

LONGVIEW EDUCATION ASSOCIATION BY-LAWS

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ARTICLE I – MISSION STATEMENT

The Longview Education Association is a community of professionals creating the best environment for learning and teaching. The purpose of the LEA shall be to represent all members in bargaining, grievances, and in all matters relating to the wages, hours, terms and conditions of employment with the Longview School District. In addition, we ascribe to the mission of the Washington Education Association, to advance the professional interests of its members in order to make public education the best it can be for students, staff and communities. Our goal is to build confidence in public education and increase support for Washington public schools.

ARTICLE II – MEMBERSHIP

- Section 1. Enrollment blanks embodying the unified plan of membership shall be furnished by the State Association.
- Section 2. There shall be the following classes of membership in the LEA:
- (A) **Active Membership** shall be open to any member of the LEA Bargaining Unit engaged in the profession of teaching, or in other education work, who is employed by the Longview School District in a nonsupervisory position which requires that person to hold, or shall be eligible to hold, a baccalaureate degree, higher degree, or a Washington State Certificate (where required)¹ and to any officer of the Association.
 - (B) **LEA - Retired Membership** shall be limited to any person who is a member of WEA-Retired or has held active membership in any NEA-affiliated education association, and is an annuitant of a public education employees' retirement system; however, no person who has served as a school administrator may be a member of LEA-Retired unless such person was an active LEA member who was not employed as an administrator at the time of retirement.
 - (C) **Associate Membership**² shall be limited to any person not eligible for other classes of membership.
 - (D) **Staff Membership** shall be open to any person employed by the Association.
 - (E) **Reserve Membership**³ shall be limited to any person who is otherwise eligible of active membership but is on limited leave of absence from professional educational work. Reserve members shall adhere to the Code of Ethics of the Education Profession.
 - (F) **Student Membership**³ shall be limited to any person who is eligible for student membership in the NEA.

¹ Substitute teachers shall be eligible for active membership in LEA since they are persons engaged in education work of a professional nature.

² An Associate member does not have to join the NEA

³ Complementary membership – no dues

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Section 3. **Discontinuance:** Continuing membership shall be subject to discontinuance in the case of any member whose dues are not paid by January 1 or who has not authorized the deduction of such dues or instalments thereof.

Section 4 **Disciplining Members:** Any member may be expelled or suspended from membership, censured, and/or fined for the following cause or causes:

- (A) refusing to abide by the Constitution and Bylaws;
- (B) working in opposition to a local WEA affiliate's exercise of its professional rights or legal or contractual obligations;
- (C) working as a strike-breaker, crossing a picket line of any WEA affiliate in the event of a work stoppage which has been approved by a majority of those members present and voting at a meeting called to decide such issues, or knowingly giving or attempting to give information to a struck employer which tends to undermine the position of the WEA and its affiliates; and
- (D) Filing charges against another member in bad faith or out of malice.

Prior to any such censure, suspension, expulsion, and/or fine, the LEA Board shall inform the accused member of the alleged cause or causes for the proposed action and the member's opportunity for a hearing if requested within twenty (20) calendar days of receiving notice. The LEA Board may conduct the hearing or delegate responsibility to an appointed group which shall make findings and recommendations to the LEA Board. Thereafter, the LEA Board may conduct other hearings it considers appropriate, and upon making a decision shall inform the member of the decision and the reasons thereof. The LEA Board shall adopt procedural rules, consistent with due process, it deems appropriate to implement this section.

ARTICLE III – DUES AND ASSESSMENTS

Section 1. **Adoption of Dues:** Dues changes for the ensuing year will be determined by the Board and announced at the final spring meeting of the Board of Directors and will go into effect on September 1 of each school year.

Section 2. **Pro-rated Dues:** The annual dues of members who are employed less than full time shall correspond to the dues policy of the WEA Constitution and By-Laws.

Section 3. **Special Assessments:** Special assessments may be recommended by the Board of Directors and passed by a two-thirds (2/3) vote of the membership.

