1	NATRONA COUNTY CLASSIFIED PROFESSIONALS ASSOCIATION
2 3 4	CONSTITUTION
5 6	ARTICLE I – ASSOCIATION NAME
7 8 9 0	The name of the association shall be the Natrona County Classified Professionals Association (NCCPA) and by a vote of two-thirds of the membership attending the meeting may change its name.
1 2 3 4 5 6 7 8 9 0	 We believe: in professional dedication in the uniqueness and value of the profession and the individual in diversity and equality in developing potential in lifelong learning in a caring environment in a shared vision
1 2 3	ARTICLE II – MERGE, MISSION, PURPOSE, OBJECTIVE, DISSOLUTION
4 5 6 7 8	Section 1 – Merge: The 2018 merger of the Natrona County Association of Educational Support Staff (NCAESS) and the Service Employees Independent Organization (SEIO) took place in order to benefit both parties and their members. The merge opened the doors for both parties to work together, to increase membership and the officer pool, to unify and serve the entire classified staff, and to speak as one united group in District concerns.
9 0 1 2	Section 2 – Mission: Natrona County Classified Professionals Association provides professional growth, leadership and service opportunities for our members.
2 3 4 5 6 7 8 9 0 1 2 3 4	 Section 3 – Purpose: The purpose of the Natrona County Classified Professionals Association is to promote educational advancement by improving the quality of service: By holding and conducting meetings for the benefit of the membership; By supporting, encouraging and promoting the association and its members; By promoting the advancement of education; By improving the quality of service to Natrona County educational institutions; By fostering and promoting professional development; By holding mini workshops at designated local meetings to teach and train individuals; By providing information and education regarding District meetings; By raising money for a scholarship program to sponsor a graduating Natrona County School District senior.
-5 -6 -7 -8 -9	Section 4 – Objective: The objective of the Natrona County Classified Professionals Association is to provide professional growth opportunities; recognize educational support staff as members of the educational team, and improve the standards of support staff in education

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Section 5 – Dissolution: Upon dissolution of the Association, after paying or making provisions for the payment of all liabilities of the Association, the Board of Directors shall dispose of all the assets of the Association exclusively for charitable, educational or scientific purposes as shall at the time qualify as a tax-exempt organization.

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ARTICLE III – MEMBERSHIP 56

58 Membership is open to all persons actively employed as classified personnel in an educational system or organization related to education within Natrona County. Members may join at any time. 59 Members have the right and responsibility of overseeing other members, the board, officers, and 60 committees and ensuring that they operate in accordance with the goals and objectives of the 61 organization. All board members, officers, and committees are ultimately responsible to the 62 membership, and should act in accordance with its wishes. There shall be four (4) classifications of 63 membership: (1) Active, (2) Retired, (3) Associate and (4) Honorary. 64

Section 1 – Active Members: Active members shall include all full- and part-time employees who pay dues on an annual basis in an educational system or organization related to education.

Active members shall have the responsibility of attending regular meetings, serving on committees, be granted read access to public documents, receiving meeting minutes, giving input, and voting on all matters coming before the association.

- Section 2 Retired Members: Retired membership shall be open to individuals who were Active members of the Association and have retired from their employment in an educational system or organization related to education.
- Section 3 Associate Members: Associate membership shall be open to all persons not eligible for active membership.
- Section 4 Honorary Members: Honorary membership may be bestowed upon a person in 80 recognition of outstanding service or support to the Natrona County Classified Professionals Association (NCCPA) Mission, Purpose and Objective. Candidates for Honorary membership shall be recommended by the Board and approved by the membership at a regular business meeting.
- 85 Honorary members shall have the privilege of attending meetings and being exempt from paying 86 dues but shall not have the privilege of voting, being on a committee or holding an office. 87
- Section 5 Guests: Guests shall be introduced at the beginning of the meeting. 89

Section 6 – Professional Organizations/Associations: All Natrona County Classified Professionals Association (NCCPA) members are encouraged to belong to the professional organization/ 92 association that aligns with their position.

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97 ARTICLE IV – OFFICERS

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All elected officers of the association shall be paid members. The positions available are President, Vice-President, Secretary, Treasurer, Historian and four (4) At-Large members.

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103 ARTICLE V – FISCAL YEAR

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The Fiscal year of the Association shall begin July 1st and shall end June 30th of each year.

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108 ARTICLE VI – AMENDMENTS109

110 This Constitution may be amended by a simple majority of the active members present and voted 111 upon at any regular meeting of the Association on the second reading. Proposed amendments shall 112 be provided to all eligible members two weeks prior to the first reading.

