

Education Support Staff Association

Bylaws



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BYLAWS

ARTICLE I - RULES OF ORDER

1. Robert's Rules of Order, Newly Revised, shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.
2. A procedural guideline of Robert's Rules of Order, Table of Parliamentary Motions, will be available to all members attending any meetings: General Membership, Policy Assembly, or Representative Council.

ARTICLE II - TERMS AND DUTIES OF OFFICERS AND MEMBERS-AT-LARGE

1. Officers and Members-at-Large
 - a. Newly elected officers shall assume their offices one month after the certification of the election. Newly elected members-at-large will take their seats the month after the certification of the election. Officers and members-at-large may be re-elected for a maximum of six (6) consecutive years in the same office. The immediate past president shall serve a one-year term on the Executive Board.
 - b. All newly elected officers and members-at-large shall receive training on Roberts Rules of Order and Parliamentary Procedures, the Association's Constitution, Bylaws, and Policy Manual, and their fiduciary responsibilities prior to taking office no later than the first Saturday after the first Executive Board or Membership meeting (whichever is applicable) of the school year for which they were elected.
 - c. A vacancy in the office of President shall be filled by the Vice President until the next regularly scheduled election.
 - d. All vacancies in elected offices, with the exception of the President, will be filled by appointment by the President with the approval of the Executive Board until the next regular election.
 - e. Should the offices of both the President and Vice President become vacant simultaneously between elections, the remaining members of the Executive Board shall choose one of their numbers to serve as President pro tempore until the membership can fill the vacancies through a special election.

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f. Should a vacancy for member-at-large occur before the end of the first year of the two-year term, the vacancy may be designated by the Election Committee as a one-year office at the next regular election in order to maintain the integrity of the staggered terms.

2. President - The President shall abide by the will of the majority while acting as spokesperson for the Association, either personally or through delegates, and shall preside at all meetings of the Association and be an ex-officio member of all standing committees. The President shall appoint, or may remove, chairpersons and members of standing committees and special committees. The President or incumbent shall be one of the local delegates to NEA- ALASKA Delegate Assembly and to the National Education Association Representative Assembly, unless elected to be a state delegate.

A. Upon completion of the President's elected term, they shall serve for one year as a voting member of the Executive Board.

B. The President shall promptly have any member or officer who is not conducting themselves in an orderly way, is intoxicated, who disturbs the harmony or peace of the meeting, or who fails promptly to abide by the President's rulings or the action of the meeting removed from the meeting.

3. Vice President - The Vice President shall perform the functions usually attributed to the office. They shall be responsible for coordinating all committee activity, serve as Chair of the Elections Committee, and shall supervise elections. If the Vice President is a candidate for office, the President shall appoint another Board Member as Election Chair. The Vice President shall serve as the parliamentarian of the Association and shall organize and maintain a written compilation of policies established by the Association. In the absence of a committee chair the Vice-President shall serve as the Membership/Reconciliation Chairperson, the Financial Committee Chairperson, and, shall assume the duties of President in case of resignation, removal, or other absence of the President. The Vice President may hold a special election to fill a vacancy in the office of President.

4.—Secretary - The Secretary shall keep and make available accurate minutes of all meetings of the membership, Representative Council, and Executive Board, within two (2) weeks of meeting date.

A. Keep records of attendance of these meetings. The Secretary will inform the President of three (3) unexcused absences of Executive Board members, Representative Council, and Policy Assembly.

B. Policy Assembly attendance is mandatory for the Secretary in order to make updates and changes electronically and provide updated information to the President and participants.

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5. Treasurer - The Treasurer shall hold the funds of the Association and shall deposit and disburse them upon authorization by the Executive Board, and together with the President shall sign all vouchers authorized by the Executive Board.

The Treasurer shall:

- Keep accurate accounts of receipts and disbursements
- Report at Executive Board (Eboard) meetings, Rep Council and General Membership
- Prepare an annual financial statement of the records as directed by the Eboard
- Work out of and maintain financial books and records at the ESSA office – materials shall not leave the office unless to conduct business for the Association with outside sources.
- Provide such books and financial records to an outside firm for auditing purposes as directed by the Eboard.

The President and Executive Board are authorized to hire a bookkeeper for the purpose of maintaining accurate financial records.

6. The ESSA shall reimburse the Rights Committee Chair, Treasurer, Secretary and Membership Committee Chair the equivalent of one hundred (100%) percent of local, state and national dues prorated at the end of the fiscal year when financially possible at the approval of the fiscal budget.

