

CONSTITUTION
of the
SHASTA SECONDARY EMPLOYEES ASSOCIATION

ARTICLE I NAME

The name of the Association shall be the Shasta Secondary Employee Association (SSEA)

ARTICLE II PURPOSE

The primary purpose of this organization shall be:

- A. To represent its members in their relations with their employer and to seek to be the representative of appropriate units of school employees in all matters relating to employment conditions and employer employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.
- B. To form a representative body capable of developing group opinion on professional matters in order to speak with authority for school employees.
- C. To provide an opportunity for continuous study and action on problems of the profession.
- D. To promote professional attitudes and ethical conduct among members.
- E. To encourage cooperation and communication between the profession and the community.
- F. To foster good fellowship among members.

ARTICLE III AFFILIATION WITH THE UNITED TEACHING PROFESSION

- A. The SSEA shall be a chartered chapter of the California Teachers Association.
- B. The SSEA shall be an affiliated local association of the National Educational Association.

ARTICLE IV MEMBERSHIP

- A. Membership shall be open to any SUHSD employee who is engaged in professional education employment for SUHSD including College Connection. Membership shall also be open to those on a leave of absence from SUHSD who are not engaged in professional education employment. A member's primary assignment shall not include supervisory responsibility over other certificated or classified employees to such an extent as not to be represented in the negotiations process by the SSEA bargaining unit.
- B. Membership shall be granted upon payment of SSEA dues and fulfillment of above mentioned criteria.
- C. The right to vote and to hold elective office or appointive position shall be limited to dues paying members.

- D. Members shall be eligible to receive union services to obtain assistance in the protection of professional and civil rights, and to receive reports and publications of the Association.
- E. All members shall adhere to the Code of Ethics of the Education Profession.
- F. The rights to, and privileges of membership shall not be abridged in any way because of ethnic group, creed, color, national origin, or sex.
- G. The membership fiscal year shall be that period of time from September 1st to August 31st of the following year.
- H. Members who are less than full time employees will retain full membership privileges.
- I. Agency fee payers have the same membership privileges as per CTA.

ARTICLE V DUES

- A. The basic annual dues level for all members shall be at least 30% of the CTA annual dues rounded down to the nearest five dollars.
- B. The SSEA's dues shall be established by the action of the executive Board of the SSEA, subject to ratification of a two-thirds vote of membership.
- C. Dues shall be payable in 10 monthly payments from September through June. Leave dues are payable same or in lump sum by August 31.
- D. Questions or concerns about the dues structure for ESP and/or Certificated must be presented to Executive Board in person or in writing.

ARTICLE VI POLICY DECISION MAKING BODY

- A. The main policy decision making body of the SSEA shall be the Executive Board. That body, comprised of members of the Association, derives its powers from, and shall be responsible to, the membership.
- B. The General Membership may pass initiative by a two-thirds vote of a quorum during a General Meeting which shall be binding upon the Executive Board.
- C. The Executive Board shall be composed of the following active members:
 - 1. Elected Officers of the Association.
 - 2. Standing Committee Chairpersons who do not hold another position on the Executive Board.
 - 3. For Certified, one Building Representative will be elected from each building for each group of 30 members or major fraction thereof. All other programs, excluding charter schools, will constitute one building and therefore be entitled to one building representative per each 30 members or major fraction thereof.
 - 4. All ESP members will be considered as one building and shall have one Representative elected for each group of 30 or major fraction thereof.
 - 5. The immediate Past President for one term.
- D. The Executive Board shall meet regularly at least once a month during the school year of September through May inclusive and at such times as deemed necessary by the President subject to prior written notification of all Board members.
- E. The duties of the Executive Board shall be to:
 - 1. Communicate with membership of the Association's activities.

2. Coordinate activities of the Association.
 3. Direct the bargaining activities and grievance processes of the Association.
 4. Appoint and remove Bargaining Team members in accordance with Article VII C.
 5. Adopt a yearly budget and make copies available to the membership.
 6. Exercise all of the business and organizational powers and duties for the Association as prescribed by law and this constitution, subject to any restrictions which may be imposed by the active membership.
 7. Liaison between CTAJNEA policy and our local membership.
 8. Support CTA/NEA.
 9. Promote a cooperative climate with the District Administration and SUHSD Board of Trustees.
 10. Activate the Crisis Committee and appoint other committees as needed.
 11. Establish standing rules to govern Association operations in an efficient manner.
 12. Facilitate any necessary vote of the membership.
- F. A quorum for all meetings of the Executive Board shall consist of a majority of the members of the Board. All Executive Board members will be given prior notice of the meeting. If an Executive Board member cannot attend a meeting, he/she may send a substitute with a signed proxy to vote in his/her place. All substitutes must give their proxies to the Secretary at the beginning of the meeting so that their presence may be correctly recorded in the minutes.