Section 4. Payment of the LEA, WEA and NEA dues shall be accompanied and conditional upon the payment of each.

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Section 5: **Agency Shop Fees:** Employees of the Longview School district represented by the LEA under the collective bargaining laws of the State of Washington, but declining membership in the Association shall pay an agency shop fee equal to Active member dues to the extent provided by the laws of the State of Washington.

ARTICLE IV – MEETINGS

- Section 1. The Board of Directors shall conduct the business of LEA. All members of LEA are invited to attend all Board of Directors meetings as observers, and the agenda of each meeting will include adequate time to give members of LEA an opportunity to speak.
- Section 2. **General Meetings:** The general meetings of the LEA shall be held at least two times per school year. The President, with the consent of the LEA Board of Directors, shall have the power to set the time, date, and place of those meetings.
- Section 3. **Board Actions Subject to Review:** Any action of the Board of Directors shall be subject to review of the membership on request of any member at a general membership meeting or at a special meeting called for the purpose. Any action of the Board of Directors may be altered or rescinded by a majority vote of members at a general or special meeting.
- Section 4. **Referendum:** The Board of Directors may at any time refer any matter to the entire membership for general consideration with the Board of Directors prescribing the manner of voting thereon.
- Section 5. **Special Meetings:** Special meetings shall be held for a specific purpose, either at the call of the President; or, the President shall call a special meeting for the specific purpose upon the receipt of a petition to the president signed by 10% of the active members of the LEA.

ARTICLE V – BOARD OF DIRECTORS

- Section 1. Determination of the policies and programs of the LEA shall be vested in the Board of Directors.
- Section 2. The Board of Directors shall be made up of the President, Vice-President, and elected representation from a majority of the schools, work locations, or groups. The representation will consist of at least one delegate from each building for the first 25 members (each such building shall be entitled to an additional delegate for each 25

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active members of the LEA or major fraction thereof) and one delegate from a Global Site (substitutes) unit.

Section 3. The representative areas shall consist of the following buildings or groups:

R.A. Long	Mark Morris	Cascade
Monticello	Mt. Solo	Columbia Heights
Mint Valley	Columbia Valley Gardens	Olympic
Kessler	St. Helens	Robert Gray
Substitutes	Northlake	Broadway L.C.
Administrative Building/Discovery		

The Board of Directors may establish interim building representative in areas in response to any reorganization of Longview School District work sites.

Section 4. The Board of Director members representing each of the buildings shall be from their own building and shall be elected by a majority vote of LEA members regularly assigned to that building. Members assigned to more than one building shall vote at the building in which they spend the most time. In the case that the member's time is equal in two buildings, it will be the member's choice and decided at the beginning of the school year.

Section 5. Each member of the Board of Directors shall attend regular meetings of the Board of Directors or provide a substitute. After two unexcused absences of a representative, the president may declare the seat unfilled and call for an election to fill out the term.

Section 6. Each member of the Board of Directors shall be the liaison between the LEA and building members. As such directors shall be responsible for sharing information from Board meetings, arranging for in-building elections, be a conduit of information to and from the Board of Directors, schools and Board activities, learn parts of the contract, and fulfilling other responsibilities as assigned.

Section 7. In order to comply with the requirements of the NEA Constitution and By-Laws for ethnic-minority and administrator representation, additional delegates may be elected at large, by a secret ballot, by the membership. At large delegates shall take office upon their election and serve the balance of the unexpired term; they may be re-elected if the at-large position is still required.

Section 8. Only active members of the Association shall be eligible to be delegates or to vote for the election of delegates, and such members shall vote in one building only.

Section 9. Except for those Board of Director members elected to fill vacancies or at-large position(s), Board of Directors shall be elected during the month of May, shall take office on August 1, and shall serve until successors are regularly elected, provided their school district job assignment remains in the same director area.

