

# BY-LAWS OF THE FREDERICK ASSOCIATION OF SCHOOL SUPPRT EMPLOYEES, INC.

## Article I – Name

Section 1: The name of this association shall be the Frederick Association of School Support Employees, Inc. and shall hereinafter be referred to as FASSE.

Section 2: FASSE shall be incorporated as a 501(c) (5) nonprofit corporation.

## Article II – Affiliation

FASSE is affiliated with the Maryland State Education Association (MSEA) and the National Education Association (NEA).

## Article III – Mission Statement

Section 1: To unify and strengthen school support staff to enable members to speak with a common voice on all matters of mutual concern and to represent individual and common interests of members before the Board of Education and other legal authorities.

Section 2: To promote the general welfare of the school and district, to advance standards, and to establish and maintain good community relations.

Section 3: To develop and promote a continuing program to secure and maintain better employment benefits, uniform practices, sound retirement systems, and improvements in terms and conditions of employment.

## Article IV – Membership

### Section 1: Classes of Membership

Classes of Membership shall be active, benefited and non-benefited dues paying members, organizing and retired.

\*benefited-all employees who are eligible for medical, dental benefits as covered under the Negotiated Agreement.

### Section 2: Eligibility for Membership

- a. Active membership shall be open to anyone who is a member of the FASSE bargaining unit who supports the goals of the association and abides by its bylaws.
- b. Organizing membership shall be open to any support personnel employed by FCPS, not in the FASSE bargaining unit and who supports the goals of the association and abides by its bylaws.
- c. Retired members shall be open to any support personnel retired from FCPS who were active members of FASSE for no less than five (5) consecutive years immediately prior to retirement.

### Section 3: Rights of Membership

- a. Every benefited member, active and organizing shall have equal rights and privilege within the organization to nominate candidates for office; to vote in elections or on referenda of

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FASSE; to attend membership meetings and to participate in the deliberations of and to vote upon the business at such meetings, except as noted below.

- b. Only active members may be nominated for and hold office (as an officer or a board of director) in FASSE.
- c. Only active members may vote on the ratification of the negotiated contract for their respective bargaining unit.
- d. Retired members may attend meetings and participate in deliberations.

## Section 4: Continuation of Membership

- a. Active and Organizing membership shall be continuous until the member leaves employment with FCPS system resigns from FASSE, or is expelled from the association.
- b. The membership year shall begin September 1<sup>st</sup> and end August 31<sup>st</sup>.
- c. FASSE membership is unified. A FASSE member is also a member of MSEA and NEA.
- d. Members who fail to adhere to any condition of membership as stated in these bylaws shall be subject to censure, suspension or expulsion.

## Section 5: Dues

The Board of Directors shall set the annual dues for Membership of FASSE. Dues shall be set no later than May 15<sup>th</sup> of each year.

## Article V – Officers

Section 1: The officers of FASSE shall consist of president, vice-president, recording secretary and treasurer.

## Section 2: Eligibility

The right to be nominated for and hold an elected office in FASSE shall be limited to active benefited dues paying members. Nominees for the office of President and Vice-President must have been active dues paying members of FASSE for no less than two (2) years and a member of the BOD for no less than two (2) years prior to taking office

## Section 3: Term of Office

The term of office for President, Vice-President, Recording Secretary and Treasurer will be three (3) years. Interpreters will be a member on the Board, not the Executive Board for two (2) years. All elected officers' terms shall begin the term on July 1<sup>st</sup> of the first year in office and end on June 30<sup>th</sup> of the last year in office.

- a. Schedules for Officer Elections:
  - (1). Membership year 2011 - Office of Vice-President and Treasurer
  - (2). Membership year 2012 – Office of President, Recording Secretary

## Section 4: Vacancies

Whenever an officer is no longer employed by FCPS system; no longer in the FASSE bargaining unit; not a member of FASSE; or is removed from office pursuant to these bylaws, the remaining officers have the

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option to fill the vacancy until the next regular election. In the event a vacancy occurs in the Office of President, the Vice-President shall assume the Office of President until the next election.

