

# NEOPA

(Northshore Educational Office Professionals Association)

# Constitution and Bylaws

Revised and Updated

January 25, 2021

**CONSTITUTION**  
  
**of the**  
  
**NORTHSHORE EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

**ARTICLE I - Name**

The name of the organization shall be the Northshore Educational Office Professionals Association (NEOPA), affiliated with the National Association of Educational Office Professionals (NAEOP) and actively supporting the Washington Association of Educational Office Professionals (WAEOP). NEOPA is a non-profit organization.

**ARTICLE II - Purpose and Aim**

The purpose and aim of this organization shall be to promote the cause of education in our own school district, in the state, and in the nation; to help provide a finer understanding and relationship between school personnel, the administration, the school system, and the public; to pool our ideas and ideals toward a finer and more efficient service to the school and to the community; to bargain with the school district on personnel matters, including but not limited to, wages, hours, and working conditions.

**ARTICLE III - Membership**

- Section 1. The Association shall affiliate with the Educational Support Professionals, the Washington Education Association (WEA) and the National Education Association (NEA).
- Section 2. All full-time and part-time non-confidential office personnel in the Northshore School District #417 are eligible for local association membership.
- Section 3. Members shall be entitled to all voting privileges, to hold office, and to participate in meetings of this association.
- Section 4. Members of this Association shall also be members of the Educational Support Professionals, the Washington Education Association and the National Education Association.
- Section 5. The amount of dues for members of this association shall be set by the majority vote of the members present at a meeting at which notification of this agenda item is provided in advance of the meeting.
- Section 6. Except for non-payment of dues and assessments, no member shall be fined, censured, suspended, expelled or otherwise disciplined, except as provided in the Washington Education Association Constitution and Bylaws.

**ARTICLE IV - Officers**

## NEOPA Bylaws

- Section 1. The Executive Board officers of this Association shall be President or Co-Presidents and Vice President or Co-Vice Presidents, Secretary, and Treasurer. Any candidate for office must have been a member of this Association for at least one year prior to candidacy. These elected officers shall serve on the Executive Board.
- Section 2. The Executive Board officers and all Regional Representatives shall be elected at the spring meeting or no later than June 1, by a written or electronic ballot, for a term of two years and shall officially assume office September 1 of that year.
- Section 3. The term of office for the President or Co-Presidents and the Vice President or Co-Vice Presidents, Secretary and Treasurer shall be two years. No officer shall serve for more than three consecutive terms in one office.
- Section 4. In the event of the Presidents' or both Co-Presidents' resignation, the order of succession shall proceed as follows:
- If the President resigns, the Vice President or Co-Vice Presidents shall assume the duties of the Presidency. If both Co-Vice Presidents wish to assume the duties of President, they shall do so, and take office as Co-Presidents. In such a case, the Executive Board will appoint from the membership, the position of Vice-President or Co-Vice Presidents, for the balance of the term.
  - If one Co-President resigns, the remaining President may choose to complete the balance of the term as President, or may appoint the Vice-President or one of the Co-Vice Presidents to serve as Co-President for the balance of the term. In such a case, the Executive Board will appoint from the membership, the position of Vice-President or Co-Vice Presidents, for the balance of the term.
  - If both Co-Presidents resign, the Vice President, or one or both Co-Vice Presidents shall assume the duties of the Presidency. In such a case, if the position of Vice-President becomes vacant, the Executive Board will appoint from the membership, the position of Vice-President or Co-Vice Presidents, for the balance of the term. If a Co-Vice President wishes to remain in office, and seeks appointment of a new Co-Vice President, the Executive Board will appoint from the membership, for the balance of the term.

The Executive Board shall have the power to fill any vacancy of the offices of Vice President(s), Secretary, Treasurer, and/or elected Representatives for the balance of the term. If both the President or Co-Presidents and the Vice President or Co-Vice Presidents resign, a special election shall be held.

If an Executive Board officer takes a leave of absence from his or her position in the NEOPA bargaining unit, to accept a position outside of the NEOPA bargaining unit, the officer will be deemed to have resigned the leadership position.

