



NORTHSHORE EDUCATION ASSOCIATION



***POLICY AND PROCEDURES
MANUAL***

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This manual contains the policies and procedures adopted by the Northshore Education Association (the "Association"). It is a ready reference for Association leaders and staff as they carry out their duties on behalf of the members. By becoming familiar with these policies and procedures, leaders will be better equipped to act responsibly and can be sure that their actions are in line with the official rules and regulations of the Association. Mitigating circumstances may be considered when applying these guidelines; appeals may be made to the Association President and/or Executive Board.

Nothing in this policy and procedures manual shall supersede the Northshore Education Association Bylaws.

Policy Acknowledgment

- A copy of the Association Policy and Procedures Manual and Constitution and Bylaws will be provided to the Executive Board at the beginning of each fiscal year. All Executive Board members are required to sign the policy acknowledgement each fiscal year.

GOVERNANCE

1. President

a. Release Time for President

- i. The Association shall negotiate with the Northshore School District (the "District") for a leave of absence to provide the President full released time from their district assignment to perform the duties of NSEA President.
- ii. The Association will reimburse the District monthly for salary and benefits, such as retirement, health insurance, workers compensation, and other liabilities and payroll taxes for the NSEA President.
- iii. During the period of full time release, any personal or sick days taken by the President are required to be withdrawn from accrued personal days or sick leave with the District.

b. President's Pay

- i. The NSEA President will be paid a total of \$175,000 annually, beginning on September 1, 2023.
- ii. If the NSEA President's normal compensation from the Northshore School District is greater than \$175,000, the NSEA Executive Board will determine a higher rate of pay.
- iii. The NSEA President will receive their normal paycheck from the Northshore School District each month. In addition, they will receive a paycheck equal to 1/12 of the difference between their NSD pay and \$175,000 paid directly from the Northshore Education Association each month.
- iv. The NSEA President's pay will increase annually by whatever pay increase and COLA/IPD certificated members receive.

c. Workday and Work Year

- i. The NSEA President is expected to work 7.5 hours per day, Monday through Friday.
- ii. Additional hours before or after the normal workday and/or on the weekend are expected.
- iii. The work year for the President is 210 days a year. These days include some days after the end of the student year in June, minimal days in July, and the month of August.

2. Vice President

a. Release Time for Vice President

- i. If the NSEA President is Certificated, the Association will provide full time release to the ESP Vice President; if the NSEA President is an ESP, the Association will provide full time release to the Certificated Vice President.
- ii. The Association shall negotiate with the District for a leave of absence to provide the Vice President full released time their district assignment to perform the duties of Vice President.
- iii. The Association will reimburse the District monthly for salary and benefits, such as retirement, health insurance, workers compensation, and other liabilities and payroll taxes for the released NSEA Vice President.
- iv. During the period of full time release, any personal or sick days taken by the released Vice President are required to be withdrawn from accrued personal days or sick leave with the District.

b. Pay for Vice President on Full Time Release

- i. The Vice President on full time release, either certificated or ESP, will be paid a total of \$150,000 annually, beginning on September 1, 2022.
- ii. If the Vice President on full time release's normal compensation from the Northshore School District is greater than \$150,000, the NSEA Executive Board will determine a higher rate of pay.
- iii. The Vice President on full time release will receive their normal paycheck from the Northshore School District each month. In addition, they will receive a paycheck equal to 1/12 of the difference between their NSD pay and \$150,000 paid directly from the Northshore Education Association each month.
- iv. The Vice President on full time release's pay will increase annually by whatever pay increase and COLA/IPD certificated members receive.

c. Workday and Work Year

- i. The Vice President on full time release is expected to work 7.5 hours per day, Monday through Friday.
- ii. Additional hours before or after the normal workday and/or on the weekend are expected.
- iii. The work year for the Vice President on full time release is 210 days a year. These days include some days after the end of the student year in June, minimal days in July, and the month of August.

d. Vice President not on Full Time Release

- i. The Vice President not on full time release receive an annual stipend of \$1,500.

3. Secretary/Treasurer

- a. The NSEA Secretary/Treasurer receives an annual stipend of \$1,500.

4. Executive Board

- a. Members of the NSEA Executive Board receive an annual stipend of \$1,000.
- b. The Executive Board will meet monthly during the school year. Special Executive Board meetings may be necessary and may be called by the NSEA President or Vice President on full time release. An all day Executive Board retreat will be held in August, prior to the start of the school year.
- c. The Executive Board preforms all duties outlined in the NSEA Bylaws.
- d. Dispute Resolution

- i. Executive Assistant Dispute: When a misinterpretation or misapplication of this agreement occurs or when there is an action or lack of action that the Executive Assistant believes to be unjust, they should make every attempt to discuss and resolve the dispute with the President. If the Executive Assistant and the President are unable to resolve the dispute, the Executive Assistant shall have the right to a hearing before the Executive Board. This Executive Board meeting shall be chaired by the Vice President. The President and Executive Board shall then attempt to resolve the dispute within two (2) weeks.
- ii. Member Dispute: The Executive Board will review formal complaints related to violation of a member's due process rights made against any Association officer or member in relation to their work for the Association. The member bringing forward the complaint shall have the right to a hearing before the Executive Board. This Executive Board meeting will be chaired by an officer not named in the complaint. The Executive Board shall recommend a course of action to resolve the dispute within two (2) weeks.

