

SUPPORT PERSONNEL ASSOCIATION OF LEE COUNTY
BYLAWS

DRAFT

Revised 2023 ~~2021~~

ARTICLE I – MEMBERSHIP

- Section 1. Membership in the Association shall be open to all those eligible without regard to race, creed, color, sex, national origin, age, sexual orientation, or religion.
- Section 2. Membership in the Association shall be open to all educational support professionals employed by the Lee County School Board, as defined in the Public Employee Relations Commission (PERC) unit clarification except as specified in the Constitution, Article III.
- Section 3A. The Executive Board of Directors shall make recommendations to the ~~Representative~~ **(Steward) Assembly Council** in cases of suspension, revocation, or reinstatement of membership. A case of a member aiding, promotion and/or in other ways assisting a completing organization, may be cause for suspension or revocation of membership.
- Section 3B. The Executive Board shall prescribe the procedure by which a member may be suspended, revoked, or reinstated, provided however, that such procedure shall require that no membership may be suspended or revoked without affording to the member:
1. A specification of the charges against him/her.
 2. A notice of hearing with the right to present evidence and to interrogate all witnesses by him/herself or through counsel.
 3. The right to appear before the Executive Board of Directors before its final determination of suspension or revocation and to make argument before such Board individually or through counsel.
 4. A reasonable time between the service of any notice of hearing and the date such hearing.
 5. The right to appeal the decision to the of ~~Representative~~ **(Steward) Council Assembly**.
- Section 3C. The Association may request the return of a membership card up resignation, expulsion, revocation, or suspension.
- Section 4D. A member in good standing shall be defined as a member **whose employed by the SDLC, a member of the bargaining unit represented by the SPALC, and** dues are paid up to date. Any member whose dues fall in arrears for two months will be given the opportunity to bring their dues up to date. Failing to do so will result in the termination of the individual's membership. ~~unless the Representative Assembly (Stewards) deem otherwise.~~

ARTICLE II – DUES AND FINANCIAL AFFAIRS

- Section 1. The annual dues to be paid by each member of the Association shall be determined by the ~~Representative~~ **(Steward) Council Assembly** before the beginning of the fiscal year and shall be sufficient to fund the annual budget. Dues of the state and national affiliates shall be those established by the respective governing bodies.

Constitution/Bylaws, revised:

- Section 2A. The fiscal year of the Association shall be from September 1 of any year through August 31 of the following year.
- Section 2B. The recommended budget shall be prepared by the Budget Committee, comprised of the Treasurer (Chairperson), President, and a member in good standing, appointed by the President with the approval of the Executive Board of Directors. The recommended budget shall be submitted to the Executive Board of Directors for recommendations and approval. ~~Thereafter, the Executive Board of Directors shall submit, for approval, a recommended annual budget to the Representative Assembly prior to the start of the fiscal year.~~
- Section 2C. All non-budgetary expenditure recommendations are subject to the approval of the Executive Board of Directors ~~Representative Assembly~~.
- Section 2D. The Treasurer shall keep an accurate account of receipts and disbursements and present reports monthly to the Executive Board of Directors and the ~~Representative Assembly~~ Steward Council.
- Section 2E. The Association books shall be reconciled or audited on an annual basis by an independent party, having no vested interest in the local Association.

ARTICLE III – OFFICERS

- Section 1A. All candidates for office shall be members in good standing. All candidates for Executive Officer positions (President, 1st Vice President, Secretary, and Treasurer) must have been members, in good standing for twenty-four (24) consecutive months prior to their nomination being accepted.
- Section 1B. All officers (Executive and General) shall serve for a three (3) two-year term with no officer to serve more than twelve (12) years in any one office. ~~and may succeed themselves.~~
- Section 1C. The term of office for all Officers shall be from July 1 through June 30. New officers will be sworn in at the last SPALC executive board meeting of the school year.
- Section 2A. President: The office of Association President shall be a full-time release position.
- Salary Pay: The pay of the President shall be equal to the individual's full-time wages according to the School District salary schedule. For SPALC to have and maintain a full-time release President, there MUST be membership growth to substantiate and afford a full-time release officer salary and benefits.
- SPALC shall reimburse the district for the actual cost of such employee's salary and benefits. The paid work schedule shall be equal to the same as paid days with benefits as the district 12-month employees.

