Step 0 on the certificated salary schedule for the previous school year.

Classified Association members shall pay dues/fees as scheduled below:

$\$14.12 \times 8 \text{ hours} = \$112.96 \times 180 \text{ days} = \$20,332.80$

Rates are based on a Clerical Assistant, Level I, hourly salary times 8 hours per day times 180 days per year. Beginning in year 5, the amount will be indexed to the actual salary of a Clerical Assistant, Level I, Step 1 hourly salary times 8 hours per day times 180 days per year.

Year 1	Annual Dues	Monthly Dues
$\$20,332.80 \times .002$	\$40.66	\$3.39
Year 2		
$\$20,332.80 \times .0031$	\$63.03	\$5.25
Year 3		
$\$20,332.80 \times .0043$	\$87.43	\$7.28
Year 4		
$\$20,332.80 \times .0055$	\$111.83	\$9.31
Year 5		
$\$20,332.80 \times .0068$	\$138.26	\$11.52

Section 2. Special assessments may be levied by a two-thirds (2/3) vote of the Association Representative Assembly, provided they include a termination of the special assessment in either dollar amounts or a specific date.

49 **Article III—Meetings**

50
51 Section 1. The Executive Board shall meet regularly.

52
53 The Executive Board may meet at other times on the call of the president or on
54 written petition of two-thirds of the voting members of the Executive Board.

55
56 Executive Board meetings minutes are available to the general membership
57 upon request.

58
59 A majority of the membership of the Executive Board shall be necessary to
60 constitute a quorum.

61
62 Section 2. Meetings of the Association Representative Assembly shall be held regularly.

63
64 Section 3. Special meetings of the General Membership may be called by the president
65 and/or the Executive Board or upon receipt of a petition to the president signed
66 by two-thirds of the Association Representatives.

67
68 Section 4. All meetings of the General Membership, except emergency meetings, shall be
69 announced to each Member at least two weeks in advance.

70
71 Section 5. The Executive Board and/or Association Representative Assembly, by a majority
72 vote, may call an emergency meeting of any governance body at any time.

73
74 **Article IV—Duties of Officers**

75
76 Section 1. The president shall:

77
78 a. oversee the day-to-day operation of the Association, including routine
79 decisions not requiring Executive Board or Association Representative
80 Assembly action, and coordinating with the Association office manager.

81
82 b. work with Membership and Management on grievance, disciplinary, and
83 contract issues.

84
85 c. preside at meetings of the Association Representative Assembly and the
86 Executive Board.

87
88 d. appoint and/or discharge all committee members, PSUC
89 Representatives, MAC Chair and Chief Bargainer with the approval of the
90 Executive Board and/or Association Representative Assembly and serve
91 as an ex-officio member of all committees or designate someone to do
92 so.

93
94 e. delegate such duties, responsibilities, and assignments to members of
95 the Executive Board and other committees that s/he deems necessary
96 and proper for the efficient administration of the Association.

- 98 f. represent the Association at the Washington Education Association
99 Representative Assembly, National Education Association Convention,
100 meetings of the Federal Way School Board, and, if possible, other
101 activities the Executive Council deems necessary, and report applicable
102 information to the Association.
103
104 g. In bargaining years, remain in office until ratification of new contract.
105
106 **Section 2.** The vice-president shall assist the president and, in the event of his/her absence,
107 perform all the duties of the president. The vice-president shall also assume the
108 role of Association treasurer.
109
110 The vice-president/treasurer shall:
111
112 a. communicate budget information to Association Representatives
113 regularly.
114
115 b. oversee the receipt, deposit, and disbursement of all funds held by the
116 Association in accordance with policy guidelines.
117
118 c. present monthly financial reports, the Annual Report, and other reports
119 deemed necessary by the Executive Board and Association
120 Representative Assembly.
121
122 d. work with the Association office manager to facilitate the bookkeeping
123 and yearly audit of the Association's financial activities.
124
125 **Section 3.** The secretary shall:
126
127 a. be responsible for keeping and presenting records of Executive Board
128 and Association Representative Assembly.
129

130 **Article V—Duties of the Association Representative Assembly**
131

- 132 **Section 1.** The duties of the Association Representative Assembly shall consist of the
133 following:
134
135 a. establish Association policies and objectives,
136
137 b. establish guidelines and hear continuing reports on bargaining,
138
139 c. adopt the annual budget,
140
141 d. approve or ratify the establishment of committees not established in the
142 Bylaws,
143
144 e. adopt rules and agenda for its meetings.
145