5. Representative Council

- a. Each work site is entitled to have 1 Building Rep for every 15 NSEA members (certificated and ESP), rounded up.
- b. When possible, work sites should have at least 1 Certificated Building Rep and 1 ESP Building Rep.
- c. While NSEA encourages work sites to vote on their Building Representatives, members determine how Building Rep selection occurs at their work site.
- d. NSEA Building Representatives who are eligible will receive a dues reduction equal to the Certificated NSEA dues. This dues reduction will be sent from NSEA to eligible representatives at the end of the school year.
- e. To be eligible for a local dues reduction, Building Reps must attest that the following requirements have been met:
 - i. The Building Rep must personally attend 80% of the Representative Council meetings that school year;
 - ii. The work site must be represented at 90% of the Representative Council meetings that school year;
 - iii. The Building Rep communicated to dues-paying members through regular work site-based 10-minute meetings.
- f. Representative Council meetings will be held monthly throughout the school year. Additional special Rep Council meetings may occur.
- g. Annual Building Representative training will be held at the start of the school year.
- h. The Representative Council preforms all duties outlined in the NSEA Bylaws.

FISCAL MANAGEMENT

1. Bank Accounts

- All Association bank accounts, savings, and investments (i.e. CDs) will be held in federally insured institutions (FDIC, NCUEA, etc.).
- The President, Secretary/Treasurer, and Executive Assistant are authorized to sign on all bank accounts, to sign other official documents, and to execute loans on behalf of the Association. One (1) signature is required on all checks and accounts. Other officers,

members, staff, and/or appointed chairpersons are prohibited from establishing or maintaining separate bank accounts, obtaining loans, and/or conducting any other acts for the purpose of conducting Association business.

2. Budget

- The Association shall maintain a budget reserve for emergencies and/or cash flow.
- The budget shall be based on the concept of planned expenditures plus a goal of a one percent (1%) contingency whenever possible. The contingency of one percent (1%) shall be utilized for unexpected or unanticipated expenses during the current fiscal year.
- Following adoption of the budget, leaders and/or staff may request a transfer of funds (budget transfer) subject to the following approvals:
 - The Executive Board must approve such requests that exceed \$500.
 - The Association President may approve such requests that are lower than \$500.
- The Executive Board will determine how any net income revenue is used at the end of each fiscal year.

3. Expenses and Vouchers

- Individuals traveling or incurring reasonable expenses related to Association business shall be reimbursed for such expenses. Individuals are expected to exercise the same care in incurring expenses that a discreet person would exercise when incurring personal expenses.
- Authority to incur expenses chargeable to the Association shall be approved in advance by the Executive Board or the President. Such approval shall be within the budgetary limitations of the current fiscal year and within the limits of these policies.
- All expenses must be submitted on an Association voucher form and must include receipts for all expenses and the claimant's signature. A mileage log must accompany a voucher or be written directly on the voucher to receive payment.
- All expenses must be submitted within the fiscal year they were incurred. No requests will be accepted after September 20 for the previous fiscal year.
- Reimbursement requests will be verified by the Executive Assistant and President for accuracy and approval before payment is processed.
- Any disputes regarding reimbursement will be taken to the Executive Board for a final decision.

4. Travel, Lodging, and Association Leave

- Members are expected to travel to Association covered events via the least costly mode of transportation. If a costlier mode of transportation is chosen for personal reasons, the least costly amount will be paid and the member will be responsible for the difference.
- Mileage will be paid at the IRS rate. Carpooling is required when possible for mileage reimbursement.
- Officers and employees who receive mileage reimbursement will not be paid for travel from their home to the NSEA Office.
- Lodging for members needing accommodations for association events will be based on double occupancy whenever possible. If a member requests a single room; the member will be responsible for the cost difference.
- The Executive Assistant will monitor all Association Leave and reconcile with the District substitute invoices.

5. Meals and Alcohol

- The Association will reimburse Officers and staff for meal expenses for meetings and other Association business.
- Members will be reimbursed at the IRS per diem rate for meals and incidentals while traveling for Association business. As such they will not be required to submit receipts for such expenditures.
- Individual meals will only be reimbursed when group meals are NOT provided for an event.
- NSEA may purchase alcohol as gifts (i.e., bottle of champagne for retirees) and as refreshment at NSEA organizational functions (i.e., WEA-RA, NEA-RA) provided it is limited and consumed legally.

