



*Society of Professional Engineering  
Employees in Aerospace  
IFPTE Local 2001  
AFL-CIO, CLC*

# **Northwest By-Laws**

**March 21, 2012**

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## PREAMBLE

The Constitution of the Society of Professional Engineering Employees in Aerospace, hereinafter referred to as SPEEA, in conjunction with the SPEEA By-Laws and SPEEA Policy, shall be the Governing Documents of SPEEA. In addition, the Northwest Regional By-Laws and the Northwest Regional Policy are the Governing Documents of the Northwest Region. In the event of a conflict, the precedence of governances is defined in the SPEEA Constitution. Governances for a Bargaining Unit shall not conflict with the Northwest Regional Governing Documents.

## 1. INTRODUCTION

The Northwest Regional Council shall maintain the Northwest Regional By-Laws consistent with the SPEEA Constitution and SPEEA By-Laws. Sections and paragraphs in the SPEEA Constitution describe the responsibilities and rights of the various bodies of SPEEA (Membership, Executive Board, Council, etc). The sections and paragraphs in the Northwest Regional By-Laws describe the methods of implementing these rights and responsibilities granted under the SPEEA Constitution and SPEEA By-Laws.

### 1.1. Separability

Should any section, part thereof, or any provision in these Northwest Regional By-Laws become invalid by reason of existing law, subsequently enacted legislation, decree of any court of competent jurisdiction, or any regulation of any government agency with proper jurisdiction, the remaining sections, parts and provisions of these By-Laws shall remain in full force and effect.

### 1.2. Legal Integrity of SPEEA

The legal integrity of SPEEA is defined in the SPEEA Constitution.

## 2. GENERAL

### 2.1. Composition of SPEEA

#### 2.1.1. Addition of Bargaining Units

The addition of Bargaining Units is defined in the SPEEA Constitution and SPEEA By-Laws.

#### 2.1.2. Regions

Regions are defined in the SPEEA Constitution. The Northwest Region is defined in the SPEEA By-Laws.

### 2.2. Affiliation, Merger and Association

#### 2.2.1. Affiliation

Affiliations are defined in the SPEEA Constitution and SPEEA By-Laws.

#### 2.2.2. Merger

Mergers are defined in the SPEEA Constitution and SPEEA By-Laws.

#### 2.2.3. Association

Associations approved by the Northwest Regional Council shall be incorporated into the Northwest Policy Manual.

##### 2.2.3.1 Labor Councils

The Northwest Regional Council shall determine any associations with local Labor Councils and additional requirements will be defined in the Northwest Regional Policy. The Northwest Council shall budget and fund future years.

#### 2.2.4. IFPTE Affiliation

The Affiliation with the International Federation of Professional and Technical Engineers ("IFPTE") is defined in the SPEEA Constitution and in the affiliation agreement between SPEEA and IFPTE.

SPEEA staff members from the Northwest Region that meet the requirements of SPEEA By-Laws 2.2.4.2 are eligible to be selected by the Northwest Membership as an IFPTE Delegate. SPEEA staff members from the Northwest Region that meet the requirements of SPEEA By-Laws 2.2.4.3 are eligible to be selected by the Northwest Membership as an IFPTE Area Vice President.

##### 2.2.4.1. Governing Documents Precedence

The precedence of the Governing Documents is defined in the SPEEA Constitution.

##### 2.2.4.2. IFPTE Delegates

A nomination for an IFPTE delegate position shall be accomplished by filing a petition with the Northwest Regional Tellers Committee. The petition shall be endorsed by a minimum of twenty (20) Northwest Region Regular SPEEA Members in good standing. A candidate must be a Regular Member in good standing of the Northwest Region.

Nomination requirements and deadlines shall be announced in at least two (2) issues of the official publications of SPEEA. The Northwest Region Regular Members will elect by secret ballot from among the candidates. The delegates shall be elected on a separate ballot or ballot section from any ballot used for any other purpose.

#### **2.2.4.3. IFPTE Vice Presidents**

The Northwest Regional Council may provide additional responsibilities, which shall be incorporated into Northwest Regional Policy.

### **2.3. Requirements for Holding Office**

#### **2.3.1. Membership**

The membership requirements for holding office are defined in the SPEEA Constitution.

#### **2.3.2. Requirements**

Requirements are defined in the SPEEA Constitution and the SPEEA By-Laws.

#### **2.3.3. Training**

The training requirements are defined in the SPEEA Constitution and SPEEA By-Laws and additional requirements will be defined in the SPEEA Policy and Northwest Regional Policy.

#### **2.3.4. Bonding**

The bonding requirements for officers and agents are defined in the SPEEA Constitution.

### **2.4. Reimbursement**

Reimbursement is defined in the SPEEA Constitution and SPEEA By-Laws.

