



WEA-EASTERN WASHINGTON

# Policy Manual

2023-2024 Version

## A. GOVERNANCE

1. Staff evaluations will be conducted in accordance with the WEASO contract.
2. Nonaffiliated Locals will be notified each year by the President of their status and the procedure used to attain affiliation.
3. The Council shall release the Council President for up to full-time release.<sup>1</sup>
4. Executive Board members shall be allowed to attend Council or WEA events at Council expense, as appropriate.
5. Stipends will be paid to executive board members as recommended by the Council Stipend Committee.<sup>2</sup> See Addendum I. The President will receive an additional stipend of \$2,000 annually based upon additional days required to complete duties. Weekly activity report documentation will be available for review on request.<sup>3</sup> Stipends will be paid on annual basis at the last Executive Board meeting of the year.<sup>4</sup>
6. Executive Board Statement of Responsibilities – See Addendum II<sup>5</sup>

## B. MEETINGS

1. Dinners prior to the Council meeting (in person only) will be provided by the Council.<sup>6</sup>
2. The Council President will meet with the staff on a regular basis.

## C. COMMUNICATIONS

1. When a strike occurs within an affiliated Local of WEA, the Council President will send a message of support. Support letters may be sent to other groups at the discretion of the President, and a report to the Council will be made.
2. The Council President may send cards of acknowledgement of outstanding service or cards of condolence in the name of the Council.
3. Reminders will be sent to each Local requesting the following be sent to the Council office:

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<sup>1</sup> Amended: 05/26/1994

<sup>2</sup> Amended: 10/08/2008

<sup>3</sup> Amended: 02/07/2007

<sup>4</sup> Amended: 02/28/2018

<sup>5</sup> Amended: 06/18/2009

<sup>6</sup> Amended: 10/08/2021

- a) an electronic copy of the Collective Bargaining Agreement;
  - b) a list of Council representatives, building representatives, and negotiation team members along with their home emails.
4. Minutes of the previous Council meeting will be available at the Council meeting.
  5. The proposed agenda for the Council meeting will be approved by the Executive Board preceding the Council meeting.<sup>7</sup>
  6. WEA-Eastern Executive Board reports shall be available at each Council meeting.

#### D. PROGRAM

1. The WEA-Eastern mission statement and norms shall guide the mission and goals of the WEA-Eastern UniServ Council.<sup>8</sup>
2. The Council may send up to two (2) members to the NCUEA annual meeting(s). Attendees shall be appointed from the Executive Board by the Council President.
3. The Council may send the President-Elect to the NEA RA as a guest if they had
  - a) not previously held the position of outgoing President, and
  - b) not had the opportunity to run as a delegate for the NEA RA.<sup>9</sup>
4. The Council may assist member Locals in gaining leadership training by making funds available to pay for expenses to WEA Leadership Events, per the conditions listed in the WEA Leadership Events Grant Policy.<sup>10</sup>
5. It is the policy of the Council that extracurricular classified units are recognized by PERC as independent bargaining units. WEA-Eastern will not affiliate Local coaches units.<sup>11</sup>

#### E. FISCAL

1. The WEA-Eastern President shall be granted a credit card for the purposes of doing Council business. The President shall submit appropriate receipts for those purchases to the WEA-Eastern accounting department.<sup>12</sup>

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<sup>7</sup> Amended: 05/01/2019

<sup>8</sup> Amended: 06/18/2009

<sup>9</sup> Amended: 08/18/2017

<sup>10</sup> Amended: 02/28/2018

<sup>11</sup> Amended: 08/05/1997

<sup>12</sup> Amended: 11/09/1992

2. The Council will use various investment funds in which to place their reserve funds; FDIC/NCUA shall cover these accounts.<sup>13</sup>
3. The Council will make available to each UniServ Director a corporate council credit card with a \$2,000 limit for food, lodging and transportation while on Council business. The card will be terminated upon notice of retirement or transfer<sup>14</sup>, or immediately upon suspicion of fraud.<sup>15</sup>
4. Two signatures will be required on Council checks.<sup>16</sup> The Council's bank account will have the President, Vice President, Treasurer, and Secretary as check signors.<sup>17</sup>
5. The Council will contribute to the WEA vacation/sick leave pool annually as notified by the WEA.<sup>18</sup>
6. COUNCIL MEETING REIMBURSEMENT POLICY: It shall be the policy of WEA-Eastern to assist voting delegates of member Locals in gaining traveling equity (reimbursement) for Representative Council meetings.<sup>19</sup>