- 146 f. enact such other measures as may be necessary to achieve the goals
147 and objectives of the Association that are not in conflict with this
148 Constitution and the Bylaws.
149
- 150 Section 2. The duties of the Association Representative at each site shall consist of the
151 following:
152
- 153 a. call meetings regularly of the Members to discuss Association business.
154
155 b. appoint such committees or committee members as the Association may
156 require.
157
158 c. organize and oversee the Association elections and surveys, subsequent
159 elections of Building Representative Assembly members, and the
160 enrollment of new Members.
161
162 d. maintain two-way Association communication at each site.
163
164 e. be custodians of the contract and knowledgeable of the content of the
165 Constitution and Bylaws.
166

167 Article VI—Duties of the Executive Board

168

- 169 Section 1. Between meetings of the Association Representative Assembly, the Executive
170 Board shall conduct and manage the affairs and business of the Association,
171 including interpretation of the Constitution and Bylaws.
172
- 173 Section 2. The Executive Board shall see that the budget is prepared and submitted for
174 approval by the Association Representative Assembly.
175
- 176 Section 3. The Executive Board shall implement motions and resolutions approved by the
177 Membership and/or Association Representative Assembly and put into operation
178 other measures consistent with the Constitution, Bylaws, and Standard
179 Operating Procedures of the Association.
180
- 181 Section 4. The Executive Board shall approve the appointment and discharge of all
182 standing and special committees.
183
- 184 Section 5. Authorize the execution of contracts and other agreements necessary to conduct
185 the business of the Association.
186
- 187 Section 6. With the approval of the Association Representative Assembly, authorize
188 expenditures and/or transfer of funds for any purpose not contained in the
189 budget or set forth in the Standard Operating Procedures.
190
- 191 Section 7. Arrange for the training of Association Representatives.
192
- 193 Section 8. Attend meetings of the Association Representative Assembly as non-voting
194 members.
195

Section 9. Serve as liaison with designated school sites and Association Representatives.

Article VII—Education Support Professional and Categorical Representatives on the Executive Board

Section 1. Categorical and Educational Support Professional representatives shall be elected by the General Membership.

Section 2. Except for the office of the president, which would be assumed by the vice-president/treasurer, vacancies on the Executive Board shall be filled as follows: a) if six (6) months or more remain in the term, then by special election; b) if uncontested, the Representative Assembly shall be allowed to elect by acclamation; and b) if less than six (6) months remains, then by appointment of the Executive Board.

Section 3. Representatives shall be elected for two-year terms as set forth in the Standard Operating Procedures:

One educational support professional representative, one elementary representative, one high school representative, and one ethnic minority representative shall be elected in even numbered years

One elementary representative, one middle school representative, one itinerant & special services representative, and one special education representative shall be elected in odd numbered years

Section 4. The special education representative will represent PT's, OT's, Adaptive PE, Speech Therapists, Mobility & Vision Specialists, Psychologists, and Special Education educators.

The special education representative will attend Special Education Advisory Council meetings.

Section 5. The itinerant & special services representative will represent Nurses, PE Specialists, Itinerant Music Teachers, Librarians, Counselors, GATE, and other itinerant educators.

Article VIII —Puget Sound UniServ Council Delegates

Section 1. PSUC Representatives shall be appointed by the president with the approval of the Executive Board.

Section 2. UniServ Council Delegates will include the current Association president, political action chairperson (PAC), and appointed members. The number of Delegates will be based on a delegate to membership ratio prescribed by the PSUC.

Section 3. The composition of the PSUC Delegation must reflect ethnic-minority representation at least proportionate to the total ethnic-minority membership of the Association and Educational Support Professionals.

246 Section 4. Each Delegate shall attend regular meetings and recommended training of the
247 Puget Sound UniServ Council.

248
249 Section 5. It will be the responsibility of the Delegation to maintain two-way communication
250 between the FWEA Executive Board and PSUC.

251
252 Section 6. Whenever a Delegate is unable to attend a meeting, the president shall appoint
253 an alternate.

254
255 **Article IX—Nominations and Election of Officers, Executive Board Members, and**
256 **WEA and NEA Delegates**

257
258 Section 1. Nominations shall be opened at an upcoming Association Representative
259 Assembly meeting following procedures outlined in the Standard Operating
260 Procedures.