### **2.5. Honorariums**

Honorariums are defined in the SPEEA Constitution and SPEEA By-Laws.

## **3. MEMBERSHIP**

### **3.1. Membership Requirements**

#### **3.1.1. Regular Membership**

Regular Membership, entitlements of membership and dues of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.2. Associate Membership**

Associate Membership, entitlements of membership and dues of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.3. Special Membership**

Special Membership, entitlements of membership and dues of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.4. Retiree Membership**

Retiree Membership and entitlements of membership are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **3.1.5. Reciprocal Membership**

Reciprocal Membership and entitlements of membership are defined in the SPEEA Constitution, SPEEA By-Laws and SPEEA Policy.

#### **3.1.6. Membership Identification**

Membership identification is defined in the SPEEA Constitution and SPEEA By-Laws.

### **3.2. Membership Meetings**



Membership meetings are defined in the SPEEA Constitution.

### **3.2.1. Regular Membership Meetings**

Quorum requirements for regular membership meetings shall be a minimum of forty percent.

### **3.2.2. Informational, Educational, Social Meetings**

Informational, Educational, and Social meetings are defined in the SPEEA Constitution and SPEEA By-Laws.

## **3.3. Dues**

Dues are defined in the SPEEA Constitution and SPEEA By-Laws.

### **3.3.1. Regular Members**

The dues for Regular Members are defined in the SPEEA Constitution.

### **3.3.2. Associate Members**

The dues for Associate Members are defined in the SPEEA Constitution.

### **3.3.3. Special Members**

The dues for Special Members are defined in the SPEEA Constitution.

### **3.3.4. Retiree Members**

The dues for Retiree Members are defined in the SPEEA By-Laws.

### **3.3.5. Delinquency of Dues**

Delinquencies in dues are addressed in the SPEEA Constitution. All hardship case applicants shall be reviewed by the Northwest Region Vice President and reported to the Executive Board for consideration.

## **3.4. Rights**

The rights of the Regular Membership are addressed in the SPEEA Constitution.

### **3.4.1. Membership Vote**

Regular Members of the Northwest Region in good standing may vote on issues that affect the regional membership including Council Representatives and Regional Vice President elections.

### **3.4.2. Nomination and Election of Representatives**

Nomination and Election of Representatives are defined in SPEEA Constitution and SPEEA By-Laws.

### **3.4.3. Nomination and Election of Regional Vice Presidents**

A Northwest Regional Vice President must meet the requirements for holding office as specified in SPEEA Constitution Section 2.3.

## **4. BARGAINING UNIT**

### **4.1. Composition**

The composition of a Bargaining Unit is defined in the SPEEA Constitution and is documented in SPEEA Policy.

### **4.2. Meetings**

Meetings of the regular membership of a bargaining unit are defined in SPEEA Constitution and SPEEA By-Laws.

#### **4.2.1. Bargaining Unit Membership Meeting Quorum**

The Northwest Region Bargaining Unit Membership meeting quorum shall be a minimum of forty percent.

#### **4.2.2. Notice and Agenda**

All Bargaining Unit Regular Members shall be given a minimum of 5 days notice of Bargaining Unit Meetings. Meeting notification requirements of the Northwest Regional By-Laws shall apply, unless specifically waived by the Bargaining Unit Council, by 2/3 of those voting. The distribution process of notification to members will be defined by the Bargaining Unit Council. If e-mail is not a practical distribution process, then mailing of the notification will be used. Advanced notice of Bargaining Unit Meetings and a meeting agenda listing the business to be conducted shall be prepared by the Bargaining Unit Officers. When a Bargaining Unit Council calls a Bargaining Unit Meeting, items designated by that Bargaining Unit Council shall be included in the agenda. Items of business that are in conflict with the Constitution or government statute shall be ruled invalid by the Bargaining Unit Council Officers. Space permitting, attendance at Bargaining Unit Meetings shall be open to Regular SPEEA Members of all Bargaining Units, but members of the Bargain-

ing Unit holding the meeting may be segregated from non-members for purposes of vote determination.

#### **4.2.3. Allowable Business**

Any business pertaining solely to a Bargaining Unit may be conducted at a regular membership meeting at which a quorum is present and the item to be addressed is on the meeting agenda, unless it is specifically prohibited or reserved for another governing body by the SPEEA Constitution or SPEEA By-Laws. Items not on the agenda may be addressed, but no decision can be taken except to direct a referendum vote of the full bargaining unit membership.

#### **4.3. Rights**

The exclusive rights of Bargaining Units are defined in the SPEEA Constitution.

#### **4.4. Area Representatives**

Requirements to initiate a request for removal of an Area Representative will be defined in Northwest Regional Policy. Other requirements for Area Representatives are defined in the SPEEA Constitution and SPEEA By-Laws Section 5.1.1.4.