ARTICLE VII OFFICERS OF THE ASSOCIATION

- A. The officers of the SSEA shall be President, two Vice Presidents, Secretary, and Treasurer.
- B. These officers shall be elected with open nomination and by secret ballot.
- C. Each odd-numbered year, the President shall be elected and each even-numbered year two Vice Presidents shall be elected, one for the Certificated staff and one for the ESP staff and each officer shall serve a term of two years.
- D. The Secretary and Treasurer shall be elected for a term of two years. The Secretary shall be elected in odd-numbered years and the Treasurer in even-numbered years.
- E. A vacancy in any of the offices of the Association shall be deemed to exist in case of death, resignation, or inability to serve for any reason. In the event of a vacancy occurring in the office of President, the Vice President with the most Association experience shall assume office. In the event a vacancy occurs in the other offices, the Executive Board shall elect a successor to complete the term at its next regularly scheduled meeting.
- F. Officers will meet at least two weeks prior to the Executive Board meeting to set the agenda for the upcoming meeting.
- G. The President shall be the chief executive officer of the Association and its policy leader. The President shall:
 1. Preside at meetings of the Association and the Executive Board.
 2. Attend District Board Meetings.
 3. Be the official spokesperson for the Association, and represent the Association with SUHSD Administrators and Board.

4. Familiarize himself/herself with the governance documents of the SSEA, the CTA, and the NEA.
5. Appoint chairpersons and committee members, with approval of the Executive board unless they are already designated.
6. Cosign on checks.
7. Call meetings of the membership and Executive Board.
8. Shall be the SSEA local representative to the NEA Pacific Region Conference.
9. Suggest plans, policies, and activities for the Associations and be held responsible for the general process and work of the Association.
10. Attend meetings of the Service Center Council of which the SSEA may be a member.
11. Attend other CTA/NEA meetings as he/she may be directed to by the Executive Board.

H. The Vice Presidents shall:

1. Serve as assistants to the President in all duties of the President.
2. The Vice President shall assume the duties of the President in the absence of the President. One of the Vice Presidents (as designated by the President or the Executive Board) will chair the meeting/s when the President is absent.
3. Serve as coordinators of committee activities at the direction of the President.
4. Cosign on checks.
5. Attend District Board Meetings
6. Serve as co-chairpersons of the Social and Grievance Committees.
7. Attend meetings with the President when called upon.

I. The Secretary Shall:

1. Keep a careful and accurate record of the proceedings of each meeting, regular or special, of the Association and the Executive Board.
2. Be responsible for written communication, documents, and records of the Association.
3. Be responsible for distribution of all notices, agendas, and minutes of meetings to members of the Executive Board and to all the membership when appropriate in a timely manner.
4. Keep an accurate roster including current addresses of the membership of the SSEA and of all committees.
5. Carry on the correspondence pertaining to the affairs of the Association as directed by the President.
6. Serve as the membership committee chairperson.
7. Prepare the agenda for the meeting of the SSEA.

J. The Treasurer Shall:

1. Receive all funds belonging to the Association and be responsible for their safekeeping.
2. Pay out such funds upon the approval of the Executive Board and cosign on checks drawn upon the treasury.
3. Prepare a written financial report for each regular meeting of the Executive Board,
4. Keep an accurate accounting of all Association funds,

5. Be responsible when there is an audit of the books of the Association and distribute a summary of this audit to the membership.
 6. Submit membership and financial reports to CTA, NEA, or other agencies as required by law.
- K. The Representatives Shall:
1. Be elected by and from the active membership for each group for a term of two years.
 2. Conduct constant and on going liaison between the Executive Board and the active members of the Building Unit.
 3. Serve as the official channel through which written communications and publications can be easily and quickly transmitted between the Association and the active members.
 4. Represent the views and input of the active members of his/her building unit in votes taken by the Executive Board, conducting frequent and regular polls of such membership for this purpose.
 5. Attend the monthly Executive Board meetings and any general meetings.
 6. Perform such additional duties as prescribed by the Executive Board.
 7. Serve as Grievance, Social, Catastrophic Leave and Membership committee members.
 8. Facilitate elections and other votes at their respective sites.
- L. A majority vote of a quorum at a general meeting may call for a recall election of any elected officer. This election will be held by secret ballot within two weeks. A majority of votes cast will remove the officer(s).

ARTICLE VIII STANDING COMMITTEES

- A. The Standing Committees for the SSEA shall be the Negotiations, Grievance, Political Action, Catastrophic Leave, Social, and Membership committees. Also the committees formed by contract.
- B. Where not designated, the Chairpersons and other necessary officers of committees shall be appointed by the President, with the approval of the Executive Board.
- C. The Negotiations Committee:
1. There will be two negotiations committees, one consisting of Certificated staff and one consisting of ESP Classified staff.
 2. The negotiations teams and such alternates as the Executive Board deems necessary shall be approved by the Executive Board by February 15. The team members will serve for the length of the negotiated contract.
 3. The executive Board shall adopt standing rules setting forth its selection procedures for members of the negotiations teams. The certificated team should consist of five voting members including: a member from each building site of over 30 members, one member from the combined alternative education sites within the SUHSD, and one member appointed by the Executive Board. The ESP team should consist of three voting members including: a paraprofessional, a clerical, and a district office representative appointed by the Executive Board. A member of the certificated team shall sit on the ESP team and a member of the

ESP team shall sit on the Certificated team. In addition, each team may have up to two non-voting members as observers.

4. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from the list of alternates.

5. The Executive Board, by two thirds majority, may remove a member and/or an observer of the negotiation teams and then appoint a replacement from the list of alternates.

6. The duties of the negotiations teams are to represent, to bargain for the bargaining units, and to attend all bargaining sessions and strategy meetings.

7. Responsibility and authority for directing the bargaining process on behalf of the Association is vested in the Executive Board subject to policies established by the membership.

8. Employees in the appropriate bargaining unit shall be surveyed to determine contents of the proposed contract demands 9. The negotiating teams shall report their activities to the Executive Board in such form and with such frequency as the Executive Board requires.

9. The Executive Board shall provide for the dissemination of information regarding bargaining and the activities of the negotiating teams to the general membership.

10. Agreements reached between the negotiating teams and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been approved for ratification by a majority of the members voting.

11. The two bargaining teams will negotiate together with the district on issues common to both contracts, separately on uncommon issues.

12. Work stop actions in support of bargaining must be approved by a two-thirds vote of the entire membership.

D. The Grievance Committee

1. This Committee shall consist of the SSEA Representatives. The co-chairs will be the SSEA Vice President

2. Assistance shall be given to members in processing grievances.

E. The Political Action Committee:

1. This Committee shall consist of the SSEA Executive Board.

2. The Political Action Committee shall serve as the facilitating instrument regarding SSEA/CTA/NEA participation in political matters and take recommendations and plans to the Executive Board for approval.

F. The Social Committee:

1. This Committee shall consist of the SSEA Representatives.

G. The Membership Committee

1. This Committee shall consist of the SSEA Representatives. The Chairperson will be the SSEA Secretary.

2. The membership committee shall be responsible to welcome all new employees, to distribute and collect membership forms from all new employees, and to send all collected membership forms to the chairperson.

- H. The Crisis Committee:
 - 1. Will be empowered by the Executive Board when a crisis is deemed necessary by the Executive Board.
 - 2. The Crisis Committee will function in a crisis situation to inform and organize the membership.
- I. The Catastrophic Leave Committee:
 - 1. Will maintain catastrophic leave bank
 - 2. Solicit sick leave donations for members requesting such leave
 - 3. Communicate with payroll office regarding sick leave deductions and donations

ARTICLE IX NOMINATIONS AND ELECTIONS

- A. Nominations for office shall be made as follows:
 - 1. The name of any active member, with their consent, may be placed in nomination by any other member.
 - 2. Any active member, at his/her request, shall have his/her name placed or removed from the ballot for an office in the Association.
 - 3. Nominations will be given to the election committee site person for verification. This must be concluded by March 15.
 - 4. Election of officers and representatives shall be conducted by secret ballot before May 15, preferably in the month of April. Members will verify voting by signature.
 - 5. The President shall appoint an election committee and chairperson subject to the approval of the Executive Board to conduct all elections of the Association. These persons shall be appointed at or before the first Executive Board meeting in February and will consist of one person from each site who does not sit on the Executive Board.
 - 6. The Executive Board shall adopt standing rules setting forth the procedure for conducting elections.

ARTICLE X MEETINGS OF THE ASSOCIATION

- A. At least one general meeting of the membership during each school year semester shall be called by the President. Additional meetings may be called by the written petition of twenty percent of the membership or by a two-thirds vote of the Executive Board.
- B. A general meeting quorum shall be 35 percent of the total membership.
- C. Notice of the Association meetings including date, place, time, and purpose of meeting shall be available to all members of the Association at least one week prior to the meeting except during crisis situations as defined by the Executive Board.
- D. For emergency meetings during crisis situations, the Executive Board shall adopt procedures to notify the Association membership of meeting dates, times, and places.
- E. Absentee ballots may be obtained at individual school sites and delivered by SSEA Representatives at a general meeting when voting is held.

ARTICLE XI PARLIAMENTARY PROCEDURES

A. Robert's Rules of Order shall be followed at all meetings of the Association.

ARTICLE XII AMENDMENTS

A. This constitution may be amended by a two-thirds vote of the Association at any regular or special meeting with a quorum, provided written notice of a proposed amendment shall have been submitted to the Secretary and made available to all members at least four weeks prior to the meeting at which it is to be voted upon.

Adopted 3/15/77

Revised 4/15/84, 4/15/89, 7/15/95, 1/20/05