Constitution/Bylaws, revised:

If there is no funding for a full-time release President, SPALC shall consider paying no less than \$750 additional per month stipend as long as the professionalism, responsibility and duties of the President are being performed.

1. Additional benefits to this position paid by SPALC will be car allowance (mileage) and cell phone expense. The Executive Board of Directors must act within the confines of the budget and fiscal prudence.
2. ~~The paid work schedule shall be equal to the same as paid days with benefits as the district 12-month employees.~~
3. Hours of work: The President's work day/week shall be the same as provided for the district employees of the same District job title held by the President when elected. The President may schedule his/her hours in the manner he/she considers most appropriate to the proper function of his/her office, subject to review by the Executive Board.
4. Job Description – The President shall:
 - a. Preside over meetings of the Executive Board and the Representative (Steward) Assembly,
 - b. Appoint the chairpersons and members of all committees of the Association with the approval of the Executive Board.
 - c. May, after conferring with the appropriate Committee Chairperson, may authorize the expenditure of Association funds as provided by the annual budget adopted by the Representative Assembly.
 - d. Shall be the official spokesperson for the Association, actively engage in, monitor, and annually assess the Association's external public relations through the media, the press, and the Internet.
 - e. Shall serve as a representative to any appropriate district Service Unit Council.
 - f. Serve with the Treasurer as the legal signatory of the Association
 - g. Prepare and distribute, agendas for the Executive Board and Representative Assembly (Steward's meeting)
 - h. Assume an advocacy role on behalf of the interest of the Association and its members at all affiliate levels
 - i. Enforce observance of the Constitution and Bylaws, and all Association policies; reporting such violations of such to the Executive Board
 - j. Represent the Association at State and National meetings (automatic delegate), workshops, training sessions, and conventions within the scope of the expense funding.
 - k. Present, represent, and interpret the Association, its programs, and policies, to the membership through school and worksite visitations: soliciting membership in the Association and membership input.
 - l. Serve, or designate a representative to serve on all School District committees.

Constitution/Bylaws, revised:

- m. Attend or designate a representative to attend all meetings of the Lee County School Board
- n. Consult regularly with Association staff to ensure the efficient implementation of the Association program, policies, and personnel assignments.
- o. Assume an advocacy role on behalf of the Association and its members when participating in community and/or media relations.
- p. Perform such other duties as stipulated in the Constitution and Bylaws, Association policy, as deemed appropriate by the Executive Board, and as otherwise attributed to the office of President.
- q. a written report on the activities of the President at all Board of Directors and Stewards council Meetings.

Section 2B. The 1st Vice-President shall perform the functions of the President in the absence of that officer and other duties as determined by the organization as directed by the President. ~~The Vice President shall be the chairperson in charge of the Membership Committee.~~

1. Pursuant to Section 3 B. Assume the duties of the President if for any reason the President is unable to complete his/her term in office or in the President's absence or inability to serve.
2. Represent the President at meetings and conferences at the direction of the President.
3. Serves as the Chairperson of the Constitution and Bylaws Committee
4. Serve on the membership committee. Present monthly reports to the Executive Board of Directors and reports to the Steward Council regarding the membership growth and membership recruitment programs.
5. Provide assistance as requested by the President, Board of Directors, and the Steward Council.
6. Be an ex-officio member of all other standing committees.
7. Perform other duties as delegated by the President or by the Board of Directors

Section 2C. ~~The immediate past President shall be an ex-officio member of the Executive Board of Directors and shall serve as Parliamentarian.~~

Section 2D. ~~The Secretary shall keep accurate minutes of all meetings of the Executive Board of Directors and Representative Assembly. He/She shall prepare and release these minutes prior to each meeting of these respective bodies. The above duties of the Secretary shall be performed in conjunction with the Executive Board of Directors for the purpose of office management.~~

Constitution/Bylaws, revised:

Shall record and keep accurate minutes of the meetings of the Executive Board of Directors, Steward Council and General membership meetings and share them in a timely manner

