

NATRONA COUNTY CLASSIFIED PROFESSIONALS ASSOCIATION

CONSTITUTION

ARTICLE I – ASSOCIATION NAME

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.

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

ARTICLE II – MERGE, MISSION, PURPOSE, OBJECTIVE, DISSOLUTION

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.

Section 2 – Mission: Natrona County Classified Professionals Association provides professional growth, leadership and service opportunities for our members.

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.

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

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.

ARTICLE III – MEMBERSHIP

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. Members have the right and responsibility of overseeing other members, the board, officers, and committees and ensuring that they operate in accordance with the goals and objectives of the organization. All board members, officers, and committees are ultimately responsible to the membership, and should act in accordance with its wishes. There shall be four (4) classifications of membership: (1) Active, (2) Retired, (3) Associate and (4) Honorary.

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 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.

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.

Section 5 – Guests: Guests shall be introduced at the beginning of the meeting.

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

97 **ARTICLE IV – OFFICERS**

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99 All elected officers of the association shall be paid members. The positions available are President,
100 Vice-President, Secretary, Treasurer, Historian and four (4) At-Large members.
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103 **ARTICLE V – FISCAL YEAR**

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105 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 – AMENDMENTS**

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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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NATRONA COUNTY CLASSIFIED PROFESSIONALS ASSOCIATION

BYLAWS

ARTICLE I – MEETINGS

Section 1 – Meetings: The Natrona County Classified Professionals Association (NCCPA) shall hold at least three (3) regular meetings annually. The majority of the Board and other members present at any meeting constitute a quorum of this Association. At least seven (7) days' notice shall be given to members. The last regular business meeting will be held no later than June 30th. Special meetings of the board may be called by the President when he/she deems it in the best interest of the Association or by three (3) members of the board. Election and installation of officers will be held at the last regular business meeting. Said officers will assume their duties July 1. Annual committee and treasurer reports will be given at the last regular business meeting.

Meetings will be held every other month, if needed, beginning in September with professional development workshops in the months between.

Professional Development: October, December (Christmas party), February, April

Business meetings: September, November, January, March, May (election of officers)

ARTICLE II – DUES AND MEMBERSHIP

Each member of the Association will pay dues upon joining the Association. Membership and dues must be renewed each school year by November 1. New memberships are accepted throughout the year and are only applicable for that current school year. Dues are not refundable in case of termination of employment.

Section 1 – Active Members: Active members' dues are \$20.00 and shall include all full- and part-time employees who pay dues on an annual basis in an educational system or organization related to education. Examples of Active members: Any classified educational support professional working in an educational setting not covered by another association.

Active members shall have the responsibility to attend regular meetings, serve on committees, be granted read access to public documents, obtain meeting minutes, give input, make a motion, and vote on all matters coming before the association.

Section 2 – Retired Members: Retired members' dues are \$10.00 and 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.

Retired 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. Retired members shall not serve on committees or hold an office.

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.

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.

ARTICLE III – VOTING AND REMOVAL OF OFFICER(S)

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.

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.

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

ARTICLE IV – ELECTION OF OFFICERS

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

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.

ARTICLE V – DUTIES OF OFFICERS

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

259 **Section 1 – President:**

- 260 • Shall preside at all membership meetings of the Association and of the Executive Board
- 261 • Shall call special meetings
- 262 • Shall be one of the approved officers to sign the checks
- 263 • Shall appoint committees as necessary to execute those duties
- 264 • Shall appoint a Parliamentarian
- 265 • Shall have such powers as may be reasonably construed as belonging to the chief executive
- 266 of any organization
- 267 • Shall be an ex-officio member of all committees except the Nominations and Elections
- 268 Committee
- 269 • Shall perform all other duties usually pertaining to the office
- 270 • Shall serve on committees or functions as needed
- 271 • Shall approve all correspondence sent
- 272 • Shall appoint representatives to committees or functions as requested by the District
- 273 • Shall possibly review the Work Agreement with Human Resources with two (2) other board
- 274 members
- 275 • Shall serve for a term of two (2) years beginning on an even year
- 276

