

# **M**arana **E**ducation **S**upport **P**rofessionals

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## **By-Laws**

January 23, 2009

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# MESP By-Laws

January 23, 2009

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# BYLAWS OF THE MARANA EDUCATION SUPPORT PROFESSIONALS

## ARTICLE I - MEETINGS

### Section 1: Executive Board

The Executive Board shall meet at least six (6) times each year at the call of the President or at the request of a majority of the Executive Board.

### Section 2: General Membership

a) The Executive Board shall arrange at least one General Membership per year.

b) Special meeting of the membership may be called by the President or upon written request of 20% of the members for a specific purpose; but no business other than that for which the meeting is called may be transacted.

The meeting shall be called no earlier than one calendar week nor later than three calendar weeks following the action of the president or the action of 20% of the members.

By a two-thirds vote of the Executive Board a Special Meeting may be called for the General Membership in less than one week.

c) The Executive Board shall prepare the agenda for General Membership meetings. Notice shall be provided stating the time and place of the meeting.

## ARTICLE II - QUORUM

### Section 1: Executive Board Meetings

A majority of the Executive Board members shall constitute a quorum for the Executive Board Meetings.

### Section 2: General Meetings

The members present shall constitute a quorum for the General Membership Meetings.

## ARTICLE III - OFFICERS

### Section 1: Composition

The officers of the Association shall consist of a President, a Vice-President, Immediate Past-President, a Secretary, and a Treasurer.

### Section 2: Installation

The officers shall be elected in April and shall assume office July 1 for a term of two (2) years.

### Section 3: Vacancy in an office

Whenever an officer is no longer employed by the Marana School District or is unable to perform the duties of their office, the Executive Board shall call for an election within thirty (30) days, to fill the vacancy.

Section 4: Vacancy in the office of President  
In the event of vacancy in the office of the President, the Vice-President shall become President and serve until the next annual election.

Section 5: Recall of an Officer  
Officers of the Association shall serve their terms so long as they satisfactorily perform their duties of office.

- a) Recommendation for recall can be made by submission of a petition containing the signatures of 25% of the Executive Board.
- b) The Executive Board shall notify in writing any officer who has been recommended for recall.

#### **ARTICLE IV - POWERS AND DUTIES OF OFFICERS**

Section 1: President - The President shall:

- a) Preside over all meetings of the Executive Board and General Membership.
- b) Appoint, with approval of the Executive Board, the members of all standing committees. The committee shall select a chairperson for their committee.
- c) Be an ex-officio member of all committees.
- d) Represent the Association before the public either personally or through a designated representative.
- e) Perform all other functions usually attributed to the office.

Section 2: Vice-President - The Vice-President shall:

- a) Assume all duties of the President in his/her absence and work closely with one or more standing committees.
- b) Become President whenever the Presidency becomes vacant as provided for in Article III, Section 4.
- c) Be an ex-officio member of the committees of the President's choice.

Section 3: Immediate Past-President - The Immediate Past President shall:

- a) Advise the Executive Board
- b) Assist the President at the President's request.

Section 4: Secretary - The Secretary shall:

- a) Be responsible for handling all correspondence for the Association.
- b) Notify the appropriate members as to the time and place of the Executive Board and General Membership meetings.
- c) Keep accurate minutes of all Executive Board and General Membership Meetings.

- d) Maintain the official files.
- e) Keep an accurate record of all members.
- f) Distribute copies of all proposed amendments to the constitution as prescribed in Article X.

Section 5: Treasurer - The Treasurer shall:

- a) Be responsible for funds of the Association.
- b) Disburse funds accordingly upon submission of vouchers approved by the President.
- c) Sign all checks.
- d) Furnish a written report at each meeting of the Executive Board and General Membership.
- e) Prepare an annual financial statement which shall be distributed to all members.
- f) File the appropriate Federal and State forms.
- g) Keep the President and the Executive Board informed of the financial condition of the Association.
- h) Serve on the Budget Committee.

**ARTICLE V - POWERS AND DUTIES OF THE EXECUTIVE BOARD**

Section 1: Composition

The Executive Board shall consist of the officers of the Association and at least one elected Association Representative from each school, maintenance, administration office, and transportation. In addition, one person shall be elected to the Executive Board for each 10 members or major fraction thereof from each site.

Section 2: Ethnic Minority

The Executive Board shall guarantee ethnic minority representation to the Board at least proportionate to its active ethnic minority membership.

