

CONSTITUTION OF THE CLASSIFIED PERSONNEL OF MOORE
THE MOORE PUBLIC SCHOOLS

ARTICLE I - NAME

The name of this organization shall be the Classified Personnel of Moore in the Moore, Oklahoma, Public Schools

ARTICLE II - OBJECTIVES AND PURPOSES

Section 1. To provide strength to the support personnel of the Moore Public Schools.

Section 2. To unify the support personnel in a course of action to maintain the highest standards of ethics and to work diligently for circumstances of employment conducive to good working conditions, adequate remuneration, and professional security.

Section 3. To promote within the support personnel group the highest type of professional practice, to encourage active participation of all support personnel in the solution of school problems; and to exercise their civic responsibilities, rights and privileges.

ARTICLE III - MEMBERSHIP

Section 1. All support personnel employed by the Moore Board of Education shall be members in the organization upon payment of CPM-OEA-NEA annual dues. These dues will be collected at the beginning of each school year.

Section 2. The term "support personnel" shall mean any person employed by the Moore Public Schools in a non-teaching support capacity.

Section 3. No members of this Organization may be censured, suspended, or expelled, without a due process hearing, which shall include an appropriate appellate procedure.

ARTICLE IV - MEETINGS

Section 1. The Classified Personnel of Moore will hold at least four meetings per year; others may be called by the Executive Board.

ARTICLE V - OFFICERS - EXECUTIVE BOARD

Section 1. The officers of the association shall be president, vice-president, secretary, treasurer and parliamentarian (non-voting member).

Section 2. No person shall be eligible to serve as an officer of the association who is not a member of this organized local support personnel's association.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the president, vice-president, secretary, treasurer, immediate past-president, parliamentarian and the representatives of each building site.

ARTICLE VII - STANDING COMMITTEES

Section 1. Following shall be standing committees: legislation, negotiation, grievance, membership and such other committees as the president with the consent of the executive committee may authorize from time to time. Terms of office of all appointive committee members shall expire on June 30, with the exception of the negotiations committee. Their term expires 30 calendar days after contract ratification. There shall be at least one person from each work area on the negotiations committee.

ARTICLE VIII - VACANCIES

Section 1. In case of vacancy in the office of president, vice-president shall succeed to the office for the unexpired term.

Section 2. In case of a vacancy in any other office, the president with the approval of the executive committee shall fill the vacancy by appointment, such appointee to serve the unexpired term. When possible, the vacancy should be filled by an appointee from the same work group.

ARTICLE IX - ELECTIONS

Section 1. Officers and executive committee members for the ensuing year shall be elected by May 1, to take office on July 1.

Section 2. A nominating committee shall present a slate of officers to be voted on by the general membership. Provision shall be made for open nominations.

Section 3. Election shall be by secret ballot and plurality vote.

Section 4. Eligibility to vote and hold office shall be based upon proof of membership.

ARTICLE X - DUES

The dues of the association shall be set by the membership.

ARTICLE XI - QUORUM

A quorum for business shall be the number of members present at a regular meeting. A quorum for the executive committee shall be 50% plus one person.

ARTICLE XII - AMENDMENTS

This constitution may be amended or bylaws adopted by a two-thirds vote of the membership present at a meeting of the association. The amendments to the constitution and bylaws shall be read at one meeting and voted upon at the same meeting.

BY-LAWS

ARTICLE I - RULES OF ORDER

Section 1. Roberts Rules of Order, Revised, shall be the authority on parliamentary law in both general meetings and those of the executive committee.

Section 2. The president shall have authority to designate a parliamentarian for any or all meetings.

ARTICLE II - OFFICERS, DUTIES AND TERMS

Section 1. The officers of the association shall be president, vice-president, secretary, treasurer and parliamentarian who shall be appointed by the president with approval of the executive committee.

Section 2. No person shall be eligible to hold office in this association who is not, at the time of election, regularly engaged in some phase of support employment with the Moore Public Schools. Should any officer of this association accept any administrative position or leave the Moore Public Schools to engage in other business, his/her office shall be declared vacant and shall be filled in the same manner as provided for other vacancies.