- Section 5. The President or Co-Presidents shall be a member of the State and National Educational Office Professionals Associations, and these annual dues shall be paid by NEOPA.
- Section 6. The Vice President or Co-Vice Presidents shall be a member of the State and National Educational Office Professionals Associations, and these annual dues shall be paid by NEOPA.
- Section 7. The President or Co-Presidents(s) or designee will represent the membership to the WEA Cascade UniServ Council.
- Section 8. An elected officer may be removed from office for cause by a recall election which may be initiated by the Executive Board or the general membership in one of the following ways:
- The Executive Board may request a recall election after a three-fourths (3/4) majority vote of its members, or

- b. The general membership may request a recall election by petition containing the signatures of thirty percent (30%) of the members of this association.

The Executive Board shall notify, in writing, any officer who has been recommended for recall.

A general membership meeting will be scheduled for the recall election within thirty (30) days after receipt of either the Executive Board's recall motion or the membership's recall petition. This election shall be determined by a majority of those present and casting ballots.

## **ARTICLE V - Executive Board**

- Section 1. The Executive Board shall consist of all elected Officers, two Regional Representatives for each region (North, South, East, West), two representatives from the Central Offices (non-school worksites), the immediate Past President or Co-Presidents (if they so choose), and the chair of each standing committee (Bargaining, Professional Development).
- Section 2. The Chair of each Standing Committee shall be recommended for appointment by the President or Co-Presidents and approved by the Executive Board.
- Section 3. The majority of the members of the Executive Board shall constitute a quorum for transactions of business at meetings of the Executive Board.
- Section 4. The Executive Board shall review step three of the grievance procedure and approve or reject taking the grievance to arbitration.
- Section 5. The Executive Board shall approve an annual operating budget, which shall include any stipends to be paid for duties performed.
- Section 6. If, after taking office, the new Executive Board does not have adequate ethnic minority representation as required by the NEA and the WEA member ratio, the President or Co-Presidents (subject to approval of the Executive Board) shall appoint ethnic minority member(s) representation to bring the Executive Board into compliance. For example, if the minority population of the Association is 20% or more, then 20% or more of the Executive Board will be represented by minority members.

## **ARTICLE VI - Committees**

- Section 1. Each election year, the President or Co-Presidents and Vice President or Co-Vice Presidents, with the approval of the Executive Board, shall appoint such standing and other committee chairs as are necessary.
- Section 2. The chairs of all committees shall work with the President or Co-Presidents of the Association so that they may be advised of all policies and procedures.

## **ARTICLE VII - Business Affairs of the Association**

- Section 1. The Treasurer shall present a proposed budget to the Executive Board for approval at the fall meeting.
- Section 2. The Treasurer shall submit an audited financial report, in writing, to the President or Co-Presidents at the end of the fiscal year.
- Section 3. The expenses incurred in the conduct of the affairs of the Association shall be paid by the Treasurer out of such appropriations as have been approved for such purposes.

Section 4. The fiscal year and the official year shall run concurrently and shall be September 1 through August 31.

### **ARTICLE VIII - Meetings**

Section 1. At least one General Membership meeting shall be held annually.

Section 2. A quorum shall be defined as the majority of the executive board, combined with the total number of the members who participate in a meeting.

Section 3. All meetings of the membership, except special meetings, shall be announced to the members at least five (5) calendar days in advance of said meeting.

Section 4. Special meetings of the Association Executive Board may be called by the President or Co-Presidents.

Section 5. The Executive Board shall meet prior to each General Membership meeting of the Association at the discretion of the President or Co-Presidents or at the request of two other members of the Executive Board.

Section 6. The Executive Board, by a majority vote, may call an emergency special meeting at any time.

### **ARTICLE IX - Voting**

Section 1. A majority vote of the NEOPA members present and voting at any duly authorized meeting shall determine the policies and actions of the Association except as otherwise provided in this Constitution and Bylaws.

### **ARTICLE X - Amendments**

Section 1. Amendments to the Constitution of this Association may be made at any meeting thereof by a vote of two-thirds (2/3) of the members present, providing that the proposed amendment shall have been included in the notice of said meeting at least five (5) calendar days prior to the meeting, and providing a quorum is present at the meeting.

Section 2. The amendment(s) shall become effective immediately following their adoption.

