

VANCOUVER ASSOCIATION OF EDUCATIONAL SUPPORT PROFESSIONALS

BYLAWS

ARTICLE I **MEMBERSHIP**

Section 1 All members of the recognized bargaining unit are eligible for local association membership.

ARTICLE II **DUES, FEES AND ASSESSMENTS**

Section 1 Association members and agency shop fee payers shall pay dues/fees in the amount of \$6.00 per month for local dues.

Section 2 Special provisions may be made for members of other locals transferring into this local during the membership year.

Section 3 Special assessments may be levied by two-thirds (2/3) vote of the active members in attendance at any Association meeting, provided they include a termination of the assessment in either dollar amounts or a specific date.

ARTICLE III **MEETINGS**

Section 1 There shall be at least four (4) Executive Board meetings per year. All Executive Board meetings shall be called by the President or by a majority of the Executive Board with at least one (1) day notice.

Section 2 There shall be at least two (2) annual meetings of the membership each year. The first shall be in the fall for the purpose of adopting the budget and the second shall be before the end of the school year.

Section 3 Special meetings of the membership may be called by the Executive Board or within five (5) days of the receipt of a petition to the President signed by twenty-five percent (25%) of the members.

Section 4 All meetings of the membership, except emergency special meetings, shall be announced by a written notice to each building/site representative at least five (5) days in advance of said meeting.

Section 5 The Executive Board, by a majority vote, may call an emergency special meeting at any time.

ARTICLE IV **NOMINATIONS/ELECTION OF OFFICERS AND BUILDING REPRESENTATIVES**

Section 1 The President, with the approval of the Executive Board, shall appoint an election committee, consisting of at least three (3) members. Each nominee must be a member in good standing, have been a building rep for at least one year (12 months) and give their consent to appear on the ballot.

- a. If elections are held for Building Reps, they will take place in September and be effective immediately. All replacements whether by election or not will also be effective in September.

NOMINATIONS/ELECTION OF OFFICERS AND BUILDING REPRESENTATIVES (Continued):

- b. In the event a school opts for two (2) building reps, one must be a para-educator. There may be no more than two (2) building reps per building.

- Section 2 The slate of officers shall include candidates for the office of President, Vice President, Corresponding Secretary, Recording Secretary/Treasurer and WEA-Riverside Representatives.
- Section 3 The election shall be by secret ballot, observing the one person, one vote principle.
- Section 4 The terms of office of the President shall be elected in the spring of the even numbered years and shall serve a (2) two year term.
- Section 5 In the event of the inability of the President to complete the term of office, the Vice President will become the President for the remainder of the President's term.
- Section 6 The Recording Secretary/Treasurer shall be elected in the spring of the even-numbered years and shall serve a two (2) year term.
- Section 7 The Vice President and the Corresponding Secretary shall be elected in the spring of the odd-numbered years and shall serve a two (2) year term.
- Section 8 To win, a candidate must receive a majority of the votes cast. In the event of a plurality or a tie, the Executive Board shall hold a run-off election within fifteen (15) days between the two (2) candidates receiving the most votes.
- Section 9 All elections will take place in the spring and will be completed by the end of the school year.

ARTICLE V DUTIES OF OFFICERS

- Section 1 The President shall:
- a. Preside at all official meetings and shall perform such duties as are customarily associated with the office
 - b. Attend labor management meetings for members on short notice, or occasionally, immediately upon notification. These meetings may occur on a daily, weekly, or monthly basis.
 - c. Participate in Riverside activities
 - d. Appoint and/or discharge all committee members with the approval of the Executive Board and serve as an ex-officio member of all committees or designate someone to do so
 - e. Charge committees with their duties
 - f. Represent the Association at meetings with school district management

DUTIES OF OFFICERS (Continued):

Section 2 The Vice President shall:

- a. Perform the duties of the President in the event of the absence of the President
- b. In the event of a vacancy in the office of President, assume the duties and authority of the office as Acting President for the unexpired term
- c. Distribute copies of all proposed amendments to the Constitution and Bylaws
- d. Serve as Chairman of the Membership and Nominations Committees
- e. Track and record General Membership and Building Representatives

Section 3 The Corresponding Secretary shall:

- a. Handle all correspondence for the Association including member recognition
- b. Reserve the membership meeting locations and notify the members as to the time and place of the membership meetings five (5) days in advance of said meetings
- c. Serve as Chairman of the Scholarship Committee
- d. Prepare a newsletter for membership on a regular basis at least every other month
- e. Communicate reports of legislative items and send to members