PURPOSE: The purpose of this policy shall be:

- a) To encourage outlying Locals to become involved in Council governance meetings
- b) To improve communications with our outlying Locals
- c) To increase involvement of all Locals
- d) To encourage other Local members to become involved in our Council
- e) To encourage the development of new leadership in the Locals and Council

CONDITIONS:

- a) Locals and/or members must submit a WEA-Eastern voucher to the Council within 30 days of the meeting for payment<sup>20</sup>
- b) Mileage shall be reimbursed at the current IRS rate<sup>21</sup>
- c) Members more than 20 miles (one way) from the Council office may submit for mileage reimbursement<sup>22</sup>
- d) In addition, members more than 70 miles away may submit hotel and substitute costs, with prior approval

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<sup>13</sup> Amended: 08/18/2017

<sup>14</sup> Amended: 03/31/1998

<sup>15</sup> Amended: 10/05/2023

<sup>16</sup> Amended: 08/10/2006

<sup>17</sup> Amended: 08/12/2008

<sup>18</sup> Amended: 02/22/1994

<sup>19</sup> Amended: 10/02/2001

<sup>20</sup> Amended: 08/18/2017

<sup>21</sup> Amended: 10/05/2022

<sup>22</sup> Amended: 08/18/2017

See Addendum III for Expense Voucher.

7. Grants and Donations Policy<sup>23</sup>

- a) All disbursements shall be issued without discrimination. There will be no discrimination of applicants based on age, race, disability, religion, color, sex, sexual orientation, or national origin.
- b) All disbursements will adhere to legal and ethical obligations, and to our obligation to avoid conflicts of interest. No funds shall be directed to organizations that do not expressly meet the established intent and guidelines.
- c) All disbursements will be based on availability of funds and total amount of requests.<sup>24</sup>

Preferences would go:

- a) To Local Associations for member needs, based on unforeseen disasters (fires, floods, etc.) at the work site. The suggested amount for this category is \$300.
- b) For Local Associations out on strike to defray strike expenses. The suggested amount for a strike is based on size, from \$500 to \$1000.
- c) To community programs or events that have direct impact on disadvantaged kids. The suggested amount for these events is not to exceed \$1,000.<sup>25</sup>
- d) To provide support to WEA-Retired in the amount of \$200 annually.<sup>26</sup>

F. ELECTIONS<sup>27</sup>

- 1. Communication from the Council will be emailed to Local Presidents advising them of the reported names of delegates and alternates by Feb 28, including election rules. It will also include the election date and procedures.<sup>28</sup>

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<sup>23</sup> Adopted: 02/04/2015

<sup>24</sup> Amended: 10/05/2023

<sup>25</sup> Amended: 10/08/2021

<sup>26</sup> Amended: 05/01/2019

<sup>27</sup> Adopted: 03/18/1986; Amended: 10/08/2021

<sup>28</sup> Amended: 06/18/2009

2. Notice of Local elected representative and alternate changes must be sent to the Council office one (1) week prior to the April Council meeting, at which time the WEA-Eastern delegate and alternate list will be finalized.
3. Representation is on a fifty (50) to one (1) ratio, as outlined in the Bylaws. Membership counts will be taken as of the end of January membership report.<sup>29</sup>
4. WEA-Eastern elections will follow Sturgis Standard Code of Parliamentary Procedure and WEA-Eastern Constitution and Bylaws.
5. One vote per duly elected representative or alternate. If the Council office is not notified by the Local President of the name of the person eligible to vote one (1) week prior to the April meeting, that person may not vote.
6. Local representatives who are authorized to vote must sign to receive a ballot.
7. The election will be by secret ballot except in non-contested cases.
8. There shall be an Elections Committee appointed by the President and approved by the Representative Council (no candidates may serve on the elections committee). This committee shall be appointed and approved at a council meeting prior to the council meeting at which nominations are taken. The purpose of the Elections Committee is to recruit members to run for office, to receive nominations, to monitor the election guidelines, and to count the ballots.
9. Candidates may have observers assigned during the ballot counting process.
10. Election is by majority vote of those authorized to vote and present at the April or May (to accommodate WEA-RA conflicts) Representative Council meeting.<sup>30</sup>
11. If more than two (2) candidates run for an office, and a majority vote is not achieved on the first ballot, then the candidate with the lowest number of votes will be dropped from the next ballot, and the vote will be retaken for that position.
12. The Representative Council will certify the election results.