7. No two or more members of the same family may serve as association officers at the same time.

ARTICLE III - DISBURSEMENT OF FUNDS

1. Any two (2) officers of the Association shall be co-signatories to all financial disbursements, EXCEPT for reimbursements or disbursements to themselves. All officers of the Association shall be bonded.

2. Signature cards shall be kept current; changes will be submitted **no later than July 1**, following each election of officers.

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3. The Executive Board must approve any expenditure over \$350.00 (three hundred fifty and no/100 dollars) for any items not addressed in the adopted budget prior to purchase.

4. Credit Card

A. ESSA shall maintain a business credit card.

B. The President and Treasurer will be the only card holders and are authorized to use the card for the business of the association within the approved budget. If the card is misused the card holder at fault will be responsible to cover the cost and any fees that accrue.

C. All receipts must be retained and included in a monthly report. This report will also include the budget code for each purchase made.

D. Monthly usage reports are submitted to the-Treasurer for approval. This report will be processed in the below outline:

The President is responsible for the assigning of the line items in the budget, and the treasurer is responsible for verifying the items and recording appropriately when the CC bill is entered and paid. The bookkeeper is the third set of eyes, and verifies the account line item and the charge.

E. Once the usage report is approved ESSA will pay the credit card bill. The credit card will be paid in full each month.

ARTICLE IV - EXECUTIVE BOARD

1. Membership - The Executive Board shall consist of the officers, a general member at-large for each 50 members, and one (1) Retiree Volunteer member elected by the members at-large for two (2) years according to the November membership in the school year of their election, or according to the June membership in the year previous to their election, whichever is greater. The chairpersons of all Education Support Staff Association standing committees shall participate in a non-voting capacity. The ESSA members serving on the NEA- Alaska Board of Directors shall participate fully to include voting rights.

2. Duties - Members of the Executive Board shall attend all regular meetings of the Board, and General Membership unless they receive prior excuses from the presiding officer. After three (3) absences either excused or unexcused, a face to face meeting with the President and Vice President, and another E-board member of their choosing with a member may occur to discuss absences of the member in a school year. The Executive Board may elect to declare the member seat vacant.

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It is the duty of the executive officers and board members to make sure the assets of the Association are safeguarded and used solely for the benefit of the membership.

The Executive Board shall be responsible for the management of the Association during the interim between site rep or general membership meetings, approve budget adjustments, certify election results, carry out policies established by the membership or site rep council, report its transactions to the membership or Site Rep Council, suggest policies and resolutions for consideration by the Site Rep Council, and may assign tasks to committees.

The Executive Board shall represent the Association in negotiating policies with the governing and appropriate bodies of the school system. Within established policies, it shall make agreements binding the Association in these matters pending ratification by the membership. The Executive Board may delegate its power to negotiate to other committees or representatives.

The Executive Board shall carry sufficient bond to safeguard the funds of the Association. The Board shall ensure that an audit of all accounts and records to be made immediately following the end of each fiscal year. The audit report shall be available for examination by each member of the Association.

The Association shall be incorporated as a non-profit in the State of Alaska.

3. All Executive Board members will attend mandatory training on a date prior to the end of the first semester.

4. The board shall develop and implement an internal evaluation tool to identify areas of improvement to better serve the body.

ARTICLE V - POWERS OF THE MEMBERSHIP

The membership, excluding Retiree Volunteer members, shall approve the budget, dues, and ratification of the contracts and shall elect officers and representatives, as presented to the membership by the designated Board members and/or Site Rep Council. It shall also adopt procedures to be followed in censuring, suspending, and expelling members for cause or for reinstatement of members. Membership, excluding Retiree Volunteer members, may also adopt or approve resolutions or policy statements. Powers not delegated to the Executive Board, Site Rep Council, or other groups in the Association shall be vested in the membership, excluding Retiree Volunteer members.

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ARTICLE VI – Site Rep COUNCIL

1. The Site Rep Council will act on reports of committees, approve resolutions and other policy statements, and conduct the month-to-month business of the Association. It may adopt such rules governing the conduct of the Association and the conduct of the meetings as are consistent with the Constitution and Bylaws.

2. Election of Site Rep Council - There shall be one (1) representative for every ten (10) members, rounded to the nearest ten, per job site, with a minimum of one (1) representative per site.

Term of office shall be one (1) year.

Job sites will be notified by April 1 of the number of Representative Council members they will be allocated for the following school year. The site will elect their representative(s) by May 1. Each site will notify the President of the results of the election.

The Vice-President or Membership/Reconciliation Chairperson will report to the Executive Board in November changes in building membership. A site will be notified of any changes. If necessary, a building will conduct a special election for representation and notify the President of the results of the special election.