### **ARTICLE XII - Dissolution**

Section 1. In the event of a dissolution of this Association, all liabilities and obligations shall be paid. Should there be excess funds available after meeting all liabilities and obligations, all active members shall receive an equal rebate paid from the total remaining funds.



**BYLAWS**  
**of the**  
**NORTHSHORE EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

**ARTICLE I - Meetings**

- Section 1. All business meetings of this Association shall be conducted according to "The Standard Code of Parliamentary Procedure (Sturgis)".
- Section 2. Notification of the Association shall be sent out to reach each member at least five (5) calendar days in advance of such meetings. Special meetings may be called as necessary.

**ARTICLE II - Duties of Elected Officials**

**President or Co-Presidents**

- Section 1. The President or Co-Presidents shall preside impartially at all meetings of the Association and of the Executive Council and shall appoint all committees as provided in Article VII of the Constitution.
- Section 2. The President or Co-Presidents shall be a member ex-officio of all appointed committees.
- Section 3. The President or Co-Presidents or designee, shall be the NEOPA Representative on the UniServ Council Board of Directors.
- Section 4. The President or Co-Presidents or designee shall represent the Association at meetings with school district management.
- Section 5. The President or Co-Presidents or designee shall prepare and submit an annual report of the Association activities to the members.
- Section 6. The President or C-Presidents or designee shall work with the Executive Board, including the Regional Representatives, to assure consistent and timely communication between the Executive Board and members.

**Vice President or Co-Vice Presidents**

- Section 1. The Vice President or Co-Vice Presidents shall assist the President or Co-Presidents in her/his duties.
- Section 2. In the absence of the President or both Co-Presidents, the Vice President or Co-Vice Presidents shall have all the powers and the authority of the President or Co-Presidents. In the event of a vacancy in the Presidency or Co-Presidency, the Vice President or Co-Vice Presidents shall assume office for the remainder of the term of office.
- Section 3. The Vice President or Co-Vice Presidents may serve as the Local Representative to the Washington Association of Educational Office Professionals and submit articles to its publications on activities of the Local Association.
- Section 4. The Vice President or Co-Vice Presidents, or designee(s) as appointed by the President or Co-Presidents, shall serve as Membership Chairperson(s), and shall attend new hire orientations, welcome new NEOPA members, explain the role of the Association, and recruit potential members.

### Secretary

- Section 1. The Secretary shall keep minutes and attendance of all formal meetings of the association.
- Section 2. The Secretary shall conduct correspondence relating to the Association, if so requested by the President or Co-Presidents.
- Section 3. Upon direction from the President or Co-Presidents, the Secretary shall notify the membership five (5) calendar days before all meetings when such notification is required by the Constitution and Bylaws.

### Treasurer

- Section 1. The Treasurer shall report to the membership all dues collected by payroll deduction, and in addition, the Treasurer shall monitor the register of the members of the Association and the remittance of dues to the state and national associations.
- Section 2. The Treasurer shall bank all moneys, make all disbursements payable by the Association, and be responsible for running expenses of all business matters.
- Section 3. The Treasurer shall regularly, and on request of the President or Co-Presidents, present a written financial report at Association meetings. The accounts of the Treasurer shall be audited annually at the end of the fiscal year. The Treasurer shall file the appropriate federal and state forms.

### Duties of Elected Officials

- Section 1. Regional and Central Office Representatives shall regularly communicate with member in their region or at the central offices and act as an information conduit for getting information out to members and bringing member issues back to Executive Board meetings. Regional Representatives are expected to attend Executive Board meetings and General Membership meetings. Regional Representatives are responsible to assist in carrying out the mission of the Association.

## **ARTICLE III - Committees: Standing and Ad Hoc**

- Section 1. Both Standing Committees and Ad Hoc Committees are authorized by these bylaws. Standing Committees are permanent committees of the Association, and shall be identified in this section, with Standing Committee members serving until August 31 of the term for which appointed or until discharged by the President or Co-Presidents with the approval of the Executive Board. Ad Hoc committees are formed for a specific purpose, with members appointed, and charge defined by the President or Co-Presidents. (Possible Special/Ad Hoc Committees may include but are not limited to Communications, Legislative, Nominations & Elections, Social.) All committees shall make periodic reports to the Executive Board.
- Section 2. The Standing Committees of this Association shall include a Bargaining Committee/Team and a Professional Development Committee.
- Section3. Composition and Responsibilities of Standing Committees:

### Bargaining

The Bargaining Committee/Team shall consist of a chairperson and at least four (4) committee members. Committee members shall represent personnel from designated constituencies:



elementary school sites, secondary school sites, Central Offices (non-school sites). The Committee's function shall be to consider member input to inform negotiation priorities, and to negotiate with the District in respect to wages, hours, and working conditions.