### **5. BARGAINING UNIT COUNCIL**

#### **5.1. Composition**

The composition of a Bargaining Unit Council is defined in the SPEEA Constitution.

##### **5.1.1. Council Representatives**

The procedure for the recall of a Council Representative is addressed in the SPEEA Constitution, Section 5.3.4.

##### **5.1.1.1. Alternate Council Representative**

Each Council Representative shall designate by name, one of the Area Representatives in that Council district as an Alternate Council Representative, and file the designation with the Council Secretary. The Council Representative may withdraw such designation at any time.

##### **5.1.2. Districts**

The requirements for districts are defined in the SPEEA Constitution, Section 9.1.5.3.

#### **5.2. Meetings**

Northwest Regional Bargaining Unit Council Meetings are defined in the Northwest Regional Policy.

##### **5.2.1. Quorum**

The quorum for a Bargaining Unit Council meeting is defined in the SPEEA Constitution.

##### **5.2.2. Notice and Agenda**

All Bargaining Unit Council Representatives and their Alternates shall be given a minimum of 5 days notice of Bargaining Unit Council Meetings. The agenda shall be prepared by the Bargaining Unit Officers and shall consist of at least the following items; Start Time, Good of the Union, Business of the Council, Officers' Announcements, Committee Reports pertaining to that Bargaining Unit, Unfinished Business, Pre-submitted New Business, New Business, and Adjournment. The agenda shall include all business pre-submitted by a member of the Bargaining Unit Council or a Bargaining Unit Council Committee. Items of business that are in conflict with the Constitution or government statute shall be ruled invalid by the Bargaining Unit Council Officers. Space permitting, attendance at Bargaining Unit Council Meetings shall be open to Regular SPEEA Members of all Bargaining Units, but members of the Bargaining Unit Council may be segregated from non-members for purposes of vote determination.

##### **5.2.3. Allowable Business**

Only business pertaining solely to a single Bargaining Unit may be conducted at Bargaining Unit Council meetings. The Council Chairman or designee shall decide whether an item of business pertains to a single Bargaining Unit, with such decision being subject to overturn by the Northwest Regional Council or the SPEEA Council. If an item is ruled not unique to that Bargaining Unit, the Bargaining Unit Council may only make recommendations to the responsible Council.

#### **5.3. Election**

##### **5.3.1. Terms of Office**

Terms of Office are defined in the SPEEA Constitution and SPEEA By-Laws.

##### **5.3.2. Nomination**

Any regular member of the Northwest Region, with continuous membership during the 12 months prior, may file a petition for a Council Representative position with the Northwest Regional Tellers Committee on or before the last Wednesday in March of odd-numbered years. The petition shall include the endorsements of a minimum of fifteen regular members in the council district and the petition must include the signature of the nominee signifying the nominee's consent. The Northwest Regional Tellers shall validate the petition signatures for membership and district location. The Northwest Regional Tellers may determine the number of endorsements of regular members required in small membership districts.

Vacant positions shall be advertised to members of the district by the Northwest Tellers Committee as open for nomination. Members elected to these positions would serve only for the remainder of the original term. ... Petitions may only be filed for a vacant position advertised in the council district and shall be received by 12:00 noon, two days before the next regular Northwest Council Meeting.

### **5.3.3. Election Balloting**

Where the number of nominees exceeds the number of representative positions in a district, the election shall be by secret ballot of the regular members in that district. Ballots shall be mailed to the members on the second Wednesday of April.

Council Representative election ballots shall be counted on the fourth Wednesday of April. Only properly validated ballots received before 12:00 noon shall be counted.

Upon completion of ballot counting, the Northwest Regional Tellers Committee shall certify as elected all Council Representatives who were elected or nominated unopposed, and these Council Representatives shall take office as described in Section 5.3.1 of the SPEEA Constitution.

### **5.3.4. Recall and Replacement**

The recall of a Council Representative is defined in the SPEEA Constitution. There is no deadline for filing a recall petition. The person being recalled shall remain a Council Representative until the Regional Teller Committee declares the position vacant. The Regional Teller Committee shall declare a position vacant by notification of members in the district of the vacancy. A petition for a vacant position shall meet the requirements of the Northwest By-Laws 5.3.2.

## **5.4. Rights and Duties**

The Bargaining Unit Council shall have the same rights and duties as the Northwest Regional Council, except such rights and duties shall be limited to matters pertaining solely to that specific Bargaining Unit, and the members thereof.

### **5.4.1. Bargaining Unit Council Responsibilities**

The Bargaining Unit Council responsibilities are defined in the SPEEA Constitution.

