

Constitution of Bylaws Juneau Education Support Staff

Article I Name

This Union shall be known as the Juneau Education Support Staff (JESS), Local 6096 of Alaska Public Employee Association/American Federation of Teachers, AFL-CIO.

Article II Purpose

The purpose of this Union 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 bargaining agent for all members.
4. To improve the working conditions and benefits of employment for all members.
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.
7. To work 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. A Member in Good Standing is a member who signed a membership form with JESS and is current on all monthly dues and other local assessments.
3. An Agency Fee Payer is an employee who chooses not to be a member of JESS. An Agency Fee Payer is not entitled to the rights and responsibilities of a member in good standing, including the right to vote on contracts and on JESS issues.
4. Agency fee payers are not members of this Union and have no rights under this constitution.
5. No person shall be denied membership on the basis of race, creed, color, sex, age, religion, national origin, political belief or sexual orientation.

Article IV Officers

1. Officers of this Union shall be President, Vice President, Secretary, Treasurer, Employee Representative Coordinator, Communications Officer, and Parliamentarian. They shall be known as the Executive Board.
2. The terms of office shall be two (2) years.
3. Officers shall take office at the general membership meeting in April, following the certification of the election.
4. The President, Parliamentarian, Secretary and Employee Representative Coordinator shall be elected on even numbered years.
5. The Vice President, Treasurer, and Communications Officer shall be elected on odd numbered years.
6. Vacancies 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 a majority of the Executive Board.
8. The Officers of this Union shall supervise, coordinate and transact the ordinary business affairs of the Union.
9. The Executive Board members shall be members in good standing of the Union for a minimum of six (6) months.
10. A monthly stipend will be paid to the officers as follows: President and Vice President \$49, Secretary and Treasurer \$45, Communications Officer, Employee Representative Coordinator and Parliamentarian \$40.
11. Executive Board members must be present, or excused at Union meetings and attend to assigned duties to receive stipend.
12. Officers shall support the majority voted decision of the membership. If not able to comply, the Officer will be given the opportunity to resign within twenty-four (24) hours or be removed from office as set forth in these Constitution of Bylaws.
13. The Executive Board shall have the power to interpret and enforce this Constitution.

Article V Duties of Offices

President

1. Shall preside at all meetings of the Union and represent the Union when and where necessary.
2. Shall set the agenda for all the meeting of the Union
3. Shall be an ex-officio member of all standing committees, with the exception of the Elections Committee.
4. Shall be the principal agent of the Union and shall conduct the day-to-day business of the Union.
5. Shall report the business of the Executive Board to the general membership including an annual report at the April general membership meeting.
6. Shall be a co-signer on the Union's financial accounts.

7. 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 subject to Article XI.

Vice President

1. Shall perform all duties of the President in the absence of the President.
2. May be a co-signer on the Union's financial accounts.
3. Shall keep a current list of members of the Union, officers, committee members, rules, regulations and policies of the Union.
4. Shall be responsible, with the Employee Representative Coordinator, for organizing.
5. Shall be responsible for the Union's political activities.
6. Shall be the liaison with the APEA EPIC board and disburse information to the Executive Board and Employee Representatives.

Secretary

1. Shall keep the minutes of Executive Board meetings and all official Union meetings.
2. May be a co-signer on the Union's financial accounts.
3. Shall be responsible for all correspondence and distribution.
4. Shall be responsible for posting all notices of meetings.
5. Shall make the minutes of all meetings available to the membership and send unapproved copies to all Employees Representatives and Executive Board members prior to each Executive Board meeting
6. Shall provide the agenda, set by the President, to each Executive Board Member and Employee Representative a minimum of two (2) days prior to each meeting date.
7. Shall be responsible for maintaining, organizing and making accessible all records and files of the Union.

Treasurer

1. Shall receive, record and deposit all monies of the Union.
2. Shall issue an annual financial report to the general membership at the annual general membership meeting.
3. Shall chair the Finance & Budget Committee.
4. The Treasurer shall be the custodian of the seal and charter of the Union.
5. Shall be responsible for forwarding all per capita dues and current membership list to all affiliated Unions and keep this Union in good standing at all times when applicable.
6. Shall keep adequate financial records available at all times to the Executive Board.
7. Shall prepare an annual budget for approval of the Executive Board.
8. Shall prepare and present a financial report to the Executive Board at each monthly meeting.
9. Shall pay bills authorized in the budget and retain records of such expenditures.
10. Shall prepare or authorize the preparation of any tax reports and other reports deemed appropriate.
11. Shall be one of a co-signer on the Union's financial accounts.

