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ARTICLE I: NAME

The name of this Association shall be Boulder Valley Educational Office Professionals.

ARTICLE II: PURPOSE

Section 1. To provide representation and services to members, promoting individual and

collective benefits.

Section 2. To represent members in the formulation of school district policies and to improve members' working conditions, salaries and benefits through such representation.

Section 3. To contribute professional services to the Boulder Valley School District and the community.

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ARTICLE III: MEMBERSHIP

Section 1. The eligible membership shall consist of any educational support employee who is employed in or is on a limited leave of absence from the Boulder Valley School District.

Section 2. Right to Vote and Hold Office: Only dues paying members shall have the right to vote and hold executive office or an appointed position.

Section 3. Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled, or otherwise disciplined without good and just cause and without full benefit of due process within the organization. Due process shall include the right to be formally charged, the right of representation, and the right to a fair and open hearing before the Executive Board. The decision of the Executive Board may be appealed to the general membership.

Section 4. The Association affirms that there shall be no discrimination against anyone in the association on the basis of economic status, race, age, marital status, creed, color, gender, sexual orientation, disability, national origin, or religion.

Section 5. The membership and fiscal year shall be July 1 through June 30 for 12 month employees and August 1 through July 31 for 10 and 11 month employees.

Section 6. Membership will continue unless terminated for cause, or by voluntary termination. Written notification must be submitted to the BVEOP president for any type of termination.

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ARTICLE IV: OFFICERS

Section 1. The officers of the Boulder Valley Educational Office Professionals shall be

president, vice-president, secretary, treasurer, and others as needed.

Section 2. The term of office shall be one year, immediately after the election results, with no term limitations.

Section 3. Duties of Officers

a.) The president shall preside over all regular and special meetings of the organization. The president may also serve as a member of all committees. The president shall serve on the negotiating committee.

b.) The vice president shall serve as program chairman and in the president's absence, as presiding officer. The vice president can serve as a negotiator if needed.

c.) The secretary shall keep accurate and complete minutes of the meetings and present them for acceptance at the following meeting. The secretary shall take care of all necessary communication, including notifying members of all meetings and shall keep an accurate account of the number of members present at each meeting.

d.) The treasurer shall oversee the collection and disbursement of all dues, fees, and assessments, shall deposit all monies in the checking and/or savings account in the name of the Association, shall disburse all monies in accordance with the adopted budget or upon the authorization of the Executive Board. The treasurer shall regularly report to the Executive Board and shall prepare an annual financial report.

Section 4. Board vacancies shall be filled by the executive board for the remainder of the term.

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ARTICLE V: NOMINATIONS AND ELECTION OF OFFICERS

Section 1. The nominations committee shall consist of four members to be appointed by the president. The committee shall present the slate of officers at the May meeting.

Section 2. Annual election and installation of officers will be held during the month of May with the newly elected officers assuming their duties after the election results are public.

Section 3. Election shall be by secret ballot, unless candidates are running unopposed, they be elected by affirmation (2/3 of those present) by the membership present at the general meeting.

The election shall be conducted by the Nominations and Committee. To win, a candidate must receive a majority of the votes cast. In the even of a tie, the Executive Board shall hold a run-off election, within fifteen days, between the two candidates receiving the most votes.

Section 4. Negotiators - Negotiators may be elected by the general membership nominations committee or appointed by the Executive Board. The negotiators shall represent the Boulder Valley Educational Office Professionals and negotiate with the Board of Education of the Boulder Valley Public Schools for those items as recommended by the organization. The negotiation team will include a representative from the following groups: elementary level, middle level, high school level, Education Center/District Programs and the president.

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ARTICLE VI: MEETINGS

Section 1. Meetings shall be held September through June with date and place of each meeting to be set by the president. Notification of meetings shall be at least one week prior to the date of the meeting.

Section 2. Special meetings may be called by the president or any three members of the Executive Board.