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<sup>29</sup> Amended: 06/18/2009

<sup>30</sup> Amended: 10/08/2021

13. Positions on the Executive Board will be elected in staggering two-year terms as follows:

**Even-numbered years**

President  
Secretary  
ESP state ACT  
At-large Position #2  
Extra At-large, if necessary<sup>32</sup>

**Odd-numbered years**

Vice-President  
Treasurer<sup>31</sup>  
ACE Chair  
At-large Position #1

G. CONFLICT OF INTEREST POLICY<sup>33</sup>

Each Executive Board member will sign a Conflict of Interest Policy annually. See Addendum IV.

H. WEA WHISTLEBLOWERS LANGUAGE<sup>34</sup>

**WEA Whistleblower Policy (A-BD-11/14)**

WEA officials are obligated to comply with all relevant legal requirements in carrying out their WEA responsibilities. A failure to meet this obligation – whether intentional or inadvertent – can have adverse consequences for the reputation and operation of WEA. The purpose of the Whistleblower Policy (“WB Policy”) is to establish a procedure by means of which any such failures (or suspected failures) can be brought to the attention of WEA, so that appropriate corrective action can be taken.

1. **Definitions**

As used in the WB Policy, the following terms have the meanings indicated:

- a) The term “misconduct” means an action taken by a WEA official in carrying out his or her WEA responsibilities that is in violation of a legal requirement.
- b) The term “WEA official” means a WEA President and Vice President, a member of the WEA Executive Committee, a member of the WEA Board of Directors, a member of a WEA Governance WEA Policy Manual Page 19 Committee, an official also includes WEA Exempt Staff. The term does not mean bargaining unit staff of, or a consultant retained by, WEA.
- c) The term “person” means a member of WEA, an employee of WEA (except as excluded under a collective bargaining agreement) or a WEA affiliate, or consultant or vendor who does or seeks to do business with WEA or a WEA affiliate, and any other representative of WEA or a WEA affiliate.

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<sup>31</sup> Amended: 03/12/2008

<sup>32</sup> Amended: 03/12/2008

<sup>33</sup> Amended: 10/11/2006

<sup>34</sup> Added: 05/01/2019, Updated: 10/05/2023

- d) The term “WB Officer” means the person who is responsible for the implementation of the WB Policy.
- e) The term “whistleblower” means a person who notifies the WB Officer of an action that he or she has reasonable cause to believe constitutes misconduct.

## **2. WB Officer**

The WEA General Counsel shall serve as the WB Officer, and shall in that capacity be responsible for the implementation of the WB Policy. The WB Officer shall monitor the implementation of the WB Policy, and make periodic reports regarding its implementation to the WEA Executive Committee. The WEA Executive Committee shall recommend to the WEA Board of Directors such modifications in the WB Policy as it may from time to time deem appropriate.

## **3. Notifying WEA of alleged misconduct**

- a) Any person who has reasonable cause to believe that a WEA official has engaged or is about to engage in misconduct, should notify the WB Officer in writing or alternatively as noted below. That person (the whistleblower) shall identify himself or herself in the notice to the WB Officer, but the WB Officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower’s name. If the person (the whistleblower) chooses, the notice can be made anonymously through a hotline established by the WEA. If the WB Officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for WEA, he or she may notify the WEA CFO, who shall as soon as possible thereafter turn the matter over to the WB Officer.
- b) The WB Officer shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the WEA Executive Committee a written opinion setting forth its conclusions as to whether the WEA official has engaged or is about to engage in misconduct, and if so, what should be done to correct the situation.
- c) After consulting with the WEA Executive Committee, the WB Officer shall arrange for such action to be taken as he or she deems appropriate to correct the situation.
- d) If the WB Officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB Officer, after consulting with



the WEA Executive Committee, shall arrange for appropriate disciplinary action to be taken against that person.

**4. Protection of person who provides evidence of alleged misconduct**

- a) Except as otherwise provided in Section III (e) above, no person shall be subject to any form of direct or indirect retaliation by a WEA official, a WEA employee, or other WEA representative because he or she (1) is a whistleblower, (2) has participated in an investigation of alleged misconduct, or (3) has in good faith in any other way been involved in the implementation of the WB Policy.
- b) If any person believes that he or she has been subject to retaliation in violation of Section (a) above, that person shall report such retaliation to the WB Officer. The WB Officer shall investigate the matter, and if the WB Officer concludes that a WEA official, WEA employee, or other WEA representative has engaged in retaliation, the WB Officer, after consulting with the WEA Executive Committee, shall arrange for appropriate disciplinary action to be taken against said WEA official, WEA employee, or representative of WEA.

