

Constitution of Bylaws
Juneau Education Support Staff

Article I
Name

This organization shall be known as the Juneau Education Support Staff, Local #6096 of American Federation of Teachers/Alaska Public Employee Association/ AFT/AFL-CIO.

Article II
Purpose

The purpose of this organization shall be:

1. To unite and/or organize classified employees employed by the Juneau School District.
2. To improve the quality of schools at all levels.
3. To act as the exclusive collective bargaining agent for and on behalf of all the members.
4. To seek and to improve the interest of all members in respect to any and all working conditions and benefits of employment.
5. To work for the passage and retention of just laws and policies to encourage others to exercise their proper rights and responsibilities under these laws and policies.
6. To fight all forms of prejudice in education and other associated fields.
7. To network with other AFL-CIO affiliates to improve the quality of life within our community.

Article III
Membership

1. All classified employees of the Juneau School District.
2. Agency fee payers are not members of this organization and have no rights under this constitution.
3. No person shall be denied membership on the basis of race, creed, color, sex, age, religion, national origin, political belief or sexual orientation.
4. Membership shall always be subject to the current negotiated agreement.
5. Employees on approved leave of absence or employees on lay off status will continue to be members as long as they continue paying dues directly to APEA/AFT for up to two years.

Article IV
Officers

1. Officers of this organization shall be President, Vice President, Secretary, Treasure, Employee Representative Coordinator, Public Relations/Communications Officer, and Elections/Parliamentarian. They shall be known as the Executive Board.
2. The terms of office shall be: a) President, Vice President, Treasurer and Elections/Parliamentarian shall serve two consecutive years; b) Secretary, Public Relations/Communications Officer and Employee Representative Coordinator shall serve one year.
3. Officers shall take office on August 15 in the year the election was held.
4. The President and the Elections/Parliamentarian shall be elected on even numbered years. The Vice President and Treasurer shall be elected on odd numbered years.
5. The Secretary, Public Relations/Communications Officer and Employee Representative Coordinator shall be elected annually.
6. Vacancies caused by death, resignation or removal of any Officer shall be filled by a majority vote of the Executive Board. Any person selected to serve due to a vacancy shall serve out the remaining term.
7. A quorum for an Executive Board meeting shall consist of 2/3 of the Executive Board.
8. The Officers of this organization shall supervise, coordinate and transact the ordinary business affairs of the Organization.
9. The Executive Board members shall be members in good standing of the organization for a minimum of six months.

10. A monthly stipend will be paid to the officers as follows: President and Vice President \$49; Secretary and Treasurer \$45; Public Relations/Communications Officer, Employee Representative Coordinator and the Elections/Parliamentarian \$40.

11. Executive Board members must be present at monthly meetings and/or attend to assigned duties to receive stipend.

12. Additional Executive Board seats may be created and filled at any annual or special meeting of the members of the Organization. Appropriate amendments of this Constitution of Bylaws shall be made to reflect these additional seats.

Article V Duties of Officers

President

1. The President shall preside at all meetings of the Organization and represent the Organization when and where necessary.
2. The President shall be a delegate to all affiliation conventions.
3. The President shall set the agenda for all the meetings of the Local.
4. The President shall be an ex-officio member of all standing committees.
5. The President shall make an annual report to the general membership at the annual general membership meeting in April.
6. The President shall be the principal agent of the Local and shall conduct the day-to-day business of the Organization.
7. The President shall report the business of the Executive Board to the general membership.
8. The President shall be one of the necessary two signers on the organization's financial accounts.
9. The President shall have the authority to enter into Memoranda of Agreement and Letters of Interpretation regarding the current negotiated agreement, with approval of the Executive Board.

Vice President

1. The Vice President shall perform all duties of the President in the absence of the President.
2. The Vice President shall keep a current list of members of the Local, officers, committee members, rules, regulations and policies of the Organization.

Secretary

1. The Secretary shall keep the minutes of Executive Board meetings and all official organization meetings.
2. The Secretary shall be responsible for all correspondence, including weekly mail pickups and disbursement to Executive Board members.
3. The Secretary shall issue all notices of meetings.
4. The Secretary shall make the minutes of all meetings available to the membership and send unapproved copies to all Employee Representatives and Executive Board members prior to each Executive Board meeting.
5. The Secretary shall provide the agenda set by the President to each Executive Board Member and Employee Representative a minimum of two days prior to each meeting date.
6. The Secretary shall be responsible for maintaining, organizing and making accessible all records and files of the Organization.