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- Section 3 Associate Members: Associate members' dues are \$20.00 and shall be open to all
 persons not eligible for active membership. Examples of an Associate member: Any active
 member of their own professional organization wishing to show support for NCCPA.
- Associate members shall have the responsibility to attend regular meetings, be granted read
 access to public documents, obtain meeting minutes, and give input, make a motion, and vote on
 all matters coming before the association. Associate members shall not serve on committees or
 hold an office.
- Section 4 Honorary Members: Honorary membership may be bestowed upon a person in
 recognition of outstanding service or support to the NCCPA Mission, Purpose and Objective.
 Candidates for Honorary membership shall be recommended by the Board and approved by the
 membership at a regular business meeting.
 - Honorary members shall have the privilege of attending meetings and being exempt from paying dues but shall not have the privilege of voting, being on a committee or holding an office.
- 180 Section 5 Guests: Guests shall be introduced at the beginning of the meeting.
 - **Section 6 Holding Office**: The privilege of holding office shall be limited to Active members of the Association. Those holding office must be paid members.

186 ARTICLE III – VOTING AND REMOVAL OF OFFICER(S)

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- **Section 1 Voting Eligibility**: Any Active, Retired or Associate paid member of NCCPA is eligible to vote. Each voting member shall have exactly one vote. All votes by the membership shall be cast in the manner specified by the Secretary.
- Section 2 Personal Intervention: All board members must take responsibility for the efficient
 functioning of their team; however, the president and vice president are expected to provide
 leadership when problems arise. A one-on-one intervention by the Board President or Board
 Vice President is one solution to managing problem board members. The Board President can
 request a resignation in person or over the telephone.
- Section 3 Leave of Absence: It is possible for individuals to take a leave of absence from the
 board if they have health, work, or other reasons why they cannot participate fully during the
 current term. A board member can maintain formal membership (but not, for example, be
 included for purposes of determining a quorum) if he/she is "on disability leave" or "taking a six
 (6) months leave." Suggesting a leave of absence to a board member who is, for example, failing
 to do tasks he/she agreed to do, offers a gracious exit and allows the board to assign tasks
 elsewhere.
- Section 4 Impeachment: A board member can be removed with just cause by a two-thirds vote of
 the membership at a regularly scheduled board meeting.
- 209 Examples of just cause could be: embezzlement, moral turpitude, etc.
- Section 5 Disposal of Secret Ballots: Ballots concerning election or removal of officers shall be
 secret ballots.

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ARTICLE IV – ELECTION OF OFFICERS

The officers of President, Vice President, Secretary, Treasurer and Historian shall be elected by 219 ballot or a presented slate and assume their duties July 1. If an officer is unable to be present at the 220 221 Annual meeting, the officer will be installed at the next meeting they are present. If unable to attend the Annual meeting, paid members may request absentee ballots from the Vice President. Absentee 222 ballots may be either electronic ballots or paper ballots. Absentee ballots must be received by the 223 Vice President no later than two (2) days before the Annual meeting and will be counted during 224 elections. The successful candidates shall assume their duties July 1. The office of President shall be 225 filled from the current year's Executive Board or Appointees when at all possible. The President 226 227 shall be elected for two (2) years beginning on the even-numbered year, Vice President for two (2) years beginning on the odd-numbered year, Secretary for two (2) years beginning on the even-228 numbered year, Treasurer for two (2) years beginning on the odd-numbered year, and Historian for 229 two (2) years beginning on the even-numbered year. Any officer shall be able to run for the same 230 office for more than one term. All elected Board members shall be representatives from any 231 classified employee group regardless of the nature of their work. 232

Ballots shall be sealed and kept for one year as required by federal law and then destroyed.

Four (4) At-Large members shall be elected to the Board. Two (2) At-Large members shall be elected beginning on the even-numbered year and the other two (2) At-Large members shall be elected beginning on the odd-numbered year. The At-Large members shall be representatives from any classified employee group regardless of the nature of their work.

A Nominations and Elections Committee of three (3) members shall be appointed by the Association President at least one month prior to the election. The Vice President shall be Chairman of the Nominations and Election Committee. The Nominations and Elections Committee shall report at the election meeting, names of candidates for each office to be filled. Additional nominations may be made from the floor. Consent of each candidate must be obtained before the name is placed in nomination.

In the event of the resignation or vacancy of any office other than the President, the Association President, with the approval, of the Executive Board shall appoint an Active member to complete the term. In the event of a vacancy for the President, the Vice President will assume the Presidential duties. If any officer resigns during their term of office, they are not eligible to hold any other office of the association during that term.

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253 ARTICLE V – DUTIES OF OFFICERS

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All Officers are encouraged to belong to the professional organization/association that aligns with their
 position.

