

CONSTITUTION AND BYLAWS
OF THE
WEST CONTRA COSTA ADMINISTRATORS ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be **the West Contra Costa Administrators Association (WCCAA)**. This is an independent organization of administrators of the West Contra Costa Unified School District.

ARTICLE II - PURPOSE

The purpose of this organization is to promote educational excellence in the West Contra Costa School District by representing and protecting the professional concerns of its members in their relations with the West Contra Costa Unified School District (WCCUSD), and to serve as the exclusive representative of the certificated supervisory administrative employees of the WCCUSD.

ARTICLE III - MEMBERSHIP

The membership of this organization shall be composed of the certificated supervisory administrative employees of the West Contra Costa Unified School District as determined by the Public Employee Relations Board - WCCUSD agreement of April of 1999. The membership may be modified by future amendments between the WCCAA and WCCUSD.

1. An active member shall be defined as one who pays dues.
2. The privileges of a membership shall include, but not be limited to, the right to hold office and the right to vote on issues affecting the membership and the right to representation and legal advice as determined by the Executive Director and/or the Executive Board. These rights are not extended to those electing to pay a service fee.
3. Members at the time of retirement shall be awarded non-voting associate membership status.

ARTICLE IV - EXECUTIVE BOARD

The Executive Board shall consist of ten voting members chosen from the active membership with representation from Elementary (3 members), Secondary (2 members from High School and 2 members from Middle School), Central Office (2 members), and one At-Large member. In addition, there shall be an Executive Director hired by the Executive Board to conduct the day-to-day business of the WCCAA. The Executive Director shall cast a vote when the board has a tie vote on items of business.

1. Of the ten members, half shall be elected each year by secret ballot of the general membership for two-year terms. These 5 positions would be open to election in odd years: 2 Elementary positions, 1 Middle, 1 High School, 1 Central Office; the following

- 5 positions would be open to election in even years: 1 Elementary position, 1 Middle, 1 High School, 1 Central Office, 1 At-Large.
2. The Executive Board shall have general supervision of the organization, fix the hour and place of general meetings, make recommendations to the organization, select and supervise the Executive Director and shall perform such other duties as are specified in this constitution.
 3. The Executive Board shall be subject to the actions approved by the membership and none of its acts shall conflict with action taken by the membership.
 4. The Executive Board shall meet each month, September through June. Special meetings shall be held at the discretion of the President in July and August or as needed.
 5. A quorum of the Executive Board shall consist of six voting members, one of which may be the Executive Director.
 6. An elected member of the Executive Board may be removed from office by a two-thirds vote of the active membership. An elected member of the Executive Board may be removed, after missing three meetings in a school year, by a vote of any six board members.
 7. The Executive Board shall replace a Board member who has been removed from office or vacated his/her position for any reason (i.e. left WCCAA, illness, etc.) with someone in a comparable job classification as soon as possible by the vote of any six board members. The newly selected member will complete the term of the member being replaced.
 8. If a member of the Executive Board changes job assignment and no longer is in the constituency he/she represents, the Executive Board can vote to transfer the member into a vacant position within the new constituency, if one exists, for the remainder of the term of the newly filled position. A simple majority vote is needed to approve the transfer. If no vacancy exists, the member can nominate him or herself and run in the next election.
 9. The Executive Board shall supervise the work of the Executive Director.

ARTICLE V - ELECTION OF THE PRESIDENT AND OTHER OFFICERS

1. The Executive Board shall select a President from the elected Board each year by a vote of six members of the Board. All officers including vice president, treasurer, **financial secretary**, secretary, and social chairperson shall also be elected at the November Board meeting. All terms shall be concurrent to the President and last for one year.
2. Said officers shall perform the duties prescribed by these bylaws under the parliamentary authority adopted by this organization.
3. Election of Board members shall be held annually by October. Members of the Board at the end of their elected term or up for re-election shall continue to vote as active Board members until replaced in the November meeting. Elected members shall take office on November 1 of each year.
4. The election shall be held by secret ballot.

5. Any active member may stand for election to the Executive Board. Nominations shall be by a nominating committee appointed by the Board, from the floor at the September General Membership meeting, or by other means of notifying members.

ARTICLE VI - AMENDMENT

Amendments to this constitution shall be submitted to the general membership in writing consistent with Roberts Rules of Parliamentary Procedure. A two-thirds vote of responding members voting shall be necessary for passage.