**5. Miscellaneous**

- a) Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that he or she may have under the WEA governing documents, a contract with WEA, or a statute. To the extent that the WB Policy is inconsistent with any such right, the right in the WEA governing document, contract with WEA, or statute shall take precedence.
- b) Any person who believes that a WEA official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other forum.
- c) All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB Officer shall make such information and documents available to others only WEA Policy Manual Page 20 on an "as needed" basis. To the extent relevant, all privileges, including the attorney/client and attorney work product privileges, shall apply to information and documents involved in the implementation of the WB Policy.
- d) If a question arises as to whether the WB Officer has engaged, may be engaged, or is about to engage in misconduct, the matter shall be dealt with by the WEA CFO.

**I. Effective date and amendment; distribution**

1. The WB Policy shall become effective on the date that it is adopted by the WEA Board of Directors, and shall supersede all prior WEA policies dealing with the same subject. The Board of Directors may amend the WB Policy from time to time as it deems appropriate.
2. The WB Policy shall be included in the WEA Policy Manual and shall be distributed to all WEA officials, all candidates for WEA office, and all persons who become members of WEA committees or are otherwise designated to present WEA. It will also be distributed to all WEA Exempt Staff.

**J. Hotline**

1. The WEA has contracted with an outside firm called “The Network” to administer a “hotline” phone number to receive notice of misconduct. The number is 800-884-1257 and will be distributed to Council and Local Presidents. Persons should be encouraged to contact the WB Officer directly, but can use this number if they would prefer to do so.

## **ADDENDUM I - Council Stipend Committee Report**

The committee originally met on Wednesday, October 8, 2008 at 2:30pm.

Committee members: Pat Clark (WEA Staff), Teri Inman (Mead EA) Scarlett Riebold (WEA Staff), Bev Schaefer (WEA-EW President), Bob Schlim (CCS-AHE), Jennifer Strand (Colville EA).

The committee's charge was to set a stipend for the newly created Treasurer position.<sup>35</sup>

The committee was also charged to review the current method for calculating the Executive Board stipends.

In 2021, the newly appointed Stipend Committee met to review the 2008-2009 rates for equity purposes. During the March 2022 Representative Council meeting, the Stipend Committee presented recommendations that WEA-Eastern move from a multi-tiered stipend approach depending on elected position to a flat rate of a multiple of five (5) across the board. The motion was unanimously approved.<sup>36</sup>

Committee members: Georgina Redmond (East Valley EA), Annette Phipps (Riverside EA), and Molly Turner (Rosalia EA).

The committee made the following recommendations:

### ***Beginning the 2021-2022 school year:***

1. Executive Board stipends will be based on a multiple of the annual Council certificated dues for the school year, rounded up to the nearest dollar.
2. The following positions will receive a multiple of five (5) of the annual Council certificated dues (2022):
  - Council President
  - Vice President
  - Treasurer
  - Secretary ACE Chair
  - WEA Board Members
  - ESP State ACT
  - At Large #1
  - At Large #2
3. When an officer holds two elected positions on the Executive Board, they will receive one (1) additional multiple of the annual Council certificated dues. The position with the higher multiple will be used as the base. (Such as a Vice President who is also a WEA Board member: Multiple of 5 + multiple of 1 = Multiple of 6.)

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<sup>35</sup> See Constitution & Bylaws Amendment, 03/12/2008

<sup>36</sup> Amended: March 2022

4. The President will receive an additional stipend of \$2,000 annually based upon additional days worked beyond the President's normal school contract and required to complete duties. (\$100 per additional day, not to exceed 20 days, based on the President's monthly calendar.)<sup>37</sup>

Respectfully submitted to the WEA-Eastern Executive Board and Representative Council, Executive Board Stipend Committee Members.

