

Classified Employees' Association, Incorporated
Of the Matanuska-Susitna Borough School District
Constitution and Bylaws
Approved as of February 14, 2013

CLASSIFIED EMPLOYEES ASSOCIATION CONSTITUTION

Article I: Name

The organization shall be known as the "Classified Employees' Association, Incorporated" or "CEA".

Article II: Purpose

Section 1: The purpose of the CEA is to promote a strong and independent association to encourage a higher standard of skill among our members and to improve the economic status of our members.

Section 2: The purpose of the CEA also is to negotiate and bargain to enable association members to speak with a common voice on matters pertaining to the various skill areas our members represent.

Section 3: And the purpose of the CEA is to present their individual and collective interests before the Board of Education and other governing authorities.

Section 4: The final purpose of the CEA is to hold property and funds for the attainment of these purposes.

Article III: Members

Section 1: Membership in the Association shall be open to all classified personnel employed by the Matanuska-Susitna Borough School District who are employed on a permanent status either full or part time, and abide by the Constitution and Bylaws of the Association, except those exempted by the negotiated agreement.

Section 2: Upon payment of dues, membership shall be continuous until the member ceases employment, resigns from the Association, is placed on the layoff list by the Matanuska-Susitna Borough School District or is suspended or expelled by the Association. Members on the layoff list will continue membership for a period of up to two (2) years from the date placed on the layoff list and will not be assessed annual dues while on the layoff list members on leave of absence due to workman's comp issues will not be assessed dues during their leave of absence.

Section 3: Dues shall be paid as directed by the Executive Board. The amount of dues shall be determined by the Executive Board and approved by the general membership at a membership meeting (as defined in the CEA Bylaws, Article II, Section 2).

Section 4: Members who are listed on the current layoff list will be provided with meeting notices and agendas by U.S. mail or home email. Important membership information, at the discretion of the Executive Board, will also be mailed and/or emailed to members on the current District layoff list. All correspondence will be sent to the home mailing or email address on file for members. Members shall be responsible for notifying the Association of any changes in their mailing address.

Article IV: Eligibility for Office

Section 1: To be eligible for election to any office, a member must have been in continuous good standing with this Association for 90 calendar days immediately prior to the nomination for said office.

Section 2: The officers of this association shall be President, Vice-President, Secretary, Treasurer and Vice-Treasurer.

Article V: Members at Large

Section 1: There shall be six (6) members at large elected from the membership.

Section 2: Three (3) members at large (seats a, b and c) shall be elected in the odd years and three (3) members at large (seats d, e and f) shall be elected in the even years.

Section 3: One member at large shall be the Chairperson of the active Legislative/Political Action Committee and act as liaison for the Executive Board on Political issues.

Article VI: Executive Board

Section 1: The Executive Board shall consist of the officers and elected members at large. The immediate Past President and any member elected to a regional, state or national position shall be ex-officio members.

Section 2: Whenever a majority of the Executive Board shall agree that an officer or member at large has been grossly negligent of his/her duties as defined in the bylaws, has violated Section 10 "Code of Conduct", or is incapacitated, they shall notify the membership that the position was vacant and filled in accordance with Article IV, Section 8 of the Association Bylaws.

Section 3: The Executive Board shall be responsible for the function of all committees and each member will actively participate in at least one assigned committee.

Section 4: The Executive Board shall attend appropriate training.

Article VII: General Membership

The Constitution and Bylaws policy forming body of the organization shall be the general membership meeting as a duly assembled body.

Article VIII: Amendments

Section 1: The membership may adopt amendments to the Constitution by a two-thirds (2/3) vote of those present at a regular General Membership meeting.

Section 2: Such amendments must have been presented at the previous regular General Membership meeting and the proposed changes sent to all members by District and/or Personal email, and/or in-district mail (via the newsletter) a minimum of two (2) weeks prior to the meeting upon which it is to be voted.

Classified Employees' Association, Incorporated
Of the Matanuska-Susitna Borough School District
Constitution and Bylaws
Approved as of February 12, 2015

CLASSIFIED EMPLOYEES ASSOCIATION BYLAWS

Article I: Authority

Robert's Rules Newly Revised shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Assembly may adopt.

Article II: Meetings

- Section 1:
- a. The Executive Board shall establish and publish their meeting dates to the membership.
 - b. A quorum of the Executive Board would be a majority of the Executive Board fifty percent (50%) plus one (1).