Maintain accurate records of attendance at all meetings

Serve as an ex-officio member of the Membership committee

Perform other duties as delegated by the President or by the Board of Directors

Section 2E. ~~The Treasurer shall be a co-signer of checks and other financial documents and disburse funds upon approval of the Executive Board of Directors or President. He/she shall serve as an ex-officio member of the membership committee. He/she shall keep the President and Executive Board of Directors informed of the financial condition of the Association. The Treasurer shall be performed in conjunction with the Executive Board of Directors for the purpose of office management. The Treasurer shall be bonded.~~

1. Meet with the President each month to review all disbursement of funds by SPALC to ensure the legitimate expenditure of those funds and make regular reports to the Board of Directors regarding the financial status of SPALC.
2. Present the financial report at each regular Board of Directors and Steward Council meetings.
3. Be a co-signer of financial instruments and checks for payments authorized and disburse funds upon approval of the Executive Board of Directors or President.
4. Serve as ex-officio member of the Membership Committee
5. Preside and co-chair of the Membership committee
6. Chairperson of the Budget Committee
7. Maintain financial records at the SPALC office in a secure location. All financial records shall remain the property of SPALC.
8. File association annual taxes by the first of January 2nd
9. In conjunction with Executive Director and President, ensure that the financial records are submitted for annual audit to a licensed accountant at the close of the fiscal year.

Section 3A. The Vice Presidents are the nine (9) departments: Transportation, Maintenance, Food Service, Central Services, Paraprofessional, Clerical, Custodial, Information Technology, and Security.

1. Organize a communication system to reach all members in their respective department with union information and activities.

Constitution/Bylaws, revised:

2. Shall be responsible for the distribution of written and verbal communication between the association and members.
3. Make monthly reports to the Executive Board and reports to the Steward Council verbal and/or written regarding the status of your respective department.
4. Initiate activities that would build membership and reward members in your respective department.
5. Identify the needs of your department members for training and assisting the Site Stewards.
6. Participate as a Committee Chair or Committee member as appropriate.
7. Perform other duties as delegated by the President or assigned by the Executive Board.

Section 3A. The Executive Board shall notify the members of a vacancy of an Executive Officer position as soon as possible. The ~~Representative~~ Steward Council ~~Assembly~~ may fill any vacancy (Executive and General), except the office of President, at any regular or special meeting, or may choose to conduct a Special Election for an (Executive Officer position only), allowing all members to nominate and vote. If the ~~Representative Assembly~~ Steward Council chooses to fill an Executive officer position at a regular or special meeting, ~~t~~The general membership shall be notified in advance and be afforded the opportunity to attend and observe the election of the candidate elected by the Steward Council and will be announced to the membership after the elections. Officers elected as per this section shall hold office until the end of that term.

Section 3B. If the office of President becomes vacant, the 1st Vice President with less than one year remaining in the term, shall immediately assume the office of President and shall assume the office of the President that office for the remainder of the term.

If the office of the President becomes vacant during the first year of the term, then the 1st Vice President shall preside until a special election can be held for the office of President.

ARTICLE IV – EXECUTIVE BOARD OF DIRECTORS

The primary responsibilities of the Executive Board of Directors are to protect the members assets and to ensure the effectiveness of the association.

Section 1. The Executive Board of Directors shall consist of the Executive Officers of the union, the General Officers (nine (9) Department Vice-Presidents), ~~and the immediate past president as an ex-officio member of the Executive Board.~~

Constitution/Bylaws, revised:

Section 2. Each department, (Transportation, Maintenance, Food Services, Central Services, Paraprofessional, Clerical, Custodial, Information Technology, and Security) shall be represented by a Department Vice-President. Department Vice President positions must be filled by an eligible member from within the department where the vacancy occurs.

Section 3. The Executive Board of Directors shall be responsible for the management of the Association within the policies established by the ~~Representative Assembly~~. Steward Council

Section 4. The Executive Board shall perform the duties and responsibilities and have authority to act for the Union in all matters, except as stated in the Constitution and Bylaws.

~~Section 45. The Executive Board of Directors shall review all expenditures, report its transactions and those of the union to the Steward Council Assembly to the members and make recommendations for consideration by the Council Assembly.~~

Section ~~56~~. As members of the Executive Board of Directors, the Department Vice-Presidents shall serve as the liaison between the Association and the department/worksite Stewards ~~and Chief Stewards~~. ~~Vice Presidents shall be responsible for the distribution of written and verbal communication between the Association and members~~. The Department Vice-Presidents will also serve on the SPALC bargaining team or assist in identifying a member proxy from their same job family to serve. When there is no Department Vice-President to serve, the President shall have authority to appoint with the approval of the Executive Board.