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 Shall preside at all membership meetings of the Association and of the Executive Board Shall call special meetings Shall be one of the approved officers to sign the checks Shall appoint committees as necessary to execute those duties Shall have such powers as may be reasonably construed as belonging to the chief executive of any organization Shall have such powers as may be reasonably construed as belonging to the chief executive of any organization Shall have such powers as may be reasonably construed as belonging to the chief executive of any organization Shall be an ex-officio member of all committees except the Nominations and Elections Committee Shall perform all other duties usually pertaining to the office Shall appoint a prepresentatives to committees or functions as requested by the District Shall positily review the Work Agreement with Human Resources with two (2) other board members Shall appoint a term of two (2) years beginning on an even year Shall act as aide to the President in the absence or inability of that officer Shall aperform the duties of functions as needed Shall aperform the duties of functions as needed Shall act as aide to the President in the absence or inability of that officer Shall be in charge of membership, to retain and recruit new members Shall be the Chairman of the Nominations and Elections Committee Shall breven or ommittees or functions as needed Shall breven or ommittees or functions as needed Shall be in charge of membership, to retain and recruit new members Shall be in charge of members to Acive members on or before the September meeting Shall breven the work Agreement with Human Resources with two (2) other board members Shall breven a correct record and attend	259	Section 1 – President:
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303 members		
 Shall serve a term of two (2) years beginning on an even year 		
305		Shan serve a term of two (2) years beginning on an even year
	306	Section 4 – Treasurer:

307	•	Shall have the custody and care of all monies belonging to the Association
308	•	Shall be one of the officers required to sign the checks
309	•	Shall keep an accurate record of receipts and expenses
310	•	Shall distribute membership cards
311	•	Shall make deposits in a timely manner
312	•	Shall pay out funds as authorized by the Executive Board
313	·	• No special fund may be set aside that shall make it unnecessary for the Treasurer to
314		sign the checks issued upon it
315	•	Upon receipt of dues, shall maintain a current membership list to be provided to the
316		Executive Board
317	•	Shall present a statement of account when requested by the Executive Board
318	•	Shall present a full report in writing at the Annual business meeting to be attached to the
319		minutes
320		• All Treasurer's accounts shall be examined at least one week before the last regular
321		meeting by an auditing committee appointed by the Executive Board
322	•	The Auditing Committee shall consist of at least three (3) members, who, satisfied that the
323		Treasurer's annual report is correct, shall sign a statement to that effect at the end of the
324		report
325	•	Shall approve the bank statement monthly and be named on the account
326	•	Shall give a full treasurer report at regular meetings
327	•	Shall possibly review the Work Agreement with Human Resources with two (2) other board
328		members
329	•	Shall serve a term of two (2) years beginning on an odd year
330		
331	Sectio	n 5 – Historian:
332	•	Shall keep a scrapbook of pictures and publicity concerning all events and activities of the
333		Association and its members
334	•	Shall possibly review the Work Agreement with Human Resources with two (2) other board
335		members
336	•	Shall serve a term of two (2) years beginning on an even year
337		
338	Sectio	n 6 – At-Large Members
339	•	Shall serve on the board for more representation of stakeholders
340	•	Shall serve on NCSD committees as needed
341	•	Shall possibly review the Work Agreement with Human Resources with two (2) other board
342		members
343	•	Two (2) members shall serve a term of two (2) years beginning on an even year
344	•	The other two (2) members shall serve a term of two years beginning on an odd year
345		
346	Offic	ers shall by virtue of this office be members of the Executive Board.
347		·
348		
349	ARTICL	E VI – DUTIES OF THE EXECUTIVE BOARD
350		
351		n 1 – Term Limits : The Executive Board shall serve until their successors assume office or
352	are	e appointed
353		
354		n 2 – Duties of the Executive Board
355	Du	ties of the Executive Board are:

356	• To transact necessary business in the intervals between the Association meetings and such
357	other business as may be referred to it by the Association
358	 To approve funds for meetings and special occasions
359	• To collaborate with the membership to appoint a building representative at each school site
360	• To act as representatives on Compact Issues Committee (CIC), the Compact Steering
361	Committee, Leader Group, Problem Solvers, and NCSD committees
362	• To collaborate with the President when appointing representatives to District level
363	committees or functions
364	Section III - Special Meetings, Special meetings of the Evenutive Deard may be called by the
365	Section III – Special Meetings: Special meetings of the Executive Board may be called by the
366 367	President or by the majority of the Executive Board.
368	Section IV – Immediate Past President:
369	• Shall serve as an official member of the Executive Board provided they are still an active
370	member of the Association
371	• In the event they are not an active member, this will revert back to the most immediate active
372	Past President
373	• Will vote only in the event of a tie
374	
375	ARTICLE VII – STANDING COMMITTEES
376 377	ARTICLE VII – STANDING COMMITTEES
378	Committees are an extension of the Executive Board and take care of the day to day business of the
379	Association. Committees are governed by the Executive Board and are accountable to the board and
380	the membership.
381	the memoership.
382	Section 1 – Standing Committees: The President, with the approval of the Executive Board, shall
383	appoint the Chairman, who is an active member, of each standing committee and each special
384	committee.
385	
386	The standing committees shall be:
387	The Membership Committee:
388	• Shall recruit new members
389	• Assist in renewals of lapsed membership
390	• Send a copy of all committee minutes and mailings to the Governing Board
391	• The Vice President shall be the Chairman of this committee
392	
393	The Professional Development Committee
394	• Shall assist in selection of educational topics for Association meetings
395	 Shall assist in coordinating diverse educational opportunities
396	• The Chairman of this committee shall be appointed by the President
397	
398	The Bylaws Committee
399	• Shall periodically review the Bylaws and Association activities to determine if the
400	Association is acting within the Bylaws
401	• Shall determine if changes are needed to keep the Association functioning efficiently
402	• The Secretary shall be the Chairman of this committee
403	The Scholarship Committee
404	• Shall review scholarship applications
405	• Shall select recipients