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Section 10. **Compensation of Building Representative:**

- A. Each building representative will sign an attendance sheet at each Board of Directors meeting attended. Failure to sign attendance sheet will result in no compensation for that meeting.
- B. Each building representative shall receive compensation, set by the Board, for attending each Board of Directors meeting, hosting a monthly building meeting within compliance of paragraph A of this sections and fulfilling the duties as a building representative.

Section 11 **Director Vacancies:** A vacancy, which occurs on the Board of Directors, shall be filled by special building election of a director delegate to complete the unexpired term.

Section 12 The Board of Directors shall adopt and maintain written policy on operation of the Board of Directors and the LEA. (Policy Manual)

ARTICLE VI – OFFICERS AND THEIR DUTIES

Section 1. The officers of the LEA shall be the President, Vice-President elected from prek-5 members, Vice-President elected from 6-12 members, Treasurer, Lead Negotiator, and Secretary. These officers shall receive an annual rate of pay and/or released time as established by the Board of Directors of LEA.

Section 2. The President shall:

- (A) Assume office on August first and shall serve for one year, except in the event that the Vice-President assumes the office; whereas the President was unable to serve for his full term of office.
- (B) Perform all duties as directed by the Board of Directors.
- (C) Preside as chairperson of all meetings of the LEA membership and of the Board of Directors, including issuing calls for the meetings and providing agendas as provided in the Constitution, Bylaws and Policies.
- (D) Appoints and removes positions, such as:
 - 1. Active members to fill the positions of Treasurer, Communications Director, and Secretary, with the approval of the Board of Directors.
 - 2. The lead negotiator for the LEA bargaining team, which shall not be the President.
 - 3. Association members from committees and task forces established by the Board, Board of Directors, or Collective Bargaining Agreement, except as otherwise provided in the Constitution, Bylaws or Policies.
 - 4. LEA representatives to all non-LEA related organizations.
 - 5. Others as directed by the Board of Directors.
 - 6. LEA representative on the Longview School District's budget committee.

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(E) serve as:

1. Ex-officio member of all LEA committees and task forces.
2. The primary LEA representative at Employee Relations meetings with LSD Human Resources Administrator for the development and interpretation of LEA policy, including Collective Bargaining Agreements. In the event that the President cannot attend, he will provide another member to attend in his absence.
3. A liaison with WEA and NEA governance concerning member-related policy and program development. As such, the president will:
 - (a) Automatically be nominated as a delegate to the WEA Representative Assembly.
 - (b) Serve as coordinator of the LEA delegates to the WEA Representative Assembly.
4. An official delegate to the WEA Lower Columbia UniServ Council.
5. A representative of LEA at meetings with the Superintendent and/or School Board.
6. The spokesperson in matters of LEA constitution, bylaws, and/or policy. The President may assign a representative to speak for LEA in such matters.

(F) keep accurate records of:

1. All LEA activities.
2. An up-to-date list of all the names, addresses, schools, etc. of the members of the LEA from Lower Columbia UniServ Council secretary.
3. A monthly report of President's time and money expenditures.

(G) Provide staff support for committees, task forces, and their recommendations.

(H) Provide advice for the Board of Directors concerning non-adherence to the Association Constitution and Bylaws by any individual member, groups of members, or internal organizations.

Section 3. In the event that there is no president-elect, the Board of Directors will determine the process used to select and appoint the President.

Section 4. The Vice President(s) shall:

(A) Assume office on August first and shall serve for one year.

(B) Provide for and perform all the duties of the President in the absence of, or the disability of, the President and, when so acting, shall have all the powers and rights thereof, and be subject to all the restrictions upon, the President.

(C) Assume the office of the President, for the unexpired term thereof, in the event that the President is unable to serve for his full term of office.