### **5.4.2. Executive Board Actions**

The review of Executive Board actions is defined in the SPEEA Constitution.

### **5.4.3. Bargaining Unit Council Procedures**

Bargaining Unit Council Procedures are defined in the SPEEA Constitution.

## **6. REGIONAL COUNCIL**

### **6.1. Composition**

The composition of the Regional Council is defined in the SPEEA Constitution.

### **6.2. Regional Council Officers**

Regional Council Officers are defined in the SPEEA Constitution and SPEEA By-Laws. An elected Officer may not hold the same office for more than two consecutive terms.

#### **6.2.1. Regional Council Chairman**

The Regional Council Chairman is defined in the SPEEA Constitution and SPEEA By-Laws. Additional duties may be defined in Policy.

#### **6.2.2. Regional Council Treasurer**

The Regional Council Treasurer is defined in the SPEEA Constitution and SPEEA By-Laws. Additional duties may be defined in Policy.

### **6.2.3. Regional Council Secretary**

The Regional Council Secretary is defined in the SPEEA Constitution and SPEEA By-Laws. Additional duties may be defined in Policy.

### **6.2.4. Additional Officers**

Additional Officers, if any, will be elected by the Regional Council. The Regional Council will approve the term and duties of any additional officers in Regional Policy.

## **6.3. Meetings**

The Council Officers may elect to hold a single meeting with members in attendance, hold a simultaneous meeting at multiple locations, or may elect to collect individually-cast votes. The Council Officers are responsible for collating the votes and declaring the results. The rules contained in "Robert's Rules of Order - Newly Revised" shall govern the Northwest Council in all cases for which they are applicable, and in which they are not inconsistent with the SPEEA Constitution, the SPEEA By-Laws, and the Northwest By-Laws except that the Chairman may elect to defer a call for the question if there has been no opportunity for three speakers on each side of the question. In exercising this option, the Chairman may limit the time for each speaker and may recognize only those desiring to speak on the side which has not had three speakers. If the option to defer has been exercised, such option shall expire automatically when each side has had three speakers and the deferred call for the question shall be put to a vote and shall require 2/3 vote for passage.

### **6.3.1. Initial**

The Northwest Regional Tellers in odd-numbered years will convene the regular May meeting of the Northwest Regional Council. The first order of business will be the election of a Northwest Regional Council Chairman, and thereupon the Tellers shall relinquish the Chair to the newly elected Chairman. The Chairman will then conduct an election for the remaining officers. When there are two or more candidates for an office, the election shall be by secret ballot and require a majority of votes cast. The outgoing Council Officers shall hold their position until replaced and shall be responsible for preparing the agenda and the arrangements for the meeting.

### **6.3.2. Frequency**

Northwest Regional Council meeting frequency shall be defined in Northwest Regional Policy. A special meeting shall be convened upon written demand of any fifteen Northwest Regional Council members or twenty percent of the Northwest Regional Council, whichever is less, which shall include the name of the Council Member, district or position in SPEEA and provide or refer to the special business to be addressed. Written demand may be e-mailed, faxed, or hand delivered. E-mail from non-trusted domains shall be verified with the Council Member. The Northwest Region Council Officers may determine to substitute a Bargaining Unit Council Meeting for a Regional Council Meeting; the Agenda and any advance notice of the meeting shall clearly state the substitution.

### **6.3.3. Quorum**

The quorum requirement is a simple majority of the members of the Regional Council who have a vote.

### **6.3.4. Notice and Agenda**

All Northwest Regional Council Representatives shall be given a minimum of 5 days notice of regular scheduled Northwest Regional Council Meetings. Advanced notice of the Northwest Regional Council meetings and a meeting agenda listing the business to be conducted shall be prepared by the Northwest Regional Officers. The agenda or order of business includes business pre-submitted by a member of the Northwest Regional Council or a Northwest Regional Council Committee. Items of business that are in conflict with the Constitution or government statute shall be ruled invalid by the Northwest Regional Council Officers. Space permitting, attendance at Northwest Regional Council Meetings shall be open to Regular SPEEA Members of all Regions, but members of the Northwest Regional Council may be segregated from non-members for purposes of vote determination. The only exception to this paragraph is Section 6.2 of the SPEEA Constitution and Section 6.3.1 of the SPEEA By-Laws which mandate the first order of business for the initial council meeting.

### **6.3.5. Allowable Business**

Only business pertaining solely to the region may be conducted at Northwest Regional Council meetings. The Northwest Regional Council Chairman or designee shall decide whether an item of business pertains to the Northwest Region, with such decision being subject to overturn by the SPEEA Council. If an item is ruled not unique to the Northwest Region, the Northwest Regional Council may only make recommendations to the responsible Council.