Section 3: Meetings

Any member of the Association who is not a member of the Executive Board may attend its meetings and may receive permission to speak under new business or with consent of the majority of those Executive Board members present.

Section 4: Duties

The Executive Board shall also:

- a) Be responsible for the management of the Association.
- b) Authorize all expenditures within the limits of the budget.

- c) By a majority vote, authorize the spending of money for non-budgeted items.
- d) Establish such Standing and Special Committees as may be necessary.
- e) Set the agenda for all General Membership meetings.
- f) Act on reports of committees.
- g) Adopt rules for governing the conduct of meetings as are consistent with this Constitution and Bylaws.
- h) Approve the budget.
- i) Set the dues for the Association.
- j) Have the power to determine policy of the Association dealing with the administration of the Association now defined in this Constitution as belonging to the general membership.
- k) Hold hearings and decide upon the removal of office of officers.

## **ARTICLE VI - ELECTIONS**

- Section 1: Notification  
The election committee shall uniformly inform all members of upcoming elections, vacant elective positions, provide nomination forms, and establish timelines for nominations and elections.
- Section 2: Nominations  
The elections committee shall present all nominations to the general membership in a uniform matter. Any member of the Association may nominate candidates.
- Section 3: Secret Ballot  
Members shall vote for candidates by secret ballot in accordance with procedures developed by the elections committee and approved by the Executive Board.
- Section 4: Election Proceedings  
All elections will be held on the same day(s) and time(s) throughout the school district.
- Section 5: Special Elections  
In the event of the resignation or disqualification of any elected officer, member of the Executive Committee or the Executive Board a special election shall be held within thirty (30) days of such resignation or disqualification. The elected member shall serve out the balance of the unexpired term of office.

## **ARTICLE VII - COMMITTEES**

- Section 1: Structure  
There shall be Standing Committees carrying the specific function listed below.

- Section 2: Appointment  
The President, with the advice and consent of the Executive Board shall appoint the Standing Committees.
- Section 3: Meetings  
Each Standing Committee shall meet according to a calendar developed by their committee.
- Section 4: Reports  
Each committee shall select a secretary who shall keep a continuing record of activities. Chairpersons shall report as necessary to the Executive Board, the general membership and shall prepare an annual record for the Association files.
- Section 5: Committee Title and Duties
- a) The Bargaining Committee shall survey the members and prepare a proposed package to be negotiated with the Governing Board by the Association's bargaining team in all areas of member welfare and general working conditions.
  - b) Member Advocacy Committee shall explore and prepare programs for securing satisfactory policies and procedures for redress of grievances. It shall advise the Executive Board in situations involving the defense of member rights.
  - c) The Membership Committee shall organize and conduct membership enrollment. It shall be responsible for recruitment of new members and other duties as deemed to increase membership.
  - d) The Social Committee shall organize such social activities as may serve the needs of member to promote fellowship within the Association.
  - e) The Legislative/Political Action Committee shall keep the membership informed of legislation that affects their well being, promote activities leading to the passage of legislation; encourage members to exercise their responsibility to register, vote and their right to participate in political activity.
  - f) The Budget Committee shall propose to the Executive Board for action a budget for the Association each year. Members of the Budget Committee shall have full and complete access to all financial and other records of the Association pertinent to the preparation of the annual budget. The Budget Committee shall cause an audit the books of the Association annually prior to the change of officers.
- Section 6: Contract Ratification  
When an agreement has been reached, the bargaining team shall submit it to the Executive Board for consideration. The Executive Board shall recommend action to the membership, either for or against ratification. A majority vote of those members voting shall be required to ratify or approved agreement. The agreement must be accepted or rejected as a whole.

**Section 7: Special Committees**

Each year the President shall appoint, with Executive Board approval, Special Committees as may be deemed necessary and shall disband them upon completion of their duties. These committees shall operate according to rules approved by the Executive Board.

**ARTICLE VIII - FISCAL YEAR**

The fiscal year of the Association shall begin September 1 and end August 31.

**ARTICLE IX - AUTHORITY**

*Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for the Association on all questions not covered by this Constitution and such rules as the Executive Board may adopt.

**ARTICLE X - AMENDMENTS**

Amendments to these Bylaws may be made by a majority of the active members of the Association voting in a regular or special election called for this purpose, provided that.

- a) The amendments have been submitted in writing to the Executive Board.
- b) The Executive Board has caused copies to be posted of the proposed amendments along with the meeting date and time, at each building/site at least one (1) week prior to the conduction of the election.