(D) serve as:

1. A spokesperson for the Association in matters of association policy as directed by the President.

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2. An officer of the Association, LEA membership and Board of Directors.
 3. The official elected association representative to the membership and the community as assigned by the President.
 4. A second LEA representative at Employee Relations meetings with LSD Human Resources Administrator for the development and interpretation of LEA policy, including Collective Bargaining Agreements. In the event that he cannot attend, he will provide another member to attend in his absence.
 5. The official association representative at education-related and non-education related organization meetings/conferences, as assigned by the president, as needed.
 6. An official delegate to the WEA Lower Columbia UniServ Council.
- (E) Oversee committees and task forces. As such the Vice President will:
1. Serve as ex-officio member of all committees and task forces.
 2. Assist and monitor the President in the preparation of recommendations concerning the charges and expenditures for committees and task forces.
 3. Assist and monitor in carrying out the charges assigned.
 4. Monitor and provide continuous reporting of committee and task force budgets.
- (F) Organize the Communications for LEA members by:
1. Keeping on file a correct list of the names and addresses of the members of the Board of Directors and members of the Association and bargaining unit.
 2. Keeping on file a record of all general messages and newsletters sent to LEA members.
 3. Working closely with the President, to create and send LEA newsletters/communications.
 4. Overseeing the maintenance of the LEA web page and other social media.
- (G) Provide for the completion of all responsibilities directed by the President.
- (H) Automatically be nominated as a delegate to the WEA Representative Assembly.
- (I) Be responsible for ensuring that appropriate member leadership training is provided for LEA programs as directed by the President.
- (J) Share, monitor and provide continuous reporting of the activities of the Longview School Board.

Section 5. The position of the Treasurer, Secretary, and Lead Negotiator shall be appointive.

Section 6. The Treasurer shall:

- (A) Be responsible for the collection of all dues. The treasurer shall have charge of all funds of the Association, shall deposit them in the bank in the name of the Association, and shall disburse them as authorized by the Board of Directors.
- (B) Be responsible for the preparation of a preliminary budget and a final budget. Both the preliminary budget and proposed final budget shall be reviewed and adjusted as necessary by the Board of directors. The preliminary budget shall be submitted to

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the Board of directors at the June meeting, and the final budget shall be submitted for adoption to the Board of Directors at the last meeting in September.

- (C) Provide a monthly financial statement to the LEA Board at its regularly scheduled meeting.
- (D) Catalog and maintain an accurate file of all financial transactions of the Association.
- (E) Provide for the completion of all responsibilities delegated by the President.
- (F) Develop and utilize a money voucher system to record how money is disbursed.
- (G) Secure for all authorized signers of LEA checks the necessary bonding to protect the Association.
- (H) Recommend to the Board an acceptable outside review of the LEA accounts.
- (I) Maintain the LEA accounting year to coincide with the Association membership year.
- (J) Approve all invoices and bills prior to payment.
- (K) Use the number of the members at each building from the President's Report under Article V, section 2.b.8, to determine accurate representation of delegates under Article IV, section 2.
- (L) Notify the president of the attendance or non-attendance of Building Directors at all regularly scheduled Board and General Meetings.

Section 7. The Secretary shall:

- A. Keep a record of all meetings of the Association, the Board of Directors, and such special meetings as shall be necessary.
- B. Provide each board member with a copy of the previous month's minutes for evaluation at least one week prior to each monthly Board of Directors meeting.
- C. Notify the president of the attendance or non-attendance of Building Representatives at all regularly scheduled Board of Directors and General Meetings.
- D. Keep an ongoing notebook with minutes from each of the meetings of LEA

Section 8. The Lead Negotiator shall:

- A. Be knowledgeable of the Collective Bargaining Agreement with the Longview School District.
- B. Attend and participate in the Employee Relations Committee (ERC) meetings.
- C. Be available for consultation of grievances.
- D. Attend the monthly Board of Directors' meeting.
- E. Attend bargaining conferences at the direction of the President.
- F. Work with the President in selecting a bargaining team with diverse representation of LEA membership that best meets the needs of bargaining.