## **6.4. Rights and Duties**

The Northwest Regional Council shall have the exclusive rights and duties including, but not limited to, those described in Section 6.4 of the SPEEA Governing Documents and the Northwest Governing Documents, except as defined elsewhere within the Constitution, and subject only to the will of the Northwest Regional Membership. The purpose of the Regional

Council shall be to act upon matters exclusive to the specific Region represented.

The Regional Council Officers shall ensure that Council Members are compliant with the training requirements.

#### **6.4.1. Regional Council Responsibilities**

Additional responsibilities for Council Members are documented in the Northwest and SPEEA Policy.

#### **6.4.2. Executive Board Actions**

On any vote by the Northwest Council to overturn previous Board action, Executive Board members shall be excluded from the vote and the quorum requirements for the vote.

The annual budget of SPEEA, as a whole, is subject to SPEEA Council overturn. The Northwest Regional Council may overturn specific items unique to the Northwest Region within that budget with a 2/3-majority vote of the Council.

#### **6.4.3. Signatories and Bonding**

Signatures and bonding are defined in the SPEEA Constitution and By-Laws. Additional officers will not have signature authority unless specifically authorized by the Northwest Regional Council, as per Section 6.2.4 of these Northwest By-Laws.

#### **6.4.4. Regional By-Laws**

Determination of the Northwest Regional By-Laws is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **6.4.5. Regional Policy**

Determination of the Northwest Regional Policy is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **6.4.6. Regional Council Committees**

The Northwest Council will be responsible for all committees under its jurisdiction, shall review all actions and findings of such committees, and may direct all actions of such committees consistent with this Constitution. Additional requirements shall be defined in policy. The Northwest Council shall maintain a Northwest Regional Council Governing Documents Committee for the maintenance of the Northwest Governing Documents and Governances.

#### **6.4.7. Recall and Replacement of Regional Council Officers**

The procedure for recalling and replacing Northwest Council Officers is defined in the SPEEA Constitution.

### **6.5. Committees**

Refer to Northwest Regional Policy for additional definitions.

### **6.6. Site Assemblies**

Requests for site assemblies shall be filed with the Northwest Council Officers upon initial formation or following the formation of the Council. The Council Officers shall review the request and announce their determination.

Refer to Northwest Regional Policy for additional definitions.

#### **6.6.1. Site Assembly Officers**

The site assembly shall elect a chairman and if the chairman determines one is needed a secretary from among its regular members and report to the Northwest Council Officers with the names and positions of the assembly officers.

## **7. SPEEA COUNCIL**

### **7.1. Composition**

The composition of the SPEEA Council is defined in the SPEEA Constitution.

### **7.2. SPEEA Council Officers**

SPEEA Council Officers are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.2.1. SPEEA Council Chairman**

SPEEA Council Chairman is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.2.2. SPEEA Council Treasurer**

SPEEA Council Treasurer is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.2.3. SPEEA Council Secretary**

SPEEA Council Secretary is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.2.4. Election**

Election of SPEEA Council Officers is defined in the SPEEA Constitution and SPEEA By-Laws.

### **7.3. Meetings**

#### **7.3.1. Convention**

##### **7.3.1.1. Frequency**

Frequency of the convention is defined in the SPEEA Constitution and SPEEA By-Laws.

##### **7.3.1.2. Quorum**

The quorum for the convention is defined in the SPEEA Constitution.

##### **7.3.1.3. Notice and Agenda**

The notice and agenda for the convention is defined in the SPEEA Constitution.

##### **7.3.1.4. Allowable Business**

The allowable agenda for the convention is defined in the SPEEA Constitution.

##### **7.3.1.5. Voting**

Approval of items on the published agenda is defined in the SPEEA Constitution.

#### **7.3.2. SPEEA Council Meetings**

The SPEEA Council Meetings are defined in the SPEEA Constitution and SPEEA By-Laws.

##### **7.3.2.1. Frequency**

The frequency of meetings is defined in the SPEEA Constitution and the SPEEA By-Laws.

##### **7.3.2.2. Quorum**

The quorum for a meeting of the SPEEA Council is defined in the SPEEA Constitution and SPEEA By-Laws.

##### **7.3.2.3. Notice and Agenda**

The notice and agenda for a meeting of the SPEEA Council is defined in the SPEEA Constitution and SPEEA By-Laws.

##### **7.3.2.4. Allowable Business**

The allowable business is defined in the SPEEA Constitution.

##### **7.3.2.5. Voting**

Approval of items on the published agenda is defined in the SPEEA Constitution and SPEEA By-Laws.

### **7.4. Rights and Duties**

The rights and duties of the members of the SPEEA Council are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

#### **7.4.1. Responsibilities**

The responsibilities of the members of the SPEEA Council are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

#### **7.4.2. Executive Board Actions**

Actions taken with respect to Executive Board Actions are defined in the SPEEA Constitution.