A job site may elect a replacement representative at any time and will be responsible for notifying the President before the first meeting the new representative will attend.

3. Meetings - The Site Rep Council will meet once a month except when there is a general membership meeting.

Any member from the same job site, with written notice, may be seated by the President at any meeting as a substitute for the representative

The Site Rep Council may call a general membership meeting on any issue that it deems necessary by a simple majority vote.

Training – Building Representatives will receive training annually.

4. DUTIES - Site representatives will attend monthly meetings of the Association. After three (3) unexcused absences, the Representative Council may declare the seat vacant.

The representative shall call brief building meetings at least once monthly to discuss Association business and proposed agenda items for Representative Council meetings, to propose agenda items for council action and discuss action taken in enforcing the contract. They shall oversee subsequent election of the Building Representative(s) and other elections as required by the policies of the Association. The representative shall promote two-way Association communication within the building. They may organize

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building committees as necessary to expedite Association work. They shall maintain and update, at least monthly, the ESSA bulletin board at their site with the Association calendar, ESSA Advocate, Meeting and Election Notices, Training Fliers, and a posting naming the current representative and where and how they can be reached.

ARTICLE VII - POLICY ASSEMBLY

1. Policy Assembly shall hold its annual meeting prior to NEA-ALASKA Delegate Assembly. Policy Assembly dates will be set prior to the fall election
2. Voting members of Policy Assembly shall be all Site Representatives, all members of the Executive Board, all chairs of standing committees, and all elected delegates to NEA-Alaska Delegate Assembly within the last fiscal year.

All local delegates to NEA Representative Assembly shall have served as delegates to Policy Assembly and to NEA-ALASKA Delegate Assembly.

3. Policy Assembly Delegate Participation – the following guidelines for “Active Delegate Assembly Participation in Policy Assembly”
 1. Delegates shall be in attendance during the time specified on the agenda for all work and business sessions, barring early adjournment;
2. The agenda will set a Call to Order and Adjournment time;
3. Excused absences for up to one hour of leave per business session maybe granted by the President;
4. The date for Policy Assembly sessions shall be published prior to fall elections.
5. Any delegate who does not attend all scheduled sessions of Policy Assembly shall be replaced at Delegate Assembly or Representative Assembly by an alternate who was in attendance at Policy Assembly, except in the following cases:
 - a. The delegate is on official ESSA business;
 - b. The delegate is on District emergency leave;
 - c. The delegate is ill and notifies either the President or Vice President;
 - d. The delegate is involved in a vehicle breakdown or accident;
 - e. The delegate is on official School District business;
 - f. The delegate is on official business of a state board or commission;

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- g. The delegate is attending a funeral or a memorial service;
- h. There is an unforeseen disaster;
- i. Unless the Delegate is excused by two-thirds vote of the Executive Board;

ARTICLE VIII – DELEGATE ASSEMBLY

1. All delegates to Delegate Assembly (DA) must be voted in by The ESSA General Membership with a minimum of five (5) votes, including write-ins. The President may appoint up to 5 delegates, if there are open seats after the election. These delegates must fulfill all the delegate requirements below.

1. The responsibility of a delegate is to:

- a. Attend all sessions of policy assembly, unless prior written approved notice of absence is sent to the President within 24-hour notice.
- b. Should an emergency arise and 24-hour notice is not possible, the delegate may petition the E-board for a two-thirds vote to attend DA.
- c. When attending DA, you are required to attend ALL sessions. If a delegate is found to be not attending scheduled sessions and is not excused by the ESSA President, the delegate will be billed for all expenses including travel, per diem, and hotel.
- d. All delegates are responsible to turn in the required receipts of their trip and all completed required documentation/travel reports within sixty (60) calendar days after the event.
- e. Report activities and sessions to the ESSA.
- f. The member must submit receipts for all allowable expenses. If their receipts are less than their travel voucher, they must reimburse the Association. Until all monies are reimbursed the member will be considered a member not in good standing.

A member who is considered not in good standing will not be eligible for any subsequent elections or appointments until they make themselves whole with the Association.

Travel costs shall not be covered if it is not indicated in the ESSA budget prior to the travel being authorized. This affects all ESSA/NEA-AK/NEA travel. If the member chooses to still travel all expenses are the responsibility of the member and the association will be held harmless.

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Noncompliance with the above requirements shall result in exclusion from the following DA (the next year).