261
262 Section 2. Nominations from the floor shall be called for and received at the March Building
263 Representative Assembly meeting. At the close of the March meeting,
264 nominations shall be considered closed.

265
266 Section 3. Each nominee must be a Member and give his/her written consent to appear on
267 the ballot.

268
269 Section 4. The slate of officers shall include candidates for all Association offices.
270 Delegates to WEA, whenever possible, and NEA Representative Assemblies
271 shall be conducted in conjunction with the election of Association officers and
272 Executive Board members. All shall be elected by the General Membership in
273 accordance with Association policy.

274
275 Section 5. The election shall be by secret ballot, observing the one (1) person, one (1) vote
276 principle.

277
278 Section 6. To win, a candidate must receive a majority (50%+1) of the votes cast. In the
279 event of a plurality or a tie, the Executive Board shall authorize a run-off election
280 within fifteen (15) days between the two (2) candidates receiving the most votes.

281
282 Section 7. The election of WEA and NEA Representative delegates shall follow the election
283 procedures outlined by WEA and NEA. These delegates shall be elected at-
284 large.

285
286 Section 8. An elected officer may be removed from office for cause by a recall election that
287 may be initiated by the Executive Board or the general membership in one of the
288 following manners:

289
290 a. The Executive Board may request a recall election after a three-fourths
291 (3/4) majority vote of its members, or;

292
293 b. The general membership may request a recall election by petition
294 containing the signatures of thirty percent (30%) of the active members of
295 this Association.

The Executive Board shall notify in writing any officer who has been recommended for recall.

A general membership meeting will be scheduled for the recall election within 30 days after receipt of either the Executive Board's recall motion or the membership's recall petition. This election shall be determined by a majority of those casting valid ballots.

Article X—Committees

Section 1. Based on necessity, committees are authorized by the Bylaws or Standard Operating Procedures. Committee members shall be appointed by the president with the approval of the Executive Board. Committee members shall serve until the end of the year for which they are appointed or until discharged by the president with the approval of the Executive Board.

Section 2. Committees may include but shall not be limited to:

- a. **Bargaining Team:** The president shall appoint a bargaining chairperson. Team members shall be appointed by and serve until discharged by the president.
- b. **Labor Management Team:** The team shall be appointed by the president and will meet with FWPS Management representatives regularly to discuss and attempt to resolve issues that arise.
- c. **Advocacy Team:** Trained Association members as appointed by the president will advocate for members' professional and contractual rights.
- d. **Crisis Team:** Members appointed by the president will serve as coordinators and leaders in the event of a job action or threat of job action.

Section 3. **Bargaining Support Team:** Appointed Members shall develop and conduct preliminary interviews, develop and conduct a paper survey, and conduct additional research to support the Negotiations Committee.

Section 4. **Colleague Assistance Team and Mentor Team:** The president shall appoint member educators to provide guidance, support or advocacy for (FWEA) members in evaluation, professional excellence, plans of improvement, or instructional issues.

Section 5. Committee chairpersons will report regularly to the president.

Article XI—Membership and Fiscal Year

The Membership and fiscal year shall be September 1 through August 31.

Article XII—Ratification of Agreement and Authorization for Strikes

Section 1. The president and the chairperson of the Negotiation Committee 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 Team,
- b. a report and recommendation by the Executive Board and/or Association Representative Assembly,
- 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.

Section 2. Ratification of amendments to the negotiated agreement shall occur at a Building Representative Assembly meeting.

Section 3. Except when already engaged in a work stoppage situation, at least a twenty-four (24) hour notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.

Section 4. Strike action must be authorized by a 75% affirmative vote of the 75% total local Membership.

Article XIII—Quorum

Section 1. A quorum for any General Membership Meeting shall consist of 50% of the total active Membership.

Section 2. A quorum at any duly authorized meeting of the Executive Board, Association Representative Assembly, or any committee shall be a majority of its members.

Section 3. The Association Representative Assembly quorum will be based on member Representatives, not school site entitlements as determined by the membership to representative ratio at a given school site. Members of the Executive Board are considered non-voting members of the Association Representative Assembly.

Article XIV—Amendments

Proposals to amend these Bylaws may be made by the Executive Board or by petition of the Membership. These Bylaws shall be amended by a two-thirds majority vote at any regular meeting of the Association Representative Assembly.

