

CONSTITUTION AND BYLAWS
of the
ASSOCIATION OF SALEM-KEIZER EDUCATION SUPPORT PROFESSIONALS

ARTICLE I

NAME

SECTION 1 The name of this Association will be Association of Salem-Keizer Education Support Professionals (ASK ESP), hereinafter referred to as the Association. The Association will affiliate with the Oregon Education Association (OEA) and the National Education Association (NEA).

ARTICLE II

PURPOSES

- SECTION 1 To promote the general welfare of its members, to protect and advance the interests of its members, to advance the employment status and circumstances of its members and to provide such services as may be otherwise needed and beneficial as determined by the members.
- SECTION 2 To participate in the training activities of the Oregon Education Association and the National Education Association.

ARTICLE III

MEMBERS

SECTION 1 Active membership in the Association will be open to all classified personnel employed in the Salem-Keizer School District. Active membership will be continuous until the member leaves the school system or resigns from the Association.

ARTICLE IV

OFFICERS

- SECTION 1 a. The Association Executive Board will be composed of the President, Vice-President, Secretary, Treasurer and twelve directors. Officers and directors elected to the Executive Board will serve a two (2) year term with a limit of two (2) successive two (2) year terms in the same office.
- b. Officers will receive stipends in accordance with ASK ESP policies.

SECTION 2 The Executive Board may declare any Executive Board position vacant in the event of two (2) consecutive unexcused absences.

SECTION 3 The President will:

- a. Carry out members directives;
- b. Chair all meetings of the Executive Board, Representative Assembly(RA) and general membership;
- c. Plan agenda for all meetings;
- d. Act as spokesperson for the Association;
- e. Visit buildings;
- f. Serve as member of Oregon Council for Education Support Professionals (OCESP) Caucus Board;
- g. Serve as an automatic elected OEA RA delegate and NEA RA delegate;
- h. Make, with Board approval, all appointments of chair(s) and member(s) to Association committee/task force(s).

SECTION 4 The Vice-President will:

- a. Chair the bargaining team;
- b. Aid the President in planning agenda;
- c. Assume responsibilities of the President when the President is absent.

SECTION 5 The Secretary will:

- a. Keep minutes of all meetings;
- b. Be responsible for all clerical records of the Association.
- c. Cause annual review to be completed.

SECTION 6 The Treasurer will:

- a. Keep accurate financial records for the Association;
- b. Pay all bills as authorized by the Executive Board;
- c. Cause annual review to be completed.

ARTICLE V

ELECTIONS AND VACANCIES

SECTION 1 Only members will vote in elections.

SECTION 2 Delegates to the Oregon Education Association Representative Assembly (OEA RA) will be elected to two (2) year terms between April 15 and May 15, one-half to be elected each year. Delegates will take office on August 1 and continue until July 31. The elected President will serve as an official OEA RA delegate.

Delegates to the National Education Association Representative Assembly (NEA RA) will be elected between April 15 and May 15 and will serve a two (2) year term. Delegates will take office on August 1 and continue until July 31. The elected President will serve as an official NEA RA delegate

- a. If a tie should occur that affects the outcome of the election, a run-off election will be held.
- b. All run-off elections must be held between September 1 and May 31.

SECTION 3 a. The following Directors will be elected in odd numbered years:

1. Library Media Director
3. Maintenance/Trades/Skilled Director
5. Minority Director
7. Student Services Staff Director
9. At Large Director I
11. At Large Director III

b. The following Directors will be elected in even numbered years:

2. Clerical Director
4. Custodial Director
6. Para-Educator Director
8. Technology Director
10. Transportation Director
12. At Large Director II

SECTION 4 The deadline for nominations will be publicized so that every member who desires to run for office will have an adequate opportunity to do so.

SECTION 5 Any member will be eligible for local election. Any regional, state or national candidate must qualify per specific guidelines as published.

SECTION 6 Secret ballots will be used in all elections. A place for write-in candidates will be placed on the ballot for each office. The Election Committee Chair or ASK ESP UniServ Consultant's secretary will be responsible for security.

a. When holding a paper election:

1. All ballots will be printed on non-reproducible paper.
2. All voting will take place at the Association office.
3. Day(s) and time(s) for each election will be determined by the Elections Committee and approved by the Executive Board.
4. Completed ballots will be placed in a locked ballot box by voting member.
5. Elections Committee will meet and take locked ballot box to secure location and tabulate the ballots.