Communication Officer

1. Shall be responsible for all communications to the membership, except meeting notices.
2. Shall solicit articles for and produce the Union's newsletter, and maintain the Union's web page.
3. Shall distribute all communications to the Employee Representatives for distribution to the membership, except the Executive Board minutes and agendas.
4. Shall ensure the Secretary receives all Union publications for filing.
5. Shall prepare and submit JESS public notices and news releases to appropriate agencies.

Employee Representative Coordinator

1. Shall be responsible for maintaining a Building Representative at each work site.
2. Shall recruit and recommend Employee Representatives for approval by the Executive Board.
3. Shall report to the Executive Board, at regular meetings, the issues and concerns of the membership at each work site
4. Shall Chair monthly Employee Representative meetings and forward attendance records and agenda to the Secretary.
5. Shall schedule and approve employee representative trainings.
6. Shall keep in contact with all Employee Representatives.
7. Employee Representatives receive communications and handle member issues at the site level.
8. Shall maintain and distribute new member packets to Employee Representatives.

Parliamentarian

1. Shall keep the order at all meetings, and ensure compliance with the Constitution of Bylaws and Roberts Rules of Order newly Revised.
2. Shall ensure the set up and clean up of all meetings of the Union.
3. Shall be the chair of the Elections Committee, except when that position is on the ballot, at which time an alternate chair shall be appointed by the Executive Board.
4. Shall ensure that all elections voting processes are conducted in accordance with the Constitution of Bylaws and the Landrum Griffin Act.

ARTICLE VI Representation

1. The President of JESS, by virtue of the office, shall be a delegate to the American Federation of Teachers Convention. The Vice President shall be an alternate or additional delegate to the AFT convention by Executive Board authority. The Treasurer shall be an alternate or additional delegate to the AFT convention by Executive Board authority.
2. The President of JESS, by virtue of the office, shall be a delegate to the Alaska Public Employees Association/AFT biennial caucus. The Vice President shall be an

alternate or additional delegate to the APEA/AFT biennial caucus by Executive Board authority. The Treasurer shall be an alternate or additional delegate to the APEA/AFT biennial caucus by Executive Board authority.

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 have at least 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. Employee Representatives shall attend trainings, at the request of the Employee Representative Coordinator, that are APEA or JESS Executive Board approved.
3. Employee Representatives shall distribute to the membership all communications from the Union.
4. An Employee Representative or Alternate should attend Executive Board meetings, all general membership meetings and all special meetings.
5. Employee Representatives shall communicate issues at the site level to the Employee Representative Coordinator.
6. Employee Representatives shall be a leader and educator for fair representation.
7. Employee Representatives shall maintain Union bulletin boards at their site.
8. The Employee Representative acts in an advisory capacity to the Executive Board.
9. Employee Representatives shall maintain a membership list at their site. A copy of this list must be given to the Employee Representative Coordinator three times a year, October, January, May or when changes occur. The list must include name, current contact information, job title and regular shift schedule.
10. An Employee Representative shall deliver new member packets to each new member at their site.
11. Employee Representatives must be familiar with the current JESS contract, Constitution of Bylaws and Union issues.

Article VII Committees

1. The President shall, subject to approval of the Executive Board, appoint such standing and special committees as the President deems necessary. Members may request that the Executive Board create a committee in the interest of membership.
2. The Sick Leave Bank Committee shall be a standing committee.
3. The Committee shall consist of the President and two (2) Executive Board Members, to be determined by the Executive Board.
4. The Chairperson shall be the President.
5. The Committee is responsible for authorizing the use of JESS sick leave bank.
6. The Committee shall follow all policies and procedures for the sick leave bank as adopted by the Executive Board.