#### **7.4.3. Signatories and Bonding**

Signatories and Bonding of SPEEA Council Officers and Additional Officers are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.4.4. SPEEA By-Laws**

Maintenance of the SPEEA By-Laws is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.4.5. SPEEA Policy**

Determination of SPEEA Policy is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **7.4.6. Council Committees**

Council Committees are defined in the SPEEA Constitution and SPEEA Policy.

#### **7.4.7. Recall and Replacement of Council Officers**

Recall and Replacement of Council Officers are defined in the SPEEA Constitution.

### **7.5. Committees**

Committees are defined in the SPEEA Constitution, SPEEA By-Laws, and SPEEA Policy.

## **8. EXECUTIVE BOARD**

### **8.1. Composition**

The composition of the SPEEA Executive Board is defined in the SPEEA Constitution and SPEEA By-Laws.

### **8.2. Duties and Responsibilities**

#### **8.2.1. President**

The duties of the President are defined in the SPEEA Constitution.

#### **8.2.2. Treasurer**

The duties of the Treasurer are defined in the SPEEA Constitution.

#### **8.2.3. Secretary**

The duties of the Secretary are defined in the SPEEA Constitution and in the SPEEA By-Laws.

#### **8.2.4. Regional Vice Presidents**

In addition to the duties specified in the SPEEA Constitution, when issues of member hardship in the Northwest Region are brought to the attention of the Executive Board, the Northwest Regional Vice President will investigate each hardship case and make their recommendation to the Executive Board.

### **8.3. Executive Board Meetings**

Executive Board meetings are defined in the SPEEA Constitution.

#### **8.3.1. Frequency**

The frequency of Executive Board Meetings is defined in the SPEEA Constitution.

#### **8.3.2. Quorum**

The quorum of Executive Board Meetings is defined in the SPEEA Constitution and SPEEA By-Laws

### **8.4. Elections**

#### **8.4.1. President, Treasurer, Secretary**

The elections of the President, Treasurer, and Secretary are defined in the SPEEA Constitution.

##### **8.4.1.1. Term of Office**

The term of office is defined in the SPEEA Constitution.

##### **8.4.1.2. Nominations**

Nominations are defined in the SPEEA Constitution and SPEEA By-Laws.

##### **8.4.1.3. Election Balloting**

Election Balloting is defined in the SPEEA Constitution and SPEEA By-Laws.

##### **8.4.1.4. Recall and Replacement**

Recall and Replacement are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **8.4.2. Regional Vice Presidents**

The election of the Northwest Regional Vice President is defined in the SPEEA Constitution.

##### **8.4.2.1. Term of Office**

The Northwest Regional Vice President may be elected to the Executive Board for no more than two consecutive terms.

**8.4.2.2. Nominations**

Nominations are defined in the SPEEA Constitution and SPEEA By-Laws.

**8.4.2.3. Election Balloting**

Election Balloting is defined in the SPEEA Constitution and SPEEA By-Laws.

**8.4.2.4. Recall and Replacement**

Recall of a Northwest Regional Vice President is addressed in the SPEEA Constitution.

The Northwest Council Officers shall determine the deadlines for petitions for a replacement of a Northwest Vice President.

The Northwest Tellers Committee shall notify the Northwest Region Regular Members in good standing of the position opening, nomination requirements and closing dates in at least two (2) issues of the official publications of SPEEA.

A Northwest Regional Vice President interim applicant shall be a Northwest Regional Regular Member in good standing who meets the qualification requirements of the SPEEA Constitution.

Each candidate shall provide a petition, position, and platform statement to the Northwest Regional Council Officers at the SPEEA business address specified in the notification.

Each nomination shall be made by a petition, signed by twenty or more Northwest Region Regular Members in good standing. The petition must state the position sought and must include the signature of the nominee signifying the nominee's consent. The Northwest Regional Tellers Committee shall be responsible for the validation of the petitions and the candidate's qualifications. The validated petitions of qualified applicants shall be provided to the Northwest Regional Council Officers.

The position and platform statements, shall meet the requirements of Northwest Regional Policy.

The replacement Northwest Regional Vice President shall be elected to the remainder of the unexpired term by a majority vote of the Northwest Regional Council Representatives at a Northwest Regional Council Meeting. They shall take office immediately.

**8.5. Rights and Duties****8.5.1. Responsibilities**

The responsibilities of the Executive Board are defined in the SPEEA Constitution.

**8.5.2. SPEEA Budget**

The SPEEA Budget is defined in the SPEEA Constitution and SPEEA By-Laws.

**8.5.3. SPEEA Staff**

The SPEEA Staff is addressed in the SPEEA Constitution.