Section 2: Membership

- a. The membership meetings shall be held in September, November, February and May to coincide with the monthly Executive Board/Building Rep meeting at a time and place determined by the Executive Board.
- b. The Executive Board shall prepare an agenda for each meeting and shall circulate it to all members of the Association to provide time to discuss it in advance of the membership meeting.
- c. The Executive Board or Building Representatives shall assist members as necessary with discussion and interpretation of the agenda items.
- d. The members of the Association present at a General Membership meeting shall constitute a quorum.

Section 3: Special Meetings

- a. Special meetings of the membership may be held at the call of the President or upon written request to the Executive Board from 30% of the Building Representatives.
- b. Business to come before special meetings must be stated in the call, which shall be sent in writing to each member of the Association (via email and in-district newsletter). Business shall be confined to those items.

Section 4. Ratification Meetings

- a. Ratification meetings shall be called to allow the membership the opportunity to vote on any new negotiated agreement, or any changes to an existing negotiated agreement, prior to implementation of the agreement or change.
- b. If called during the school term, there shall be at least one (1) week prior notice given via posting on the Association bulletin board at each work site.
- c. If called during summer vacation, there shall be at least two (2) weeks notice given via US Mail or personal email to each member.

Article III: Voting

Section 1: A simple majority of those present and voting, unless specified otherwise in the Constitution or Bylaws of the Association, shall be required to approve business items.

Section 2: All voting will be held electronically unless electronic voting is not available.

Section 3: Absentee balloting shall be allowed for the following only in the case of paper ballots being used. There is no absentee balloting for electronic voting.

- a. Election of Executive Board positions, or
- b. Ratification of negotiated agreements.

Section 4: The Nomination/Elections Committee shall obtain a list of all CEA members in good standing from the Membership Committee to be sent to the electronic voting coordinator.

- a. A notation will be made on the Verification List beside the name of each member who voted signifying that those members have voted if paper ballots are used.
- b. This list shall be used to ensure that no more than one (1) vote per member in good standing will be cast.

Section 5: Building Representative Responsibilities for Absentee Ballots only if paper ballots are to be used.

- a. Make Absentee Ballot Request form available to members.
- b. Distribute ballots to each member at their work site who wishes to vote absentee.
- c. Have each member sign their ballot out on the Ballot Signature Sheet on which each member at their site will be listed.

- d. After voting, have each member sign their ballot in and place their ballot in the ballot collection envelope.
- e. Return the ballot collection envelopes to the Nomination/Elections Committee.

Section 6: CEA Member Responsibilities only if paper ballots are used.

- a. Association members must request a ballot as soon as possible, but not later than seven (7) days before the election, from their Building Representative.
- b. They must sign, next to their name, on the sign out section of the Ballot Signature Sheet to receive a ballot.
- c. They then seal the completed ballot in the small envelope and seal the small envelope into the larger envelope.
- d. They must then print and sign their name across the seal of the larger envelope.
- e. The member will then give the completed ballot envelope to their Building Representative.
- f. The member must then sign in the envelope.
- g. If the member does not return the ballot they may bring it to the meeting and hand it in or have the Nomination/Elections Committee void it at the meeting so they may vote at the meeting.
- h. A ballot and ballot envelopes may be mailed to a member by the Nominations/Elections Committee upon request, if they are unable to receive a ballot from their Building Representative due to unusual circumstances.
- i. A separate mailing envelope will be provided with a space on the back for the member to sign.
- j. The ballot must be received back from the member in time for it to be counted at the meeting.

Section 7. The Nomination/Elections Committee shall receive the results from the electronic voting coordinator unless paper ballots are used then the Committee will tabulate the results and report to the President who shall publish the results.

Article IV: **Terms, Powers and Duties of the Officers**

Section 1: President

- a. The President is elected in February of every odd year for a two-year term beginning the following July. There is no term limit or intervening term requirement.

- b. The President will receive compensation equivalent to the highest step at Grade 9 (*currently Grade 9 Step 10 02/14/13*) for a 260 day work year or their current District contract, if higher. The President will have all paid holidays identified in the CEA Negotiated Agreement.
- c. A President returning to a regular District position will return to their previous grade with all appropriate step increases and term of service unless other factors contained in the contract at that time prevent this action from occurring.
- d. The President shall be the Executive Officer of the Association.
- e. The President shall preside over meetings of the Executive Board and of the Association.
- f. The President shall appoint members to the standing committees and special committees and an ex-officio member of all standing committees.
- g. The President shall represent the Association before the public, either personally or through delegates, and perform all other functions usually attributed to this office.
- h. The President shall perform other duties as directed by the Executive Board.
- i. When the President position becomes vacant between elections, the remaining members of the Executive Board will appoint an Executive Board member as the President pro tempore for the remainder of the term.