6. Technology

- Equipment purchased by the Association is the property of the Association and should be returned when it is no longer in use for Association business. Reasonable precautions and security should be taken to protect Association property.
- Equipment is to be used only by the person it is issued to and/or by others who are performing Association business.
- Old equipment must be returned to the Executive Assistant. The Executive Assistant will take proper precautions to make sure no Association information is left on old equipment before it is recycled or sold.

7. Stipends

- All stipends are subject to the financial health of the Association.
- All stipends will be subject to annual review by the President and Executive Assistant.
- All stipends will be clearly documented for the coming year, and be a part of the budget approval process.
- Officers on full time release shall not receive additional stipends.
- Officers not on full time release shall receive an annual stipend of \$1,500.
- Executive Board members shall receive an annual stipend of \$1,000.
- Certificated and ESP members who serve on the respective Association and Administration Leadership Team shall receive an annual stipend of \$500.
- Certificated and ESP members who serve on the NSEA Equity Committee shall receive an annual stipend of \$500.
- Certificated and ESP members who serve as Bargaining Committee members shall receive a stipend of \$1,000 in years when there is an active bargain. If the bargain is not completed by the end of the school year, Bargaining Team members will receive an additional stipend of \$500.
- The annual Building Representative stipend shall be equal to the local certificated dues amount for both certificated and ESP Building Representatives. This stipend requires that the building is represented at 90% of the Representative Council meetings and that the individual representative is present at 80% of the Representative Council meetings. The President has the authority to approve Building Representative stipends on a case-by-case basis if this attendance requirement is not met.
- Additional stipends not listed above shall be approved by the President and Executive Board.
- Stipends will be paid by June 30 whenever possible.

8. Release Time for Association Work

- To obtain release time for an Association activity, the member must seek prior approval from the President, Released Vice President, or the UniServ Director.
- The activity must be clearly identified so it can be encumbered and charged to the appropriate account.

9. Association Presenters at Association Workshops and Events

- At workshops/events that are solely sponsored by the Association and that occur outside of the regular workday, presenters who are NSEA members shall receive from the Association:
 - Up to 1 full day of release time as needed to prepare for the workshop/event;
 - Vouchers for mileage, meals, and/or necessary daycare;
 - Access to Association copy machines to reproduce materials;
 - Access to supplies and technology that may be used in the presentation.

10. Memorial/Sunshine Funds

- In the event of the death of an active certificated member of the Northshore Education Association, the NSEA Executive Board may make a donation equal to one full year of local dues to the deceased member's memorial fund or charity of the family's choice.
- In the event of the death of an active ESP member of the Northshore Education Association, the NSEA Executive Board may make a donation equal to one full year of certificated local dues to the deceased member's memorial fund or charity of the family's choice.

11. Credit Cards

- A credit card will be available for use by the Association President and Executive Assistant.
- All credit card receipts will be accompanied with detailed documentation of the charges.
- The Executive Assistant will reconcile the monthly statements, attaching all receipts and coding the expenses.
- In the event of numerous unexplained charges, the Executive Board can choose to cancel the credit card.

12. Loans

- Association dues will NOT be used for loans to members under any circumstance.

13. Audit

- An independent CPA will audit the financial records of the Association annually. The NSEA Budget Committee will be provided with a copy of the complete audit upon completion.

14. Union Goods

- The Association will purchase union goods and services whenever feasible.

15. Gift Acceptance

- The Association cannot accept any gifts, either monetary or physical items, from any entity or individual that could impact the Association's non-profit status.

16. Conflict of Interest

- The Association has adopted a Conflict of Interest Policy. (See Addendum I) The Executive Board will annually review and recommit to this policy at the first board meeting of each year.

GENERAL

1. Document Retention

- The Association has adopted WEA's Document Retention Policy. (See Addendum II)

2. Communications

- The President will make every effort to communicate with the Association membership through regular meetings, printed newsletters, social media, blog/website, and/or via personal email notifications as necessary.
- During negotiations/bargaining, the President will determine the best, most efficient, and confidential method of communicating with the membership.
- The Association has use of Constant Contact through the Council. The President(s) must approve messages/publications being sent to the membership through that system or by other means.
- The Association's online presence (website, blog, facebook, twitter, etc.) shall be maintained only by the Executive Assistant, President, or President's designee.

3. Whistleblower

- The whistleblower policy is addressed to officers, Executive Board, Building Representatives, members, and employee(s).
- The Association is committed to lawful and ethical behavior in all its activities and requires the members referenced above to conduct themselves in a manner that complies with all applicable laws and regulations. If at any time a concern exists regarding the propriety or legality of any action contemplated to be taken or that has been taken by any association officer, Executive Board member, Building Representative, or employee, as the action relates to Association activities, or if an action needs to be taken in order for the Association to be in compliance with law or appropriate ethical standards, you can address the issue directly by going to the President or to the next level of management (Council or WEA President) as needed until matters are satisfactorily resolved.
- Alternatively, if you are not comfortable speaking to a member of governance or do not feel your issue has been properly addressed, you may contact the Chief Human Resources Officer, General Counsel, or the Chief Executive Director at WEA.
- Those who report illegal or improper activity will be protected. Efforts will be made to treat a report of unethical or illegal conduct as confidential, consistent with the need to investigate and prevent or correct the action. The individual making the report will not be discharged, threatened, harassed, or discriminated against for reporting in good faith what they perceive to be wrongdoing, violations of law, or unethical conduct.