6. Invalid ballots will not be counted and the Elections Committee will be the final authority.
- b. When holding an electronic election:
 1. All members will be emailed a secure personal link on their district email.
 2. Voting will be open for at least five (5) days but no more than ten (10) days.

SECTION 7 The officer(s) or director(s) position will be reopened for election if the following circumstances occur:

- a. A candidate withdraws after the ballots have been delivered; AND
- b. The withdrawn candidate receives enough votes to affect the outcome of the election.

SECTION 8 Should a vacancy occur in the office of President, the Vice-President will become President. Should a vacancy occur in the office of Vice-President, Secretary, Treasurer or Director(s), the Executive Board will appoint an interim successor and an election to fill the office(s) will be held during the next regularly scheduled Officer/Director election to fill the remainder of the vacated term of office.

SECTION 9 An Executive Board member will serve as a liaison to the Election Committee, announcing the results of the election to the Representative Assembly after notifying the President and the candidates. A written report of the election results will be submitted to the Association President.

SECTION 10 Any member may challenge the election procedures or election results for up to thirty (30) days after the election results have been accepted by the Representative Assembly.

SECTION 11 Name and address of all local officers will be sent to the OEA office by May 22.

ARTICLE VI

REPRESENTATIVE ASSEMBLY

SECTION 1 The Representative Assembly will meet monthly during the school year.

- a. Association Representatives that have attended all but one assigned meeting, September thru June, will be reimbursed the year's dues.
- b. New Representatives that join anytime between September and January and miss only one assigned meeting for the remainder of the year will be reimbursed on a pro-rated basis for meetings attended.
- c. Representatives joining after January will not be reimbursed.
- d. The one missed meeting must be excused by the President or his/her delegate.

SECTION 2 The Representative Assembly will be composed of the Executive Board and Union Representatives.

SECTION 3 For purposes of voting each site will be entitled to one (1) representative for each multiple of ten (10) members or fraction thereof. (Example: a site with twenty (20) members will be entitled to two (2) voting representatives. A site with twenty-one (21) members will be entitled to three (3) voting representatives. All Representative Assembly meetings will be open to the general membership in observer capacity. Furthermore, the Executive Board will have provision for the general membership observers to be heard in an open and orderly manner at all Representative Assembly meetings.

SECTION 4 The Representative Assembly will receive up-to-date reports from the officers, committee chairs, OEA staff and special task forces. The Representative Assembly will approve the Association's annual budget, approve Executive zones (if any) and adopt major policies referred by the Executive Board.

ARTICLE VII

EXECUTIVE BOARD

SECTION 1 The Executive Board will meet at least once a month during the school year.

SECTION 2 The Executive Board will be composed of the President, Vice-President, Secretary, Treasurer, District 24 OEA Board Director and twelve (12) Directors. Directors will be members of the following classification groups: 1) Library Media Director; 2) Clerical Director; 3) Maintenance/Trades/Skilled Director; 4) Custodial Director; 5) Minority Director; 6) Para-Educator Director; 7) Student Services Staff Director; 8) Technology Director; 9) At Large Director I; 10) Transportation Director; 11) At Large Director II; 12) At Large Director III. All Executive Board members will be considered Association Officers and will be elected school district wide. The OEA/NEA UniServ Consultant(s), immediate past-president and committee chairs will serve as non-voting members of the Executive Board.

SECTION 3 The Executive Board will manage the week-to-week activities of the Association, receiving reports from officers, OEA staff and committee/task force chairs. The Executive Board will retain responsibility for the Association's collective bargaining program, delegating bargaining session responsibilities to the bargaining team. The Executive Board will take steps to guide and protect the Association until such time that actions more appropriate to the authority of the Representative Assembly can be considered by that body.

ARTICLE VIII

COMMITTEES

- SECTION 1 Committees are advisory to the Executive Board.
- SECTION 2 Committees will be provided with a specific charge each year. The President may appoint other committees and task forces as needed. The President will submit recommendations for committee chairs to the Executive Board for approval.
- SECTION 3 Committees Chairs will:
- a. Meet regularly with their committees;
 - b. Maintain written records of the committee;
 - c. Establish written policy and procedures.
- SECTION 4 The Bargaining Committee will develop the Association rational for positions on salaries, fringe benefits and conditions of employment after surveying the membership. Employee classifications will be represented on the Bargaining Committee by one member from the following areas: Transportation, Maintenance, Instructional, Secretarial/Clerical, and Custodial. Other members will be appointed at large. The President and Vice-President will be the representative of their classifications.
- SECTION 5 The Grievance Committee will assist in the processing of the grievances and make recommendations to the Executive Board on taking grievances to arbitration.
- SECTION 6 The Minority Affairs Committee will encourage participation of the ethnic minority and other minority groups within the Association. The committee will communicate issues and concerns to the Executive Board.
- SECTION 7 The Individual and Professional Development Committee will provide training for the Association.
- SECTION 8 The Political Committee will screen and recommend to the Executive Board candidates for endorsement. This committee will provide members with material of political concerns and communicate concerns of the Association to political office holders.
- SECTION 9 The Elections Committee will be mandated to meet local, state and national election deadlines. Election Chair cannot be a candidate for local office for that year.

