

SOSCA
SUPERINTENDENT OF SCHOOLS CLASSIFIED ASSOCIATION

BYLAWS

As amended at Bakersfield, California, October 4, 2012.

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ARTICLE I

Name

This organization shall be known as the Superintendent of Schools Classified Association hereinafter referred to as SOSCA.

ARTICLE II

Purpose Statement

The objectives of this organization are to:

- a) Provide all classified employees with duly authorized representation for the purpose of protecting and improving their rights under the Merit System*
- b) To settle disputes between employee and employer arising from grievances as they apply to the Merit System, and
- c) To provide the communication vehicle between employee and employer.

*Merit System is defined as a system by which appointments and promotions in the civil service are based on competence rather than political favoritism.

ARTICLE III

Membership

Section 1. Eligible classified employees of the Kern County Superintendent of Schools Office, hereinafter referred to as Employer, may become voting members by paying established dues. A member in good standing shall be defined as a dues paying member in paid status for at least two months. There shall be no discrimination against any members or applicant for membership on the basis of race, color, sex, religion, national origin, age, sexual orientation or handicap.

Section 2. Members shall be obligated to fully support SOSCA to the extent of their fundamental rights and good conscience. No member shall discriminate against another member (as stated in Section 1).

- Section 3. By virtue of his/her membership, every member, authorizes the SOSCA Board of Directors, hereinafter referred to as the Board, to act as exclusive bargaining representative with the full power to execute agreements with the Employer to the extent allowed by law. Members shall further authorize the Board to have final authority in presenting and processing any grievance, difficulty, or dispute arising under the Merit System or out of his/her employment with Employer.
- Section 4. Members shall adhere to the terms and conditions of the current Merit System and shall in no way prevent SOSCA from performing its legal obligations.
- Section 5. By virtue of his/her membership, every member in good standing will be offered the opportunity to vote on any contract issues in each contract period. All issues voted upon will be decided by a majority vote.
- Section 6. As a member I understand and agree that any individual acting in his/her representative capacity on behalf of the Board and its members in conducting board affairs and business will not be responsible to me or my heirs for monetary or equitable damages, loss, theft, harm, cost, liabilities, injury, or expenses of any kind or nature whatsoever resulting from a board member's participation.
- Section 7. Members shall not be party to secure the disestablishment of SOSCA as the exclusive bargaining representative for any employee, in which case they may be dropped from the membership role and be banned from voting as determined by the Board.

ARTICLE IV

Dues

- Section 1. Dues of \$10.00 annually are payable through monthly payroll deduction (\$1.00 per month, September through June, 10 months). Dues may be paid annually in September. Dues paid for a portion of a year will be prorated.
- Section 2. As necessary, dues will be increased or decreased at the discretion of the Executive Board without general membership approval.

ARTICLE V

Board of Directors (Board)

- Section 1. The Board of the organization shall consist of:
- a) President
 - b) Vice President
 - c) Director of Bylaws
 - d) Director of Negotiations
 - e) Director of Membership

- f) Director of Grievances
- g) Director of Finance
- h) Director of Public Relations
- i) Administrative Assistant
- j) Past President (non voting)

Section 2. The Board shall:

- a) Be responsible for direction of the continuing operations of SOSCA within the policies and goals approved by the membership.
- b) Approve all disbursements.
- c) Have power to fill vacancies in offices until the next election.
- d) Be responsible for scheduling and attending Board and general meetings.
- e) Select committee chairs, define their responsibilities, and coordinate their activities, unless otherwise provided in these Bylaws.
- f) Consider and act upon proposals originating from committees or individual members.

Section 3. The presiding Officer of SOSCA meetings shall be the President. The Vice President shall preside in the absence of the President.

Section 4. The President shall perform the following duties:

- a) Decide on agenda and preside at all official meetings of SOSCA and of its Board.
- b) Maintain active liaison with the Kern County Superintendent of Schools or designee, and Human Resources.
- c) Represent SOSCA to the Superintendent and at Board and Personnel Commission meetings when appropriate.
- d) Call/schedule special meetings of members or Board as needed.
- e) Coordinate activities between SOSCA and other appropriate organizations.
- f) Receive and route Board and Personnel Commission minutes/directives to the Board and appropriate members.