**8.5.4. Committees**

Executive Board Committees are defined in the SPEEA Constitution.

**8.5.5. Signatories and Bonding**

The Signatories and Bonding requirements are defined in the SPEEA Constitution.

**8.5.6. Documents and Publications**

The documents and publications for SPEEA and its Regions are defined in the SPEEA Constitution.

**8.5.7. Collective Bargaining Enforcement**

Enforcement of Collective Bargaining Agreements is defined in the SPEEA Constitution.

**9. TELLERS****9.1. Regional Tellers****9.1.1. Composition**

The composition of Regional Tellers is defined in the SPEEA Constitution and SPEEA By-Laws.

**9.1.2. Meetings**



The Northwest Regional Tellers Committee shall convene when called by the Northwest Regional Tellers Committee Chairman, or by a majority of the Committee. The conduct of the Northwest Regional Tellers Committee meetings shall be determined within the Committee and the Northwest Regional Policy.

### **9.1.3. Elections**

Prior to the second Wednesday of January of even-numbered years, the Northwest Council Officers shall notify the Regional membership of the nomination opening and closing dates, nomination requirements, election dates and requirements, voting directions and balloting procedures for electing Regional Tellers. Notification shall be made to each member's last known address.

Nominations shall be made by petition, signed by fifteen or more Regular Members of the Northwest Region, and submitted at the Northwest SPEEA office after the second Wednesday of January but not later than 5:00 p.m. on the fourth Wednesday of January. The Northwest Council Officers shall be responsible for the validation of the petitions. The petition must include the signature of the nominee signifying the nominee's consent.

Each nominee must be a Northwest Region Regular Member with a continuous membership during the previous 12 months.

The Northwest Council Officers shall assure that a single platform statement from each properly nominated candidate, if available, be included with the ballot. Each statement will be 150 words or less in length. If no statement is submitted, "No response provided by the candidate" shall be used instead. Statements must be submitted no later than 5:00 p.m. on the fourth Wednesday of January.

The Northwest Council Officers shall oversee the election of the Northwest Tellers. If the election is contested, the election shall be by secret ballot and will be sent to the last known address of all Regional Regular Members. Ballots shall be sent prior to the last Wednesday in February. The candidates shall be placed on a separate ballot or ballot section from any ballot used for any other purpose. When there are candidates from each Bargaining Unit of the Region, the candidates should be separated by Bargaining Unit into separate ballot sections with the instruction to pick one candidate from each section. The Northwest Council Officers shall be responsible for processing and sending the ballot package, and for ensuring the confidentiality of this material.

The ballots shall be counted on the second Wednesday of March, and no ballots received after noon local time on that day will be counted. Votes for a person not properly nominated shall not be counted and will invalidate only the vote for that office. The Northwest Council Officers shall be responsible for the validation of the election.

### **9.1.4. Recall and Replacement**

The procedure for recall and replacement of a Regional Teller is defined in the SPEEA Constitution.

### **9.1.5. Rights and Duties**

The Rights and Duties of a Regional Teller are defined in the SPEEA Constitution.

#### **9.1.5.1. Charges**

The requirements for charges are defined in the SPEEA Constitution.

#### **9.1.5.2. Records**

The records for the Regional Tellers are defined in the SPEEA Constitution.

#### **9.1.5.3. Districting**

Districting is defined in the SPEEA Constitution and By-Laws.

## **9.2. SPEEA Tellers**

### **9.2.1. Composition**

The composition of the SPEEA Tellers is defined in the SPEEA Constitution.

### **9.2.2. Meetings**

The meeting requirements for SPEEA Tellers are defined in the SPEEA Constitution.

### **9.2.3. Elections**

The election of SPEEA Tellers is defined in the SPEEA Constitution and the SPEEA By-Laws.

### **9.2.4. Recall and Replacement**

The recall and replacement requirements are defined in the SPEEA Constitution.

### **9.2.5. Rights and Duties**

Rights and Duties are defined in the SPEEA Constitution.

#### **9.2.5.1. Charges**

Charges are defined in the SPEEA Constitution and SPEEA By-Laws.

#### **9.2.5.2. Records**

The record requirements are defined in the SPEEA Constitution.

#### **9.2.5.3. Audit**

Audits are defined in the SPEEA Constitution.

## **10. JUDICIAL REVIEW**

Judicial Review is defined in the SPEEA Constitution and SPEEA By-Laws.

### **10.1. Composition**

Composition of the Judicial Review Committee is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **10.1.1. Meetings**

Meetings of the Judicial Review Committee are defined in the SPEEA Constitution.

#### **10.1.2. Elections**

The nomination and election of members to the Judicial Review Committee are defined in the SPEEA Constitution and in the SPEEA By-Laws.