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<sup>37</sup> Amended: 05/01/2019

## **ADDENDUM II - Executive Board Statement of Responsibilities**

WEA-Eastern UniServ Council

### **President**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the UniServ Council President will:

#### **Leadership**

- A. Visit locals in the UniServ Council and make periodic contacts with local leaders which will include member organizing work.<sup>38</sup>
- B. Mentor and counsel local presidents and officers in their leadership role.
- C. Assist in developing Council leadership training programs for local leaders.
- D. Offer assistance on issues and concerns and solicit reactions of members.
- E. Champion expanding leadership responsibility within the organization.
- F. Identify and recruit new prospective leaders.
- G. Represent the council as a delegate to the WEA RA and to other organizations, the public and the press either in person or through designees.<sup>39</sup>
- H. Prepare and post Social Media communications.<sup>40</sup>

#### **Managerial**

- A. Serve as the executive officer of the Council.
- B. Preside over all meetings of the UniServ Council and ensure parliamentary procedure is followed.
- C. Provide for the development and interpretation of Council policy.
- D. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- E. Ensure there is an assessment of the effectiveness of the UniServ Council program and participate in the said assessment.
- F. Collaborate with the Vice-President to determine various responsibilities of duties.
- G. Collaborate with staff to coordinate services and programs.
- H. When necessary, recommend program goals and objectives.
- I. Ensure the development of an annual UniServ Council budget to be adopted by the Executive Board and presented no later than the second Representative Council meeting of the new financial year for final adoption.<sup>41</sup>
- J. Attend all WEA Board meetings and WEA meetings of the UniServ Council presidents or designate a Council Executive Board member to attend when absence is unavoidable.
- K. Appoint chair and members to Council committees and task forces with recommendations from the Representative Council.
- L. In conjunction with the ACE Chair appoint members of the UniServ council lobby team.

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<sup>38</sup> Amended: 02/28/2018

<sup>39</sup> Amended: 08/18/2018

<sup>40</sup> Amended: 08/18/2017

<sup>41</sup> Amended: 08/18/2017

- M. Assist in the approval of vouchers and be secondary signatory to the financial affairs of the Council.
- N. Serves as ex officio member of all Council committees, commissions, and task forces except Nominations and Elections.
- O. Submit a monthly activity report to the Executive Board.
- P. Coordinate and distribute Council calendar of activities.
- Q. Facilitate the process and selection of interview teams for hiring of staff.
- R. Give input to the appropriate manager regarding the performance of trial employees.
- S. Work with WEA management to ensure that the WEA/WEASO Collective Bargaining Agreement is followed.
- T. After consulting with the Director of the Advocacy Center or the Manager of the Advocacy Center, provide direction for staff and office operations in the following areas:
  - 1. Determining whether the office should be closed because of weather or other special occasions;
  - 2. Discussing and reaching an agreement with Council staff regarding any individual training sessions, the schedule for the training and a plan for office coverage.
- U. Other duties as identified by the WEA-Eastern UniServ Representative Council.

WEA-Eastern UniServ Council

**Vice President**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the UniServ Council Vice President will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Serve as the executive officer of the Council in the absence of the president, referring to the president's statement of responsibilities.
- B. Preside over all meetings of the UniServ Council in the absence of the president.
- C. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- D. Make periodic contacts with local leaders to offer assistance regarding problems and to solicit reactions of members.
- E. Participate in the development and interpretation of Council policy.
- F. Participate in building the Council program aimed at creating a public judgment in support of public education.
- G. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- H. Participate in the assessment of the effectiveness of the UniServ Council program.
- I. Participate in the adoption of the final UniServ council budget to be presented at the second Representative Council meeting of the new financial year for final adoption.
- J. Assist WEA Board members with facilitating Mock RA.
- K. May assist the Council bookkeeper in the approval of vouchers and may be secondary signatory to the financial affairs of the Council.
- L. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- M. Other duties as assigned by the President of the Executive Board.
- N. Other duties as identified by the WEA-Eastern UniServ Representative Council.

WEA-Eastern UniServ Council

**Secretary**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the UniServ Council Secretary will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Preside over all meetings of the UniServ Council in the absence of the President and Vice President.
- B. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- C. Make periodic contacts with local leaders to offer assistance regarding problems and to solicit reactions of members.
- D. Participate in the development and interpretation of Council policy.
- E. Participate in building the Council program aimed at creating a public judgment in support of public education.
- F. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- G. Participate in the assessment of the effectiveness of the UniServ Council program.
- H. Participate in the adoption of the final UniServ council budget to be presented at the first Representative Council meeting of the new financial year for final adoption.
- I. Responsible for the duties of the chief recording and corresponding officer.
- J. May assist the Council Treasurer in the approval of vouchers and may be secondary signatory to the financial affairs of the Council.
- K. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- L. Other duties as assigned by the President of the Executive Board.
- M. Other duties as identified by the WEA-Eastern UniServ Representative Council.



