

# CONSTITUTION



## ARTICLE I – NAME

The name of this Association shall be CLASS Pasco, Inc.

## ARTICLE II – VISION AND MISSION

VISION: Connecting Leaders through Advocacy, Support and Service.

MISSION: Our Vision and Mission is to enhance CLASS’s stature as a professional organization both locally and statewide. Our goal is to strengthen relationships with all key stakeholders in and across our County and develop an organizational environment that will attract, develop and retain talented leaders who fulfill the district’s mission of preparing students for college, career and life.

## ARTICLE III – MEMBERSHIP

### Section 1 - Active Members:

- (a) Active membership shall include employees in district level administrative and supervisory roles including the Superintendent, Assistant Superintendents, Chief Officers, Directors, Supervisors, Coordinators, and Non-Instructional Managers, Coordinators, Supervisors, Administrators or positions of similar title, as well as building level administrative and supervisory personnel including Principals and Assistant Principals, and administrators currently employed by or under leave of absence granted by the Pasco County Schools, Florida, and any members who have retired from the School District and join as a retiree. Membership shall be deemed a privilege and not a right.
- (b) Active members shall have the right to hold office, the privilege of participating in discussion at any meeting, and the right to vote in elections and at general membership meetings. Retiree members may only serve as an Advisory Board retiree representative.
- (c) Active membership shall be continuous until the member resigns from the Association, or fails to pay membership dues to the Association within the time period as specified in the By-Laws.

### Section 2 - Honorary Members:

An honorary member shall be such persons as the Advisory Board shall desire to honor by admission to membership. An honorary member may not hold office or vote.

### Section 3 - Emeritus Members:

An emeritus member shall be such persons as the Advisory Board shall desire to honor by admission to unpaid membership after retirement. An emeritus member may not hold office or vote.

## ARTICLE IV – ADVISORY BOARD

### Section 1:

The Advisory Board shall be the policy-making body of this Association. Members of this Board shall be active members. No member may serve more than two (2) full consecutive terms.

**Section 2:**

- (a) The Advisory Board shall consist of the elected officers and at least ten (10) voting members including: Six (6) school-based leaders, three (3) district-based leaders and one (1) retiree.
- (b) The Advisory Board shall consist of one High School Principal and Assistant Principal; one Middle School Principal and Assistant Principal; and one Elementary School Principal and Assistant Principal. The Advisory Board shall also consist of three District Administrators with one being from Operations. Also, the Advisory Board shall consist of one retiree. Each of these Advisory Board members have one vote each. In an event that each area is not represented, due to a vacancy, then a designee will be appointed. If no candidate exists from the most recent election, the Board may select a candidate for consideration or choose to hold a special election (see ARTICLE VIII – VACANCIES in the By-Laws). Advisory Board members are selected by their peers during a formal election. They serve a two-year term beginning July 1 and ending June 30 and will be staggered to odd/even year elections to ensure continuity. In the interim, dates may be reflective of start-up. To ensure continuity, Board members will be staggered for terms of office as follows:

<b>Special Notes at start up</b>	<b>2020-21</b>	<b>Length of Term</b>	<b>Election Year</b>
All positions elected 2019	President 1 year term ending June 30, 2021, then becomes Past President for 1 year, ending June 30, 2022	1 year term	N/A after initial
May be a retiree if person leaves employment	Past President, 1 year term ending June 30, 2021	1 year term	N/A after initial
	President Elect, 1 year term ending June 30, 2021 then becomes President for 1 year ending June 30, 2022; up for annual election	1 year term	Annual
To ensure continuity, this term will initially expire June 30, 2021.	Treasurer, moving forward, 2 year term beginning July 1 following election	2 year term	Odd
To ensure continuity, this term will initially expire June 30, 2021.	Advisory MS Principal	2 year term	Odd

To ensure continuity, this term will initially expire June 30, 2021.	Advisory ES AP	2 year term	Odd
To ensure continuity, this term will initially expire June 30, 2021.	Advisory HS AP	2 year term	Odd
To ensure continuity, this term will initially expire June 30, 2021.	Advisory District (not Operations)	2 year term	Odd
	Advisory ES Principal	2 year term	Even
	Advisory HS Principal	2 year term	Even
	Advisory MS AP	2 year term	Even
	Advisory District (not Operations)	2 year term	Even
	Advisory District (Operations)	2 year term	Even
	Secretary	2 year term	Even

**Section 3:**

The President of the Association shall preside at meetings of the Advisory Board.

**ARTICLE V – EXECUTIVE BOARD OFFICERS**

**Section 1:**

The Executive Board shall consist of the officers of this Association, which shall constitute the executive authority of the Association.

**Section 2:**

The Executive Board of this Association shall be: President, President-Elect, Immediate Past President, Secretary, and Treasurer. The Secretary and Treasurer will serve two-year terms. All other Executive Board officers serve a one-year term of office. The role of Past President may be filled by a retiree if the President retires after his/her term is completed.