SECTION 10 The Bylaws Committee will present bylaw changes to the Executive Board and Representative Assembly.

ARTICLE IX

FINANCES

SECTION 1 Dues:

- a. Dues will be OEA and NEA annual plus \$60.00 local dues.
- b. Dues will be according to OEA categories.
- c. Local dues will be waived for Crossing Guards working 10 or less hours per week.

SECTION 2 Budget:

- a. The fiscal year for the Association will be September 1 through August 31.
- b. The Treasurer will prepare a financial report monthly for meetings of the Executive Board and Representative Assembly and an annual report for the membership at the end of the year.
- c. The maximum budgeted expenditure for a full time, year around Release President will not exceed 60% of the estimated annual dues income.
- d. All budgeted expenditures will be approved by the President and Treasurer. Association checks will be signed by two of the following: President, Vice President, Secretary or Treasurer. All officers must be qualified to sign Association checks.
- e. The annual budget will be prepared by the newly elected Executive Board during the annual Executive Board retreat. The annual budget will be presented to the Representative Assembly for approval in September.

SECTION 3 Review:

A Financial Review Committee, appointed by the Executive Board, will review the Association books three (3) times every fiscal year, and at the change of

Treasurer. The three review months will be October, February, and May.

The treasurer will assist the committee as requested and report the committee's finding within sixty (60) days of year end to the Executive Board and Representative Assembly.

ARTICLE X

RECALL

SECTION 1 Officers or Directors may be recalled for any of the following offenses against this Association:

- a. Advocating, encouraging, or attempting to bring about the secession from the Association or of any member or group of members.
- b. Violation of any provision of this Constitution and Bylaws therein.
- c. Making known the business of any affiliation of the Association to management officials of any agency or other persons not entitled to such knowledge.
- d. Engaging in conduct unbecoming an Association member.
- e. Engaging in gross neglect of duty or conduct constituting misfeasance or malfeasance in office as an officer or representative.
- f. Incompetence, negligence or insubordination in the performance of official duties by officers or representatives or failure or refusal to perform duties validly assigned.
- g. Committing any act of fraud, embezzlement, mismanagement or appropriating to one's own use of any money, property, or thing of value belonging to the Association including, violation of State/Federal law.
- h. Refusing, failing or neglecting to deliver at specified periods or on demand, in accordance with this Constitution and Bylaws, a full and accurate account of all monies, properties, books, and records for examination and review.
- i. Assisting, counseling, or aiding any member or officer of the Association or any of its affiliates to commit any of the offenses herein set forth.

SECTION 2 A recall election for elected positions will be held if a petition specifying charges and requesting such an election is signed by 40% of the members and is filed with the Association Secretary. The election will be held within thirty (30) days from the date the petition is filed. Only members will vote.

SECTION 3 The ballot will state: "Will _____(name)_____ be recalled from office for the following reasons? (list the charges from the petition) Yes or No?"

SECTION 4 The local Elections Committee will count the ballots and certify the results.

SECTION 5 Voting will be done in accordance with local election rules.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in the Current Edition of Robert's Rules of Order, Newly Revised will govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE XII

AMMENDMENT OF BYLAWS

SECTION 1 The Representative Assembly may adopt amendments to these Bylaws by a two-thirds majority of those voting at any regular meeting provided that amendments have been introduced and read at each of two consecutive regular meetings of the Representative Assembly and that copies of proposed amendments have been distributed to members of the Assembly for general membership discussion.

SECTION 2 Amendments may be presented by:

- a. The Association Board of Directors.
- b. A majority vote of the Representative Assembly at a preceding meeting of the Representative Assembly.
- c. A petition of any twenty Association members.
- d. An Association committee seated by Bylaws or Representative Assembly action.

SECTION 3 Bylaw changes will take effect upon approval by the Representative Assembly.