

Constitution of the Exeter Cooperative Paraprofessional Association

Article 1: Name

The name of this organization is The Exeter Cooperative Paraprofessional Association.

Article II: The purpose of this association is to seek excellence through the following objectives:

- A To advance the general and professional welfare of the members.
- B To increase staff communication and cooperation.
- C To foster a working relationship within the community.

Article III: Membership

- A Membership is open to all personnel employed as a Paraprofessional and Support Personnel in the cooperative public schools of SAU #16.
- B Active membership is continuous until the member leaves the school system, resigns from the association via a letter to one of the association Co-Presidents on or before June 30th of the current school year, or fails to pay membership dues.

Article IV: Officers:

- A Officers are as follows:
 - 1 Co-President: one at the middle school level and one at the high school level
 - 2 Treasurer
 - 3 Recording Secretary
- B Duties of the Officers:
 - 1 Co-Presidents:
 - a Presides over all general and special meetings of the association.
 - b Prepares and submits a budget to the membership, with the assistance from the Treasurer.
 - c Preside as the chairpersons of the Executive Board.
 - d Communicate on behalf of the paraprofessionals at the school board meetings.
 - e Are the liaison between the school board, superintendent, human resources, administration, and the collective bargaining unit.
 - f Attend NEA-NH training for position.
 - g Serve a three (3) year overlapping term.

- 2 Treasurer:
 - a Maintains a record and balance of all money collected for dues at the local level.
 - b Maintains a record of submitted dues to NEA-NH.
 - c Communicates balances on a monthly basis to the Executive Board.
 - d Makes sure that all members pay their dues either through pay roll deduction or cash payment each fiscal year.
 - e Communicates to Co-Presidents membership changes or outstanding dues balances from members.
 - f Works with the Co-Presidents to create a working budget the next fiscal year.
 - g Maintains a running roster of current members and potential members for the Co-presidents.
 - h Attend NEA-NH training for position.
 - i Serves a three (3) year overlapping term.
- 3 Recording secretary:
 - a Records the minutes of general membership meetings and reports these to Executive Board and members.
 - b Records the minutes of the Executive Board meetings and reports these to the board and members once approved.
 - c Attend NEA-NH training for position.
 - d Serves a three (3) year overlapping term.
- C Election of Officers:
 - a The election is by majority vote of the members in good standing through secret ballot.
 - b Each school will vote for the Co-President that will represent them. SST will vote with EHS and GBecs will vote with CMS.
 - c The election will take place at the Annual Meeting.

Article V: Executive Board

- A The Executive Board consists of the following members: elected officers, committee chairpersons, building representatives
- B Duties of the Executive Board:
 - 1 Assist the Co-Presidents in determining and carrying out policies.
 - 2 Prepares and submits an activities calendar.
 - 3 Determines the agenda for the annual business meeting.
 - 4 Fills vacancies, which may arise between elections during the year.
 - 5 Approves all emergency expenditures.
 - 6 Serves as a resource to the collective bargaining unit in matters regarding working conditions or interpretation of the contract (The collective bargaining agreement between the school board and association).
 - 7 The Executive Board may delegate its power to negotiate and to adjudicate grievances to another committee of representatives.

Article VI: Building Representatives

- A The Building representatives are appointed with a minimum of one per building and approximately one representative for every ten members.
- B Responsibilities:
 - 1 Contact paraprofessionals to encourage membership.
 - 2 Inform members of forthcoming events and what the association has been doing on behalf of the membership.
 - 3 Report activities of all Executive Board actions to the membership.
 - 4 Act as a liaison between the Coop Paraprofessional Executive Board and the membership.
 - 5 Serve as a member of the Executive Board.
 - 6 Attend NEA-NH training for position.
 - 7 Serve a three (3) year overlapping term.