4. NSEA Committees

- NSEA committee members are selected by the President with the approval of the Executive Board and Representative Council.
- NSEA members on joint NSEA/NSD committees are decided upon by the President and a district administration representative and are approved by the NSEA Executive Board and Representative Council.

- NSEA committee members must be members in good standing.
- Prior to the committee beginning their work, a meeting will be held with NSEA committee members and NSEA leadership.
- A member of the NSEA Executive Board will be assigned as a liaison between the Executive Board and the committee. Needs and questions of the committee should be directed to the Executive Board liaison.
- NSEA committee members shall:
 - i. Seek input from members when necessary.
 - ii. Inform NSEA leadership of committee plans, progress, decisions, etc.

5. Tentative Agreement Ratification

- Upon completion of bargaining, the NSEA Bargaining Committee shall present its Tentative Agreement(s) and recommendations to the NSEA Executive Board.
- The NSEA Executive Board shall recommend action regarding the Tentative Agreement(s) to the membership at the NSEA General Membership Meeting/Ratification Meeting.
- The ratification vote shall be conducted so that each separate bargaining unit votes on its individual contract.

6. Ratification of Memoranda/Letters of Understanding During the Life of the Contract

- Memoranda/Letters of Understanding are substantive changes to the provisions of the Collective Bargaining Agreements.
- All memoranda/letters of understanding shall be presented to the NSEA Executive Board for their review and approval.

7. Policy and Procedures Manual Amendments

- The President, Secretary/Treasurer, and Executive Assistant are authorized to make non-substantive housekeeping changes, reorganize, and/or rearrange the Policy and Procedures Manual as needed.
- The Policy and Procedures Manual may only be amended by the Executive Board. A majority vote of those present and voting at a regularly scheduled Executive Board meeting is required.

ELECTION POLICY

1. The Association has adopted an Election Policy. See Addendum III

Addendum I

Conflict of Interest Policy

a. Purpose

Staff, governance and board members of Northshore Education Association (the “Association”) have an obligation to carry out their Association responsibilities in a manner that is consistent with the stated purpose of the Association, and to take no action in the course of their involvement with the Association that could be detrimental to the Association’s stated purpose. The purpose of this conflict of interest policy is to protect the Association’s interests in dealings with staff, governance or board members in transactions or other situations that might adversely affect the Association. Definitions for terms used in this document are contained at the end of the document.

b. Guidelines to Evaluate Conflicts and Potential Conflicts

The types of conflicts which could confront the Association may include difficult and ambiguous issues. While not all-inclusive, the following situations are where conflicts might arise, or give the appearance of conflict. In order to help those involved with Association activities understand and evaluate actual and potential conflicts, as well as situations that give rise to the appearance of a conflict, it is required that the covered person involved with the conflict and the Association’s Executive Board answer the following questions. The Executive Board, in reviewing whether to determine how to proceed with an actual or a perceived conflict, will use the answers to these questions in making their decision. If a particular scenario is not addressed, the Executive Board may consult with the Association’s legal counsel and/or its outside auditors, for assistance in analyzing relevant factors.

(1) Hiring individuals who are close relatives of a covered person

- (a) Is this job integral to the success of the Association?
- (b) Have all Association policies and procedures relevant to employment been followed?
- (c) Can this position be structured so that the covered person has no supervisory responsibilities with respect to the close relative without disrupting the Association’s business practices?
- (d) Will the covered person play any role in the hiring process?
- (e) Does this close relative have a unique expertise such that the service cannot be obtained elsewhere?
- (f) What are the alternatives if the close relative is not employed by the Association?
- (g) Has the Association weighed the benefits and risks of hiring the close relative?
- (h) How will this appear in the eyes of the public when tested against the value of “integrity beyond reproach?”

(2) Contracting for products or services with a covered person

- (a) Is this product or service integral to the success of the Association?
- (b) Has the Association taken appropriate measures to ensure that the Association obtains the best market price for the product or services?
- (c) Has the Association received independent verification of the quality of service or products being acquired or provided by the covered person?
- (d) Will the management of the delivery of the service or product within the Association be done by someone other than the covered person or other than someone who is supervised by the covered person?

- (e) How will this appear in the eyes of the public when tested against the value of “integrity beyond reproach”?

(3) Other considerations

- (a) In evaluating conflict situations to determine an appropriate course of action, the Association will be guided by the following criteria and considerations:

- i. compliance with the letter and the spirit of all applicable laws relevant to all parties to the transaction;
- ii. adherence to Association policies and procedures;
- iii. ability to act within the scope of the Association’s values, such as “integrity beyond reproach”;
- iv. transparency;
- v. financial or other benefit to the Association;
- vi. nature and extent of risk to the Association;
- vii. availability of other alternatives;
- viii. ability to mitigate risks to the Association; and
- ix. financial or other benefits to the covered person.