Section 9. **Recall or Removal of Elected Officers:** Any officer may be recalled or removed, with cause, by a two-thirds (2/3) vote of the entire general membership at a recall election called for that purpose, per Article VII, Section 4 of the Constitution. In the event that the President is recalled or removed, the Vice-President shall assume the office of President for the balance of the unexpired term thereof, or, if any other officer is recalled or removed, a new officer shall be chosen by the general membership and shall assume the office for the balance of the unexpired term.

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Section 10. **Compensation of Officers**

A. President:

1. If the President is an employee of the Longview School District, the LEA shall negotiate with the Longview School Board for released time up to fifty percent (50%) of his/her regular assignment to perform his/her LEA duties. The released time shall be paid by the LEA, based upon his/her placement on the Collective Bargaining Agreement salary schedule, including TRI compensation.
2. If the President is a retired employee of the Longview School district, the LEA shall pay up to fifty percent (50%) of his/her equitable salary placement, as if employed by the Longview School District, on the Collective Bargaining Agreement salary schedule, including TRI compensation.
3. The President shall receive reimbursement for all expenses related to carrying out the duties and responsibilities of the office.
4. In addition, the president shall receive a stipend equivalent to 10% of the base salary of a teacher on the Longview School District salary schedule, including TRI compensation.

B. Vice President(s):

1. The compensation for the vice president shall be based on a responsibility factor of five percent (5%) of the base salary, plus TRI compensation for certificated employees of the Longview School District.
2. The vice president(s) shall receive reimbursement for all expenses related to carrying out the duties and responsibilities of the office.

C. Secretary:

1. The compensation for the Secretary shall be based on a responsibility factor of two percent (2%) of the base salary, plus TRI compensation for certificated employees in the Longview School District.
2. The secretary shall be reimbursed for all expenses related to carrying out the duties and responsibilities of the office.

D. Treasurer:

1. The treasurer shall be compensated on the basis of a responsibility factor of seven percent (7%) of the base salary, plus TRI compensation for certificated employees in the Longview School District.
2. The treasurer shall be reimbursed for all expenses related to carrying out the duties and responsibilities of the office.

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E. **Lead Negotiator:**

1. The compensation for the lead negotiator shall be based on a responsibility factor of five percent (5%) of the base salary, plus TRI compensation for certificated employees of the Longview School District. As a member of the bargaining team, lead negotiator may be provided additional compensation during negotiations.
2. The lead negotiator shall receive reimbursement for all expenses related to carrying out the duties and responsibilities of the office.

ARTICLE VII – COMMITTEES

- Section 1. The committees shall be established by the LEA membership or the LEA Board of Directors.
- Section 2. Committees may be authorized by the active membership of the LEA or by the LEA Board of Directors and may be abolished by the authorizing body.
- Section 3. The membership term and number of members of any committee established shall be determined by the Board of Directors unless otherwise determined by the active membership.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

- Section 1. A candidate for elective office shall be elected when the candidate shall have received a majority of the votes cast for the office at a regular election. In the event of a plurality or a tie, the LEA Board shall hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes.
- Section 2. The President and Vice-President(s) shall be elected by secret ballot at an election preceded by at least five days of the thirtieth of April. This election shall be conducted by a committee appointed by the President with the approval of the LEA Board of Directors.
- Section 3. Nominations for the office of President and Vice-President shall be made at least ten days preceding the date of the election.
- Section 4. The official ballot shall be made public at least five days preceding the date set for election.

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- Section 5. Vacancies in the elective offices of the LEA President and Vice-President, shall be filled by special election. Nominations will be made or presented from the floor at a general meeting. The Board of Directors shall determine the method, time, place of secret ballot for election, providing an opportunity for participation by the greatest number of members in said election. A majority of votes cast shall elect.
- Section 6. Nominations of representatives and delegates with duties other than those specified herein shall be made at a regularly scheduled meeting and shall be made from the floor. Such nominations shall be included under New Business.
- Section 7. The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA and NEA. These delegates shall be elected at-large, with the exception of the President and Vice-President who are automatically elected.

