

SEATTLE SUBSTITUTE ASSOCIATION BYLAWS, May 28, 2025

We, as a professional group, serving the Seattle School District, with the intent and purpose to improve our performance, our duties, and our relationship with schools in the district and with district administration, and to develop a more productive channel of communication between Seattle School District substitutes and the Seattle Education Association, do hereby establish these bylaws:

ARTICLE I. NAME

The name of this organization shall be the Seattle Substitutes Association (SSA).

ARTICLE II. OBJECT

The Seattle Substitutes Association shall exist for the purpose of representing substitutes of the SSD through the SEA; and improving the status, welfare, and professionalism of the membership.

ARTICLE III. MEMBERSHIP

Section 1.0 TYPES

- 1.1 **Active** - shall be available to anyone who is employed by the Seattle School District, and who is on the current roster of the Seattle School District substitutes.
- 1.2 **Reserve** - shall be available to anyone described in this section who is temporarily removed from active status for the duration of the contract year.
- 1.3 **Associate** - shall be available to former members who are engaged in the educational profession.
- 1.4 **Agency shop** - shall be available to anyone who is represented by the Seattle Substitute Association who does not choose to be an active member or who has been suspended or expelled from active membership.

Section 2.0 DUES

- .1 **Active** - shall be assessed by the Seattle Education Association and must be consistent with ARTICLE III, Section 2.15 of its bylaws.
- .2 **Reserve** - same as active member.
- .3 **Associate** - None, provided the member is paying dues of the Seattle Education Association; otherwise as may be directed by the Seattle Education Association.
- .4 **Agency Shop** - shall be assessed by the Seattle Education Association and must be consistent with ARTICLE III, Section 2.23 of its bylaws.

Section 3.0 TERM

- 1.1 The membership year shall be from September first to August thirty-first inclusive.

Section 4.0 PRIVILEGES AND DUTIES

- 1.1 **Active** - shall have the privileges of voice, vote, and holding office.
- 1.2 **Reserve** - shall have the privileges of voice and vote.
- 1.3 **Associate** - shall have the privilege of voice.
- 1.4 **Agency Shop** - shall have the privilege of voice.

ARTICLE IV. ELECTED OFFICERS

Section 1.0 OFFICERS

- 1.1 The officers of the SSA, shall be President, a Vice-President, a Secretary/Treasurer, and enough at-large representatives to compose an SSA Executive Board of up to eight twelve.

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- 1.2 The SSA President and Vice-President shall serve as ex officio representatives to the Seattle Education Association's Board of Directors. Attendance at the SEA Board meetings may be rotated among the members of the SSA Executive Board, at the direction of the SSA President.
- 1.3 Each officer shall be an active member who has been actively involved with the association from the first of the membership year.

Section 2.0 TERM

- 1.1 Each officer shall serve a two-year term which will expire on the last day of the contract year, or until a successor is duly elected.
- 1.2 Each officer may serve consecutive terms.

Section 3.0 NOMINATIONS AND ELECTIONS

- 1.1 The president may appoint a nominations committee.
- 1.2 The biennial election of association officers shall be conducted in accordance with the Seattle Education Association's current guidelines and procedures.
- 1.3 Special elections may be called to fill vacancies and shall be conducted at the direction of the President of SSA, with the advice and consent of the membership. Such elections will take place at a regular general membership meeting, with the vote of a majority of those present deciding the outcome.

Section 4.0 VACANCY

- 1.1 If the office of SSA President and/or Vice President becomes vacant, an election to fill the unexpired term shall be held within sixty (60) school days within a school year from the date the vacancy was declared.
- 1.2 If the position of any other office becomes vacant the SSA President may appoint a replacement for the unexpired term, with the advice and consent of the membership at the next regular SSA membership meeting.

Section 5.0 RECALL

- 1.1 An elected officer may be removed from office for misfeasance, malfeasance, or nonfeasance by a recall election which may be initiated by the general membership at one of its regularly scheduled meetings.
- 1.2 A petition shall be presented to the membership at the next general meeting signed by ten percent (10%) of the active members explaining why the officer should be recalled.
- 1.3 A special general membership meeting for the recall election shall be called within thirty (30) days of the general meeting at which the petition was presented.
- 1.4 The SSA President shall serve as the presiding officer of all recall elections, unless the election is for the recall of the SSA President, in which case the SSA Vice-President shall serve.
- 1.5 A three-fourths (3/4) majority vote of the active members present, voting in favor, shall be required to remove an officer.

