

CONSTITUTION

ARTICLE I. NAME

The name of this association shall be SEMINOLE EDUCATION SUPPORT PROFESSIONALS and shall be affiliated with the Oklahoma Education Association and the National Education Association.

ARTICLE II. PURPOSE

The purpose of this association shall be to represent the interests of its members on the local, state and national levels through the programs of the United Association.

ARTICLE III. MEMBERSHIP

Section 1. Membership in this association shall be composed of all support professionals in the Seminole Public School District, Seminole County, upon payment of the annual dues of this association, the Oklahoma Education Association, and the National Education Association.

Section 2. An Education Support Professional employee shall be defined as any person who is employed in non-instructional or non-administrative duties.

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

Section 4. The membership year shall be from September 1 through August 31st.

Section 5. All right, title and interest, both legal and equitable of a member in and to the property of the association shall end upon termination of such membership.

ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The officers of the association shall consist of president, past president, vice president, secretary, treasurer, and the delegates and alternates to the Oklahoma Education Association Delegate Assembly and the National Education Association Representative Assembly.

Section 2. There shall be an Executive Committee with executive powers, consisting of the above officers and at least one* (1) representative to represent each support employee category: food service, custodial, transportation, clerical/teachers' aide and maintenance. Every effort shall be made to achieve ethnic minority representation on the Executive Committee in proportion to the membership.

*Number is optional depending on number of members to be represented in each support employee category.

ARTICLE V. ELECTIONS

Section 1. Officers and Executive Committee members for the ensuing year shall be elected before June 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 prior to the printing of ballots.

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 VI. DUES

Association dues shall be determined each year by the Executive Committee.

ARTICLE VII. AMENDMENTS

A proposed amendment to the constitution shall be submitted to the Executive Committee in writing. Copies shall be distributed to the membership at least ten days prior to the date set for the vote on the amendment. Voting will be by secret ballot, and a two-thirds majority shall be necessary for the amendment to pass.

ARTICLE VIII. QUORUM

A quorum for business shall be the number of members present at a regular meeting. A quorum for the Executive Committee shall be fifty percent (50%) plus one person.

ARTICLE IX. MEETINGS

The association shall have at least two general meetings a year. Regular meetings of the association shall be held as scheduled by the president with the approval of the Executive Committee. Regular meetings of the Executive Committee shall be held monthly as scheduled by the president with the approval of the Executive committee. Special meetings may be called by the president or the Executive Committee as needed.

Dated: March 31, 2008

BY-LAWS

ARTICLE I. RULES OF ORDER

The latest revision of *Roberts Rules of Order* shall govern the procedure to be followed in all meeting of the association.

ARTICLE II. DUTIES AND TERMS OF OFFICE

Section 1. Officers and Executive Committee members shall take office on July 1 and serve for a term of 2 years. Nothing shall be construed to prevent an officer from succeeding himself/herself in office should he/she be re-elected.

Section 2. In case of a vacancy, the office shall be filled by special election or remain vacant until the next regularly scheduled election. If the office of president becomes vacant, the vice-president shall assume the duties of the president.

Section 3. The President shall preside at all meetings of the association and the Executive Committee. He/she shall appoint all committees not otherwise specified, with the approval of the Executive Committee, and shall be an ex-officio member of all committees except the Nominating Committee. The president is responsible for the local's report to the OEA and NEA. He/she shall be responsible for maintaining a permanent file of association records, guiding and instructing committees as to procedures, scope of operation and duties for the year, for designating other responsibilities needed to carry out association business, and for maintaining an association calendar for the current school year. The president, with the assistance of the treasurer and past president, shall develop a budget for the year and present it to the Executive Committee for approval. The president shall co-sign all checks of the association.

Section 4. The vice-president shall be a member of the Executive Committee in training for the office of president for the next term. He/she should attend, along with the president, all relevant zone and state meetings, and training sessions. He/she shall serve as chairperson of the Nominating Committee. The vice-president shall preside in the absence of the president, serve as chairperson of the Election Committee and the Program Committee, assist the president in the performance of his/her duties, and in case of vacancy in the office of president, act in the official capacity of the president.

Section 5. The secretary shall keep an accurate record of business transacted at general membership and Executive Committee meeting, maintain the files and records of the association at the direction of the president, and provide such correspondence as required by the president and/or Executive Committee.

Section 6. The treasurer shall receive all monies and keep an accurate record of the receipts and expenditures of the association. He/she shall make reports of the financial condition of the association when called for by the president, disburse funds as required

by the budget adopted by the Executive Committee, and co-sign all checks of the association. The treasurer shall assist the Budget Committee prepare a budget proposal for presentation in May.

Section 7. The immediate past president shall act in an advisory capacity and as a voting member of the Executive Committee. He/she shall assist in the development of a budget for the year.

Section 8. Delegates and alternates to the OEA Delegate Assembly shall be elected in the ratio set out in the current OEA Constitution. If an elected delegate is unable to attend the OEA/DA and the elected alternate is also unable to attend, the vacancy must be filled by special election.*

Section 9. Delegates and alternates to the NEA Representative Assembly shall be elected in the ratio set out in the current NEA Constitution. If an elected delegate is unable to attend the NEA/RA and the elected alternate is also unable to attend, the vacancy must be filled by special election.**

Section 10. Building representatives shall be elected by association members in each building unit for the purpose of facilitating communication among the buildings and assure representation on the Executive Committee. Each building unit shall be entitled to one representative for each _____()*** members or major fraction thereof. Building representatives are voting members of the Executive Committee.

ARTICLE III. COMMITTEES

Committees shall be appointed by the president, with the approval of the Executive Committee, as needed to carry out the business of the association. Committees are responsible to the president, and he/she shall give each chairperson a committee charge for the year detailing duties and responsibilities. Chairpersons shall make reports to the Executive committee at the president's request.***

ARTICLE IV. POLITICAL ACTION COMMITTEE

The Political Action Committee shall be elected by secret ballot according to the separate organizational guidelines of the OEA PAC.

ARTICLE V. AMENDMENTS

Amendments to the By-Laws shall be made only by proposal in writing to the Executive Committee with copies distributed to the general membership for consideration at least ten (10) days prior to voting for the amendment. A majority is required for approval, and voting must be by secret ballot.

Dates: March 31, 2008

If the president is elected to serve as the delegate to OEADA or NEA/RA this office should be added in Section 3 as a duty of the president, and the listing of delegate removed in the Constitution, Article IV, Section 1 as a separate officer, unless the local is entitled to more than one delegate. Alternative wording: The president and immediate past president shall automatically assume the positions of first and second delegate, respectively, and the vice president shall assume the position of third delegate (or alternate) as needed to assure a full contingent of delegates.

Same as above in regard to delegates(s) to NEA/RA.

Number is optional as determined by local preference.

Suggested committees: Budget, Communications, Elections, Professional Development, Legislation, Member Benefits, Membership, Negotiations, nominating, program, Member Rights and Grievance.