Section 7. The Executive Board of Directors shall adopt an annual budget and establish dues which shall be presented to the Steward Council.

Section ~~67~~. The Executive Board of Directors shall have regular meetings. Special meetings may be called by the President and/or at the request of seven (7) members of the Executive Board of Directors with 24-hour notice.

Section 8. All officers elected by the General Membership of the organization shall serve as members of the Executive Board. Failure to attend three (3) unexcused absence, meetings, bargaining and/or training of the Executive Board of Directors and the Steward Council, without providing twenty-four (24) hours prior notice to the President or his/her designee or being involved in a bona fide emergency or having more than five (5) absences in a year shall cause the position to be automatically declared vacant.

Failure to perform the duties of office shall cause a review of the situation by the Executive Board of Directors. Should the Executive Board of Directors find sufficient evidence it may, by a vote of two-thirds of those present and voting, recommend to the Steward Council discipline up to, including removal from office. There must be a vote of fifty-one (51) present of those present and voting to pass or reject the Executive Board of Directors decision.

Constitution/Bylaws, revised:

ARTICLE V – REPRESENTATIVE (STEWARD) ASSEMBLY COUNCIL

- Section 1. ~~The Representative (Steward) Assembly shall be the legislative and policymaking body of the Association.~~ The Steward Council shall serve as a governing body to adopt and amend constitutional and bylaw amendments, recommendations for an increase in local dues, and/or other actions of the executive board as detailed by this constitution and its bylaws.
- Section 2. Members of each worksite shall elect, for a term of two (2) years, an Association Steward who is a member in good standing. Each worksite shall elect additional stewards based upon one representative for every ~~fifty (50)~~ ten (10) members ~~or major fraction thereof.~~ The Association Steward shall be elected by October 1st and complete mandatory steward training. ~~and shall take office by the November meeting of the Representative (Steward) Assembly.~~ Shall take office immediately. Worksites with more than one steward, an election of the stewards, must take place to determine who will serve as the designated steward. ~~At worksites where a Chief Steward position exists, he/she shall serve as the designated (immediate) Association representative.~~
- They shall serve as the lead, working with the other worksite stewards. To channels all union related interaction ~~(except as stated below)~~ with the worksite supervisor, calls meetings of the Association members to discuss business, and organizes and oversees all elections of the Association at his/her worksite.
 - All Stewards and Designated ~~Chief~~ Stewards shall be responsible for enrollment of membership, two-way communication within the worksite, the polling of membership, and carrying the services of the Association to the members directly within his/her worksite.
 - Stewards are responsible for representing members at their worksite in low-level grievances and disciplinary meetings after consulting with the President, Dept. Vice President, ~~Chief Steward (where applicable),~~ or Service Unit Director.
 - The Stewards must also uphold the provisions of the Collective Bargaining Agreement. ~~They must keep notes of meetings and submit those to be kept on file in the SPALC office. Settlements of grievances or contract interpretations must be approved in advance by the SPALC Executive Board.~~
- Stewards/Designated ~~Chief~~ Stewards must attend at least ~~six~~ four (4) of the Steward's Council meetings held each year. Those who do not attend meetings, and/or who do not carry out their duties as defined above, and or demonstrated disloyalty to the Association may be removed from the office by the Executive Board of Directors and replaced.

Constitution/Bylaws, revised:

Section 4. During the October meeting, the ~~Representative (Steward) Assembly~~ Council shall adopt a schedule of meeting dates.

Regular The steward council shall meet a minimum of four (4) times during the school year. Notice of steward council meetings shall be communicated prior to each meeting. Quorum A quorum for steward council meetings shall consist of those voting members present.

Section 5. Special meetings of the ~~Representative (Steward) Assembly~~ Council may be held at the request of the President or five (5) Association Stewards. ~~b, upon approval of the Executive Board.~~ Business to come before the special meetings shall be stated in the request, which shall be sent to each Steward in writing with 24 hours' notice.