- (b) Since outside interactions carry with them an increased potential for conflicts of interest, it is important to understand the following points:

- i. many conflicts that are properly disclosed can be adequately managed without detriment to the reputation, integrity, or position of the Association and the covered person;
- ii. in most cases, problems associated with actual or perceived conflicts of interest or commitment do not arise from the conflicts *per se*, but rather are the result of a failure to openly acknowledge and actively manage them;
- iii. it is important to outline the process for identifying, assessing, and managing these potential conflicts to assure that both the integrity of the Association and the activities of its staff and board members are protected.

c. Guidelines for Addressing Potential Conflicts of Interest

Determination Procedures – The Executive Board, in reviewing whether to proceed with investigating an actual or a perceived conflict, will request that a covered person involved in an actual or perceived conflict make a presentation at an Executive Board meeting. After disclosure of the material facts and follow up discussions with the covered person, the Executive Board will meet, without the inclusion of the covered person, to discuss and vote on whether a conflict of interest exists.

(1) Resolution Procedures

- (a) If the Executive Board determines that a conflict of interest exists, the covered person may make an additional presentation of the facts and circumstances regarding the actual or proposed transaction or arrangement to the Executive Board.
- (b) The President of the Executive Board shall appoint an Executive Board member to investigate alternatives to the actual or proposed transaction or arrangement.
- (c) After exercising due diligence, the Executive Board shall determine whether the conflict can be eliminated by the Association obtaining a comparable result for the transaction or arrangement with a person or entity that would not give rise to a conflict of interest.
- (d) If a comparable transaction or arrangement is not reasonably attainable from a person or entity that would not give rise to a conflict of interest, the committee should review

the situation utilizing the guidelines for evaluation as described in Provision 2 of this policy.

- (e) Upon review of the situation, the Executive Board shall determine by a two-thirds (2/3) majority vote of Executive Board members present whether the transaction or arrangement is in the Association's best interest and for its own benefit and whether the transaction is fair and reasonable to the Association. The covered person shall be excluded from any vote relating to the proceedings.

(2) Procedures for Committee Identified Violations

- (a) If the Executive Board becomes aware of an instance or has reasonable cause to believe that a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and require the covered person to provide details of and explain the alleged conflict of interest and the related failure to disclose the conflict.
- (b) Upon review of the situation and response by the covered person, the Executive Board shall determine if further investigation is warranted given the circumstances. If upon further review of the situation, the Executive Board determines that the covered person has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

(3) Procedures for Documenting the Proceedings

The minutes of the Executive Board proceedings shall contain all relevant facts to the situation, including:

- (a) actions taken by the Executive Board to determine whether a conflict of interest was present;
- (b) the Executive Board's determination as to whether a conflict of interest in fact existed;
- (c) alternative transactions or arrangements presented to the committee;
- (d) the content of the Executive Board's discussion relating to the guidelines for evaluation as described in Provision 2 of this policy; and
- (e) the outcome of the Executive Board's vote.

d. Disclose Responsibility

In connection with any actual or perceived conflict of interest, or in consideration of any proposed arrangement or transaction, a covered person must disclose the existence and nature of his or her own conflict of interest and must disclose all material facts to the Executive Board for consideration.

e. Other Matters

- (1) Compensation Related Voting Abstentions In order to prevent an actual or perceived conflict of interest, a voting member of the Executive Board who receives compensation, directly or indirectly, from the Association is precluded from voting on matters pertaining to his or her compensation.
- (2) Period Acknowledgement by Covered Person
 - (a) Each covered person shall sign an acknowledgement statement at intervals that insures the covered person is at all times aware of the policy. The acknowledgement statement will affirm that he or she:
 - i. has received a copy of the conflict of interest policy;

- ii. has read and understands the policy;
- iii. has agreed to comply with the policy; and
- iv. understands that the Association is a not-for-profit organization and that in order to maintain its federal tax exemption it must engage in activities that accomplish its tax-exempt purpose.

(b) All new employees and board members shall review the policy and complete the acknowledgement statement within 30 days of employment or board election.