Treasurer

1. The Treasurer shall receive, record and deposit all monies of the Organization.
2. The Treasurer shall issue an annual financial report to the general membership at the annual general membership meeting.
3. The Treasurer shall chair the Finance & Budget Committee.
4. The Treasurer shall be the custodian of the seal and charter of the Organization.
5. The Treasurer shall forward all per capita dues and current membership list to all affiliated organizations and keep this Local in good standing at all times when applicable.
6. The Treasurer shall keep adequate financial records available at all times to the Executive Board.

7. The Treasurer shall prepare an annual budget with approval of the Executive Board.
8. The Treasurer shall prepare and present a financial report to the Executive Board at each monthly meeting.
9. The Executive Board shall initiate biannual audits when applicable. The Treasurer may not be a member of the audit committee.
10. The Treasurer shall pay bills authorized in the budget and retain records of such expenditures. Expenses not authorized in the budget must be presented to the Executive Board for authorization.
11. The Treasurer shall prepare or authorize the preparation of any tax reports and other reports deemed appropriate by the Executive Board when applicable.
12. The Treasurer shall be one of the necessary two signers on the Organization's financial accounts.

Public Relations/Communications Officer

1. The Public Relations/Communications Officer shall be responsible for all communications to the membership (i.e. fliers, cards, etc.) except meeting notices.
2. The Public Relations/Communications Officer shall solicit contributions for and produce the Organization's quarterly newsletter; and update the Organization's web page.
3. The Public Relations/Communication Officer shall distribute all communications to the Employee Representatives for distribution to the membership, except the Executive Board minutes and agendas.
4. The Public Relations/Communications Officer shall ensure the Secretary receives all Organization publications for filing.
5. The Public Relations/Communications Officer shall be the liaison with the APEA-EPIC board and disburse information to the Executive Board and Employee Representatives.
6. The Public Relations/Communications Officer shall submit public notices to appropriate news and commentary agencies.

Employee Representative Coordinator

1. The Employee Representative Coordinator shall be responsible for maintaining a Building Representative at each work site.
2. The Employee Representative Coordinator shall hold an election for Employee Representative vacancies within sixty days of the beginning of the school year or of a vacancy.
3. The Employee Representative Coordinator shall report to the Executive Board the status of membership at each work site every two months during the school year.
4. The Employee Representative Coordinator shall ensure monthly Employee Representative trainings are scheduled. He/She shall approve training agendas and ensure attendance records and agendas are sent to the Secretary for filing.
5. The Employee Representative Coordinator shall keep in contact with all Employee Representatives.
6. The Employee Representative Coordinator shall ensure Employee Representatives receive communications and also handle member issues at the building level.
7. The Employee Representative Coordinator shall maintain and distribute new member packets to Employee Representatives on request.

Elections/Parliamentarian

1. The Elections/Parliamentarian shall keep the order at all meetings.
2. The Elections/Parliamentarian shall keep the attendance at all meetings.
3. The Elections/Parliamentarian shall know Roberts Rules of Order Newly Revised and the Constitution of Bylaws of the Organization and shall ensure that all meetings adhere to them.
4. The Elections/Parliamentarian shall ensure the set up and clean up of all meetings of the Organization.
5. The Elections/Parliamentarian shall be responsible for all aspects of each election.
6. The Elections/Parliamentarian shall be the chair of the Elections Committee except when that position is on the ballot, at which time the Elections/Parliamentarian must ensure that an alternate chair has been appointed and has been approved by the Executive Board.
7. The Elections/Parliamentarian shall ensure that all elections voting processes are conducted according to the Organization standards.

Article VI
Employee Representative Assembly

1. There shall be an Employee Representative Assembly comprised of an Employee Representative from each site. Each work site shall elect one Employee Representative and one Alternate Employee Representative. The representation units are: each Elementary School, each Middle School, each High School, Alternate Sites, Maintenance, RALLY, and Central Office.
2. All Employee Representatives shall attend a minimum of four trainings during the school year that are APEA or JESS Executive Board approved.
3. The Employee Representative shall distribute to the membership all communications from the Organization.
4. The Employee Representative or Alternate shall attend a minimum of two Executive Board meetings a year, all general membership meetings and all special meetings.
5. The Employee Representative shall handle issues at the site level, informing the Employee Representative Coordinator of all issues and forwarding copies of all written correspondence to the Employee Representative Coordinator, including grievances.
6. The Employee Representative shall be a leader and educator for fair representation.
7. The Employee Representative shall maintain Organization bulletin boards at each site.
8. The Employee Representative acts in advisory capacity to the Executive Board.
9. The Employee Representative shall create and update a membership list at each site by the 15th of the following months: October, January and May. A copy of this list must be given to the Employee Representative Coordinator three times a year. The list must include name, job title, number of work hours a week, and regular shift schedule.
10. The Employee Representative shall request from the Employee Representative Coordinator and deliver new member packets to each new member at the site.
11. The Employee Representative must be familiar with the current JESS contract and Organization issues.
12. Employee Representatives may be impeached if found to be in violation of all or part of Article VI. The Executive Board, in coordination with the Employee Representative Assembly and JESS members represented by the Employee Representative in question, carries out impeachment.