Federal Way Education Association

In order to recognize the merger of FWEA and FWESP, the following are guiding principles that reflect the shared vision and direction of the larger corporate organization.

- All voices are represented in all aspects of Association business.
- Equal representation of all members (e.g. ESP and Ethnic Minority).

The reasons for the merger are:

- Shared goals for the advancement of public education.
- There is strength in numbers.
- Contributions of all members fosters the success of the Association.

Constitution

Article I—Name and Incorporation

Section 1. The name of this organization shall be the Federal Way Education Association hereafter referred to as the Association.

Section 2. The Association shall be incorporated as a nonprofit corporation under the laws of the State of Washington.

Article II—Purpose

The purpose of the Association shall be to promote public education and to provide services and mutual protection for members through representation of all members in bargaining, grievances, and in all matters relating to terms and conditions of employment with the Federal Way School District.

Article III—Affiliation

The Association shall affiliate with the Washington Education Association and the National Education Association.

Article IV—Membership

Section 1. All classified and certificated (but not administrative) employees as defined in our contracts who meet the active membership requirements of the Washington Education Association and National Education Association may, upon payment of dues as herein provided, become active Members of this Association with full rights and privileges of membership.

Section 2. Active Members of this Association shall also be members of the Washington Education Association and the National Education Association.

Section 3. Except for nonpayment of dues and assessments, no Member shall be fined, censured, suspended, expelled, or otherwise disciplined, except as provided in the WEA Constitution and Bylaws.

Section 4. All Members of the Association shall have equal rights and privileges within the Association which include:

- a. to nominate candidates,
- b. to vote in elections or on referenda of this Association,
- c. to hold office,
- d. to participate in the deliberations of the organization and to vote on contract ratification, and
- e. to attend Building Representative meetings.

Article V—Dues, Fees, and Assessments

Section 1. Association Members shall pay dues/fees as established in the Bylaws.

Section 2. The Association may levy special assessments on its membership as provided in the Bylaws.

Article VI—Officers

Section 1. The officers of the Association shall consist of a president, a vice-president/ treasurer, and secretary.

Section 2. Nominations of officers shall be closed at the meeting following notice to all Members and an open period for nominations. Specific requirements concerning this notice and this open period shall be contained in the Bylaws.

Section 3. The term of office for officers shall be one year, beginning at the close of the National Education Association Representative Assembly. There is no limitation on successive terms.

Section 4. The duties of officers shall be as provided in the Bylaws.

Section 5. The Executive Board may request a recall election after a 75% vote of its members, or;

An elected officer may be removed from office for cause by a recall election that may be initiated by petition, signed by one third of the General Membership.

98 The Executive Board shall notify in writing any officer who has been
99 recommended for recall.

100
101 Formal notice of the recall election shall be given to the General Membership two
102 weeks after completion of the initiative and the validation of signatures.

103
104 The recall election shall be by secret ballot of the General Membership. Voting
105 shall be conducted by Association Representatives.

106
107 A simple majority of ballots cast shall be necessary for recall, provided that
108 quorum requirements are met.

109
110 **Article VII—Executive Board**

111
112 Section 1. The Executive Board shall be comprised of:

113
114 The officers: president, vice-president/treasurer, and secretary.

115
116 One educational support professional representative, one elementary
117 representative, one high school representative, and one ethnic minority
118 representative elected in even numbered years.

119
120 One elementary representative, one middle school representative, one itinerant
121 & special services representative, and one special education representative
122 elected in odd numbered years.

123
124 The political action chairperson(s) and the chief bargainer as appointed by the
125 president.

126
127 Section 2. The Executive Board shall be the body through which the general administrative
128 and executive functions of the Association shall be carried out.

129
130 Section 3. All Executive Board members shall be elected as set forth in the Bylaws.

131
132 Section 4. The specific duties of the Executive Board shall be provided in the Bylaws.

133
134 Section 5. Vacancies on the Executive Board shall be filled as follows: a) if six (6) months
135 or more remain in the term, then by special election; b) if the special election is
136 uncontested, the Representative Assembly shall be allowed to fill the vacancy by
137 acclamation; and c) if less than six (6) months remains, then by appointment of
138 the Executive Board.

139
140 **Article VIII—Association Representative Assembly**

141
142 Section 1. The Association Representative Assembly shall be the legislative and policy
143 making body of the Association.