Section 2: Vice President.

- a. The Vice President is elected in February of every even year for a two-year term beginning the following July. There is no term limit or intervening term requirement.
- b. The Vice President shall assist the President with the duties of the Association.
- c. The Vice President shall perform the duties of the President in his/her absence.
- d. When the Vice President position becomes vacant between elections, the remaining members of the Executive Board will appoint one of their number as the Vice President pro tempore for the remainder of the term.

Section 3: Immediate Past President

- a. The Immediate Past President shall advise the Executive Board.
- b. The Immediate Past President shall also assist the President at his/her request.

Section 4: Secretary

- a. The Secretary is elected in February of every odd year for a two-year term beginning the following July. There is no term limit or intervening term requirement.
- b. The Secretary shall keep accurate minutes of all meetings of the Association membership.
- c. The Secretary shall keep accurate minutes of all meetings of the Executive Board.
- d. The Secretary shall ensure the Association maintains official files.
- e. The Secretary shall assist the President with Association correspondence.
- f. If the Secretary position becomes vacant, the Executive Board will select from the general membership a member to serve the remaining term of office.

Section 5: Treasurer

- a. The Treasurer is elected in February of every even year for a two-year term beginning the following July. There is no term limit or intervening term requirement.
- b. The Treasurer shall hold the funds of the Association.
- c. The Treasurer shall disburse funds upon authorization of the Executive Board.
- d. The Treasurer shall provide a current detailed budget report, including and accurate accounting of receipts and disbursements, to each General Membership meeting.
- e. The Treasurer shall prepare an annual financial statement for review by members as directed by the Executive Board.
- f. Such books and financial records shall be closed and presented for independent financial audit.
- g. He/she shall keep the President and the Executive Board informed of the financial condition of the Association.
- h. He/she shall be the chairperson of the Budget Committee.
- i. He/she shall be bonded by the Association.
- j. If the Treasurer position becomes vacant, the Executive Board will select from the general membership a member to serve the remaining term of office.

Section 6: Vice-Treasurer.

- a. The Vice Treasurer is elected in February of every odd year for a two-year term beginning the following July. There is no term limit or intervening term requirement.
- b. The Vice Treasurer shall primarily be responsible for membership enrollment.

- c. The Vice Treasurer shall maintain a current roll of the members.
- d. The Vice Treasurer shall coordinate with the Treasurer on other aspects of duties of his/her office.
- e. He/she shall be the chairperson of the Membership Committee.
- f. If the Vice Treasurer position becomes vacant, the Executive Board will select from the general membership a member to serve the remaining term of office.

Section 7: Any two (2) officers and/or member-at-large, with the exception of the Vice-President, shall be co-signatories to any and all financial disbursements.

Section 8: Members at Large.

- a. The Members at Large are elected in February for two (2) years terms beginning the following July.
- b. Seats A, B and C shall be elected in the odd years.
- c. Seats D, E and F shall be elected in the even years.
- d. The Members at Large have no term limits or intervening term requirements.
- e. If the Member at Large position becomes vacant, the Executive Board will select from the general membership a member to serve the remaining term of office.

Section 9: If an Executive Board member is absent from a regularly scheduled Executive Board meeting three (3) or more times in one (1) year, without prior approval of the President, his/her seat shall be declared vacant.

Section 10: Code of Conduct

The Classified Employees' Association is committed to maintaining the highest degree of integrity. All members shall conduct themselves in a manner that will foster cooperation, showing respect, courtesy and professionalism in their dealings with employees, administration, parents and our community.

A member who holds an Association position shall also abide by the following Code of Conduct:

- I will discharge my duties with honesty, integrity, and full regard for my responsibilities.
- When speaking to others (members, public, administration), I will make clear whether I am speaking personally or on behalf of my position with the Association.

- I will recognize that all authority rests with the Executive Board and will make no personal promises nor take any private action that may compromise the Association or its members.
- I will respect the confidentiality of all information acquired in my position and not make improper use of or disclose such information to any unauthorized third parties.
- I will disclose all personal conflicts of interest with respect to any matter under consideration, whether real or perceived, and remain silent during the deliberations and decisions pertaining to the matter.
- While in the capacity of my position I will not practice, condone, facilitate, or collaborate with any form of discrimination.
- I recognize that I am a representative of the members of our Association. I will be objective in my judgment and any actions that I take will be in the best interest of our members.
- I am directly accountable for my actions. Violation of this code of conduct may result in discipline, including possible termination of my Association position (Executive Board, etc.). A member holding an Association position may be removed by a 2/3 vote of the Executive Board.