ARTICLE IX – REPRESENTATIVE ASSEMBLY

1. Must fulfill all requirements as a delegate of the Delegate Assembly.
2. All delegates to Representative Assembly (RA) must be voted in by The ESSA General Membership with a minimum of five (5) votes, including write-ins. Delegates elected to RA shall be limited to no more than three consecutive terms and can be elected again after two years.
3. The responsibility of a delegate is to:
 - a. Represent ESSA in committees and caucuses.
 - b. Attend ALL sessions: If a delegate is found to be not attending scheduled sessions and is not excused by the ESSA President or the NEA-ALASKA President if the ESSA President is not available; the delegate will be billed for all expenses including travel, per diem, and hotel.
 - c. Participate with business on the floor.
 - d. Network with delegates from other states.
 - e. Report activities and sessions to the ESSA.
 - f. All delegates are responsible to turn in the required receipts of their trip and all completed required documentation/travel reports within sixty (60) calendar days after the event.
 - g. The member must submit receipts for all allowable expenses. If their receipts are less than their travel voucher, they must reimburse the Association. Until all monies are reimbursed the member will be considered a member not in good standing.

A member who is considered not in good standing will not be eligible for any subsequent elections or appointments until they make themselves whole with the Association.
5. The ESSA President-elect will be one of the delegates to RA.

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6. Travel costs shall not be covered if it is not indicated in the ESSA budget prior to the travel being authorized. This affects all ESSA/NEA-AK/NEA travel. If the member chooses to still travel all expenses are the responsibility of the member and the association will be held harmless.

Noncompliance with above requirements shall result in exclusion from the following RA (the next year.)

ARTICLE X - STANDING COMMITTEES

1 . The Standing committees and subsequent subcommittees of the Association shall be:

- a. Employee Rights
 - i. Negotiations
- b. Legislative and Political Action (ESSA-PAC)
- c. Public Relations
 - i. In-service and Training
 - ii. Communications
 - iii. Membership
 - iv. Social engagement
- d. Sick Leave Bank
 - i. Sunshine
- e. Health Care
- f. Financial
- g. Retiree Volunteer Members

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2. Retiree Volunteer members may serve on committees, but may only chair the Retiree Volunteer Members committee. The committee members shall be appointed for terms of two (2) years. The President shall appoint the chairpersons of the standing committees. Chairpersons may be removed by the President or majority vote of the Executive Board.

2. Committee Procedures

- a. All Standing Committees except Employee Rights and Sick Leave Bank will hold open meetings to the members.
- b. All Standing Committees will meet on the date and time as established in the Association Calendar and posted in the ESSA Advocate.
- c. Any changes in meeting dates and/or times need to be approved by the President no less than one (1) week prior to the posted date.
- d. The President shall be an ex-officio member of all standing committees.
- e. All Committee chairpersons are required to submit a monthly written committee report to the President at least one (1) week prior to each Executive Board Meeting.

ARTICLE XI- MEETINGS

1.

- a. The Executive Board shall meet on the 2nd Tuesday of each school month. The President shall prepare, with input from the Executive Board, an agenda that shall be emailed to all members and posted to the website by the 1st Tuesday of each school month.
- b. Special meetings of the Executive Board may be held at the call of the President or at the request of three (3) members of the Board. The President will inform by email all Board Members and all members of the meeting date, time and all business items at least 48 hours in advance of the meeting

2.

- a. The Representative Council shall meet on the Wednesday following the regularly scheduled Executive Board meeting.

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- b. The Representative Council will not meet in any month when a general membership meeting is scheduled.
 - c. Special meetings of the Representative Council may be held at the call of the President or a majority of the Executive Board. Business to come before special meetings shall be stated in the call, which shall be sent in writing to each building representative.
- 3.
- a. The membership shall meet in October, January and April. The January meeting shall be held after Delegate Assembly takes place, and Delegates are required to make a report at the membership meeting.
 - b. The President, with input from the Executive Board shall prepare the agenda for each membership meeting and shall circulate it to all members so that representatives shall have time to discuss it with their building members in advance of the membership meeting.
 - c. Special meetings of the general membership may be held at the call of the President, majority of the Executive Board or Representative Council. Business to come before special meetings shall be stated in the call, which shall be sent in writing to each member.
4. A simple majority of those present and voting shall be required to approve/disapprove business items which come before the Representative Council, committees, and general membership meetings

ARTICLE XII - BUDGET

1. The Financial committee during February of each year shall be responsible to the Executive Board for the preparation of a budget and dues amount for the following fiscal year, and to assist the Treasurer in the implementation of the current budget. The President, Treasurer, and no less than four Executive Board members shall serve on the committee. The proposed budget and dues structure shall be presented to the Executive Board at the March meeting for recommendation to the membership. The proposed budget and dues amount, which shall show the allocations for the ESSA, NEA-Alaska, and NEA dues, shall then be circulated to the membership before the April membership meeting for adoption. The dues structure may not be amended or rescinded once the fiscal year has begun. The dues amount for ESSA shall be collected throughout the school year in equal installments or prorated installments for new hires, and

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if that cannot be met, dues should be placed in arrears until collection can be made and ESSA be notified. A special meeting may be called for reconsideration of the budget. A majority of 2/3 of the general membership shall be required to amend the budget and the dues structure.

