

# CONSTITUTION AND BYLAWS

## ELKO COUNTY SUPPORT STAFF ORGANIZATION AFFILIATED WITH THE NEVADA STATE EDUCATION ASSOCIATION AND THE NATIONAL EDUCATION ASSOCIATION

### ARTICLE I NAME AND INCORPORATION, PURPOSE AND GOVERNANCE

#### Section 1. Name and Incorporation

The name of the organization shall be the Elko County Support Staff Organization, an affiliate of the Nevada State Education Association and the National Education Association.

#### Section 2. Purpose

The purpose of the Organization shall be to:

- a. Promote the general welfare and to improve the terms and conditions of employment of all support employees.
- b. To represent all members in bargaining and all other matters relating to terms and conditions of employment in the Elko County School District.
- c. To hold property and funds for Organization purposes.

#### Section 3. Governance

The Organization shall be governed by this Constitution and Bylaws and by such other actions as may be taken by its membership consistent therewith.

### ARTICLE II MEMBERSHIP

#### Section 1. Classes of Membership

The members of the Organization shall be divided into three classes: Active, Retired and Associate.

##### A. Active Members

1. Active membership shall be open to any person who:
  - a. Is a support employee of the Elko County School District.
  - b. Is a member of any bargaining unit for which the Organization is the designated representative; or member of any bargaining unit for

which the organization is seeking representation under the applicable laws.

- c. Is a regular support employee of the Elko County School District who is on an approved leave of absence from the district.
2. Active membership is the only class authorized to hold elective office, to vote, or otherwise represent the Organization.
3. All support employees of the Elko County School District who meet the active membership requirements of the Nevada State Education Association and the National Education Association, and upon payment of dues as herein provided, may become active members of this Organization with full and equal rights and privileges of membership.

**B. Associate Members**

1. Associate membership shall be open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership in the Organization.
2. Associate members shall be eligible to receive benefits and services of the Association as authorized by the Nevada State Education Association.

**C. Retired Membership**

1. Retired membership shall be open to any retired employee of any school district. Retired membership is limited to persons who support the purposes and programs of the Organization and its affiliates.
2. Retired members shall maintain membership in the Nevada State Education Association and the National Education Association.
3. Retired members shall have the right to hold appointive positions in the Organization.
4. Such members shall be eligible to receive benefits and services of the Organization as authorized by the Nevada State Education Association.

**Section 2. Right of Membership**

The Organization shall not deny membership to individuals on the basis of race, creed, sex, or national origin.

**Section 3. Membership Year**

The membership year shall be September 1 to August 31.

**Section 4. Enrollment/Resignation/Revocation**

- A. Membership begins when an applicant signs a payroll deduction form for membership in the Organization and gives that application to an agent of the Organization. If the applicant elects to be a cash paying member, membership becomes effective when the Organization receives the appropriate dues and a completed membership application form.
- B. Any member may resign from the Organization during the time period July 1 through July 15. Such resignation must be received in writing at the Organization office during these dates.
- C. Membership shall be continuous unless terminated for sufficient cause. Sufficient cause shall be decided by a review board on a case by case basis.

**Section 4. Agency Fee Payers**

Unless otherwise expressly provided by law, persons who tender agency shop fees shall have no rights or privileges within the Organization.

**ARTICLE III  
LEGISLATIVE AUTHORITY**

**Section 1. General Membership**

The authority to establish Organization policies and objectives, to adopt an annual budget and establish dues, and to exercise final authority on all matters of the Organization shall be vested in the general membership.

**Section 2. Meetings**

- A. There shall be at least one meeting of the general membership each year. Such meeting(s) shall be scheduled by the Organization President. A spring meeting of the membership shall be designated as the annual meeting.
- B. Special meetings of the general membership may be called for by the President or by the petition of at least 20% of the membership-
- C. Those members in attendance shall constitute a quorum for regular or special membership meetings.

**ARTICLE IV  
OFFICERS**

**Section 1. Elected Officers**

The elected officers of the Organization shall consist of a President, a Vice President, and a Secretary/Treasurer. The officers shall be elected at-large by the general membership.

## **Section 2. Terms of Office**

- A. The terms of office of all elected officers shall be two (2) years beginning at the close of the NEA Representative Assembly in the year that the election has occurred.
- B. A person elected to any of the offices listed in Section 1 is eligible for three (3) consecutive terms and shall serve until a successor is elected.

