

CONSTITUTION OF ACES NON-CERTIFIED STAFF
Chapter I77, CSEA/SEIU Local 2001

ARTICLE I

Name

The name of the organization shall be ACES Non-certified staff, Chapter I 77, CSEA/SEIU Local 2001.

ARTICLE II

Purpose

Section 1. The purpose of the ACES Non-certified Staff Chapter shall be to improve wages, hours, and other conditions of employment, and to those ends, act as representative for its members in any employment relations matter. The object of this organization is also to work in conjunction with educational professionals to provide the best possible service to all of the students and clients we work with.

ARTICLE III

Membership

Section 1. All Planning Aides, Teacher Assistant/Drivers, Job Coach 1, Job Coach II, and Job Coach III, non-driving Teacher Assistants, and Transportation workers shall be eligible for active membership. An active member is defined as a member of the union who has elected to pay union dues. An affiliate member is defined as a non-union member who has elected to pay the agency fee and shall not have voting privileges or hold office, and may not attend membership meetings. Retired members shall be honorary, non-voting, non-dues paying members.

ARTICLE IV

Officers and Program Representatives

Section 1. Officers of this organization shall be one President, one Vice-President, and a Secretary-Treasurer. All officers shall be elected for a period of two years.

Section 2. Program representatives of this organization shall consist of a maximum of two electives per building. All program representatives shall serve for a period of two years.

Section 3. Nominations for officers and program representatives may be submitted to program representatives prior to the last meeting of the school year. Nominations will also be accepted from the floor at the last meeting of the school year, at which time elections will take place. In the event that there are more nominees than available positions, a written ballot will be tabulated.

Section 4. Installation of officers and program representatives shall take place at the first regular meeting of this organization in the fall.

ARTICLE V

Meetings

Section 1. A minimum of two (2) annual meetings shall be held where in a quorum of members must be present in order to enact motion and elect officers. Additional meetings may be called at the discretion of either the President, Vice-President, and/or the Executive Board.

Section 2. Either the President or the Vice-President may preside at meetings with the knowledge and approval of the other officer.

Section 3. The general membership must be notified in writing at least five working days before the date of a meeting to constitute a duly called meeting. Such notices may be sent to each member's place of employment or to their residences. Place and time of the meetings shall be announced by the President or the Vice-President.

ARTICLE VI

Quorum

Section 1. The number of members attending a duly advertised meeting shall constitute a quorum.

Section 2. A quorum of the Executive Board shall consist of a majority of that board.

ARTICLE VII

Executive Board

Section 1. The Executive Board shall consist of the officers and program representatives as specified in Article IV, Section 1 and 2.

ARTICLE VIII

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote. The proposed amendment must have been previously approved by the Executive Board. This approval and the proposed amendments must be distributed in writing to each member at least one week prior to being voted upon.

Section 2. By-laws may be adopted, amended or repealed by a majority vote of those members present and voting at a duly called membership meeting.

Section 3. This Constitution and these By-Laws shall at all times be subordinate to the by-laws and constitution of CSEA/SEIU LOCAL 2001. For this purpose, a copy of these by-laws and any subsequent changes shall be filed with CSEA/SEIU LOCAL 2001 for approval, If any by-law is found to be in conflict with CSEA/SEIU LOCAL 2001 by-laws and constitution, the latter shall take precedence.

BY- LAWS

Article I

Duties of Officers and Program Representatives

Section 1. The President shall call and preside over all meetings of the Chapter and of the Executive Board, of which s/he shall be chairman. A Vice-President shall, in the absence of the President, preside at meetings, including those of the Executive Board. The President and Vice-President have the authority to set up new committees as the need arises. The President shall maintain the order of the organizational meetings according to Robert's Rules of Order.

Section 2. The Secretary/Treasurer shall keep a record of the proceedings of all meetings, including those of the Executive Board and, under the direction of the President, shall carry on the correspondence of the Chapter. The Secretary's record shall be duplicated and a copy made for each school for general circulation among members as soon as possible after each regular member meeting. The Secretary/Treasurer shall be responsible for maintaining and updating the Chapter's membership roster as needed.

Section 3. The Secretary/Treasurer will act as receiver and custodian of all funds of the organization and shall make all payments from those funds as authorized by the President in concurrence with the Executive Board. The Secretary/Treasurer shall keep an itemized record of receipts, and expenditures, and shall make a written report to the membership annually and at such other times as the President may direct. The Secretary/Treasurer will not be in charge of any funds that are directly transmitted to CSEA/SEIU Local 2001.

Section 4. Program Representatives will act as liaisons between the members they represent and the President and the Vice-President. The duties require that they represent their programs at meetings, submit an updated roster of program members to the Secretary/Treasurer, and distribute union information in a timely manner. This will include maintaining a union bulletin board wherever designated in their building. Program Representatives must maintain an atmosphere of open communication and may be requested to accompany a program member(s) in an informal grievance procedure.

Section 5. The Executive Board shall have the authority to speak and act for the organization between meetings of the entire membership. It will hold an annual meeting in September and other meetings as needed to formulate policy and carry on the functioning of the organization. The September Executive Board meeting may also be attended by the outgoing Executive Board members.

Section 6. In matters involving grievance procedures, the Executive Board shall have the authority to act on behalf of the membership on the merit of the grievance, in conjunction with the CSEA/SEIU Local 2001 representative.

ARTICLE II

Vacancies

Section 1. Vacancies occurring in any office or on the Executive Board shall be filled by the Executive Board. Such appointees will serve for the remainder of the unexpired term caused by the vacancy.

Section 3. Officers as Stewards: Stewards will distribute literature and any information concerning the Union. They will act as first contact with members in regards to questions, problems, or any other situation that occurs. They will contact the co-presidents on these matters. The members will appoint a Steward by written ballot during election of officers or at other times during year as may be needed to fill vacancies.

Section 4. An annual review of the chapter finances will be conducted by members other than the elected officers. The results of this review will be sent to the secretary/treasurer of CSEA SEIU Local 2001. A report will also be made to the membership.

ARTICLE VI— MEETINGS

Section 1. A minimum of two annual meetings, one in the fall and one in the spring, shall be held, where a majority of those present, voting for a motion, will enact a motion. Additional meetings may be called at the discretion of the co-presidents and/or Executive Committee. (Co-Presidents, Secretary/Treasurer) 2 officers and 4 members must be present to establish a quorum.

Section 2. The general membership must be notified in writing at least five working days before the date of a meeting to constitute a duly called meeting. Such notification may be sent to members places of employment and/or to their residences.

ARTICLE VII – CHAPTER BY-LAWS

These by-laws shall at all times be subordinate to the by-laws and constitutions of CSEA, SEIU Local 2001, and SEIU. For this purpose a copy of these by-laws, and any subsequent changes shall be filed with CSEA, Local 2001 SEIU for their approval. If any by-law is found to be in conflict with CSEA, Local 2001 or SEIU by-laws and constitution, the latter organizations shall take precedent.

ARTICLE VIII – AMENDMENT BY-LAWS

These by-laws may be amended by two-thirds of those present and voting at a duly called meeting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall be the governing rules of the Chapter on any subject matter not provided for in these By-laws in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-laws of CSEA SEIU Local 2001.

Date approved by membership: 10/13/2010

Date approved by CSEA SEIU Local 2001 Executive Council:_____