#### Professional Development

The Professional Development Committee shall work to provide and support NEOPA members' professional development. Committee members shall plan staff development activities, including the administration of the negotiated professional development program and monies. In addition, committee members will advocate for NEOPA members' professional development needs, and serve as a resource to the Professional Standards Board Program. The Association President or Co-Presidents will appoint a minimum of three (3) Association representatives to serve on this committee. The Committee will meet a minimum of three (3) times of each year. Consideration for professional development planning will be based upon: funds available; relationship to employee's immediate job performance or future planned responsibilities; district needs; individual growth adding to the employee's abilities skills, job related interests and professional or personal growth. Support for the Professional Standards Program shall include assisting members and providing them with information and materials regarding the Professional Standards Program of the National Association, as well as providing guidelines to the Association for future goals.

- Section 4. Special Committees may be established by the Executive Board. Special Committee members shall be appointed by the President or Co-Presidents, with the approval of the Executive Board. Special Committee members shall serve until their committee is dissolved by the Executive Board, or until discharged by the President or Co-Presidents with the consent of the Executive Board.

### **ARTICLE IV - Elections**

- Section 1. A call for nominations for open offices shall be made to the General Membership by the President or Co-President(s) at the January General Membership Meeting. Nominations shall be open for a period of no fewer than thirty (30) days. Members may nominate themselves or a colleague by notifying the Nominations and Elections Committee.
- Section 2. The Nominations and Elections Committee shall prepare a ballot of eligible candidates who have signified their willingness to run for office, and present the ballot to the Executive Board. Once approved, the ballot shall be presented to the membership for a vote. The voting period shall be no fewer than ten (10) days, and voting shall be closed no later than April 30<sup>th</sup> of any given year.
- Section 3. A member running for office shall not be on the Nominations and Elections Committee.
- Section 4. Election shall be by written or electronic ballot only. A majority vote of ballots cast and certified as valid by the Nominations and Elections Committee shall be sufficient to elect the incoming officers.
- Section 5. The Nominations and Elections Committee shall tally the votes cast and report the results of the balloting to the membership.

### **ARTICLE V- Contract Ratification**

- Section 1. Contract Ratification shall be held at a General Membership meeting, called by the President or Co-Presidents.

- Section 2. Contract ratification voting shall be by written ballot only. The President(s) will designate three NEOPA members to count the ballots, and they shall immediately report the results of the vote once ballots are counted. In exceptional cases, the NEOPA President or Co-President(s) shall have the authority to call for an electronic or voice vote of the membership.
- Section 3. A majority vote of those present shall be sufficient to ratify the contract. Members must be present to vote.

## **ARTICLE VI - Dues**

- Section 1. The annual NEOPA dues for each member shall be determined by a majority vote at a general membership meeting called for this purpose. Dues are collected through payroll deduction.
- Section 2. The WEA/NEA (state and national) dues for each member shall be collected through payroll deduction.

## **ARTICLE VII - Expenses**

- Section 1. The President or Co-Presidents shall serve as representative of the Association to conferences and shall be reimbursed in full or in part for expenses, with the approval of the Executive Board. An alternate may be chosen when necessary.
- Section 2. The President, Co-Presidents, or Vice President, Co-Vice Presidents, as the Washington Association of Educational Office Professionals Representative, shall serve as the Association's representative to WAEOP conferences and shall be reimbursed in full or part for expenses. An alternate may be chosen when necessary with the approval of the Executive Board.
- Section 3. Stipends may be paid as approved by the Executive Board.
- Section 4. Annual dues required by the NEOPA Constitution and Bylaws (e.g. NAEOP, WAEOP, etc.), shall be paid by NEOPA.

## **ARTICLE VIII - Bylaws**

- Section 1. The Bylaws may be amended by a simple majority of those in attendance at a General Membership meeting.