144
145 Section 2. The Association Representative Assembly shall consist of the Executive Board
146 and one or more representatives from each site. (A school site shall be
147 considered any facility used for the purpose of education or educational support.)

148 Section 3. Members at each site may elect one Association Representative Assembly
149 member for each ten members or major fraction thereof. There shall be at least
150 one Representative per site. An Association Representative Assembly quorum
151 will be based on Association Representatives.

152
153 Section 4. Each term of service shall be for one year. Sites with fewer than ten (10)
154 members may consolidate with a nearby site.

155
156 Section 5. Members of the Association Representative Assembly shall be elected as set
157 forth in the Bylaws.

158
159 Section 6. The specific duties of the Association Representative(s) shall be provided in the
160 Bylaws.

161
162 **Article IX—Guiding Document Review**

163
164 The Constitution and Bylaws and the Annual Standing Rules shall be
165 reviewed regularly.

166
167 **Article X—Parliamentary Authority**

168
169 The current edition of Sturgis Standard Code of Parliamentary Procedure
170 governs this organization in all parliamentary situations that are not provided for
171 in the law or in its charter, constitution, bylaws, or written policies.

172
173 **Article XI—Amendments**

174
175 Proposals to amend this Constitution may be made by the Executive Board or by
176 petition of the Membership.

177
178 Amendments to this Constitution may be made by a two-thirds (2/3) secret ballot
179 vote of the members voting. Notice of this election and the proposed
180 amendment(s) shall be available to each member at least ten (10) days in
181 advance. Voting, at the discretion of the Executive Board, may be a part of an
182 annual or special meeting or through other established election procedures.

Federal Way Education Association

Standard Operating Procedures

A Standing Rule can be adopted or suspended (temporarily tabled) by a majority vote at any business meeting without previous notice. A Standing Rule can be amended or rescinded (permanently deleted) by a majority vote at any Executive Board meeting provided notice has been given.

Article I - Inclusion Goals

It is the priority of the Association to include ethnic minority members and ESP members in all Association activities and appointed committees. The goal is that ethnic minority and ESP representation be at least proportionate to the total ethnic minority and ESP membership of the Association.

Article II - Executive Board

Section 1. All meetings will be set and published by September.

Section 2. A published agenda should be available to Executive Board members as soon as possible.

Section 3. Prepare and submit an annual report outlining Association activities.

Section 4. The budget year shall be from September 1st through August 31st.

Section 5. A member of the Executive Board should be designated as parliamentarian.

Section 6. Appoint and remove all agents and employees of the Association, determine their compensation, prescribe their duties, and require such agreements and bonds as may be necessary.

Section 7. Election of Executive Board members:

a. Representatives shall be elected for two year terms as set forth in the Standard Operating Procedures.

One educational support personnel representative, one elementary representative, one high school representative, and one ethnic minority representative shall be elected in even numbered years.

One elementary representative, one middle school representative, one itinerant & special services representative, and one special education representative shall be elected in odd numbered years.

b. The special education representative will represent PT's, OT's, Adaptive PE, Speech Therapists, Mobility and Vision Specialists, Psychologists, and Special Education educators.

51 The special education representative will attend Special Education
52 Advisory Council meetings.

- 53
54 c. The itinerant & special services representative will represent Nurses, PE
55 Specialists, Itinerant Music Teachers, Librarians, Counselors, GATE, and
56 other itinerant educators.
57

58 **Article III - Disbursement of Funds**

59
60 The vice-president/treasurer shall disburse funds in accordance with the following guidelines:

- 61
62 1. All checks shall be signed by the vice-president/treasurer with either the president and/or
63 secretary.
64 2. All reimbursement of expenditures shall require appropriate payment voucher and vender
65 receipt(s).
66 3. All expenditures over \$100 not specified by the Executive Board as operating funds will
67 require prior approval:
68 treasurer/president: \$100 +
69 officers (president, vice-president, secretary): \$250 +
70 executive council: \$500 +
71 4. Cell phone and credit card payments shall be made on Association-owned accounts only.
72

73 **Article IV - Association Representative Assembly**

74
75 Section 1. A site is a building, workplace, or school. Sites with fewer than ten members
76 may consolidate with a nearby site.
77