Article VII
Committees

1. The standing committees of this Organization shall be: Grievances; Negotiations; Finance/Budget; Elections and Constitution of Bylaws; Health/Insurance; Political Action; Staff Development; and Newsletter/Web page.
2. The Committees shall meet at least once every school year.
3. The Executive Board may establish other committees.
4. The Executive Board shall appoint the chairs of the Committees.
5. The Executive Board shall approve members of the Committees.

Article VIII
Elections, Voting and Impeachment

1. The election of Officers shall take place annually in April.
2. Notices of Executive Board vacancies and nomination forms and procedures shall be sent to the general membership by March 10.
3. Nominations shall be closed the last calendar day in March.
4. The Election Committee may make ground rules for any projected election campaigns that shall apply equally to all candidates.
5. To be eligible to run for Executive office or an Employee Representative a member must be in good standing for six consecutive months prior to nominations.

Voting
General Procedures

Revised 11/04

1. Ballots will be sent to Organization members, along with the date, time and place of the general membership meeting, two weeks prior to said meeting.
2. A member must be personally present to vote except by absentee ballot.
3. Voting shall be by secret ballot.
4. The counting of ballots for offices shall take place at the annual membership meeting in April.
5. Candidates or one representative may be present at the counting as observers.
6. The candidate receiving a majority vote of the members voting shall be declared elected.
7. See Election of Negotiating Team under Article XI.

Constitution of Bylaws Procedures

1. The Constitution of Bylaws shall be adopted by a majority vote of the members voting. Notice of vote must include time, date, and place of general membership meeting when ballots will be counted. Sealed absentee ballots submitted to the Elections/Parliamentarian Officer prior to the commencement of the meeting shall be included in the count.

Impeachment of Officers

1. Grounds for impeachment for cause shall include, but not be limited to: conflicts of interest, termination of employment, change in status of employment inconsistent with further membership in the Organization, mismanagement, and defalcation of Organization funds or investments.
2. Impeachment shall be by referendum by petition of at least 35% of the membership, setting forth the charges in writing and submitting them to the Executive Board.
3. The Executive Board shall call a special meeting of the general membership within two weeks to hear and consider the charges. It shall take a 2/3 vote of the membership to impeach.
4. The decision of the membership shall be final and binding.

Article IX Meetings

1. There shall be a minimum of one annual general membership meeting, to be held in April. A quorum must be present at the commencement of this meeting. A quorum shall be 2/3 of the Executive Board and Employee Representatives currently serving.
2. The Executive Board shall set the time and place of the meeting. The membership must be informed of the meeting a minimum of 10 days prior.
3. The Executive Board shall meet at least once a month.
4. A special meeting may be called by a quorum, 2/3 of the Executive Board, or pursuant to a petition signed by at least ten percent of the members of the Organization. The business of the meeting shall be limited to those items specified on the notice of the special meeting. Should a quorum not be present, the Executive Board shall specify a further time and place for the purpose of holding the special meeting.

Article X Finance

1. Local union dues shall be fixed by a majority vote of the members voting at a general membership meeting of the Organization.
2. Any increase of per capita dues by affiliate organizations shall be passed through to the membership dues after a 30-day notification.
3. A budget balance shall be carried over from the previous year budget and adopted by the Executive Board no later than December 1 for the budget year January 1 through December 31. The budget may not exceed a total of 95% of the dues collected during the previous 12-month period ending August 14 and 100% of all other income during the same period. Executive Board approval must be obtained for expenditures in excess of \$100. The Executive Board must obtain approval of the membership for expenditures in excess of the budget allowance.
4. The Executive Board must obtain membership approval for investing the Organization's accumulated funds. At no time shall all investments exceed 75% of said funds. Such investments must be capable of being liquidated within 90 days without penalty.
5. Two signatures shall be required on documents, that of President, Vice President and/or Treasurer.