Section 4 The Recording Secretary/Treasurer shall:

Recording Secretary Duties:

- a. Keep accurate meetings of all Executive Board and membership meetings, making sure that Executive Board members have their copy prior to the next planned meeting (interoffice mail or email)
- b. Maintain the records and files of the Association

Treasurer Duties:

- a. Oversee the collection, transmittal and disbursement of dues
- b. Deposit all monies in IQ Credit Union in the name of the Association
- c. Hold all funds and disburse them accordingly upon the submission of vouchers with prior approval by the President
- d. Sign all checks along with approval from the President or Vice President

- e. Prepare an annual financial report which shall be distributed once a year at the fall meeting
- f. Report at each membership meeting and monthly to the Executive Board
- g. Be responsible for Post Office mailbox and paying bills in a timely manner
- h. Prepare the books for an audit at the end of each fiscal year
- i. File the appropriate federal and state forms

ARTICLE VI DUTIES OF THE EXECUTIVE BOARD

Section 1 The Executive Board shall:

- a. Conduct and manage the affairs and business of the Association, including interpretation of this Constitution and Bylaws
- b. See that the budget is prepared and submitted for approval by the membership, at the fall meeting
- c. Implement motions and resolutions by the membership and put into operation other measures consistent with the Constitution, Bylaws and policies of this Association.
- d. Schedule time and place and make all necessary arrangements for annual and special meetings
- e. Notify members when nominations are open
- f. Approve the appointment and discharge of all standing and special committee members, shall approve the creation of all special committees and shall review the activities of all committees
- g. In the event an Executive Board member chooses to seek other employment outside of the Association but within the Vancouver School District, said member shall resign their Executive Board position immediately to avoid conflict of interest and negative impact on the Association

ARTICLE VII COMMITTEES

Section 1 Standing committees are authorized by the Bylaws. Special committees may be established by the Executive Board. Standing Committee members shall serve until discharged by the President with the approval of the Executive Board. Special committee members shall serve until their committee is dissolved by the President or until discharged by the President with the consent of the Executive Board.

Section 2 Standing committees shall include, but not be limited to:

- a. Negotiations

COMMITTEES (continued):

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- b. Elections
- c. Building/Site Representatives
- d. Technology Outreach

Section 3 Minutes of the proceedings of each committee shall be filed with the Recording Secretary of the Association. All committees shall report to the membership as directed by the President and/or the Executive Board.

ARTICLE VIII MEMBERSHIP AND FISCAL YEAR

Section 1 The membership and fiscal year shall be August 1 through July 31

ARTICLE IX RATIFICATION OF AGREEMENT AND AUTHORIZATION FOR WALK-OUTS

Section 1 Within the first three (3) days of the five (5) day notice of the General Meeting for contract ratification, active members who request a copy of the digest of the Proposed Agreement, will receive said proposal 48 hours prior to the ratification meeting. Those members who have requested their copy within the specified initial three day time period may receive it via personal email (not district email) or hard copy from their building representative.

Section 2 The President and the chairperson of the Negotiating team shall be authorized to sign a legal, binding agreement, with the employing board only after completion of the following procedure at a general membership meeting:

- a. A report and recommendation by the Negotiating team
- b. A report and recommendation by the Executive Board
- 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
- e. A majority affirmative vote, by secret ballot, of the total active membership present and voting

Section 3 Ratification of the amendments to the negotiated agreement shall occur at a general meeting of the membership.

Section 4 Except in a work stoppage situation, at least twenty-four (24) hour written notice of the ratification meeting is required. The notice will specify the date, time, place and purpose of the meeting.

Section 5 Walk-Out action must be authorized by a majority vote of those members present and voting in a special meeting.

ARTICLE X QUORUM

Section 1 At least one officer and the membership in attendance at any duly authorized meeting shall constitute a quorum.

QUORUM (continued):

Section 2 Quorum at duly authorized meetings of the Executive Board or any committee shall be a majority of its members.

ARTICLE XI AMENDMENTS

Section 1 Amendments to the Bylaws may be made by a majority vote of the members attending a general meeting or a quorum at a duly authorized meeting of the Executive Board. Amendments shall become effective immediately upon adoption, unless otherwise provided.