f. Definitions

- (1) Conflict of Interest: A conflict of interest exists when a covered person (as defined below) proposes to act on any issue, matter, or transaction in which the Association has an interest, and the covered person may have an interest separate from the Association. A conflict of interest also exists in situations in which there is an appearance that a covered person is acting in his or her own interest rather than in the best interests of the Association, has the ability to exercise undue influence over Association decisions, or is receiving favorable treatment by the Association because of his or her status as a covered person.
- (2) Covered Person: A covered person refers to all staff, governance, Executive Board members, Representative Council members, members of committees with board-delegated power, and, as defined below, close relatives.
- (3) Close Relative: Close relatives are a spouse, child (natural or adopted), parent and step-parent, in-laws (father, mother, brother and sister in-laws), grandchild, grandparent, brother or sister of a covered person, and any person with whom a covered person shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent upon the covered person.
- (4) Related Organization: "Organization" includes a corporation, partnership, trust, estate, joint venture, and unincorporated affiliation of any kind as well as public boards and commissions and not-for-profit organizations. A related organization is any organization in which a covered person directly or indirectly:
 - (a) owns or controls 5% or more of any voting security; or
 - (b) is a director, executive officer, executor, administrator, trustee, beneficiary, controlling partner, or otherwise serves in a fiduciary capacity or holds a substantial beneficial interest; or
 - (c) has legal or de facto power to control the election of a majority of directors; or
 - (d) has legal or de facto power to exercise a controlling influence over the organization's management or policies.

Adopted by NSEA Exec Board August 18, 2009.

Addendum II

Document Retention Policy

To illustrate why WEA needs a document retention policy, take the bus ride to Olympia on January 14 for example. An email is sent to 175 different inboxes inquiring whether the employee is taking the WEA bus to Olympia, and now resides in the sent mail box.

In response to the email, 90 individuals respond directly and 85 individuals respond to everyone on the email list. In addition to the original email, the responses are in the sent mail box of each sender, as well as the mail box of each individual the response was sent to.

If a subpoena is issued for all correspondence concerning the WEA bus trip, there is now a potential for 15,316 records. All of this means \$15,316 in costs for copying to having an attorney review each document at \$1 per record.

In light of examples like the foregoing, WEA has adopted the policy of “No Keepum Crapus”. This loosely Latin phrase translates into strict monitoring and destruction of useless records. All records that WEA keeps can be classified into three categories: institutional, limited value, and “crapus”.

- **Institutional documents** are documents that you will need to use over and over again and should be retained indefinitely. Or documents that have information that may have to be resorted to in the future. Examples of institutional documents are meeting minutes, arbitration documents, bargaining history documents, and any necessary training documents. Meeting minutes should be short, only describe actions taken. And there should be only one official copy.
- **Limited documents** are legal documents with limited value. They are usually associated with a statute of limitation or a membership status of an individual. Examples are contracts, leases, bills, warranties, and member records. Once a member quits, retires, or the statute of limitations has expired for duty of fair representation, the records can be destroyed.
- **“Crapus”** is useless information. It should be disposed of immediately. Computers are a major generator of crapus. While disposing of documents, don’t forget your computer. Attention must be paid to inboxes, sent mail boxes and deleted email folders.

If you’re having difficulty deciding what to do with a document(s), ask yourself which category they fall into: institutional, limited, or “crapus”. The attached policy and schedule will help you in determining document retention for most limited documents.

Sound business practice dictates that organizations maintain a document retention and destruction policy to manage and control the flow of WEA documents. For purposes of this policy, the term “document” includes, but is not limited to, written and electronic materials, and all iterations thereof.

Said documents are created by WEA employees/members in the course of their employment or otherwise carrying out their duties are the property of WEA. Upon termination from employment or duties, each employee/member is responsible for returning to the WEA all documents in the

employee's/member's possession. Under no circumstances are documents to be retained by those leaving WEA's employ or terminating duties, except upon express written permission from WEA's Executive Director or designee.

Each Policy Center shall designate one person responsible for management of documents generated by that Center. That person shall be responsible for ensuring that such documents are retained or destroyed in accordance with the attached schedule.

Similarly, whenever a committee, work group, task force, or other such body is created, one person shall be assigned the responsibility of document management. The document manager shall be responsible for:

- Retaining one copy of all agendas and minutes, as approved;
- Maintaining a record of the recipients of all documents;
- Ensuring that as drafts of any document are developed, all earlier drafts are destroyed, and purged from computers, provided, however, that the document manager may retain one copy of each draft for reference;
- Retaining one copy of the document, once finalized, marked "final" and dated, and destroying all earlier drafts.

All draft copies of documents must be accounted for and destroyed before the committee, work group, task force or other such body dissolves or undertakes a new project.

All WEA employees/members who have custody of documents and records shall retain or destroy such documents pursuant to the attached schedule. It is imperative that at least twice a year, all files, both paper and electronic, be reviewed to determine whether documents being currently retained should be destroyed in accordance with the attached schedule.