WEA-Eastern UniServ Council

**Treasurer**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the UniServ Council Treasurer will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- B. Make periodic contacts with local leaders to offer assistance regarding problems and to solicit reactions of members.
- C. Participate in the development and interpretation of Council policy.
- D. Participate in building the Council program aimed at creating a public judgment in support of public education.
- E. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- F. Participate in the assessment of the effectiveness of the UniServ Council program.
- G. Act for the good of the Council in safeguarding the assets of the association.
- H. Insure the financial resources of the Council are utilized to the maximum benefit of the members.
- I. Understand basic financial terminology.
- J. Act as co-signor on Council bank accounts.
- K. On a monthly basis, present complete and meaningful financial reports to the Executive Board and Representative Council.
- L. Compare the actual income and expenses of the Council with the approved budget.
- M. Note any variances and recommend budget adjustments as necessary.
- N. Assist with review of the Council funds.<sup>42</sup>
- O. Monitor the cash flow and cash needs of the Council to maximize investment income and minimize borrowing.
- P. The Treasurer shall develop the budget in conjunction with the Council President and Staff.
- Q. Work in cooperation with the Executive Board and staff in preparing and presenting a preliminary budget to the Representative Council.
- R. Assist in the Assessment, Measurement and Evaluation of Council programs and projects if applicable.
- S. Keep the President and Executive Board informed of the financial conditions of the Council.

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<sup>42</sup> Amended: 10/05/2023

- T. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- U. Other duties as assigned by the President of the Executive Board.
- V. Other duties as identified by the WEA-Eastern UniServ Representative Council.

## **GLOSSARY OF TERMS FOR THE TREASURER**

<b>Assets</b>	The amount the Council owns or is owed that has a positive value. E.g. cash, dues receivable and office furniture.
<b>Bank Balance</b>	The amount remaining at a given date in a checking or savings account shown on the monthly bank statement. This is to be reconciled with the cash/checking account balance.
<b>Cash Accounting</b>	Cash accounting is a system whereby income and expense are recognized in the fiscal period only when cash is actually received or expended.
<b>Cash Balance</b>	Use of this term includes coins, currency and checks. E.g. petty cash fund, checking account.
<b>Chart of Accounts</b>	The list of all accounts used in the accounting system, including account codes.
<b>Checkbook Balance</b>	The checkbook balance is equal to funds deposited less checks issued and bank charges.
<b>Disbursements</b>	Includes all cash paid out, whether it is an expense for the Council or not.
<b>Expenses</b>	Disbursements of cash for an item or a service received, used or consumed within the fiscal year.
<b>Internal Control</b>	The procedures, practices and systems that provide assurance of the completeness and accuracy of the accounting data used in decision-making.
<b>Liabilities</b>	The amounts the Council owes to others. E.g. mortgage
<b>Net Assets</b>	The difference between the total assets and total liabilities. This is sometimes called Fund Balance or Net Worth.
<b>Receipts</b>	Includes all cash received, whether it is “revenue” for the Council or not.
<b>Revenue</b>	Receipt of cash in exchange for an item or a service delivered to someone within a fiscal year.

WEA-Eastern UniServ Council

**Advocacy Committee for Education (ACE) Chair**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the ACE Chair will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- B. Participate in building the Council program aimed at creating a public judgment in support of public education.
- C. Provide for the development and interpretation of Council policy.
- D. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- E. Participate in the assessment of the effectiveness of the UniServ Council program.
- F. Participate in the adoption of the final UniServ council budget to be presented at the first Representative Council meeting of the new financial year for final adoption.
- G. Coordinate and facilitate the annual WEA-PAC membership drive within the Council.
- H. Coordinate meetings and activities with the Committee Advocating for Public Education within the Spokane School District.
- I. Represent the Council on the WEA-PAC Management Board, meeting generally once a month during the school year and once or twice during the summer.
- J. Facilitate meetings of the ACE governing board, meeting about once a month during the school year.
- K. Facilitate candidate interviews for WEA-PAC recommendations and the biennial council voter guide, constructing and distributing the voter guide, during even calendar years.
- L. Meet regularly with the UniServ Director assigned in the council to coordinate political action activities.
- M. Serve on the Legislative Action Team for lobbying activities in Olympia, usually 3 to 4 times a legislative session.
- N. Communicate with locals and WEA-PAC members within the council for regional political action activities including town hall meetings, legislative contacts, and direct participation in campaign activities for recommended candidates.
- O. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- P. Other duties as assigned by the President of the Executive Board.
- Q. Other duties as identified by the WEA-Eastern UniServ Representative Council.