Although no code or policy can anticipate every situation, this Code of Conduct is intended to provide guidance for handling situations that may arise.

Article V: Power of the Executive Board

Section 1: Management Duties

- a. The Executive Board shall be responsible for the management of the Association within the Bylaws established by the membership.
- b. The Executive Board shall report its transactions to the membership.
- c. The Executive Board shall suggest policies for consideration by the membership.
- d. The Executive Board shall establish guidelines for and assign goals to the various committees.
- e. The Executive Board shall develop workshops and training conferences for the representatives.

Section 2: Fiscal Duties

- a. The Executive Board shall carry a sufficient bond to safeguard the funds of the Association. The Treasurer shall receive and be responsible for all funds of the Association.

b. The Executive Board shall cause an audit of all accounts and records effective August 31. This audit shall be available for review by members of the Association by the November Membership meeting.

Section 3: There must be majority consent of the Executive Board concerning employees' rights or any decision concerning the membership.

Section 4: The Association will establish and maintain a Sick Leave Bank.

Article VI: Building Representatives

Section 1: Duties

- a. To discuss proposed agenda of the General Membership meeting with the members in their building.
- b. To convey concerns of the membership.
- c. To discuss with building members actions taken at General Membership meeting.
- d. To identify to and assist the Membership Committee with enrollment of new members.
- e. To maintain two-way communication between building members and the Executive Board.
- f. To attend all monthly building representative meetings, all bargaining support meetings and all General Membership meetings.
- g. To make every effort to promote positive interaction between all members in the building.
- h. To advocate employees' due process rights through the grievance procedures through Level 1.

Section 2: Selection

- a. The members at each site shall choose at least one (1) building representative.
- b. Each site may elect more than one (1) representative if they so choose.

Article VII: Standing Committees

Section 1: The Standing Committees shall be Bargaining, Budget, Help Fund (financial assistance to members for extenuating circumstances), Insurance, Legislative and Political Action (CEA -PAC), Membership, Public Relations, Rights, Scholarship, Sick Leave Bank and Social/Sunshine.

Section 2: Committee Members

- a. Each committee, except Help Fund and Insurance, shall have three (3) members.
- b. The Help Fund shall have four (4) members.
- c. Insurance shall have five (5) members.
- d. The Help Fund **and** Rights shall also have two (2) alternates.

Section 3: Term

- a. Committee members shall be appointed for a one (1) year term.
- b. There is no term limit or intervening term requirement.

Section 4: Chairperson

- a. Each committee shall choose a chairperson.
- b. The chairperson shall report items of action to the membership.
- c. The chairperson shall also prepare a written report summarizing objectives action programs, gains and unreached goals.
- d. The Executive Board shall file these reports to become a part of the continuing record of the Association.

Article VIII: Nominations/Elections

Section 1: The active members of the Association in each building during the month of December may nominate candidates for an open position.

Section 2: Nomination/Elections Committee

- a. The President shall appoint a Nomination/Elections Committee in November to actively seek nominations from the active membership.
- b. Nominations shall be opened at the November General Membership meeting.
- c. Nominations shall be closed the first Friday after the winter break.
- d. The Nomination/Elections Committee shall, prior to elections, receive nominations and publish biographical information on each candidate.
- e. The Nomination/Elections Committee shall report all nominations to the membership in a written notice in January.
- f. The Nomination/Elections Committee shall prepare the paper or electronic ballots approved by the Executive Board at least three (3) weeks prior to the General Membership meeting. If paper ballots are used:
 1. The ballots shall be printed on dark colored stock and be enclosed in a ballot envelope that is printed with the words CEA Election Ballot (in bold print). The number of ballots printed shall be equal to the number of CEA members.

2. The Nomination/Elections Committee shall provide to the Building Representative at each site one ballot for each CEA member in good standing. A sign out / sign in Ballot Signature Sheet will be attached to Ballot Collection envelope listing all CEA members at each site.
3. Prior to the General Membership meeting, the Nomination/Elections Committee shall collect all Ballot Collection envelopes from each Building Representative.

Section 3: Elections

- a. Voting shall begin by the Monday prior to the General Membership meeting and close at the General Membership meeting, members in good standing shall vote for officers by secret ballot.
- b. New officers shall assume their duties on July 1.

Article IX: Amendments

Section 1: The membership may adopt amendments to these Bylaws by a two-thirds vote of those present at a regular General Membership meeting,

Section 2: Such amendments must have been presented at the previous regular General Membership meeting and the proposed changes sent to all members by District and/or Personal email, and in-district mail (via the newsletter) a minimum of two (2) weeks prior to the meeting upon which it is to be voted.