Section 5. The Vice President shall perform the following duties:

- a) Assume the duties of the President in the latter's absence
- b) Serve as liaison between special committees established by the Board.
- c) If a vacancy occurs in the Office of the President, the Vice President shall become President and serve the remaining portion of the term.
- d) Shall be the liaison between the site representatives and the SOSCA board and maintain all lists pertinent to site representation.
- e) Shall be the SOSCA representative on the annual office retirement celebration committee.

- Section 6. The Director of Bylaws shall perform the following duties:
- a) Shall request that the Board review the Bylaws annually and update as needed.
 - b) Make appropriate changes to the Bylaws as directed by the Board for vote by the membership.
- Section 7. The Director of Negotiations shall perform the following duties:
- a) May appoint at his/her discretion a panel of members before April 15th and inform the Board and the Administration of the appointments. Other meetings shall be scheduled at the discretion of the director.
 - b) Acquire input from the Board and membership for the purpose of formulating and presenting proposals for classified negotiations to Administration, as well as following up on any studies/items left from the previous year's negotiations.
- Section 8. The Director of Membership shall perform the following duties:
- a) Welcome all new members of the Kern County Superintendent of Schools Office .
 - b) May collect membership application form from new members.
 - c) Maintain a current list of membership renewals, both monthly and annually.
 - d) Recruit classified employees to become members.
- Section 9. The Director of Grievances shall perform the following duties:
- a) Make him/herself available to all classified employees to discuss any alleged misinterpretation, misapplication, or violation of the California Ed Code, SOSCA Bylaws and Personnel Commission Rules.
 - b) Obtain all facts in cases brought for consideration.
 - c) May appoint at his/her discretion a panel of members, to review the application of personnel commission rules involving KCSOS classified staff members. Other Meetings shall be scheduled at the discretion of the director.
 - d) Follow all procedures as stated in the Grievance Procedures as outlined in Article XI of the Collective Bargaining Agreement Between Kern County Superintendent of Schools and Superintendent of Schools Classified Association.
 - e) Shall attend Personnel Commission meetings.
- Section 10. The Director of Finance shall perform the following duties:
- a) Bank all monies received in a timely manner and maintain records in accordance with good accounting practices.
 - b) Report the financial status of SOSCA at Board and general meetings.
 - c) Sign all checks issued along with Board approval with the counter-signature of authorized signors.

- d) Prepare financial reports, statements, and other forms as required.
- e) Prepare federal and state tax forms as necessary.

Section 11. The Director of Public Relations shall perform the following duties:

- a) Maintain SOSCA Website, prepare and disseminate other informational material about SOSCA activities to classified staff as directed by the President or Board.
- b) Assist the Board with the public relations aspect of special SOSCA meetings.
- c) Request, review, and route pertinent media/journal articles to the Board and appropriate members.
- d) Maintain a historical record of SOSCA activities.

Section 12. The Administrative Assistant shall perform the following duties:

- a) Take minutes of Board meetings and distribute them to the Directors.
- b) Take minutes of general meetings to be placed in records.
- c) Prepare and mail correspondence as directed by the President or Board.
- d) Make any copies of materials as requested by the Board.
- e) Schedule meetings as suggested by the Board (make room arrangements, etc).

Section 13. Past President Duties

- a) Attend Board Meetings as needed.
- b) Act as advisor to the President and Board
- c) Work on committees as assigned by the Board
- d) Shall be a non-elected and non-voting member of the board.

Section 14. A majority (2/3) of the members of the Board shall constitute a quorum for the transaction of all business at scheduled or special meetings of the Board.

Section 15. The Board may remove any Director from office:

- a) If, in the Board's judgement, the Director's actions have caused serious damage to the organization or to its reputation.
- b) If the Director cannot meet or has not met the responsibilities of the office. Such removal shall require a two-thirds vote of the Board.
- c) If the Director has failed to attend three (3) consecutive regular Board meetings.

Section 16. Directors shall serve without compensation except when expenses are incurred when requested by the organization to attend a meeting or conference.

ARTICLE VI
Committees

Standing committees engage in activities that are continuing in the program of the Organization. Committees may be created or dissolved, as the need arises, by the President with the approval of the Board.

Section 1. Chairpersons and members of committees shall be appointed by the President with the approval of the Board.