RECORD RETENTION AND DESTRUCTION SCHEDULE

All Documents Must Be Destroyed at End of Retention Period

RECORD	DESTRUCTION DATE
Accident reports and claims (Settled Cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Agency Fee Documents	7 years
Audit Reports – (external)	Permanently
Audit Reports – (internal)	7 years
Bank reconciliations	1 year
Bylaw and charter	Permanently
Calendars of employees who lobby, work with WEA-PAC or work re political contributions	5 years
Campaign or Political Records	5 years
Cash books	Permanently
Charts of accounts	Permanently
Checks – cancelled (except as noted below)	7 years
Checks – cancelled for important payments, i.e., taxes, purchases, etc. (checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Contracts and leases (expired)	7 years
Correspondence (routine) with customers or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation scheduled	Permanently
Duplicated deposit slips	1 year
Employee personnel records (after termination)	Permanently
Employment applications	3 years
Employee tax records (withheld income taxes, FICA, unemployment, etc.)	7 years
Expense analysis and expense distribution schedules	7 years
Financial statements (end-of-year trial balances)	Permanently
General ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records (current accident reports, claims, policies, etc.)	Permanently
Internal reports (miscellaneous)	3 years
Invoices to customers	7 years
Invoices from vendors	7 years
Minutes of meetings	Permanently
Notes receivable ledgers and schedules	7 years
Payroll records and summaries, including payments to pensioners	7 years

RECORD	DESTRUCTION DATE
Petty cash vouchers	3 years
Physical inventory tags	3 years
Property appraisals by outside appraiser	Permanently
Property records – including cost, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Purchase orders	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Time sheets/Activity reports	7 years
Trademark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel expenses)	7 years
ESP Professional Development Fund paperwork	7 years
ESP Scholarship Fund paperwork	7 years

Addendum III Elections Policy

See NORTSHORE EDUCATION ASSOCIATION BYLAWS
ARTICLE VI., *NOMINATIONS, ELECTIONS & RECALL*

NSEA has adopted the following ELECTION POLICY for NSEA officers, at-large representatives to the Executive Board, Contract Maintenance Commission, Cascade UniServ Council Representatives, WEA Representative Assembly delegates and NEA Representative Assembly delegates.

DEFINITION OF TERMS

- **Majority:** simple majority
- **Ballot:** form (paper or electronic) that has a list of offices and candidates to be voted on
- **Legal ballot:** one that fulfills the following requirements:
 - has a verifiable signature (if paper) on envelope
 - is cast by an active member of NSEA
 - was received by the Elections Committee at or before the poll closing time
- **Invalid ballot:** (affects ALL votes on the ballot for ALL offices or candidates)
 - an otherwise legal ballot that did not arrive in time to be counted
 - an otherwise legal ballot security envelope that has no voting form inside it
 - an otherwise legal ballot with a blank voting form—no legal candidates were chosen or written in
- **Invalid vote:** (affects ONLY the vote for a SPECIFIC office or candidate)
 - a write-in candidate who is ineligible for office (not an active member of NSEA)
 - a vote for more than one candidate for an office. Erasures, cross-outs, use of white-out will be reviewed individually by Election Committee members during the voting process. They are not to be reviewed as a group after all other votes are tallied.
- **Valid vote:**
 - A single vote for a specific legal candidate
 - Must be on a legal ballot

1. NOMINATIONS

Candidate nominations may be made by any NSEA member in good standing, including the nominee. All nominees must be NSEA members in good standing. Nominations may be made on the floor of the Representative Council or delivered to the NSEA office in writing within the timelines provided. Written nominations received by the NSEA office will be marked as to the date and time received.

2. ASSISTANCE TO CANDIDATE

- a. Candidates for president, vice president, secretary/treasurer may:

use Association materials and equipment to make print ready mock ups for two (2) 8-1/2" by 11", single side campaign flyers each,

- b. Candidates for representatives to the Executive Board may:

use Association materials and equipment to make a print ready mock up for one (1) 8-1/2" by 11", single side campaign flyer,

- c. NSEA will reproduce copies of the above materials and mark them official campaign materials.
- d. Official campaign materials will be delivered to Building Representatives for further distribution.

3. CAMPAIGN PERIOD

Candidate in-building visits will cease at 6:00 p.m., the night preceding the first day of balloting as described in #13.

4. BUILDING POLICY

Each building shall follow election policies established by the NSEA elections committee.

5. VOTING REQUIREMENTS

Candidates for office are elected when they receive a majority of the valid votes cast for that office. In those cases where a majority vote is not received by any of the candidates, a special election shall be called for the two candidates receiving the highest number of votes for the desired position.

6. CANDIDATE STATEMENTS

All candidates for office are entitled to submit a candidate statement. NSEA will share all candidate statements with members prior to the election. Candidate statements shall be 200 words or less.

6. NEA AND WEA DELEGATE ELECTIONS

- a. NEA delegates and WEA delegates will be elected At Large. Candidates receiving the most votes for the positions available will be elected. A position(s) will be guaranteed for ethnic minority representation to the WEA Representative Assembly/NEA Representative Assembly according to WEA/NEA requirements.
- b. For NEA and WEA delegate elections: an election by secret ballot may be waived and the candidate(s) declared elected of, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled.

7. BALLOTS

- a. The Chair of the Elections Committee will use a random method of selection to determine the order candidates will be listed.
- b. If voting is not held electronically, absentee ballots shall be prepared and made available at the NSEA office three (3) days prior to the election.
- c. Candidates on the ballot cannot be involved in distribution or collection of the ballots.
- d. No write in candidates will be accepted or considered on ballots.
- e. Positions with only one candidate will appear on the ballot.
- f. Positions with no candidates will not appear on the ballot.