Article VII: Standing Committees:

- A There shall be five standing committees carrying specific functions outlined below. They shall have members selected to represent different groups in the association and appointed for a three (3) year overlapping term. Each committee may, with the approval of the Executive Board, organize special sub-committees and tasks forces for specific activities from the membership of the Association.
- B Negotiation Committee:
 - 1 The co-presidents appoint the negotiation chair in May the year prior to negotiating.
 - 2 The negotiation chair needs to attend NEA-NH training.
 - 3 The negotiation chairperson appoints the remaining committee members with the co-presidents. (All buildings shall be represented on the team.)
 - 4 The negotiation chairperson represents the association in all negotiating matters.
 - 5 The negotiation chairperson is a member of the Executive Board.
 - 6 The negotiation chairperson calls a meeting of the membership to vote upon the proposed agreement with the school board.
 - 7 The negotiation chairperson serves on the grievance committee when needed as a representative of the collective bargaining agreement.
- C Social/membership committee
 - 1 The co-presidents appoint the chairperson.
 - 2 The chairperson needs to attend NEA-NH training.
 - 3 The chairperson appoints the remaining committee members.
 - 4 The chairperson is a member of the Executive Board.
 - 5 The committee is responsible for the organization and execution of social activities, membership recognition, or membership appreciation.

D Grievance committee:

- 1 The Co-Presidents are the co-chairs this committee.
- 2 The Co-Presidents need to take the NEA-NH training. Committee members should also take the training.
- 3 The Co-Presidents appoint the remaining members, at least one of who must be the chairperson of the negotiation committee.
- 4 The grievance committee chairperson(s) handle all matters of a grievance submitted by a member or on behalf of the association and follow the procedure as stated in the collective bargaining agreement.
- 5 The grievance committee chairperson(s) must keep in close contact with NEA-NH Uni-serve director.

E Sick Bank Committee:

- 1 The co-presidents appoint the chairperson.
- 2 The chairperson must be a member of the executive board.
- 3 Keep a running log of individuals within the collective bargaining unit who participate in the sick bank and communicate this to the district office before September 15th.
- 4 Communicate sick bank policy to individuals who join after the September 15th deadline. There is a two-week grace period.
- 5 Is responsible for following contractual procedures when approving professional employee applications for sick-leave allocation.

F Nominating Committee

- 1 The Co-presidents will appoint a nominating committee, which shall consist of at least two members from each building.
- 2 The committee will submit a roster of nominees to the Executive Board in one month before the Annual Meeting.
- 3 The Nominating committee will notify membership of the roster at least two weeks before the Annual Meeting.
- 4 Help the Co-Presidents find members to fill positions on the leadership roster.
- 5 Help the standing Committee Chairpersons find members to fill positions on their committee.

Article VIII: Meetings:

- A The annual business meeting will be held the second week in May for the purpose of voting on the fiscal budget and election of officers for the following year.
- B Special meetings may be called at the request of the Co-Presidents or the Executive Board allowing reasonable time for notification to the members.
- C Each sub-committee shall hold at least one meeting annually. The date, time, and location of the committee meetings shall be made known to the general membership by posting, flyer, or email at least seven days prior to the meeting.

Article IX: Quorum

A quorum for all meetings of the association consists of at least 2/3 of the executive board.

Article X: Dues:

Local dues are assessed for each member and pro-rated according to the financial need of the association as indicated in the budget approved at the annual meeting. NEA and NEA-NH dues are collected with local dues via pay-roll deduction, cash, or credit card.

Article XI: Rules of Order

Robert's Rules of order, revised, will be used.

Article XII: Amending the Constitution and By-Laws:

- A Amending the Constitution is provided for by the following:
 - 1 The proposed amendment may be discussed and voted on at the Executive Board meeting. If it passes the Executive Board, then the proposed amendment will be brought to the membership for further discussion and voted upon. The majority of the votes prevail.
 - 2 All amendments made must be consistent with the constitution by-laws of NEA-NH and NEA.
- B Amending the By-Laws is provided for by the following:
 - 1 The proposed By-Law change can be brought to the Executive Board for discussion and voted upon. The majority of the members present prevail.
 - 2 All changes to the By-Laws must be consistent with the constitution by-laws of NEA-NH and NEA.

Ratified: May 11, 2016 at ECPA Annual Meeting