Section 2. A Nominating Committee consisting of a Chairperson appointed in September of each year may appoint at his/her discretion a panel of members. Others meetings shall be scheduled at the discretion of the Chairperson.

- a) The Committee shall recruit SOSCA members in good standing who are willing to succeed Board members whose terms are expiring.
- b) The Chairperson shall be present at the October board meeting and the general meeting to present a written list of those members willing to become candidates.
- c) The Chairperson and members of the Nominating Committee shall sign the written notification.
- d) The Committee may assist the Board; shall prepare and distribute voting material for the annual election.
- e) A ballot box will be maintained by the Chairperson.
- f) The Committee shall count the votes and inform the President of the election results within 24 hours after Election Day.

Section 3. Reclassification Committee

Two Board members and a member at large as selected by SOSCA Board

Section 4. Catastrophic Leave Committee

Two members as selected by SOSCA Board.

Section 5. Scholarship Committee

- a) Board selects chairperson in June and chairperson selects up to 3 members.
- b) Applications to be distributed during August of each year.
- c) Scholarship applications due to committee during the month of September.
- d) Scholarships will be awarded at the general meeting in October.

Section 6. Special committees which may be appointed from time to time shall have the powers and duration of term designated at the time of the appointment.

ARTICLE VII
Site Representatives

- Section 1. The Site Representatives shall perform the following duties:
- a) At least one representative should be appointed from each recognized Kern County Superintendent of Schools work site (or one from each floor at City Centre and Larry E. Reider Education Center).
 - b) Attend Board meetings designated as site rep meetings.
 - c) Bring any concerns of the employees to the President or Vice President who will take concerns to the Board.
 - d) Report any SOSCA activities to all employees at their locations.

ARTICLE VIII
Elections

- Section 1. In November or December of each year, Directors shall be elected to two-year terms according to their office.
- a) The Director of Grievance; Negotiations; Membership; Public Relations; and the Vice-President shall be elected to serve terms that begin with even numbered years. The Director of Grievance and Vice President must have served on the SOSCA Board or SOSCA committee prior to nomination.
 - b) The President; Administrative Assistant; Director of Bylaws; and Director of Finance shall be elected to serve terms beginning with odd numbered years. The President must have previously served on the SOSCA Board or a SOSCA committee prior to nomination.
- Section 2. After receipt of nominations from the Nominating Committee, the President will place them before the general membership at the October meeting, and then call for further nominations from the floor.
- a) Consent of the nominee must first be obtained before a name is accepted for nominations.
 - b) Nominees must be members in good standing with the Organization.
 - c) For all offices, an election shall be conducted by ballots distributed by the Nominating Committee not later than two weeks before the election.
 - d) No write-in votes will be valid.
 - e) No proxy votes will be allowed.
 - f) The ballots will be kept on file until the Board is sworn in in January.
- Section 3. Newly elected Directors shall officially take office at the general meeting in January following the election.

ARTICLE IX

Meetings

- Section 1. A minimum of three (3) general meetings a year shall be held: October, January, May.
- a) Should both the President and Vice President be absent, the elected Directors shall serve in the order in which they are listed in Article V, Section 1.
 - b) All decisions requiring a vote shall be decided by a majority of those present and voting.
- Section 2. The Board shall hold a meeting prior to regularly scheduled general membership meetings.
- Section 3. Special meetings of the Board may be called by the President.

ARTICLE X

Amendments

These Bylaws may be amended by the Board and must be approved by the general membership by a majority of members voting. The proposed amendments shall be submitted to the membership at least twenty (20) calendar days prior to the deadline established by the board.

ARTICLE XI

Rules of Order

"*Robert's Rules of Order (Revised)*" shall be the authority governing all matters of procedures not otherwise specified in these Bylaws.

Certification of Director of Bylaws: Adoption: The undersigned Director of Bylaws of the organization known as Superintendent of Schools Classified Association (SOSCA), does hereby certify that the above and foregoing amended and adopted Bylaws were duly adopted by a unanimous vote of members casting a vote (as previously provided in Article VII, Section 1) on the day of October 4, 2012 and that they now constitute said Bylaws.

Eva Peterson

Eva Peterson, Director of Bylaws

October 4, 2012

Date