

**BYLAWS OF
CALVERT ASSOCIATION OF EDUCATIONAL SUPPORT STAFF**

ARTICLE I - NAME AND AFFILIATION

The name of this organization shall be Calvert Association of Educational Support Staff (CAESS).

This Association shall be affiliated with the Maryland State Education Association (MSEA) and the National Education Association (NEA).

ARTICLE II - PURPOSES

The purpose of this Association shall be:

- a. to unify and strengthen educational support staff as to enable members to speak with a common voice on all matters of mutual concern;
- b. to represent individual and common interests of members before the Board of Education of Calvert County and other legal authorities; and
- c. to represent members with regard to hours, wages, and working conditions.

ARTICLE III - MEMBERSHIP

Section 1: Membership in this Association shall be continuous until the member leaves Calvert County Public Schools, resigns from the Association, or fails to pay membership dues.

Section 2: Membership in the Association shall be classified as Active, Retired, or Honorary.

Section 3: Any person employed as educational support staff by the Board of Education of Calvert County may become an active member with all the rights and privileges of members of this Association.

Section 4: A person shall not be eligible for membership in CAESS unless he/she maintains membership in National Education Association (NEA) and Maryland State Education Association (MSEA).

Section 5: Members of this Association on leave of absence may maintain membership by payment of annual dues. They will be entitled to all rights and privileges.

Section 6: Any person who was a member of the Association upon retirement from an educational support staff position or employment may become a Retired Member with all the rights and privileges of members of this Association except that he/she may not serve as a delegate, hold an elective office, or vote in elections or on contract ratification.

Section 7: Honorary membership in this Association may be granted by a two-thirds vote of the Board of Directors, to any person so nominated by any member of the Association. This membership is strictly honorary and for exceptional service. Honorary members have no voting rights and may not hold elective office.

Section 8: Rights and Privileges of Members. Every member, unless specified otherwise in the Bylaws, shall have the equal rights and privileges within the organization to nominate candidates for office; to vote in elections or on referenda of the Association; to attend membership meetings; to participate in the deliberations and voting upon business of such meetings.

Section 9: In order to effect a resignation, a member must in writing notify the Association between August 21 and August 31 of his/her intent to resign.

Section 10: The membership year shall begin on September 1 and shall end on August 31.

ARTICLE IV - OFFICERS AND GOVERNING BODY

Section 1: The officers of the Association shall consist of President, Vice President, Secretary, and Treasurer. Only active members of the Association may hold these offices or vote in the election of officers.

Section 2: The election of all officers shall be through open nomination, by secret ballot, by majority vote, and in conformity with the one-person, one-vote rule.

Section 3: There shall be an Executive Committee with executive powers only, which shall consist of the officers of the Association.

Section 4: There shall be a body with full governing powers to be known as the Board of Directors, which shall consist of the officers of the Association, and five (5) Directors elected at-large.

ARTICLE V - DUTIES AND TERMS OF OFFICERS AND DIRECTORS

Section 1: All officers shall take office on August 1st. The President and Secretary shall be elected in the same year; the Vice-President and Treasurer shall be elected in different year. Officers and directors shall serve for a term of three years. Officers may not serve more than two (2) consecutive terms in the office to which elected.

Section 2: There shall be five (5) at-large directors. There shall be three directors elected in the same year; and two directors elected in a different year. Directors may serve three (3) consecutive terms in the office to which elected. The term of office shall commence on August 1.¹

Section 3: A vacancy in the office of President shall be filled by the Vice-President until the next regularly scheduled election. The Board of Directors shall fill by appointment any vacancy which may occur in any other elected office, or Delegate to the Representative Assembly of Maryland State Education Association. The person chosen shall serve to the end of the unexpired term.

¹ For purposes of transition, in the next general election the President and Secretary along with three (3) directors shall run for a three-year term of office; the Vice-President, Treasurer, and two (2) directors shall run for a two-year term.

Section 4: The President shall preside at all meetings of the Executive Committee and Board of Directors. He/She shall be an ex-officio member of all committees except the Auditing Committee and Committee on Nominations and Elections.

The President shall serve as an ex-officio member to the Representative Assembly of the Maryland Education Association and the National Education Association.

The President shall appoint chairpersons and members to all committees authorized by the Bylaws or by action of the Board of Directors. All committee appointments shall be subject to the approval of the Board of Directors.

The President shall, on advice of the Board of Directors, recommend members of this Association to the President of the Maryland State Education Association for service on committees of the State Association.

The President shall represent the Association as spokesperson on policy matters.

The President shall sign all proper vouchers within the limits of the approved budget.

The President shall perform such functions as may be approved by the Board of Directors or which are customarily performed by the President of an association including the right to delegate certain duties to the officers.