78 Section 2. Each year, the Executive Board will determine how to best to encourage
79 attendance of Association Representatives. Assembly Representatives who fail
80 to attend two consecutive meetings shall be named in the minutes and a notice
81 will be sent to the school site that s/he represents.
82

83 Section 3. The composition of the Association Representative Assembly should reflect
84 ethnic-minority representation at least proportionate to the total ethnic-minority
85 membership of the Association.
86

87 Section 4. General membership participation in an Association Representative Assembly
88 meeting: Members who are not Association Representatives that would like to
89 speak to an item on the agenda of an Association Representative Assembly
90 meeting must inform the president of their intention to speak 23 hours in
91 advance.
92

93 Section 5. Meeting dates will be set and published by September.
94

95 Section 6. A published agenda should be available to Association Representatives as soon
96 as possible.
97

98 Section 7. Utilization of Building Association Teams (BAT) is strongly encouraged for
99 distribution of all materials and communication with members.
100
101
102

Article V - Making of Motions

Section 1. Motions that do not require the input of the General Membership need to be indicated as an item for discussion at the time the agenda is approved. Requests for additions and corrections to the agenda are asked for by the president at the beginning of each meeting. Any items not added at that time will be considered out of order and may be submitted for consideration at the next Building Representative Assembly.

Section 2. All motions shall be made in writing by the maker of the motion and submitted to the secretary at the time the motion is made.

Section 3. Motions requiring General Membership input must be submitted in writing prior to the Executive Council meeting generally held prior to the Association Representative Assembly.

Article VI - Full-Time Release President

Section 1. The president shall be paid at the highest step of the certificated salary schedule in accordance with RCW-A 41.32.267 Service Credit for Paid Leave of Absence – Applications to Elected Officials of Labor Organizations.

In addition, the president shall receive pay for any supplemental contracts available to all staff under the operating Collective Bargaining Agreement as stipulated in RCW-A 41.32.267 Service Credit for Paid Leave of Absence - Applications to Elected Officials of Labor Organizations.

Retirement will be claimed in compliance with RCW-A 41.32.267 Service Credit for Paid Leave of Absence - Applications to Elected Officials of Labor Organizations.

The president will be compensated for an additional 27 days, equivalent to a 220-day contract, paid at per diem which shall also be based on the highest step of the certificated salary schedule with the understanding that the additional 27 days not necessarily represent only calendar days but shall include stacking of overtime hours.

Additional costs to the Federal Way Education Association shall include all other benefits normally paid by the Federal Way School District.

Article VII - Conducting Elections/Surveys

Section 1. Nominations should be opened at an Association Representative Assembly meeting two months prior to a published deadline. Nominations can be made at the Association Representative meeting, or by calling or emailing the Association office. Each nominee must be a member and give his/her consent to appear on the ballot.

Section 2. When two or more candidates are in contest for the same office, the name will appear in alphabetical order. For WEA-RA and NEA-RA elections, alphabetical

listing will be printed in reverse order every other year. Election instructions will be provided to the Association Representative conducting the election.

Association Representatives will be responsible for conducting elections for their constituents. They will comply with all procedures set forth.

Election instructions shall include the following:

- a. Procedures for distributing and collecting ballots.
- b. In order for ballots to be considered valid, ballots must be received in the office at or before the time designed.
- c. The number of signatures must coincide with the number of ballots received from the given school site. If there is a discrepancy, all ballots from that school site will be considered invalid.
- d. Any other instructions deemed necessary to the election process.
- e. Buildings will be notified if and why ballots were not validated.

Section 3. Ballots received at the Association office at the stated deadline will be handled in the following manner:

- a. Ballots will be counted by Association member volunteers. Member volunteers will initial each tally sheet s/he counts, accepting responsibility for accuracy.
- b. Member volunteers will sign a confidentiality agreement; they agree not to disclose the outcome of an election until the results have been made public.
- c. The number of ballots and the number of valid signatures must match. If they do not match, the entire site's ballots will be declared null and void and will not be counted.
- d. To win, a candidate must receive a majority (50%+1) of the votes cast. In the event of a plurality or a tie, the Executive Board shall authorize a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes. If, at the outcome of any election the margin of difference is one percent (1%) or less, the entire election in question will be recounted immediately before the election is deemed official by the committee.
- e. When the election is declared official, the results will be delivered to the president. All candidates will be notified of the results as soon as possible. All ballots will remain in the possession of the Executive Board for the remainder of the current school year, after the election is verified as official.
- f. Buildings will be notified if and why ballots were not validated.