WEA-Eastern UniServ Council

**Education Support Professional (ESP) State Action Coordinating Team (ACT)**

**Representative**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the ESP State ACT Representative will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- B. Participate in building the Council program aimed at creating a public judgment in support of public education.
- C. Provide for the development and interpretation of Council policy.
- D. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- E. Participate in the assessment of the effectiveness of the UniServ Council program.
- F. Participate in the adoption of the final UniServ council budget to be presented at the first Representative Council meeting of the new financial year for final adoption.
- G. Represent ESP issues to the Council and communicate with ESP locals within the Council.
- H. Coordinate and participate in the annual ESP/CPEA annual conference.
- I. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- J. Other duties as assigned by the President of the Executive Board.
- K. Other duties as identified by the WEA-Eastern UniServ Representative Council.

WEA-Eastern UniServ Council  
**At-Large Representative**  
Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the At-Large Representative will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- B. Participate in building the Council program aimed at creating a public judgment in support of public education.
- C. Provide for the development and interpretation of Council policy.
- D. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- E. Participate in the assessment of the effectiveness of the UniServ Council program.
- F. Participate in the adoption of the final UniServ council budget to be presented at the first Representative Council meeting of the new financial year for final adoption.
- G. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- H. Other duties as assigned by the President of the Executive Board.
- I. Other duties as identified by the WEA-Eastern UniServ Representative Council.

WEA-Eastern UniServ Council

**WEA Board Director**

Statement of Responsibilities

Recognizing that everyone in an organization has an obligation to lead, the WEA Board Director will:

**Leadership**

- A. Mentor and counsel local presidents and officers in their leadership role.
- B. Assist in developing Council leadership training programs for local leaders.
- C. Offer assistance on issues and concerns and solicit reactions of members.
- D. Champion expanding leadership responsibility within the organization.
- E. Identify and recruit new prospective leaders.

**Managerial**

- A. Attend all Executive Board and Representative Council meetings. Contact Council President when an absence is unavoidable.
- B. Attend all WEA Board meetings or contact Council President to designate a Council Executive Board member to attend when absence is unavoidable.
- C. Provide the WEA-EW Representative council meetings with a written and/or oral report of WEA Board actions.
- D. Represent members of the Council honestly and with integrity.
- E. Participate in building the Council program aimed at creating a public judgment in support of public education.
- F. Provide for the development and interpretation of Council policy.
- G. Ensure that the Council reviews, revises and adopts annual goals and objectives.
- H. Participate in the assessment of the effectiveness of the UniServ Council program.
- I. Participate in the adoption of the final UniServ council budget to be presented at the first Representative Council meeting of the new financial year for final adoption.
- J. Serve as the officers of the WEA Representative Assembly.
- K. Represent the viewpoint of the members of the UniServ Council or program at WEA Board meetings while at the same time considering the best interest of the entire WEA.
- L. Assist locals in membership drives.
- M. Know WEA policy and be able to communicate to members and local leaders the background leading up to policy decisions as well as the interpretation of policy.
- N. Develop a leadership relationship with Council locals.
- O. Assume a leadership role by contacting the Board members in other UniServ Councils to encourage teamwork.
- P. Contact WEA headquarters for help and/or suggestions when appropriate.
- Q. Promote Student WEA and encourage student members to become involved in meetings within the UniServ Council.
- R. Schedule, organize and conduct WEA mock assemblies prior to the WEA Representative Assembly.
- S. Participate in recommending the employment of staff consistent with WEA policies and the WEA/WEASO Collective Bargaining Agreement.
- T. Other duties as assigned by the President of the Executive Board.

U. Other duties as identified by the WEA-Eastern UniServ Representative Council.



**ADDENDUM III WEA-EASTERN UNISERV VOUCHER**

See section F.6 (Fiscal) above for policy.