406	• Shall keep the Association informed about the use of scholarship funds
407	 The Chairman of this committee shall be appointed by the President
408	o The chairman of this committee shall be appointed by the President
409	The Nominations and Elections Committee
410	 Shall announce the offices to be filled
411	
412	
412	
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416	• The Vice President shall be the Chairman of this committee
417	
418	• The Auditing Committee
419	• Shall examine the financial accounts before the annual business meeting
420	• The Treasurer shall be available to answer any questions
421	• The Chairman of this committee shall be appointed by the President
422	
423	The Building Representatives Committee
424	• Shall make personal contacts with employees within the building
425	• Shall promote Natrona County Classified Professionals Association to co-workers
426	• Shall make copies of correspondences received from the Executive Board
427	 Shall distribute said copies to building employees
428	 Shall post notices in visible areas
429	 Shall collect membership dues
430	 Shall send membership dues to the Treasurer
431	• Shall attend meetings or find a replacement within their building to attend
432	 Shall help represent fellow employees in cases of conflict or mediation
433	
434	The Workplace Safety/Wellness Committee
435	 Shall focus on workplace safety and wellness
436	 Shall receive consistent training
437	 Sharp objects
438	 Chemicals
439	 Wet surfaces
440	 Vehicle operation
441	 Machinery operation
442	• Etc.
443	
444	Section II – Chairmen of Standing Committees:
445	• The Chairman of all standing committees shall present plans to the Executive Board
446	
447	
448	ARTICLE VII – EXECUTIVE BOARD
449	
450	The Executive Board members present shall constitute a quorum for the Executive Committee
451	meetings.
452	The Executive Board consists of elected officers and the immediate Past President provided he/she is
453	still an Active member of the association. In the event he/she is not an active member this will revert
454	back to the most immediate active Past President.
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The majority of the Executive Board members present shall constitute a quorum for the meetings.

- 457 458 **ARTICLE X – RULES OF ORDER** 459 460 The rules contained in "Robert's Rules of Order Revised" shall govern this Association in all cases 461 in which they are applicable and in which they are not inconsistent with these bylaws. 462 463 Section I – Parliamentarian: The Parliamentarian will act as a consultant who advises the President 464 and other members on matters of parliamentary procedure. The Parliamentarian's role during a 465 meeting is purely an advisory and consultative one, since Parliamentary law gives to the Chairman 466 alone the power to rule on questions of order or to answer parliamentary inquiries. The 467 Parliamentarian will serve a term of one year. 468 469 470 **ARTICLE XI – ORDER OF BUSINESS** 471 472 The order of business shall be as follows: 473 Call meeting to order 474 • Roll call 475 • Reading and approval of the minutes of the preceding meeting 476 • • Treasurer's report 477 • Reports of committees 478 • Reports of officers 479 • Old and unfinished business 480 • New business 481 Persons requesting to address the Association 482 • • Three (3) minute maximum on non-agenda items 483 Good and welfare of the Association 484 • Adjournment • 485 Interest-based process for resolving issues 486 • 487 488 **ARTICLE XII – AMENDMENTS OF THE BYLAWS** 489 490 These Bylaws may be amended at any regular meeting of the Association by a simple majority vote 491 of the members present, provided notice of the proposed amendments has been given at the previous 492 regular meeting, electronically or by mail. 493 494 Adopted by Board: June 20, 2018 495 496 Adopted by Members: November 5, 2018
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APPENDIX

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500 Organization/Association Resource List

- Wyoming Association of Educational Support Staff (WAESS)
- National Association of Educational Office Professionals (NAEOP)
- National Electrical Contractors Association (NECA)
- International Brotherhood of Electrical Workers (IBEW)
- Wyoming Pupil Transportation Association (WPTA)
- Wyoming Custodian Association (WCA)