## Section 5: Duties of Officers

- a. President – The President shall prepare an agenda and preside over meetings of the Board of Directors and all general membership meetings. The President shall appoint, with the approval of the Board of Directors, the chairperson of Committees and shall be the executive office of FASSE. The President shall represent FASSE before the public. If the President or Vice-President cannot represent FASSE, the President may designate a member to represent FASSE. The President has the authority to sign all checks for duly authorized vouchers. The President shall also serve as ex-officer of all committees.
- b. Vice-President – The Vice-President shall assume the office of President in the event the office of President is vacant until the next regular election. The Vice-President shall assume all duties of the President in the President’s absence and shall perform any other duties relative to the position of Vice-President.
- c. Recording Secretary – The Recording Secretary shall keep accurate minutes of all meetings; shall prepare such minutes for reproduction and distribution, assist the President with FASSE correspondence and shall perform any other duties relative to the position of Recording Secretary.
- d. Treasurer – The Treasurer shall be custodian of FASSE funds and serve as signatory of all checks. The Treasurer shall submit a report at each meeting of the Board of Directors and General Membership of the financial condition of FASSE and prepare an annual financial statement, which shall ne available to all members. The Treasurer shall fine the appropriate Federal and State forms. The Treasurer shall serve as chairperson of the Budget and Financial Committee. The Treasurer shall be bonded and the Treasurer’s records shall be audited annually.

## Section 6: Removal from Office

- a. If an officer fails to attend more than three (3) regular meetings of the Board of Directions without a valid excuse, the Executive Board may remove the office and elect a replacement until the next regular election.
- b. An officer of FASSE accused of misconduct may be removed from office by the Board of Directors
- c. Any actions pursuant to sections a or b of this subsection will be taken only after written notice (including charges) is made to the officer in question and a hearing before the Board of Directors has been held.

## Article VI – Board of Directors

### Section 1: Board Composition

The Board of Directors shall consist of all the elected officers and one elected directors from each bargaining unit category listed below:

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- a. Secretarial
- b. Instructional Assistant
- c. Operations
- d. Transportation
- e. Food Service
- f. Maintenance/Facilities
- g. Technology
- h. Director at Large
- i. Interpreters

## Section 2: Eligibility

The right to be nominated for and hold an elected office in FASSE shall be limited to active dues-paying members. Nominees' for a Board of Director position must have been active benefited dues-paying members of FASSE for no less than two (2) years prior to taking office.

## Section 3: Term of Office

The term of office for all elected Board of Directors of FASSE shall be on two (2) years staggered election cycle beginning with the 2011 elections. All elected directors terms shall begin the term of July 1<sup>st</sup> of the fiscal year in office and end on June 30<sup>th</sup> of the last year in office.

### a. Schedule for Board of Directors Elections:

- (1) Membership year 2011: Secretarial; Instructional Assistant; Interpreters; Operations; and Transportation.
- (2) Membership year 2012: Food Service; Maintenance/Facilities; Technology; and Director-at-Large

## Section 4: Vacancies

Whenever a member of the Board of Directors is no longer employed by FCPS system; no longer in the FASSE bargaining unit; not a member of FASSE; or is removed from the Board pursuant to these By-Laws, the remaining , members of the board of the directors have the option to fill the vacancy until the next regular election.

## Section 5: Duties of the Board of Directors

Board Members shall:

- a. Have the power to determine policy of FASSE
- b. Attend board meetings on a regular basis
- c. Assist with the management of FASSE
- d. Determine the amount of FASSE dues
- e. Adopt an Annual Budget
- f. Authorize expenditures within the limits of the budget
- g. Suggest policies for consideration of the membership; act on reports of the committee
- h. Act on reports of the committee
- i. Adopt rules for governing the conduct of meetings as ae consisted with these By-Laws

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## **Section 6: Removal from Board**

- a. If a director fails to attend more than three (3) regular meetings of the Board of Directors without a valid excuse, the Executive Board may remove the director and elect a replacement until the next regular election.
- b. A director of FASSE accused of misconduct may be removed from office by the Board of Directors.
- c. Any actions pursuant sections a or b of this subsection will be taken only after written notice (including charges) are provided to the director in question and a hearing before the Board of Directors has been provided.