277 **Section 2 – Vice President:**

- 278 • Shall act as aide to the President
- 279 • Shall perform the duties of the President in the absence or inability of that officer
- 280 • Shall assume the duties and authority of the office of the President, in the event of a vacancy
- 281 • Shall be in charge of membership, to retain and recruit new members
- 282 • Shall be the Chairman of the Nominations and Elections Committee
- 283 • Shall serve on committees or functions as needed
- 284 • Shall be one of the approved officers to sign the checks
- 285 • Shall present a copy of the Bylaws to Active members on or before the September meeting
- 286 • Shall possibly review the Work Agreement with Human Resources with two (2) other board
- 287 members
- 288 • Shall serve for a term of two (2) years beginning on an odd year
- 289

290 **Section 3 – Secretary:**

- 291 • Shall keep a correct record and attendance of all meetings of the Association and of the
- 292 Executive Board
- 293 • Shall be one of the approved officers to sign the checks
- 294 • Shall perform such other duties as may be delegated
- 295 • Shall present to the membership any communication at any meeting
- 296 • Shall be responsible for all correspondence necessary to transact the business of the
- 297 Association as well as all notices of meetings, etc.
- 298 • Shall receive an up-to-date list of active members provided by the Treasurer for the purpose
- 299 of transacting the business of the Association
- 300 • Shall serve on committees or functions as needed
- 301 • Shall email agenda items of upcoming meetings in a timely manner
- 302 • Shall possibly review the Work Agreement with Human Resources with two (2) other board
- 303 members
- 304 • Shall serve a term of two (2) years beginning on an even year
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306 **Section 4 – Treasurer:**

- Shall have the custody and care of all monies belonging to the Association
- Shall be one of the officers required to sign the checks
- Shall keep an accurate record of receipts and expenses
- Shall distribute membership cards
- Shall make deposits in a timely manner
- Shall pay out funds as authorized by the Executive Board
 - No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it
- Upon receipt of dues, shall maintain a current membership list to be provided to the Executive Board
- Shall present a statement of account when requested by the Executive Board
- Shall present a full report in writing at the Annual business meeting to be attached to the minutes
 - All Treasurer's accounts shall be examined at least one week before the last regular meeting by an auditing committee appointed by the Executive Board
- The Auditing Committee shall consist of at least three (3) members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect at the end of the report
- Shall approve the bank statement monthly and be named on the account
- Shall give a full treasurer report at regular meetings
- Shall possibly review the Work Agreement with Human Resources with two (2) other board members
- Shall serve a term of two (2) years beginning on an odd year

Section 5 – Historian:

- Shall keep a scrapbook of pictures and publicity concerning all events and activities of the Association and its members
- Shall possibly review the Work Agreement with Human Resources with two (2) other board members
- Shall serve a term of two (2) years beginning on an even year

Section 6 – At-Large Members

- Shall serve on the board for more representation of stakeholders
- Shall serve on NCSD committees as needed
- Shall possibly review the Work Agreement with Human Resources with two (2) other board members
- Two (2) members shall serve a term of two (2) years beginning on an even year
- The other two (2) members shall serve a term of two years beginning on an odd year

Officers shall by virtue of this office be members of the Executive Board.

ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD

Section 1 – Term Limits: The Executive Board shall serve until their successors assume office or are appointed

Section 2 – Duties of the Executive Board

Duties of the Executive Board are:

- To transact necessary business in the intervals between the Association meetings and such other business as may be referred to it by the Association
- To approve funds for meetings and special occasions
- To collaborate with the membership to appoint a building representative at each school site
- To act as representatives on Compact Issues Committee (CIC), the Compact Steering Committee, Leader Group, Problem Solvers, and NCSD committees
- To collaborate with the President when appointing representatives to District level committees or functions

Section III – Special Meetings: Special meetings of the Executive Board may be called by the President or by the majority of the Executive Board.

Section IV – Immediate Past President:

- Shall serve as an official member of the Executive Board provided they are still an active member of the Association
- In the event they are not an active member, this will revert back to the most immediate active Past President
- Will vote only in the event of a tie

ARTICLE VII – STANDING COMMITTEES

Committees are an extension of the Executive Board and take care of the day to day business of the Association. Committees are governed by the Executive Board and are accountable to the board and the membership.