Section 6. Regional Chief Stewards:

All Chief Stewards must first be elected Stewards at their own school or worksite.

SPALC may appoint Regional Chief Stewards to serve as a resource to Stewards at schools and/or worksites. Regional Chief Stewards must be recommended by the President and submitted for approval to the Executive Board of Directors.

Transportation Department Chief Stewards shall be recommended by the President in consultation with the Transportation Vice President then submitted for approval to the Executive Board Directors.

The Executive Board of Directors shall develop guidelines in conjunction with the steward guideline for the selection of and duties attributed to Chief Stewards. ~~Said guidelines shall be approved by the Representative (Steward) Assembly.~~

ARTICLE VI – QUORUM

The Stewards present shall be a quorum for the ~~Representative (Steward) Assembly~~ Council. The Executive Board quorum and committee quorum shall be defined by Robert's Rules of Order, most recently revised.

ARTICLE VII – ELECTIONS

Section 1. ~~Officer~~ Elections shall be conducted according to the standards set forth in the Labor - Management Reporting and Disclosure Act of 1959 (LMRDA). ~~Election Process Guidelines drafted by the Elections Committee and approved by the Executive Board of Directors, prior to being submitted for approval to the Representative Assembly. Once they are established, the Election Process Guidelines will remain in effect, unless~~

Constitution/Bylaws, revised:

~~amended using the previous stated process. The Election Process Guidelines will not conflict with any of the provisions of Constitution & Bylaws.~~

- Section 2A. The Election Committee shall develop guidelines and an election schedule prior to the February meeting of the ~~Representative (Steward) Assembly~~ Council. Any member in good standing of the Association may nominate a candidate for President, 1st Vice-President, Secretary, Treasurer, Department Vice President (s) (nominated and employed within one of the seven departments) and/or delegates to the State and National Conventions and shall deliver all nominations to the Election Committee.
- Section 2B. The Elections Committee shall announce ~~report~~ all nominations to the ~~Representative (Steward) Assembly~~ to general membership according to the election's procedure. ~~at the meeting immediately preceding the elections. Members of the Assembly may nominate other candidates from the floor.~~
- Section 2C. Candidates who are unopposed shall be deemed "elected by acclamation." ~~and their name will not have to appear on the election ballot.~~
- Section 3. The Elections Committee shall publish to members; brief information about each candidate running for election.; ~~if such is submitted by the candidate in a timely manner prior to the ballots being printed.~~ Members shall vote for officers/delegates by ballot, in accordance with procedures developed by the Elections Committee. The Committee shall report results to the President who shall immediately notify all candidates and cause the results to be published.
- Section 4. New Officers shall be installed at a general membership meeting following the election and prior to June 30th.

ARTICLE VIII – GENERAL MEMBERSHIP MEETING

The Executive Board may hold general meetings of the membership. One such meeting may be for the installation of officers and, other meetings for the good of the membership, during which the usual conduction of business may be suspended.

ARTICLE IX – COMMITTEES

- Section 1. There shall be standing committees. All standing committees shall attempt to have at least one (1) member of each department. Each committee may, with the approval of the Executive Board of Director organized specific activities for the membership of the Association. Ad Hoc Committees may be appointed by the President with the approval of the Executive Board of Director with 24-hour notice. The chairperson of each standing

committee shall be announced by the October ~~Representative (Steward) Assembly~~
Council meetings.

Constitution/Bylaws, revised:

Section 2. Each committee shall meet at the call of the chairperson, the President, or the Executive Board. ~~Each e-~~Committees shall establish a schedule of meetings to be submitted to the President.

Section 3. Chairpersons shall report as necessary to the Steward Council ~~Representative Assembly~~ as necessary and shall submit to the Executive Board ~~an~~ annual written report summarizing objectives, action programs, gains, and unrealized goals which shall become part of the continuing committee record in the Association files. All committees will report to the Executive Board at the request of the President, Board, or Committee.

Section 4A. Legislative Committee – ~~the duties of the Legislative Committee shall be to~~ study appropriate legislative activities at all levels of government, to report to the membership the status of these legislative activities, provide input to state and national legislators concerning educational legislation, and where appropriate, conduct lobbying activities.

