

BYLAWS OF THE JEFFERSON COUNTY ASSOCIATION OF PARAPROFESSIONALS

ARTICLE I - NAME

The name of this organization is the Jefferson County Association of Paraprofessionals of the Jefferson County School District. Hereinafter identified as JCAP.

ARTICLE II - PURPOSE

- Section A. Promote professionalism among its members.
- Section B. Encourage continued educational involvement and enrichment.
- Section C. Maintain high performance standards by its members.
- Section D. Provide fellowship within the organization.
- Section E. Advance the interests and status of its members.

ARTICLE III - MEMBERSHIP, DUES AND ASSESSMENTS

- Section A. Active membership is open to all employees working as Paraprofessionals or Clinic Aides covered by the JCAP Negotiated Agreement.
- Section B. Active membership requires the payment of established dues to JCAP and the Classified School Employees Association (CSEA).
- Section C. Active membership grants full membership privileges and responsibilities.
- Section D. The fiscal year for JCAP is July through June.

ARTICLE IV - JCAP MEETINGS

- Section A. The JCAP Active Membership shall meet annually. At least 14 days notice shall be given prior to such meeting. The meeting can include a social function when approved by the Executive Board.

Section B. Ten (10) members in good standing shall establish a quorum at all JCAP membership meetings.

Section C. Special JCAP meetings may be held on the call of the JCAP Executive Board. At least 14 days and not more than 30 days notice shall be given of such meeting and shall be published 3 times. Such notice shall include the date, time, location and purpose of such meeting. Only such business as is stated in the call may be transacted at such special meeting.

ARTICLE V - OFFICER QUALIFICATIONS, NOMINATIONS AND ELECTIONS

Section A. The elected officers of JCAP shall be President, 1st Vice-President, 2nd Vice-President, Secretary and Treasurer. All candidates for any office must be members in good standing to be nominated and elected.

Section B. Officers can be nominated by any member in good standing. Nominations must be accepted by the candidate before the election occurs.

Section C.

1. The term of office is one year.
2. Officers may succeed themselves without limit.
3. Officers assume their duties on August 1st.

Section D.

1. A vacancy in the office of President shall be filled by the 1st Vice-President.
2. A vacancy in any other office shall be filled by appointment of the President and subject to approval by the JCAP Executive Board.

Section E.

1. Officers are elected at the annual General Membership Meeting.
2. Candidates for office, when available, will be included in the meeting notification.
3. Nomination can be made from the floor during a General Membership Meeting.
4. Voting to elect Officers shall occur upon the close of nomination during the Annual General Membership Meeting.
5. A majority vote shall elect.

ARTICLE VI - DUTIES OF OFFICERS

Section A. The President

1. Is the chief officer of the Association and presides over all meetings and functions of JCAP.
2. Shall make all appointments for the Association with approval of the Executive Board.
3. Signs all documents on behalf of JCAP and may call special meetings.
4. Is an ex-officio member of all JCAP Standing Committees.
5. Serves on the CSEA Executive Board.
6. Is a member of the Negotiations committee.

Section B. The 1st Vice-President

1. Shall preside in the absence of or at the request of the President.
2. Shall be chairperson of the Negotiations Committee.
3. Shall schedule and conduct Negotiations Committee Meetings to develop, with participation by CSEA, bargaining proposals for the next required bargaining session with the School District.
4. Serves on the CSEA Executive Board.

Section C. The 2nd Vice-President

1. Shall preside in the absence of the President and 1st Vice-President.
2. Shall be chairperson of the Membership Committee and serves on the CSEA Membership Committee.
3. Is a member of the Negotiations Committee.

Section C. The Secretary

1. Keeps and preserves minutes of all General Membership and Executive Board Meetings.
2. Insures that a roll call is taken and recorded at all official meetings of the Association.
3. Maintains and makes available the bylaws and standing rules at all official meetings.
4. Maintains a list of all standing and special committees.

Section D. The Treasurer

1. Is the official custodian of all JCAP funds.
2. Keeps an itemized account of all receipts, income and disbursements.
3. Pays out funds of the Association as approved by the Executive Board or the President.
4. Prepares and presents a report on the financial status of the Association at each official meeting.
5. Insures that all books and records are submitted for review and/or audit at the end of term of office or upon request of the Executive Board.

ARTICLE VII - EXECUTIVE BOARD

Section A. The Executive Board shall be comprised of the elected Officer's and the Chairperson of all standing committees.

Section B. The Executive Board shall be the governing body of JCAP. Action taken by the Executive Board shall be binding except for issues that require approval from the General Membership.

Section C. The Executive Board shall meet at least 4 times during the school year. The time and date will be set in the standing rules.

- Section D. Executive Board members are expected to attend all meetings.
- Section E. Two elected Officers and two appointed committee Chairpersons shall constitute a quorum for any Executive Board meeting.

ARTICLE VIII - COMMITTEES

- Section A. The JCAP standing committees shall be: Grievance, Membership and Negotiations.
- Section B. The Grievance Committee is comprised of the JCAP Grievance Chairperson and any other members in good standing trained to represent members of the Association. The committee will meet as necessary to manage current grievance issues. The JCAP Chairperson shall serve as a member of the CSEA Grievance Committee.
- Section C. The Membership Committee is composed of the 2nd Vice-President/Chairperson and five members. The committee will meet at least once each semester to develop and implement a JCAP membership recruitment plan. The Chairperson shall serve as a member of the CSEA Membership Committee.
- Section D. The Negotiations Committee is composed of the 1st Vice-President/Chairperson and six members including at least one Clinic Aide. The committee, working with CSEA, will meet as necessary to develop bargaining proposals for the next required bargaining session with the School District. The JCAP President shall be a member of the Negotiations Committee.

ARTICLE IX - AUTHORITY

The parliamentary writings of General Henry M. Robert shall govern in all cases not otherwise provided in the bylaws and all meetings shall be conducted to correct parliamentary procedure.

ARTICLE X - AMENDMENTS

These bylaws may be amended by two-thirds vote under the following requirement:
Proposed amendments shall be recommended by the Executive Board. The Board will not take action on proposed amendments. Voting will be done at an official General Membership Meeting. Adopted amendments become effective immediately unless the amendment includes an effective date.