Section 3. No person shall be eligible to serve as an officer of the association who is not a member of the organized local of Moore.

Section 4. The term of office for the president, vice-president, secretary and treasurer shall be one year. They shall be elected before May 1 and shall assume office on July 1 of the same year. Officers elected before May 1 will serve until July 1 of the following year.

Section 5. The president shall preside at all meetings of the association, at all meetings of the executive committee, and at all planning conferences; shall appoint all committees not otherwise provided for, subject to the approval of the executive committee; shall prepare an agenda for the meetings of the association with the advice and consent of the executive board; and shall counter-sign all expense accounts before presentation to the treasurer for payment.

Section 6. The vice-president shall assist the president in carrying on the work of the association. He/she shall attend all meetings involving the president and shall have a voice in voting. The vice-president shall assist the president in the performance of his/her duties and shall act in the absence or resignation of the president. The vice-president shall also serve as program chairman.

Section 7. The secretary shall keep an accurate record of the business transacted at the regular meetings, in conferences, at called meetings, and at meetings of the executive committee and shall carry on such correspondence and render such other assistance as required by the president. The secretary shall at all times keep on hand a copy of the latest revision of this constitution and shall see that his/her successor is furnished with such a copy or copies.

Section 8. The treasurer shall receive all monies of the association; shall keep an accurate record of the receipts and expenditures of the association; shall make reports of the financial condition of the association when called for by the president; shall pay money on approval of the executive committee and upon order countersigned by the president; and shall prepare and present an annual financial statement at the last regular meeting of the association.

Section 9. The immediate past-president shall serve as a member of the executive committee for one year after the expiration of his/her term of office.

Section 10. It shall be the duties of the negotiating committee to represent and negotiate for the general membership in meetings with the administration and the Board of Education.

ARTICLE III - AUTHORIZATION OF EXPENSES

Section 1. The amount of any official approved expenses shall be paid from the treasury of the association on presentation of the proper expense claim countersigned by the president to the treasurer of the association who shall be responsible for preparation of suitable expense forms.

ARTICLE IV - STANDING COMMITTEES

Section 1. An audit committee of three persons appointed by the president shall audit the books of the treasurer and report its findings each year.

Section 2. Expense of committee members shall be paid by the association when the meeting of the committees are approved by the executive board of the association.

Section 3. Negotiations Committee: The negotiations committee shall review all existing economic and non-economic policies and prepare a survey to be distributed to the membership to determine their requirements and develop a proposed package to be negotiated with the School Board by the association's negotiating team. The association's negotiating team shall be selected from the committee. The committee may choose the association's chief negotiator.

Section 4. Grievance Committee: The grievance committee shall explore and prepare action programs for securing satisfactory policies and procedures for redress of grievances. It shall discuss, review, and recommend personnel policies for consideration by the negotiations committee. It shall promote sound written personnel policies to be distributed to each employee.

Section 5. Membership Committee: The membership committee shall organize and conduct a membership campaign. The committee shall work with the executive committee in conducting the membership campaign.

Section 6. Legislative Committee: The legislative committee shall have concern for local, state and national legislation affecting the interests of the association and for exercise of civic responsibilities by members. It will keep informed on current legislative proposals and objectives; interpret legislative programs to the membership; and make legislative contacts as advised by the Oklahoma Education Association. It will encourage the registration and voting of

all members, arrange association meetings on legislation, and, in general, promote activities leading to the passage of favorable legislation for schools.

Section 7. Election Committee: The election committee shall develop election rules and procedures for approval by the Executive Committee. All elections shall be conducted with open nominations and a secret ballot.

ARTICLE V - RIGHTS OF MEMBERS

The members shall have equal rights and each one shall have one vote.

ARTICLE VI - DELEGATES

Delegates to the Assemblies of the OEA and NEA shall be elected by the general membership in accordance with procedures prescribed by the Oklahoma Education Association.

ARTICLE VII - FISCAL YEAR

The fiscal year of the association shall be from July 1 to June 30.

ARTICLE VIII - INTERPRETATION

The executive committee shall have the power to interpret the constitution and bylaws.