Section 4B. Newsletter Committee – ~~the duties of the Newsletter Committee shall be to~~ design; develop and implement the regular distribution of union publications, and to annually assess the effectiveness of the Newsletter.

Section 4C. Collective Bargaining Committee – ~~the duties of the Collective Bargaining Committee shall be to develop and implement programs and activities to include~~ conduct research of collective bargaining proposals, statistical and data gathering, budget analysis, salary schedule analysis, assessment of the needs and interests of the membership, and to support the efforts of the collective bargaining team during the process of negotiations.

The Collective Bargaining Team shall include one representative from each department and a chairperson appointed by the President and approved by the Executive Board of Directors, who terms shall run through a current round of bargaining (not more than one year unless specifically reappointed).

Among other duties, the Bargaining Chairperson shall be responsible to ensure that all members of the Bargaining Team are informed of negotiation sessions, shall submit to the Association an official record of negotiation minutes, proposals, counterproposals, and tentative agreements.

Section 4D. Membership Committee – ~~the duties of the Membership Committee shall be to develop and implement programs and activities to encourage all eligible personnel to become active members of the Association, to certify the Association Representative (Stewards) to which each department is entitled. Identifying the needs of members and recommending the development of services to meet those needs. Increasing Membership. Identifying Non-member Needs and Perceptions.~~

Constitution/Bylaws, revised:

- Section 5A. Special Committees shall be established when a specific need arises which needs to be addressed by the Association for the benefit of its members. Special committees shall consist of but not be limited to:
1. Budget Committee – ~~the duties of the Budget Committee shall be to~~ recommend to the Executive Board, prior to the end of the fiscal year, an annual operating budget of the Association for the subsequent fiscal year.
 2. Elections Committee – ~~the duties of the Election Committee shall be to~~ establish election procedures ~~coordinate the nominations for an election of~~ the Association officers, delegates to state and national conventions and all other appropriate elected officials.
 3. Constitution and By-Laws Committee – ~~the duties of the Constitution and By-Laws Committee shall be established in November of each year and shall serve until the last day of February for the purpose of receiving proposed amendments and~~ present presenting them to the Executive Board; and the Stewards Council for final approval. ~~and the membership for referendum.~~

ARTICLE X – RECALL

Officers and members of the Executive Board of ~~Directors~~ the Association may be removed from office by a recall election initiated either by a petition signed by ten (10%) percent of the active membership or by a two-thirds (2/3) vote of the Executive Board of Directors. The recall election shall be carried out in a manner prescribed by the Elections Committee.

Should an Executive Board member be recalled by such an election, the ~~Representative~~ (Steward) ~~Assembly~~ Council shall proceed immediately to fill the vacancy created by the recall elections (See ARTICLE III, Section 3, By-Laws.)

ARTICLE XI – COALITIONS

The Association shall seek to promote cooperative coalitions with any related group or association whose primary purposes are within the goals of our Association.

ARTILE XII – COMPLIANCE WITH FEA, NEA, AND AFT BYLAWS

All articles of these Bylaws shall be in compliance with current FEA, NEA, and AFT Bylaws.

ARTICLE XIII – AMENDMENTS

Section 1A. Amendment to the Bylaws may be proposed to the Constitution and Bylaws Committee by a majority vote of the Executive Board or by a petition signed by ten (10%) percent of the active membership of the Association.

Constitution/Bylaws, revised:

Section 1B. All proposed amendments to the Constitution and Bylaws shall be presented in writing to the Constitution & Bylaws Committee. The Constitution & Bylaws Committee will review all proposed amendments giving consideration to, among other things, reasonableness, practicality, and feasibility. No proposed amendment to the Constitution & Bylaws will be presented to the ~~membership~~ **Executive Board of Directors** for referendum vote unless approved by the Constitution & Bylaws Committee.

Section 2. These Bylaws may be amended by a majority of members voting in a membership referendum by a secret ballot, provided these proposed amendments have been sent to the members two calendar weeks prior to the referendum.

ARTICLE XIV – RATIFICATION

Upon ratification of the By-Laws by the members this document shall become effective.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

Robert’s Rules of Order, most recently revised, shall be the parliamentary authority for the Association on all questions not covered by the Constitution & By-laws and such standing rules of the Representative Assembly as adopted.