**Section 3:**

Under personnel policies adopted by the Advisory Board, the Executive Board shall have the authority to employ a staff.

## **ARTICLE VI – THE BOARD**

### **Section 1:**

The Board shall consist of the Executive Board officers of this Association, and the Advisory Board. The Board shall work with delineated powers, as well as cooperatively to address the needs and goals of the organization.

### **Section 2:**

Vacancies that occur on the Board shall be filled as detailed in **ARTICLE VIII – VACANCIES of the By-Laws** .

## **ARTICLE VII – EXECUTIVE DIRECTOR**

The Association shall have an Executive Director. This person shall be employed by the Association and shall perform duties and receive compensation as determined in the Employment Agreement. He/she will serve in a yearly contract and the Executive Board and the Advisory Board shall determine the process for employing the Executive Director. This position will not be held by a current Pasco County Schools' employee. The anticipated start date for this position will be January, 2020.

## **ARTICLE VIII – TERM OF EXISTENCE**

This Association shall have perpetual existence.

## **ARTICLE IX – AMENDMENTS**

### **Section 1:**

The Advisory Board shall, by a two-thirds vote of its members present at any meeting of the Board, propose amendments to this constitution. Written notice (detailing proposed amendments and/or By-Law changes) shall be provided to each member at least seven days before a general membership meeting. The proposed amendments may be ratified by a three-fourths vote of those present at the next general membership meeting, provided notice was given.

### **Section 2:**

The general membership may, by a two-thirds vote of those present at a general membership meeting, propose amendments to this Constitution. The proposed amendments shall be ratified by a three-fourths vote of those present at the **next** meeting of the membership; provided notice of said amendments has been given, in writing, to each member at least seven days before said meeting of the membership.

## **BY-LAWS**

### **ARTICLE I – MEETINGS**

#### **Section 1:**

There shall be a meeting of the Advisory Board each school month.

#### **Section 2:**

There shall be two meetings of the general membership each year. The first one shall be held in the Fall and the second one shall be held in the Spring. Members shall receive at least seven days notice for any general membership meeting.

#### **Section 3:**

There may be a scheduled meeting of the Executive Board prior to the Advisory Board meetings.

#### **Section 4:**

Special meeting of the Advisory Board, general membership, and Executive Board may be called by the President or on request of two members of the Executive Board with five members of the Advisory, or ten percent of the members of the Association, respectively.

#### **Section 5:**

The topic of business for which a special meeting is called must be stated in a detailed written notice provided at least seven days before the special meeting.

### **ARTICLE II – QUORUM**

#### **Section 1:**

A quorum for the Advisory Board shall be a majority (50% plus one) of the Advisory Board voting members.

#### **Section 2:**

A quorum for the Advisory Board shall consist of the number of Advisory which are equal to a majority of membership components having at least one Association member (at least three school-based leaders and two district leaders - the additional quorum member may be from any area).

#### **Section 3:**

A quorum for General membership meetings is a majority of those present (50% plus one) at the general membership meeting.

### **ARTICLE III – DUES AND MEMBERSHIP**

#### **Section 1:**

The Advisory Board shall approve all matters related to annual dues of members. Retiree dues shall be half a year-round employee's dues.

#### **Section 2:**

The fiscal year of this Association shall begin on July 1 and end on June 30. The membership year shall begin on July 1 and end on June 30. Dates may be different in first year of inception.

#### **Section 3:**

Active membership shall be established when the member submits his or her payment in full, or when the member enrolls in the payroll deduction plan. Honorary and Emeritus membership shall require no payment of annual dues.

## **ARTICLE IV – DUTIES OF OFFICERS**

### **Section 1 – President:**

The President shall preside over all meetings of the Executive Board, Advisory Board, and general membership. The President shall appoint a member of the Advisory Board to act as Parliamentarian. The President shall appoint the chairmen and members of all standing committees with the advice and consent of the Advisory Board and shall be an ex-officio member of all committees. The President shall be the executive officer of the Association and shall represent the Association before the public either personally or through delegates. The President shall perform all other duties as herein provided and generally incident to the office.

### **Section 2 – President Elect:**

The President-Elect shall preside at meetings in the absence of the President and shall perform all other functions usually attributed to this office and assigned by the President. The President-Elect shall assume the office of President upon the inability of the President to complete his or her term of office. The President-Elect shall begin a one-year term as President following completion of a President's term. The President Elect will chair the annual Membership Drive.

### **Section 3 – Immediate Past President:**

The Immediate Past President shall serve as a member of the Executive Board. The Immediate Past President will chair the annual recognition awards committee. The Immediate Past President may be a retiree.