- 206 g. Each candidate or his/her designee will have access to the official count,
207 and may monitor all aspects of the committee's procedures. Monitors will
208 limit their participation to observation only.
- 209
- 210 h. Candidates will have the power to challenge the outcome of any election
211 if they can show evidence that a volunteer erred in the procedures set
212 forth, and that the outcome of the election may have been affected.
213 Challenges will be made in writing to the Executive Board after the
214 election has been verified by the volunteers within ten (10) days. It will be
215 the responsibility of all Association members to bring to the attention of
216 the committee any irregularities found as soon as possible.
- 217
- 218 i. Challenges must be responded to, in writing, by the Executive Board
219 within five (5) work days after the challenge has been submitted. The
220 Executive Board will rule upon any challenges. If the challenge is upheld,
221 the election will be declared void. The Executive Board will then resubmit
222 the ballot to the entire membership.
- 223
- 224 j. Should any procedural problem arise that is not specifically spoken to
225 above, the Executive Board will rule on the matter.
- 226

227 **Article VIII - Delegate Responsibilities**

228

229 **Section 1. WEARA, WEALA, and all other conference delegates/representatives shall sign**
230 **a letter of agreement:**

231

232 **Section 2. As a duly elected delegate to the National Education Association's**
233 **Representative Assembly, delegates shall agree to the following:**

234

- 235 a. Mandatory attendance at all WEA State Delegation meetings
236 prior to the business sessions
- 237 b. Attend all business sessions for all of the days of the Representative
238 Assembly. (If it becomes necessary to leave the floor, departures should
239 be a brief [10 to 15 minutes] in length.)
- 240 c. If you are a first-time delegate, attend the New Delegate Orientation
241 conducted prior to the first session.
- 242 d. Vote in all elections at the designated voting time for the Washington
243 Delegation.
- 244 e. Delegates will receive a check to cover the cost of airfare, meals, lodging,
245 and incidentals. Rooms are based on double occupancy. Delegates are
246 responsible for any costs that exceed that dollar amount.
- 247 f. Delegates unable to fulfill their obligation will be held liable for any and all
248 costs already paid by the Federal Way Education Association including,
249 but not limited to airfare, hotel, and stipends for meals and incidental
250 expenses.
- 251

252 **Section 3. As a duly elected delegate to the Washington Education Association's**
253 **Representative Assembly, delegates shall agree to the following:**

254

- 255 a. Attendance at PSUC Mock RA held during the month prior to the
256 Representative Assembly.

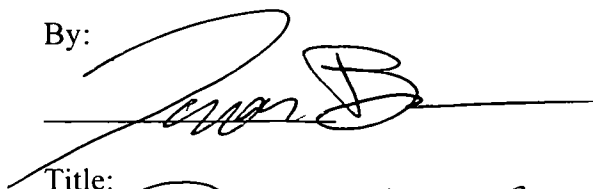
- b. Attendance at PSUC Caucus Meetings held each morning prior to the business sessions for the purpose of discussing business that will be conducted that day.
- c. Attend all business session for all of the days of the Representative Assembly. Be certain that you have an alternate seated if it becomes necessary for you to leave the floor. If no alternates are available, departures should be brief (10 to 15 minutes) in length.
- d. Vote in all elections at designated voting times.
- e. If you are a first-time delegate, attend the New Delegate Orientation.
- f. Delegates will receive a check to cover the cost of airfare, meals, and lodging. This amount will be based on the actual cost of the airfare, room plus tax, and a set dollar amount for meals each day. Rooms are based on double occupancy. Delegates are responsible for any costs that exceed that dollar amount.
- g. Delegates unable to fulfill their obligation will be held liable for any and all costs already paid by the Federal Way Education Association including, but not limited to airfare, hotel, and stipends for meals.

Section 4. As an attendee to the Washington Education Association's Leadership Academy (WEA-LA), attendees shall agree to the following:

- a. Attendance at all assigned classes for each day of the Leadership Academy.
- b. The cost of meals and lodging will be paid by FWEA. Rooms are based on double occupancy. You are responsible for any additional costs.
- c. Attendees unable to fulfill their obligation will be held liable for any and all costs already paid by the Federal Way Education Association.

The attached documents are accurate and complete copies of the originals.

By:



Title:

President

Date:

1/22/10