#### **10.1.3. Recall/Replacement**

The recall and replacement of Judicial Review Committee members is defined in the SPEEA Constitution and the SPEEA By-Laws.

### **10.2. Rights and Duties**

#### **10.2.1. Constitution and By-Laws Interpretation**

Constitution and By-Laws Interpretation is defined in the SPEEA Constitution and SPEEA By-Laws.

#### **10.2.2. Hearing of Appeals**

Hearing of Appeals is defined in the SPEEA Constitution and SPEEA By-Laws

#### **10.2.3. Records**

The accessibility of the Judicial Review Committee to SPEEA records is defined in the SPEEA Constitution.

## **11. NEGOTIATIONS**

### **11.1. Negotiation Team**

Additional definitions on the Negotiation Team and the processes and policies for negotiations are defined in Northwest Policy.

### **11.2. Selection of Negotiators**

The Bargaining Unit Council in accordance with the SPEEA Constitution and Bargaining Unit Policy shall determine the requirements and method of selection of its negotiators.

### **11.3. Negotiation Team Rights and Obligations**

The Negotiation Team shall operate in accordance with Bargaining Unit Council Policy and shall report on the Team's progress to the Bargaining Unit Council.

### **11.4. Ratification of Collective Bargaining Agreements**

Additional requirements are defined in Northwest Policy.

### **11.5. Strike Authorization Vote**

The Bargaining Unit Council, by simple majority, may approve sending a strike authorization ballot to the Bargaining Unit Membership. The Bargaining Unit Council may determine to send a strike authorization ballot either concurrent with a collective bargaining agreement acceptance/rejection ballot, or they may determine to send it separately.

Only the Bargaining Unit Membership can approve a strike authorization. A Bargaining Unit strike authorization is approved by a simple majority of the votes cast. An approved strike authorization gives the Negotiation Team the authority to call a strike. The Negotiation Team may call a strike at any time after an approved strike authorization, unless or until a subsequent strike authorization is rejected. The Negotiation Team may, at their discretion, recommend the Bargaining Unit Council allow the membership a subsequent strike authorization ballot.

A Bargaining Unit strike may begin no sooner than seven calendar days after both the initial contract ratification vote and a strike authorization vote has been counted unless the seven day requirement is specifically waived by the SPEEA Council.

### **11.6. Amendments to Collective Bargaining Agreements**

The Council Officers may approve an amendment to a collective bargaining agreement if in their judgment it benefits a majority of the members. If in their judgment it does not benefit a majority of the members or is problematic, it may be brought before the Bargaining Unit Council.

## **12. ELECTION**

### **12.1. Procedure**

Election procedures are defined in the SPEEA Constitution and SPEEA By-Laws.

### **12.2. Challenges and Appeals**

Election challenges and Appeals are defined in the SPEEA Constitution and SPEEA By-Laws.

## **13. CHARGES**

### **13.1. Charges**

Charges are defined in the SPEEA Constitution and SPEEA By-Laws.

### **13.2. Hearing Boards**

Hearings are defined in the SPEEA Constitution and SPEEA By-Laws.

### **13.3. Disciplinary Action**

Disciplinary actions are defined in the SPEEA Constitution and SPEEA By-Laws.

### **13.4. Appeals**

Appeals are defined in the SPEEA Constitution and the SPEEA By-Laws.

## **14. REFERENDUMS AND CONSTITUTIONAL AMENDMENTS**

### **14.1. Methods**

The methods for initiating a referendum are defined in the SPEEA Constitution.

### **14.2. Processing**

Proposed amendment handling and amendment language are defined in the SPEEA Constitution and SPEEA By-Laws.

### **14.3. Affiliation Referendums from the Membership**

The requirements for a referendum are defined in the SPEEA Constitution.

## **15. BY-LAWS**

### **15.1. Existence**

The maintenance of the Northwest Regional By-Laws is the responsibility of the Northwest Regional Council Governing Documents Committee.

### **15.2. Amendment Procedures**

The amendment procedure is defined in the SPEEA Constitution.

#### **15.2.1. Methods**

The amendment method is defined in the SPEEA Constitution.

#### **15.2.2. Processing**

Proposed amendment handling and amendment language are defined in the SPEEA Constitution and SPEEA By-

Laws. The Northwest Regional Governing Documents Committee Chairman or designee will certify the revised document prior to distribution. The Northwest Regional By-Laws will include both the endorsements (signatures) of the Northwest Regional Governing Documents Chairman and the Northwest Regional Secretary.

## **16. POLICY**

### **16.1. Existence**

The maintenance of the Northwest Regional Policy Manual is the responsibility of the Northwest Governing Documents Committee. Maintenance and incorporation of policy items are defined in the SPEEA Constitution and SPEEA By-Laws.

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