ARTICLE IX – DELEGATES TO REPRESENTATIVE ASSEMBLIES

- Section 1. **Election committee** -- In accordance with LEA budget guidelines and WEA and NEA rules, special elections of delegates to Representative Assemblies shall be conducted by secret ballot no later than the month of February by a committee appointed for that purpose by the president.
- Section 2. **Filing Period** -- Any active member is eligible to serve as a delegate to either WEA or NEA Representative Assemblies, or both. However, any NEA candidate must have participate as a WEA Representative or equivalent at least once in the previous ten (10) years. To be elected, a member must file his/her intention to run by notifying the LEA President during the month of January.
- Section 3. **Board Review** – If the number of candidates is less than or equal to the number of delegates to be selected, the Board shall waive the election and declare the candidates duly elected.
- Section 4. **Ethnic-Minority Representation** – The Board will also review candidates who have filed to determine if WEA/NEA rules for ethnic-minority representation have been met. If not, additional candidates may be added to the ballot.
- Section 5. **Voter Eligibility** -- Only active members of the Association shall be eligible to be delegates or to vote for the election of delegates and such members shall vote in one building only.
- Section 6. **Alternate or Successor Delegates** – Candidates who do not receive the majority of the votes cast may be designated as alternate or successor delegates by the Board based on total number of votes received.
- Section 7. **Delegate Agreement**- Prior to attending the assembly, elected delegate agree to sign the attendance agreement as stated. (See Appendix A)

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Section 8. **Post-Assembly Responsibilities** – Delegates will report or present to the LEA Board of Directors a summary of any constitutional amendments, new business items (NBI) or other information that is pertinent to our Association.

ARTICLE X - Ratification of Agreement and Authorization for Strikes

- Section 1. The president and the Lead Negotiator of the bargaining team shall be authorized to sign a legal, binding, yearly or multi-year agreement with the LEA School District Board only after completion of the following procedure at a general membership assembly:
- (A) a report and recommendation by the bargaining team,
 - (B) a report and recommendation by the LEA Board of Directors
 - (C) a written digest of the proposed agreement or changes provided to all members in attendance at the ratification meeting,
 - (D) discussion by the membership, and
 - (E) a majority affirmative vote by secret ballot of the total active membership present and voting.
- Section 2. Ratification of amendments to the negotiated agreement shall occur at a general membership assembly.
- Section 3. Except in a work stoppage situation, at least a twenty-four (24) hour notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.
- Section 4. Strike action must be authorized by a two-thirds (2/3) vote of those members present and voting in a special meeting.

ARTICLE XI – QUORUM

- Section 1. A quorum for regularly scheduled LEA general meetings shall consist of the active members present.
- Section 2. A quorum for all special meetings shall consist of one-third (1/3) of the active membership of the LEA.
- Section 3. A quorum for committee meetings shall consist of a majority of the members of the committee.
- Section 4. A quorum for the LEA Board of Directors meetings shall consist of two-thirds (2/3) of the elected Directors.

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Section 5. A quorum at a meeting to vote on constitutional amendments shall consist of one-third (1/3) of the active LEA membership, except for the annual LEA general meeting.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1. The current edition of Sturgis Standard Code of Parliamentary Procedure governs the LEA in all parliamentary situations that are not provided for in the Law, or in the LEA charter, Constitution, By-Laws or adopted standing rules.

ARTICLE XIII – AMENDMENTS

Section 1. These By-Laws shall be amended at any general or special meeting of the membership by a two-thirds (2/3) majority secret ballot vote of all LEA active members present and voting. Notice of this election and a copy of the proposed amendment(s) shall have been furnished to each active member of the LEA at least seven (7) calendar days in advance. Amendments shall become effective immediately unless otherwise provided.

Section 2. The LEA Board is authorized to make nonsubstantive housekeeping changes in the Bylaws.