Section 1 – Standing Committees: The President, with the approval of the Executive Board, shall appoint the Chairman, who is an active member, of each standing committee and each special committee.

The standing committees shall be:

- **The Membership Committee:**
 - Shall recruit new members
 - Assist in renewals of lapsed membership
 - Send a copy of all committee minutes and mailings to the Governing Board
 - The Vice President shall be the Chairman of this committee
- **The Professional Development Committee**
 - Shall assist in selection of educational topics for Association meetings
 - Shall assist in coordinating diverse educational opportunities
 - The Chairman of this committee shall be appointed by the President
- **The Bylaws Committee**
 - Shall periodically review the Bylaws and Association activities to determine if the Association is acting within the Bylaws
 - Shall determine if changes are needed to keep the Association functioning efficiently
 - The Secretary shall be the Chairman of this committee
- **The Scholarship Committee**
 - Shall review scholarship applications
 - Shall select recipients

- Shall keep the Association informed about the use of scholarship funds
- The Chairman of this committee shall be appointed by the President

- **The Nominations and Elections Committee**

- Shall announce the offices to be filled
- Shall solicit nominations from the membership for those positions
- Shall establish a slate of candidates for each vacancy
- Shall distribute ballots to voting members
- Shall count the returns
- Shall announce the results at the Annual meeting
- The Vice President shall be the Chairman of this committee

- **The Auditing Committee**

- Shall examine the financial accounts before the annual business meeting
- The Treasurer shall be available to answer any questions
- The Chairman of this committee shall be appointed by the President

- **The Building Representatives Committee**

- Shall make personal contacts with employees within the building
- Shall promote Natrona County Classified Professionals Association to co-workers
- Shall make copies of correspondences received from the Executive Board
- Shall distribute said copies to building employees
- Shall post notices in visible areas
- Shall collect membership dues
- Shall send membership dues to the Treasurer
- Shall attend meetings or find a replacement within their building to attend
- Shall help represent fellow employees in cases of conflict or mediation

- **The Workplace Safety/Wellness Committee**

- Shall focus on workplace safety and wellness
- Shall receive consistent training
 - Sharp objects
 - Chemicals
 - Wet surfaces
 - Vehicle operation
 - Machinery operation
 - Etc.

Section II – Chairmen of Standing Committees:

- The Chairman of all standing committees shall present plans to the Executive Board

ARTICLE VII – EXECUTIVE BOARD

The Executive Board members present shall constitute a quorum for the Executive Committee meetings.

The Executive Board consists of elected officers and the immediate Past President provided he/she is still an Active member of the association. In the event he/she is not an active member this will revert back to the most immediate active Past President.

The majority of the Executive Board members present shall constitute a quorum for the meetings.

ARTICLE X – RULES OF ORDER

The rules contained in “Robert’s Rules of Order Revised” shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Section I – Parliamentary: The Parliamentary will act as a consultant who advises the President and other members on matters of parliamentary procedure. The Parliamentary’s role during a meeting is purely an advisory and consultative one, since Parliamentary law gives to the Chairman alone the power to rule on questions of order or to answer parliamentary inquiries. The Parliamentary will serve a term of one year.

ARTICLE XI – ORDER OF BUSINESS

The order of business shall be as follows:

- Call meeting to order
- Roll call
- Reading and approval of the minutes of the preceding meeting
- Treasurer’s report
- Reports of committees
- Reports of officers
- Old and unfinished business
- New business
- Persons requesting to address the Association
 - Three (3) minute maximum on non-agenda items
- Good and welfare of the Association
- Adjournment
- Interest-based process for resolving issues

ARTICLE XII – AMENDMENTS OF THE BYLAWS

These Bylaws may be amended at any regular meeting of the Association by a simple majority vote of the members present, provided notice of the proposed amendments has been given at the previous regular meeting, electronically or by mail.

Adopted by Board: June 20, 2018

Adopted by Members: November 5, 2018

APPENDIX

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)