ARTICLE VII -FINANCES

The Executive Board shall prepare a budget with bank statements linked for each fiscal year with the assistance of the Treasurer. The budget shall be submitted to the membership for its ratification in December.

WCCAA will have two signatories for all financial claims including, but not limited to, reimbursements. The signatories can be the president, treasurer, or financial secretary.

Dues shall be set by the Executive Board commensurate with the approved budget. By direction of the Executive Director an annual audit shall be made.

ARTICLE VIII- MEETINGS

1. General meetings shall be held at least twice per year. Special meetings may be called by the President or the Executive Board with not less than twenty-four hours notice to the general membership.
2. Upon receipt of a petition signed by at least 10% of the active membership, the Executive Board shall call a special meeting within five school days.
3. A quorum for a meeting of the WCCAA shall consist of 10% of the active members.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Parliamentary Procedures (Roberts Rules of Order) shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this organization.

STANDING RULES OF THE ORGANIZATION

The Executive Board shall promulgate the rules governing elections not reviewed by the Bylaws Committee, unless said rules are directed by the membership.

RULES OF CONDUCT

All members of the WCCAA shall show proper respect to all other members of the organization. Members who persist in disrupting meetings, using uncivil language, ridiculing other members, or causing undue embarrassment to the organization as a whole may be censured. Members of the Executive Board who are guilty of such actions may be removed from the board.

DUTIES OF THE OFFICERS

President

- a. The President shall conduct all meetings of the organization and shall be responsible for the orderly conduct of the business of the Union between Executive Board and General Membership meetings.
- b. The President shall be a member of the Negotiating Team.

Vice President

The Vice President shall execute such duties as may be discharged by the President and shall function in place of the President in his/her absence.

Secretary

The Secretary shall serve as secretary to the Executive Board and discharge such duties as may be assigned by the President. The secretary takes minutes at all meetings and submits them to the Executive Board.

Treasurer

The Treasurer shall serve as Treasurer of the WCCAA and shall discharge such duties as may be assigned by the President. The treasurer will maintain records of all expenditures, sequence of checks written, deposits and prepares the tax report. The treasurer will pick up checks, record funds, write checks with 2 signatures, make and present monthly treasurer's reports for the Executive Board.

Financial Secretary

The Financial Secretary shall serve as the financial secretary of the WCCAA and shall discharge such duties as may be assigned by the President. The Financial Secretary will reconcile accounts with account statements and treasurer's reports. Will also create quarterly reports, annual reports, and budget.

Social Chairperson

The Social Chairperson sends bereavement and get well cards to members and provides a small gift to seriously ill members.

Executive Director

1. An Executive Director may be hired to assist the Executive Board in the conduct of business of the organization. The contract between the organization and the Executive Directory shall be approved by a majority vote of the Executive Board and shall be reviewed by the Executive Board as part of the budgetary process.

2. The Executive Board will follow the process below for selecting a Co-Executive Director.
 - a) Form a committee made up of WCCAA officers and remaining Co-Executive Director.
 - b) Recommend possible candidates.
 - c) Determine interest of candidates.
 - d) Candidates are given list of Co-Executive Director duties and submit a letter of interest that includes qualifications and experience.
 - e) Determine strengths from a list of skills, experiences, and letter of interest.
 - f) Paper screen and interview top 3 candidates.
 - g) Officers and remaining Co-Executive Director will conduct the interviews.
 - h) The committee recommends the two highest scoring candidates to the Executive Board.
 - i) Consider the choice of remaining Co-Executive Director.
 - j) The Executive Board will make the final decision by a majority vote.
3. The Executive Director shall work under the direct supervision of the Executive Board and shall be subject to a yearly evaluation.

ARTICLE X – NEGOTIATING TEAM

The WCCAA Negotiating Team represents the membership in negotiations with the District on all matters related to employment conditions, which includes compensation and other terms of employment such as health benefits. Only members of the Executive Board are eligible to serve on the Negotiating Team. The team is comprised of the Co-Executive Directors, one elementary level administrator, one middle school administrator, one high school administrator and one central office administrator. The team members attend all work sessions with WCCUSD and any planning meetings required. The team members also attend any training sessions offered on the process of collective bargaining.