### **Section 4 – Secretary:**

The Secretary will serve a two-year term in office. The Secretary shall keep accurate minutes of the meetings of the Advisory Board and the general membership meetings. Recommendations made by the Executive Board shall be reflected in the Advisory Board meeting. The Secretary shall assist the President with official correspondence and maintain office files of correspondence and other records pertaining to the Association.

### **Section 5 – Treasurer:**

The Treasurer will serve a two-year term in office. The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Executive Board within the approved budget. The President and Treasurer will be authorized to sign checks. All purchases and/or checks will require two authorizations.

An itemized, signed invoice or receipt must be submitted prior to reimbursement. A bank reconciliation will be done monthly. Voided checks should be kept for audit. For audit purposes, the check number, date paid, and amount of the check will be written on all invoices when paid. Reason for payment will appear on all checks. An Auditor will be hired each year for the purpose of auditing the financial records. This audit will be conducted in the month of July. The audit report will be filed with the President with a written report to the Advisory Board.

## **ARTICLE V – DUTIES OF THE EXECUTIVE BOARD**

### **Section 1:**

The Executive Board shall be responsible for the management of the Association, approve all expenditures not within the budget, carry out policies established by the Advisory Board, suggest policies for consideration by the Advisory Board, and exercise the right to approve or disapprove membership in this Association in accordance with any policy established by

the Advisory Board. The Executive Board shall prepare a fiscal year budget based on the July membership and present such budget at the first meeting of the Advisory Board.

## **ARTICLE VI – DUTIES OF THE ADVISORY BOARD OF DIRECTORS**

### **Section 1:**

The Advisory Board shall approve the budget, set dues amount, act on reports of committees, approve resolutions and other policy statements, adopt procedures for implementing the Code of Ethics of this Association, establish standing committees and give advice and consent to the President's appointments to such committees. It shall adopt rules governing employment of staff.

### **Section 2:**

Powers not delegated to the officers of the Association shall be vested in the Advisory Board.

## **ARTICLE VII – ELECTIONS**

### **Section 1:**

Prior to March 15 of each year, the President shall appoint three members of the Association as the Elections Committee.

### **Section 2:**

The Elections Committee shall notify each member of the Association by email that elections are forthcoming and request nominations for the offices of President-Elect, and any other positions up for elections. Each member shall be given an opportunity to nominate one member of his or her component to serve as an elected member on the Advisory Board. Please see Article IV, Section 2.

### **Section 3:**

The Elections Committee shall determine that each nominee is an active member entitled to fill the designated role and that each nominee is willing to serve in the position to which nominated. The Committee shall seek at least one nominee for each vacancy if no nominations are received from the membership. The Committee shall prepare and make available a ballot to each Association member prior to May 15. All ballots should be completed by the 4<sup>th</sup> Friday in May. Voting for write-in candidates will be permitted.

### **Section 4:**

All elections shall be by popularity. The candidate receiving the highest number of votes will be declared the winner.

## **ARTICLE VIII – VACANCIES**

### **Section 1:**

The Board, by a majority vote of those present at an official meeting of the Board, may declare a seat vacant for one or more of the following reasons: Excessive absences from meetings of the Board; Removal from membership in the Association; Failure to maintain active membership in good standing; A resignation in writing; and/or in the case of the Advisory Board member, a job change which places the member in another component.

### **Section 2:**

If the office of the President is declared vacant, the President-Elect shall automatically fill this vacancy. All other Executive Board offices declared vacant shall be filled by the Board.

### **Section 3:**

All Board positions that are declared vacant shall be recommendations of the Board and voted on by a majority vote at an approved Advisory Board meeting. In an event that each

area is not represented, due to a vacancy, then a designee will be appointed. If no candidate exists from the most recent election, the Board may select a candidate for consideration or choose to hold a special election. Special elections require seven days' written notice.

**ARTICLE IX – STANDING RULES**

Any standing rules adopted by the Advisory Board shall be written and filed with the Constitution and By-Laws to provide a basis for operational procedure.

**CONSTITUTION AND BYLAWS RELEASE HISTORY**

<b>Release</b>	<b>Date</b>	<b>Description of change</b>
20230320 Revised	March 20, 2023	Elections, Article VII, Sections 1, 2 and 3 - date changes effectively moving elections of liaisons and officers back one month to ensure results are known before summer (April and June replaced with March and May
20201019 Revised	October 19, 2020	Article III, Section 1 - added retirees; Article IV, Section 1 - established two consecutive term limit; Article IV Section 2b - added retiree to Advisory Board and staggered initial terms of office to ensure continuity of leadership after start-up; Article V - added sections 2 and 3; Article VI - established process for filling vacancies in By-Laws Article VIII; By-laws Article II - detailed requirements for quorum to ensure at least three school-based leaders are required for decisions; By-laws Article VIII - provided an appointment process to fill vacancies
First Release	June 11, 2019	Adopted Constitution and By-laws