**2023 Voucher**

PROGRAM EXPENSE VOUCHER  
**WEA - EASTERN WASHINGTON**  
 230 E. MONTGOMERY, SPOKANE, WA 99207

PAYEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\*\*\*\*\* ITEMIZE EXPENDITURES --- ATTACH ALL RECEIPTS \*\*\*\*\*

DATE	EXPLANATION	EXPENSE CATEG.	# MILES @ .655/mile	AMOUNT
TOTAL:				

I certify that this voucher is correct and no expense has previously been paid.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

***** For Office Use Only *****	
Payment authorized by _____	
Date _____	
CHECK AMOUNT _____	CHECK DATE _____ CHECK NO. _____
POSTED _____	TO BE REIMBURSED _____

**WEA-Eastern Washington Mileage Policy** (amended by Ex. Bd. 6/18/2009)

**POLICY:** It shall be the policy of WEA-Eastern Washington to assist members attending and participating in Rep Council meetings and cluster meetings.

**PURPOSE:** The purpose of this policy shall be:

- A. To encourage locals to become involved in council governance meetings.
- B. To improve communications with our outlying locals.
- C. To increase involvement of all locals.
- D. To increase service to our member locals.
- E. To encourage other local members to become involved in our council.
- F. To encourage the development of new leadership in the locals and council.

**CONDITIONS:**

- A. Members must submit a voucher to WEA-Eastern Washington.
- B. Mileage shall be reimbursed at the rate of \$0.655/mile.
- C. Members travelling more than 20 miles (one-way) to the Council office may submit for mileage reimbursement. In addition, members travelling more than 70 miles (one way) to the Council office may submit hotel and substitute costs, with prior approval.

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**EXPENSE CATEGORIES**

**100 Building Agreement:**

- 102 Telephone
- 104 Supplies
- 105 Equipment
- 106 Computers and Software
- 107 Postage & Delivery
- 108 Printing
- 115 Fees

**200 Leadership:**

- 202 President's Travel
- 203 Executive Board Travel
- 204 Exec. Board Meetings
- 205 Rep. Council Meetings
- 206 Awards, Gifts
- 207 President's Development
- 210 President's Hospitality
- 211 WEA-RA
- 212 NEA-RA

**400 Program:**

- 401 Training
- 402 Books, publications
- 405 Bargaining/Contract
- 410 Summer U Grants
- 412 Small Local Grants to WEA-RA

**700 Public Policy:**

- 701 ACE Activity
- 702 ACE Committee Meetings
- 703 Lobbying

**800 Community Outreach:**

- 801 Outreach Grants
- 802 Lobbying
- 803 Coalitions
- 804 Council Outreach

## **ADDENDUM IV Conflict of Interest Policy**

### **Article I - Purpose**

The purpose of the conflicts of interest is to protect the Association's interest when it is contemplating entering into transaction or arrangement that might benefit the private interest of an officer or director or the staff of the Association. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable Associations.

### **Article II - Definitions**

#### A. Interested Person

Any director, principal officer, staff, or member of a committee with board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

#### B. Financial Interest

A person who has a financial interest if the person has, directly or indirectly, through business, investment, or family—

1. an ownership or investment interest in any entity with which the Association has a transaction or arrangement, or
2. a compensation arrangement with the Association or with any entity or individual with which the Association has a transaction or arrangement, or
3. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Association is negotiating a transaction or arrangement.

Compensation includes direct or indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

### **Article III - Procedures**

#### A. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest and must be given the opportunity to

disclose all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest all material facts, and after any discussions with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedure for Addressing the Conflict of Interest

1. An interested person may make a presentation at the board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.
2. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the board or committee shall determine whether the Association can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.

D. Violations of the Conflicts of Interest Policy

1. If the board or committee has a reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV - Records of Proceedings**

The minutes of the board and all committees with board-delegated powers shall contain--

- A. The names of the person who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

#### **Article V - Compensation**

- A. A voting member of the board of directors who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction included compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.

#### **Article VI - Annual Statements**

Each director, principal officer, staff and member of a committee with board delegated powers shall annually sign a statement which affirms that such person--

- A. Has received a copy of the conflicts of interest policy.
- B. Has read and understands the policy
- C. Has agreed to comply with the policy, and
- D. understands that the Association is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **Article VII - Periodic Reviews**

To ensure that the Association operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- B. Whether agreements to provide adult educational programs and agreements with other developers and adult education program providers, employees, and third party payors further the Association's charitable purposes and do not result in inurement or impermissible private benefit.

**Article VIII - Use of Outside Experts**

In conducting the periodic reviews provided for in Article VII, the Association may, but need not, use outside advisors. If outside experts are used their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

**This Conflict of Interest Policy has been adopted by resolution of the Executive Board of the Washington Education Association-Eastern Washington**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Date**

**Annual Statement**

\_\_\_\_\_  
**Name and position**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and position**

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**Date**

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**Name and position**

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