No person may hold more than one (1) ECSSO elected office at any time.

## **Section 3. Vacancies**

If a vacancy occurs in the office of President, the Vice President shall immediately assume the duties of President. A vacancy occurring in the positions of Vice President or Secretary/Treasurer may be filled by appointment of the President until the next regularly scheduled membership meeting. At that meeting nominations will be accepted and a secret ballot election shall be conducted to fill the vacancy.

## **Section 4. Nomination and Election of Officers**

Any active member shall have the right to make nominations or to be nominated. The election of officers shall occur at the annual (spring) meeting. Elections shall be by secret ballot and shall require a majority of all votes cast.

## **Section 5. Stipends/Expenses**

- A. Officers shall be paid a monthly stipend as authorized by the general membership.
- B. Reimbursement for expenses shall be as set forth in policy and procedures adopted by the general membership.

## **Section 6. Impeachment**

- A. Elected officers of the Organization may be impeached for violation of the provisions of the Constitution/Bylaws, for misfeasance, for malfeasance, or for nonfeasance in office.
- B. Impeachment proceedings against an officer maybe initiated by written petition submitted to the NSEA Executive Director, or by his/her designee by at least thirty-three (33) percent of the active members.
- C. If after a due process hearing, a two-thirds (2/3) vote of the general membership shall sustain the charge, the office shall become vacant.

**ARTICLE V  
DUTIES OF OFFICERS**

**Section 1. President**

The President shall be the chief elected officer of the Organization and its policy leader. Duties include, but are not limited to:

- A. Assign responsibility for a designee to act as spokesperson when unable to do so or at the President's discretion.
- B. Arrange for and schedule all duly authorized meetings of the Organization and its governing bodies.
- C. Prepare the agenda and preside at all meetings of the Board of Directors and general membership meetings.
- D. Appoint chairpersons and members of standing or special committees
- E. Prepare with the Secretary /Treasurer an annual budget for submission to the general membership.
- F. Delegate duties to the Officers and Committees.
- G. Co-Sign checks as required.
- H. Execute all authorized contracts and other written instruments
- I. Be an ex-officio member of all committees.

**Section 2. Vice Presidents**

- A. Act in the absence of the President.
- B. Succeed to the office of President as provided for in Article IV.3.
- C. As required, co-sign checks in the absence of the President.
- D. Assume such other duties as assigned by the President or the general membership.
- E. Be responsible for coordination of the meetings and activities of all committees.

**Section 3. Secretary/Treasurer**

- A. Advise and assist the President in preparing the budget and submitting it to the general membership.

- B. Prepare and submit accurate records and minutes of all proceedings of all general membership meetings.
- C. Co-sign checks as required.
- D. Prepare a monthly financial statement of Organization to be distributed to the general membership.
- E. Perform other appropriate duties as assigned by the President and general membership.

Section 4: Grievance Chairperson

- A. Advise and assist the President in the processing of grievances.
- B. Advise and assist the membership in the processing of grievances and complaints.
- C. Report to the membership on grievances that are processed.

**ARTICLE VI  
COMMITTEES**

The President shall appoint such committees as may be necessary to achieve the Organization's program. All committees shall receive specific responsibilities and shall be discharged upon completion of those responsibilities.

**ARTICLE VII  
STATE AND NATIONAL DELEGATES**

All Organization delegates to State and National governance bodies shall be elected in conformance with the requirements of the Nevada State Education Association and the National Education Association.

**ARTICLE VIII  
AUTHORITY**

**Section 1. State and National Affiliation**

The Organization shall comply with all affiliation requirements of the Nevada State Education Association and the National Education Association. Should any provision in these Constitutions and Bylaws conflict with the official documents of either the State or National affiliate, said provision shall be declared null and void.

**Section 2. Parliamentary Procedure**

Roberts's Rules of Order, latest revised edition, shall be the authority governing all matters of procedure not otherwise provided in these Constitutions and Bylaws.

**ARTICLE IX**  
**Amendments**

The members may adopt amendments to these Constitutions and Bylaws by a two-thirds majority of those voting at any regular meeting provided that copies of proposed amendments have been distributed to members at least thirty (30) days prior for discussion.