Section 3. One general membership meeting will be held per year. It is recommended that it be held in October.

Section 4. All business meetings shall be conducted according to parliamentary procedure (Robert's Rules of Order).

ARTICLE VII: DUES

Section 1. Dues shall be established by vote of the membership. Dues will be in the amount of \$5.00/month.

Section 2. Dues may be paid in one annual payment or by monthly payroll deduction. The dues year shall be July 1 through June 30. Employees are responsible for making payroll deductions arrangements through the BVEOP treasurer.

Section 3. Dues are an annual commitment and can be terminated at any time.

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ARTICLE VIII: EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the association and negotiators.

Section 2. It shall be the duty of the Executive Board to advise and assist the president in carrying forward the work of the organization.

- a.) The Executive Board shall establish the policies of the Association.
- b.) Shall adopt a budget for the association.
- c.) Shall conduct necessary business.
- d.) Shall call general meetings as necessary.

Section 3. The Board shall have full power to act in an emergency to protect or advance the interest of the organization.

ARTICLE IX: QUORUM

Section 1. The members present at any meeting shall constitute a quorum for the transaction of business.

Section 2. Vote by proxy shall be permitted when voting by written ballot.

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ARTICLE X: NEGOTIATIONS PROCEDURE

Section 1. The Negotiation team shall consist of the president, and four appointed negotiators (See Article IV, Section 1).

Section 2. The Negotiation team shall survey the association members for issues and priorities, and shall prepare bargaining proposals, shall compile necessary research, shall implement negotiations, shall keep the membership informed of the progress of bargaining, and shall present the tentative agreement to the Executive Board for presentation to the membership.

Section 3. Using these suggestions and guidelines, the negotiators will formulate a proposed

negotiations packet. A copy of this proposed packet will be sent to each school and department in the district in advance of the negotiations; affording each BVEOP member an opportunity to be aware of the proposals for change.

Section 4. Following written notice to the membership, the proposed negotiations packet will be presented to the membership for review, discussion and approval by majority vote of those present at a BVEOP meeting.

Section 5. After approval of the proposed negotiations packet, no further changes will be made in the packet (excluding those made during formal negotiations at the discretion of the negotiators and their consultant) without written notice of such change to all members and a majority vote of those present at the next regular or called meeting of BVEOP.

Section 6. After agreement has been reached between the BVEOP negotiators and the Board of Education, the BVEOP president will schedule a special meeting for all BVEOP members for presentation and discussion of and vote on the negotiated agreement. Each BVEOP member shall be informed by District mail, or e-mail, of the time and place of this meeting. Every effort shall be made to provide each school and department with a copy of the tentative agreement before the meeting.

Section 7. Should subsequent negotiations be deemed necessary, the president will schedule another meeting to present the revised agreement as described in Section 4 above.

Section 8. Before signing the final agreement, the BVEOP president will check all approved changes which have been made since the membership voted to accept the packet. If any changes have not been made, he/she will not sign.

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ARTICLE XI: GRIEVANCE PROCEDURE

Section 1. In the event BVEOP is requested to become involved in a grievance on behalf of the grievant or as a class action grievance, a procedure is necessary in order to act in an orderly fashion.

a.) Determination of a legitimate grievance will be decided by the association representative, president, and vice-president.

b.) The association representative will act on behalf of a BVEOP member when it has been determined a legitimate grievance exists.

c.) The association representative will follow the grievance procedure as outlined in the Negotiated Agreement and act in a professional and reasonable manner on behalf of the grievant/BVEOP. The association representative will present the grievance facts in a clear and concise manner without his/her opinion or view of the situation.

ARTICLE XII: AMENDMENTS TO BY LAWS

Section 1. The by laws may be amended at any business meeting by a majority vote of the members present, provided the proposed amendment has been submitted in writing to the members at least one week prior to the meeting which action is to be taken.

Section 2. The secretary shall collect and record, in order, all amendments that shall hereafter be made to the Constitution and its by laws.

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