Section 5: The Vice President shall assume all duties of President in the President's absence and shall perform all other functions usually attributed to this office. The Vice President may also serve as one of two signatures on all Association checks. The Vice President shall work closely with one or more standing committees as the President may suggest.

Section 6: The Secretary shall keep a record of all meetings of the Executive Committee and of the Board of Directors, and any meetings as directed by the President. He/She shall distribute copies of such proceedings as directed by the President or the Executive Committee.

The Secretary shall keep on file a correct list of the names and addresses of all members of the Association, of members of the Board of Directors and Executive Committee, and of chairpersons and members of all committees.

The Secretary shall serve on the Membership Committee.

The Secretary shall sign all proper vouchers within the limits of the approved budget.

Section 7: The Treasurer shall receive all Association funds and contributions and shall keep an accurate accounting of same. He/She shall deposit them in a bank account in the name of the Association.

The funds of this Association shall be disbursed by check over the signature of both the President and the Treasurer upon receipt of proper vouchers. The Vice-President may also sign Association checks with the Treasurer.

The Treasurer shall be bonded at the Board of Directors option.

The Treasurer shall prepare and distribute a monthly financial statement of Association funds for the Executive Committee and Board of Directors.

The Treasurer shall prepare and distribute an annual financial statement report to the Board of Directors in October.

The Treasurer shall be a member of the Membership Committee and shall serve as the Chair of the Budget Committee.

Section 8 - IMPEACHMENT: Officers of the Association or Board of Director Members at Large may be impeached for violation of the "Code of Ethics of the Education Profession", for an unlawful act, for misconduct in office, or for gross negligence in office.

Impeachment proceedings against an officer or Executive Committee Members may be initiated by written petition submitted to a Review Board by at least twenty-five (25) percent of the certified delegates to the Representative Assembly or twenty-five (25) percent of the membership. Upon receipt of the petition, the officer or Executive Board member at large may be suspended pending further proceedings.

If, after a due process hearing, a two thirds (2/3) vote of a Review Board shall sustain the charge, and ballots shall be prepared for the membership. A 2/3 vote of those voting shall be required to impeach and the office shall become vacant.

Section 9 - REMOVAL FROM OFFICE: Any member of the Board of Directors who is absent, without just cause, for three (3) consecutive meetings of the Board of Directors shall be automatically removed from membership on the Board of Directors. A replacement for said removed member will be nominated by the President and approved by a two-thirds vote of the remaining members of the Board of Directors.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall assume administrative responsibility for all actions taken by the Board of Directors or action taken by the membership.

The Executive Committee shall consider all matters presented for the attention of the Board of Directors between sessions and shall make a report to that body on its recommendations.

Section 2: The Executive Committee shall meet at least one week prior to each regular meeting of the Board of Directors and may be called in special sessions by the President or by a majority vote of the Board of Directors for urgent business.

Section 3: The Executive Committee shall present prior to the regular meeting of the Board of Directors in April of each year a budget for its approval, giving estimates of income and anticipated expenditures for the fiscal year starting the first day of September.

Section 4: The Executive Committee shall be authorized to expend funds within the limits of the adopted budget. It may request the Board of Directors to revise the budget at any subsequent meeting of that body.

ARTICLE VII - BOARD OF DIRECTORS

Section 1: The Board of Directors shall meet on at least a bi-monthly basis.

Section 2: The Board of Directors shall:

- a. be responsible for the management of the Association;
- b. suggest policies for consideration of the membership;
- c. establish such committees as may be necessary;
- d. act on reports of committees;
- e. adopt rules for governing the conduct of meetings as are consistent with the Bylaws;
- f. determine the policies of the Association dealing with the administration of the Association not defined in the Bylaws as belonging to the general membership;
- g. adopt the annual budget; and
- h. set the annual local dues for each year.

Section 3: Any member of the Association who is not a member of the Board of Directors may attend its meetings and may receive permission to speak under new business, by the President, or with the consent of the majority of those Board of Directors' members present.

Those members present and not serving on the Board of Directors may not be in attendance of Executive Session unless two-thirds of the Board of Directors approves of the member to be present during Executive Session.

Section 4: A simple majority of filled positions will constitute a quorum at the Board of Directors meeting.

ARTICLE VIII - RULES OF ORDER

Robert's Rules of Order, Latest Revision shall be the authority on all questions of procedure not specifically stated in the Bylaws.

ARTICLE IX - GENERAL MEETINGS

Section 1: There shall be at least one General Membership Meeting each school year.

The President, with the consent of the Board of Directors, shall designate the time and place of this meeting.

Section 2: Special Meetings shall be held at the call of the Board of Directors or the President. The President may call a special meeting for specific purpose upon the written request of 10% of the general membership.

Section 3: There must be a majority of the members of the Board of Directors and five (5) additional members of the Association at any General Membership meeting in order to constitute a quorum.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1: There shall be the following standing committees, appointed by the President subject to the approval of the Board of Directors: Auditing; Budget; Bylaws; Government Relations; Membership; Negotiations; Nominations and Elections.