8. COUNTING OF BALLOTS

The Elections Committee will be solely responsible for this process. Each candidate may observe and/or select a representative to observe, however neither candidates nor observers may tally ballots or results during the counting process. In the event that an election committee member is also a candidate alternative volunteer counters will be selected. The Elections Committee will determine the legality of ballots as per NSEA's parliamentary authority (Sturgis) and provide an Elections Report as delineated.

9. BALLOT COUNTING PROCEDURES

- a. Designated ballot counters and one (1) observer per candidate will be sequestered.

- b. ballots will be delivered to the Association Administrative Assistant to be delivered to the designated ballot counters.
- c. Elections Committee members may designate additional Association members to help count ballot returns, with approval of the Elections Chair.
- d. If voting is done on-line, the on-line service will count the ballots.

Example of ballot counting (based on Sturgis)

Number of eligible voters	2000	
Number of ballots received	1800	In envelopes
Legal ballots cast	1700	
Illegal ballots	100	No signature, blank or missing ballot
Legal votes cast for dogcatcher	1585	Some voters chose not to select a dogcatcher
Votes needed to elect	794	50% + 1
Candidate A	845	
Candidate B	730	
Write-ins	4, 3, 3	Pluto, Fang, Marmaduke
Legal votes cast for queen of universe	800	Why wouldn't you vote for a Queen?
Votes needed to elect	401	50% + 1
Candidate A	201	
Candidate B	590	
Write-ins	6, 2, 1	Gail, Sno, Cindy

10. ELECTION REPORTS

The Elections Committee shall be responsible for preparing a written Election Report, which is to contain the following:

- a. an accounting of all ballots cast, both legal and illegal, per building and in total,
- b. the number of votes received by each candidate and the number of write-in votes for any qualified member candidates,
- c. signatures of all members of the Elections Committee involved in tallying the results,
- d. determination as to whether runoff elections are needed.

The Elections Committee shall report on the preliminary results of the election to the NSEA President on the night of the ballot counting. If the office of President is being voted on, then the Elections Committee shall report to the next senior officer or Executive Board member.

The report will be presented to the NSEA president for subsequent preparation for the Representative Council. The Election Report shall be given to the Representative Council by the Elections Committee chair or his/her designee. Elected candidates will be announced and confirmation will be sought from the Representative Council in addition to any other necessary actions.

If voting electronically, the voting company will prepare an election report showing the number of votes for each position. This report will be reviewed and approved by the Representative Council.

11. COMMUNICATION OF VOTING RESULTS

The Elections Chair or NSEA Executive Assistant will contact all candidates via email after the election closes and ballots have been counted to inform them of the election results. NSEA will notify all members of the election results on the workday following the counting of all ballots.

12. CHALLENGES

Any challenge to the election being conducted shall be made to the Elections Committee who will review the matter and make a recommendation to the Representative Council for a final decision. The Elections Committee chair shall mediate any procedural questions.

13. PROXY VOTES

No proxies are allowed. NSEA members must be present during the time of balloting within each building or at the NSEA office in order to vote.

14. ELECTION DAYS

Elections will take place on the days specified and approved by the Representative Council.

If ballots are not done electronically: variance from these days may subject a building count to a challenge of election impropriety. Ballots must be received by the Elections Committee by 6:30 pm, of the last day of the election. Persons delivering the ballots are expected to depart the building in sufficient time to meet this time. No exceptions allowed.

If ballots are done electronically, then the election will close at 5:00 p.m. on the 3rd day of voting.

15. SIGNING OF BALLOTS

- a. A completed ballot must include:
 - Appropriately filled-out voting ballot
 - Ballot folded neatly and placed inside “secrecy” envelope
 - “Secrecy” envelope may be sealed and may placed inside “personalized” envelope (the one with member’s name on it), but is not required.
 - Personalized envelope must be sealed and signed before it is placed in the secured ballot-collection device labeled with the school/site’s name
 - Unsigned personalized envelopes will be deemed invalid.
- b. If voting is done electronically, there will be no signing of ballots.

15. OTHER SITUATIONS

- a. Other situations not covered by these rules, Bylaws, law, election timelines, will be governed by the current edition of Sturgis Standard Code of Parliamentary Procedure.
- b. At any time when the Association President is in a contested race, the Election Committee Chair will, if necessary, use the senior elected member of the NSEA Executive Board, not in a contested race, as contact with that board regarding any administrative matters during balloting. (5/11/92)

Election Policy

Adopted by the NSEA Representative Council: *March 22, 1993*

Amended by the NSEA Representative Council: *May 16, 1994, June 10, 1996, April, 2002, April, 2009, January 11, 2010*

Added to the NSEA Policy and Procedures Manual as approved by the NSEA Executive Board: *September 11, 2017*