Article VIII Elections

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 1.
3. Nominations shall be closed March 15.
4. Ballots shall be available 15 days prior to the April annual meeting along with the date, time and place of the general membership meeting.
5. The Election committee may make ground rules for any election and they shall apply equally to all candidates.
6. To be eligible to run for Executive office a member must be in good standing for six (6) consecutive months prior to nominations.
7. Only members in good standing are eligible to vote.
8. Voting shall be by secret ballot, in accordance with the rules established by the Election Committee.
9. The counting of ballots for offices shall take place at the annual membership meeting in April.
10. Candidates or one representative may be present at the counting as observers.
11. The candidate receiving a majority vote of the members voting shall be declared elected and take office after the certification of the election, at the April general membership meeting.

Removal of Officers

1. The Executive Board shall remove an Officer who is no longer a member in good standing from office.
2. Grounds for impeachment and removal for cause shall include, but not be limited to conflicts of interest, mismanagement, dereliction of duties or misappropriation of Union funds or investments.
3. 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.
4. The Executive Board shall call a special meeting of the general membership within two (2) weeks of receiving the petition to hear and consider the charges. It shall take a 2/3 vote of the members voting, to impeach an officer.
5. 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 shall be informed of the meeting a minimum of ten (10) days prior.
3. The Executive Board shall meet at least once a month, during the school year.

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 (10) percent of the members of the Union.

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 Union.
2. Any increase of per capita dues by affiliate Unions shall be passed through to the membership 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 that are not included in the Budget.
4. The Executive Board may invest Union funds in a prudent and fiscally responsible manner.
5. Two signatures shall be required on checks, that of President, Vice President, Treasurer and/or Secretary.
6. The Executive Board may adopt procedures to govern and allow electronic expenditures.

Article XI Collective Bargaining Agreements

1. At least four (4) weeks before the commencement of negotiations a joint meeting of the members of the Executive Board and all Employee Representatives shall be held for the purpose of nominating and selecting negotiation team members. The Employee Representatives may bring forward names of interested members and shall attend in an advisory capacity. The negotiators shall be members in good standing of the Union.
2. Upon completion of a set of negotiation goals, the negotiating team shall prepare and present a summary of the initial proposal to the Executive Board.
3. The Negotiating Team, upon receipt of the last best offer or tentative agreement, shall distribute said offer and ballots to the members of the Union.
4. The Executive Board shall call a special meeting of the members of the Union for the purpose of voting on the proposed agreement. A proposed agreement shall be deemed adopted upon approval by a majority of the members voting.
5. Substantive amendments to the existing Agreement shall be subject to ratification by the membership.

**Article XII
Rules of Order**

Roberts Rules of Order newly Revised shall be the authority for all matters not covered by the Constitution of Bylaws.

**Article XIII
Amendments**

1. Any member in good standing may submit Constitution of Bylaws amendments in writing to the Executive Board for consideration or the Executive Board may recommend constitutional amendments.
2. Any member in good standing may compel an election for amendments by submitting the proposed amendments with supporting signatures of at least 25% of the members.
3. Twenty (20) days notice must be given prior to the meeting in which the amendments shall be voted on. The notice must include the proposed changes, time, date and place of the general membership meeting where ballots will be counted.
4. An amendment shall be deemed adopted upon approval by two-thirds (2/3) of the members voting.
5. This Constitution of Bylaws shall be reviewed at least once every five (5) years by the Executive Board.

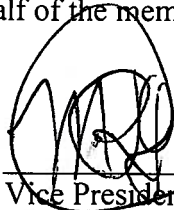
**Article XIV
Availability of Constitution of Bylaws**

1. One copy of this Constitution of Bylaws shall be distributed to each member of the Union.
2. One current copy of this Constitution of Bylaws shall be submitted to APEA/AFT
3. Three copies of the current Constitution of the Bylaws shall be submitted to AFT.

As ratified by the membership on February 21, 2009.

In witness whereof, the undersigned being duly authorized and directed to do so, have signed the Constitution of Bylaws on behalf of the members of the Local on the _____ day of _____, 2010.

MC Curtain 2/3/10
President – Cricket Curtain Date

 2-3-10
Vice President – Mike Young Date

Pam Tippetts 2/3/10
Treasurer – Pam Tippetts Date

Denise Scanlon 2-3-10
Secretary – Denise Scanlon Date