Section 2: Auditing Committee - This committee shall audit the financial records of the Association annually.

Section 3: Budget Committee - This committee shall prepare the annual budget for the coming year.

Section 4: Bylaws Committee - This committee shall review the Bylaws of CAESS annually after the Representative Assemblies of MSEA and NEA. The purposes of this review are to make recommendations for needed revisions and to stay in compliance with the United Education Profession organizations.

Section 5: Government Relations Committee - This committee shall advance the CAESS legislative goals in Annapolis and seek to influence local, state, and national politicians. The committee will review the MSEA and NEA legislative programs. This committee will also be responsible for the PAC Week Activities, the endorsement process, as well as other political activities approved by the Association.

Section 6: Membership Committee - This committee shall actively solicit new members to the Association and maintain updated and accurate membership lists and reports; sponsor workshops and share information to enhance the professional growth of educational support staff; provide a communications network for the Association through newsletters, newspapers, and other media; organize social activities sponsored by CAESS and any other activities deemed appropriate by the committee and approved by the Board of Directors.

Section 7: Negotiations Committee - This committee shall survey the CAESS membership, prepare items to be negotiated by the Negotiations Team, and keep members informed of progress.

Section 8: Nominations and Election - This committee shall survey membership for candidates; and conduct annual local elections. This committee shall supervise all votes of the membership of the Association.

Section 9: Special Committee - Special Committees or task forces may be established by the Board of Directors upon its recommendation or the recommendation of the President, or General Membership.

Section 10: Review Board - A Review Board shall be appointed by the President with the approval of the Board of Directors.

A member of the Review Board shall hold no elective office, other than delegate, in the Association or its affiliates, nor any other appointive position in the Association.

The Review Board shall adopt its own rules of procedure to ensure due process.

The Review Board shall have jurisdiction in a case of impeachment against an officer for ethical violations or misconduct as enumerated herein. The Review Board is also charged with handling charges that may result in the censure, suspension, or expulsion of a member.

The Review Board shall have jurisdiction to review, as necessary, an action of the Executive Board or Representative Assembly for consistency with the Bylaws of this Association and to recommend remedial action, if necessary.

Any action before the Review Board may be initiated by the Executive Board or by a petition of ten (10) percent of the membership.

The President shall appoint, with the approval of the Board of Directors, members of such committees and task forces and shall designate the chairperson.

ARTICLE XI - AFFILIATION

This Association shall maintain affiliation with the Maryland State Education Association and the National Education Association.

ARTICLE XII - ELECTIONS

Section 1: The Committee on Nominations and Elections shall prepare guidelines for the nomination, accreditation of officers, delegates, and other representatives on the Board of Directors, and election. The guidelines and an election calendar shall be presented annually to the Board of Directors for review and adoption no later than December 31. These guidelines shall include but not be limited to the following:

- (i) open nominations;
- (ii) provision for the distribution and collection of nominating forms and preparation of the candidate slate;
- (iii) provision for the publication of the list of nominations prior to and during the election;
- (iv) provision for secret ballot election by the membership;
- (iv) provision for the tally of the ballots; and
- (v) provision for the election of officers and directors of the Board of Directors by a majority of the valid ballots cast or by acclamation where only one candidate is nominated.

Section 2: Local delegates to the MSEA and NEA Representative Assemblies shall be elected in accordance with the guidelines prepared by the Committee and adopted by the Board of Directors. Such guidelines shall be consistent with the requirements contained in the Bylaws of MSEA and NEA.

Section 3: The Committee shall be the final arbiter of election disputes. Said disputes must be presented to the Committee within five (5) work days of the announcement of the results.

ARTICLE XIII - CONTRACT RATIFICATION

Section 1: Notice of a ratification meeting shall be announced to the membership at least three (3) days prior to the scheduled event. In the event that a meeting is not practicable, a ratification vote may be conducted electronically.

Section 2: The ratification of the proposed contract shall be voted on by active members of the Association, except where otherwise statutorily required.

Section 3: At least one general, informational meeting shall be conducted prior to the vote; or the language of the proposed changes to the contract shall be posted or distributed to the membership at least one week prior to the ratification vote.

Section 4: The Nominations and Elections Committee shall be responsible for tallying and verifying the vote.

Section 5: A majority of those voting shall be required in order to adopt the proposed contract.

ARTICLE XIV - RULES FOR AMENDING

Section 1: Proposed amendments to these Bylaws may be made by the Board of Directors, or by 10% of the membership.

Section 2: The Proposed amendments as well as notice of the general membership meeting where a vote is to be taken shall be distributed to the membership at least two (2) weeks prior to the event.

Section 3: A two- thirds (2/3) majority of those voting is required to adopt the amendment.