2. The Finance Committee is empowered to manage the financial accounts including but not limited to closing and opening accounts, transfer funds between accounts, pursue and authorize investment opportunities. The Finance Committee must seek board approval of all expenditures other than financial institutional costs.

ARTICLE XIII - ELECTIONS

1. General Election – Before a member is considered to be eligible for an office or a member-at-large position on the Executive Board they:

- a. Must be a member in good standing and have been a member of the Association for a period of at least one (1) work year of not less than nine (9) months; or must be a Retiree Volunteer member.
- b. Be provided with a candidate information packet and training opportunity.

2. Nominations for officers, Executive Board and Representative Assembly Delegates and shall include the following information for each candidate:

- Name
- Job Title
- Work site
- Years of service
- Union activity, including leadership, committees, projects, programs, etc.
- Reasons for seeking office; in 150 words or less. Candidates for the office of President may write-up to 150 words.

1) Any member of the Association in each building or unit may, from December 1st through the last work day on or before January 15th, nominate a candidate for President, Vice President, Secretary, Treasurer, Members-at-large, to delegates to Delegate Assembly and Representative Assembly. Nominations shall be submitted to the Vice President.

- a. The Committee on Elections shall report all nominations in writing to the membership no later than ten (10) working days prior to the election.

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a. Election

General members of the Association shall vote for officers, members-at-large, and delegates to Representative Assembly by secret ballot. The Vice President shall report the results to the President who shall cause them to be certified and published. Write-in votes for officers, members-at-large, and delegates to Representative Assembly will be accepted; a person must have a minimum of five (5) votes to be elected. All election materials are the property of the ESSA.

3. Delegate Assembly

a. Nominations for Delegate Assembly Delegates and Other Vacancies

1) The documents requesting nominations for delegates to the Delegate Assembly will contain an overview of the obligations and commitments expected of all elected delegates including dates of all scheduled sessions and the consequence of not meeting these obligations and commitments. All nominees must be considered in good standing by the ESSA.

4. In the event the timeline for any election described in this Article is breached, the election will be held as soon as possible and be conducted according to all rules specified in this Article.

ARTICLE XIV - INITIATIVE

Upon petition of ten percent (10%) of the membership any matter of concern to the Association shall be presented to the Executive Board and placed on a published agenda and presented at a general membership meeting for approval. The President shall call a meeting of the membership within thirty (30) days of the receipt of the petition. The initiative must be approved by a majority of those voting at that meeting and the results of the vote will be binding upon the Association.

ARTICLE XV - RECALL

The recall of any officer or member-at-large of the Executive Board will be placed before members represented by that position upon presentation to the Executive Board of a petition signed by twenty percent (20%) of the affected members. A recall election will be held within thirty (30) days of the certification of the petition by the Executive Board. Only those members directly represented by the position

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may vote in the recall election. The vote to recall must be a two-thirds (2/3) majority of those voting.

ARTICLE XVI – AMENDMENT

These Bylaws may be amended by majority vote of those present at any regular meeting of the membership, provided that proposed amendments have been previously submitted to the Executive Board and copies have been sent to Building Representatives ten (10) working days prior to the meeting.

ARTICLE XVII- REVIEW AND REVISION

President shall appoint a committee for the purpose of reviewing and/or proposing amendments to the Bylaws at least every three (3) years. Starting year 2017.

[Revised: September 13, 1981; March 17, 1984; March 2, 1985; March 1, 1986; November 8, 1986; February 14, 1987; February 13, 1988; May 13, 1989; January 13, 1990; March 3, 1990; February 8, 1992; January 9, 1993; March 19, 1994; January, 1995; November 1996; May 16, 1998; October 17, 1998; April 17, 1999; January 15, 2000; January 20, 2001; January 19, 2002; January 18, 2003; January 17, 2004, April 16, 2005, January 14, 2006, March 6, 2006; October 2007; April 2008; October 24, 2010; April 24, 2010; January 21, 2012; January 26, 2013; January 18, 2014; January 10, 2015; January 2016; April 13, 2019; April 18, 2020; April 13, 2022 April 13, 2024]