Section 6.0 DUTIES AND RESPONSIBILITIES

- 1.1 The SSA President shall be the official representative and spokesperson for the substitutes' association, preside at all general meetings of the Seattle Substitute Association; be an ex officio, non-voting member of all committees; appoint committee members; be responsible to the membership; fill all vacancies; and attend, or appoint another SSA officer to attend, all Seattle Education Association Executive Committee, Executive Board and Representative Assembly meetings. The SSA President shall

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appoint members to fulfill duties as needed. The President will call meetings of the Executive Board four times a school year, and meetings of the general membership of SSA no fewer than four times a year.
When the president cannot attend an SEA meeting such as governance or board meeting they may send the SSA VP, an SSA board member or an SSA Association Representative as a proxy in their place.

- 1.2 The Vice-President shall assume the duties of the President during his/her absence; be an ex officio, non-voting member of all committees; attend Seattle Education Association Executive Board meetings; attend Representative Assembly meetings; and assume other duties as the President may direct.
- 1.3 The SSA Secretary/Treasurer shall record and prepare the minutes of all regular meetings, account for Seattle Substitute Association finances, maintain a record of all expenditures, prepare a monthly statement, assemble and file all minutes, reports, statements, election results, and assume such duties as the President may direct.
- 1.4 Each SSA Executive Board member shall chair a committee as appointed by the SSA President, delegate committee responsibilities as needed, make appropriate written reports to the President, make recommendations; and assume such duties as the President may direct.

ARTICLE V. STANDING COMMITTEES

Section 1.0 TYPES

- 1.1 There shall be the following permanent standing committees: Program, Membership, Negotiations, Communications, Professional Development, Web updates.
- 1.2 Committee chairpersons and committee members shall be appointed by the President.
- 1.3 The President shall appoint special committees as needed.
- 1.4 Meetings shall be scheduled as needed by the chairperson, President, or a majority of committee members.

ARTICLE VI. BUILDING (FACULTY) REPRESENTATIVES

- 1.1 Seattle Substitute Association Representatives to the Seattle Education Association Representative Assembly shall be elected at the Seattle Substitute Association September and October General Membership meetings. After the October meeting, any vacant Representative positions may be filled by appointment of the President.
- 1.2 The Representatives shall serve in compliance with the Seattle Education Association Bylaws (ARTICLE VII, Section 3.0).

ARTICLE VII. SEA EXECUTIVE BOARD REPRESENTATIVES

Section 1.0 COMPOSITION, ELECTION AND DUTIES

- 1.1 The President and Vice-President of the association shall be ex officio members of the Seattle Education Association Executive Board.
- 1.2 Representatives to the SSA Executive Board shall be elected by the active association members during the Seattle Education Association spring elections.
- 1.3 Executive Board members, duties, elections and terms shall be in compliance with the Seattle Education Association's Bylaws (ARTICLE VI).

ARTICLE VIII. AMENDMENTS

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Section 1.0 AMENDMENTS

- 1.1 Amendments to these bylaws may be proposed by a two-thirds (2/3) vote of the elected officers of this association; by a two-thirds (2/3) vote of the members of a standing committee; by petition of the membership which carries the signatures of at least ten (10) members of the association; or proposed at any general meeting of the membership and voted on at the next general meeting.
- 1.2 A copy of the proposed amendment(s) shall be published in the Seattle Substitute Association's monthly newsletter at least ten (10) days prior to the time the amendment(s) is/are voted upon.
- 1.3 Proposed amendment(s) to these bylaws shall be presented at general meetings of the association as a matter of business and shall be approved by two-thirds (2/3) majority of the ballots cast.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1.0 PARLIAMENTARY AUTHORITY

- 1.1 *Roberts Rules of Order*, newly revised, shall be authority governing all matters of procedure not otherwise provided for in these bylaws or special rules of order of this association.

ARTICLE X. QUORUM

Section 1.0 QUORUM

- 1.1 A quorum shall consist of one percent (1%) of the membership present necessary to conduct business.

ARTICLE XI. BUDGET

Section 1.0 EXPENDITURES

SSA budget expenditures shall be proposed by the SSA Executive Board prior to the beginning of the SEA budget year, and presented to the SEA Budget Committee for approval. The budget shall be approved by the SEA Board of Directors and the SEA Representative Assembly as part of the SEA budget approval process.

The SSA budget proposal shall include yearly stipends for SSA officers and members of the SSA Executive Board as follows:

The president's annual stipend shall be \$2000. The vice president's annual stipend shall be \$1000. Annual stipends for other officers and board members shall be \$600. The maximum total stipend amount shall be \$6000. Should more board members be added, if necessary stipends will be reduced proportionately so the maximum stipend amount is not exceeded.

ARTICLE XI. EFFECTIVE DATE

Section 1.0 Effective date of these revised bylaws shall be May 28, 2025.