## **Section 7: Other Considerations**

Any member of FASSE who is not a member of the Board of Directors may attend its meetings and may receive permission to speak regarding any business with the consent of the president or the majority of those Board members present, except when the Board is in executive session.

## **Article VII – Meetings**

### **Section 1: Board of Directors**

The Board of Directors shall meet at least four (4) times a year at the call of the President or at the request of a majority of the members of the Board of Directors.

### **Section 2: General Membership**

General Membership meetings shall be held at least once a year or at the call of at least ten percent (10%) of the membership with no less than ten (10) working days' notice.

### **Section 3: Special Meeting**

Special meetings may be called by the President, a majority of the Board of Directors, or at the call of at least ten percent (10%) of the members with no less than ten (10) working days' notice.

## **Article VIII – Quorum**

Section 1: A majority of the Board of Directors members shall constitute a quorum for the meeting of the Board of Directors.

Section 2: The members present shall constitute a quorum for the General Membership meetings provided not less than 20% of the membership is in attendance and at least 25% of the bargaining unit job categories specified in Article 6, Section 1 of these By-Laws are represented.

## **Article IX – Committees**

### **Section 1: Standing Committee**

All committees and chairpersons shall be appointed and approved no later than October 1<sup>st</sup>.

Standing Committees shall be:

- a. Negotiating Team(s)
- b. Membership Committee
- c. Nominations
- d. Elections and Credentials Committee

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- e. Sick Leave Bank
- f. Ethics Committee
- g. Any other committee established as a sanding committee by the President and approved by the Board of Directors.

## Section 2: Duties and Responsibilities

Duties and responsibilities of all Standing Committees, except Nominations, Elections and Credentials committee will be determined by Standing Rules adopted by the Board of Directors. The Nominations, Elections and Credentials committee shall establish their own standing rules which will be adopted by the Board.

## Section 3: Nominations, Elections and Credentials Committee (“NECC”)

- a. The NECC shall be responsible for all elections and ratifications of FASSE; certify successful candidates for all elections; and be responsible for determining a quorum at all meetings. The NECC shall submit to the Board of Directors guidelines and an annual election calendar no later than December 15<sup>th</sup>. The election calendar shall be communicated to all members as soon as practicable by the NECC.
- b. FASSE officers and members of the Board of Directors shall be elected by a secret ballot.

## Section 4: Special Committees

Each year the President shall appoint special committees as may be necessary, and shall disband them upon completion of objective.

## Article X – Fiscal Year

Section 1: The fiscal year of FASSE shall begin July 1<sup>st</sup> and shall end June 30<sup>th</sup>.

Section 2: FASSE membership withdrawal must be between July 1<sup>st</sup> and August 15<sup>th</sup> of any membership year.

## Article XI – Authority

Robert’s Rules of Order (Latest Edition) shall be parliamentary authority for FASSE and for all questions not covered by these By-Laws or Standing Rules adopted by the Board of Directors.

## Article XII – Amendments

These By-Laws may be amended by a two-thirds majority of the General Membership voting, providing that no less than 25% of the membership is in attendance and written copies of the changes have been distributed at least (30) calendar days in advance of the vote. Prior to any vote and By-Law amendments by the General Membership each amendment must have been introduced and approved at the preceding Board of Directors meeting.

**BY-LAWS OF THE  
FREDERICK ASSOCIATION OF SCHOOL SUPPRT EMPLOYEES, INC.**

These By-Laws were presented to the Board of Directors on \_\_\_\_\_,  
by the By-Laws Committee consisting on Sharon Eburg – Chairperson, Darlene Adkins, Karen Blackwood,  
Mitzi Smith and Sheldon Naill.

Approved by the Board of Directors for submission to the MSEA Legal Department on: \_\_\_\_\_

Approved by the MSEA Legal Department on: \_\_\_\_\_

Distributed to the General Membership on: \_\_\_\_\_

Approved by the General Membership on: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
FASSE President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
FASSE UniServ Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MSEA Legal Department