

# 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 shall pay dues/fees in the amount of up to \$72.00 per year for local dues for local association dues, which are prorated based on the employees pay schedule. Dues for NEA/WEA/UniServ will be set by their governing bodies. All dues will be paid through payroll deduction.

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

Section 3            Special assessments may be levied by a 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 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) calendar 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 member at least five (5) calendar days in advance of said meeting.

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

Section 6            There shall be at least two (2) Building Rep meetings each year. Meetings will be calendared at the first executive board meeting each year.

a. Elections for Building Reps will take place in September at each building and be effective through the school year.

- b. Each building is entitled to two (2) building reps, one must be clerical/technical, and one must be a para-educator. There may be no more than two (2) building reps per building. The exception is JPC/Facilities. These locations include members assigned to JPC, Warehouse, Maintenance, Transportation, JPCC, and Propstra. This group will be allowed two (2) clerical/technical reps.

**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.
- Section 2                      Each executive officer nominee must be a member in good standing, have been a building rep for at least one school year (September - June) and give their consent to appear on the ballot.
- Section 3                      The officers shall include candidates for the office of President, Vice President, Secretary, Treasurer and WEA-Riverside Representatives, who will also serve as WEA-RA Representatives.
- Section 4                      The election shall be by secret ballot, observing the one person, one vote principle.
- Section 5                      The President and Treasurer shall be elected in the spring. Elections will take place in even numbered years and shall serve a (2) two-year term.
- Section 6                      The Vice President and the Secretary shall be elected in the spring. Elections will take place in odd-numbered years and shall serve a two (2) year term.
- Section 7                      To be elected, 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 8                      In the event a board member resigns, they will not be eligible to run for another board position for (1) one full year.
- Section 9                      Election of Building Reps:
  - a. Elections for Building Reps will take place in September at each building and be effective through the school year.
  - b. Each building is entitled to two (2) building reps, one must be clerical/technical, and one must be a para-educator. There may be no more than two (2) building reps per building. The exception is JPC/Facilities. These locations include members assigned to JPC, Warehouse, Maintenance, Transportation, JPCC, and Propstra. This group will be allowed two (2) clerical/technical reps.
  - c. In the event of a building rep vacancy, a new election will take place at that location within thirty (30) calendar days of the vacancy.

## **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, attend member meetings as requested upon notification.
- c. Attend WEA-Riverside Executive Board Meetings and Rep Council Meetings.
- 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.
- g. Keep and maintain the records and files of Labor Management meetings and individual Member issues.
- h. Be one of 2 account signers on the association bank account.
- i. Be one of the 3 authorized officers to approve vouchers for reimbursement.
- j. Be back-up signer for checks.
- k. Sign checks along with approval from the Treasurer or Vice President.

#### 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 committee. Work with building representatives to enroll new VAESP employees.
- e. Keep and maintain the membership records, Constitution, Bylaws, and Election documentation.

#### Section 3

The Secretary shall:

- a. Keep accurate minutes of all executive board, building rep and general membership meetings, making sure that minutes are distributed to relevant meeting attendees prior to the next planned meeting (interoffice mail or email).

- b. Handle all correspondence for the Association including member recognition.
- c. 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.
- d. Prepare a newsletter for membership on a regular basis at least every other month.
- e. Track and record General Membership and Building Representatives.

Section 4

The Treasurer shall:

- A. Maintain the financial records and files of the Association.
- B. Deposit all monies in IQ Credit Union in the name of the Association.
- C. Retain copies of all proposed amendments to the Constitution and Bylaws that pertain to financial decisions.
- D. Be one of 2 account signers on the association bank account.
- E. Be one of the 3 authorized officers to approve vouchers for reimbursement.
- F. Be primary signer for checks.
- G. Prepare an annual financial report which shall be distributed once a year at the fall meeting.
- H. Prepare an annual budget to be approved at the fall meeting.
- I. Report an updated financial report including YTD Spending and Budget at each general membership meeting and monthly to the Executive Board.
- J. Verify all federal and state forms have been submitted each year.
- K. Serve as Chairman of the Scholarship Committee and award reimbursement.
- L. Be responsible for Post Office mailbox and paying bills in a timely manner.
- M. Keep and maintain the financial records and files of the Association

**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 polices of this Association.
- d. Notify members when nominations are open.
- e. Approve the creation of special committees. The appointment and discharge of all standing and special committee members.
- f. 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 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                    Committees shall include, but not be limited to:

- a. Negotiations
- b. Elections
- c. Digital Communications
- d. VAESP training day

Section 3                    Minutes of the proceedings of each committee shall be filed with the 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                    There will be a five (5) day notice of the General Meeting for contract ratification. Active members may request a copy of the summary of the substantive changes to the contract. Those members who have requested their copy within the specified initial 3-day time period may receive it via personal email, (not district email).
- Section 2                    The President 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 bulleted summary of the substantive proposed changes provided to all members in attendance.
  - d. Discussion by the membership.
  - e. A majority affirmative vote by secret ballot of the 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                    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.
- 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                    The proposals to amend these Bylaws may be made by the executive board or by a petition of ten (10%) of the membership. These Bylaws shall be amended 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 unless otherwise provided.