

WEST VIRGINIA SCHOOL SERVICE PERSONNEL ASSOCIATION CONSTITUTION

Article I – Name and Mission

Section 1. Name: The name of this association shall be the West Virginia School Service Personnel Association.

Section 2. Mission Statement: The West Virginia School Service Personnel Association is an organization dedicated to promoting leadership, quality representation, and support for its members.

Article II – Purpose

The purpose of this association shall be: (1) to advance the interest and welfare of its members; (2) to carry out the objectives of this association; (3) to elevate the standards; (4) to establish and maintain greater equity in working conditions; and (5) to create a deeper sense and knowledge of the importance of non-instructional services to the education system.

Article III – Membership

Section 1. The membership of this association shall consist of four classes: active, substitute, retired employee and associate. All memberships shall be termed as continuing and shall cease only upon the non-payment of the annual dues as stipulated in the provisions of this constitution.

Section 2. The active membership of this association shall join through the unified dues plan and be open to all regular school service employees who are assigned in the following service personnel groups: office work, school transportation, general maintenance, custodial care, school lunch and teacher aides which shall include paraprofessionals. Voting privileges, holding office and representatives attending the General Assembly shall be confined to active members.

Section 3. Substitute membership shall be comprised of persons who are employed as substitutes in one or more of the categories of employment listed in Section 2. They shall join both the state and county associations.

Section 4. Any person, who has retired as a school service employee as in Section 1, shall be eligible for retired school service personnel membership, which shall entitle such members to any applicable welfare benefits and publications of the WVSSPA. These members shall be entitled to attend the Annual Fall Meeting (at their expense.)

Section 5. Those persons who have terminated their school employment, but have not retired from gainful employment elsewhere, shall be entitled to hold association membership and receive any applicable welfare benefits and publications of the WVSSPA.

Article IV – Organization

Section 1. The organization of this association shall be comprised of the fifty-five county associations, or other units of School Service Personnel as determined by the Executive Committee whose membership likewise shall be made up of the six service personnel groups listed in Article III.

Section 2. Each local association shall be entitled to representation in the General Assembly on the basis of its active and substitute membership of the preceding year, such representation to be apportioned at the rate of one delegate for every twenty-five members or portion thereof. Any county affiliated with the association, irrespective of size, shall be apportioned at least one representative. In the election of representatives by the county association, each of the six service personnel groups designated in Article III, shall have at least one representative insofar as the apportionment will permit

Article V – Officers

Section 1. The officers of this association shall be a president, a first vice president, a secretary, a treasurer and six vice presidents, each of whom shall come from his respective service personnel group. Effective May 21, 2005, all officers shall be elected for a three year term. The vice presidents shall have staggered terms, two of whom shall be elected each year. There is nothing implied herein that an officer may not succeed himself.

Section 2. The executive committee shall consist of the elected officers of this association.

Section 3. In the event an officer is unable to complete his or her term, the executive committee shall fill the vacancy until the next regular election for the vacated office.

Article VI – Election

Officers of this association shall be nominated and elected at the Spring General Assembly. Nominations shall be made from the floor and elected by secret ballot.

Article VII – Duties

Section 1. The President shall be ex-officio member of committees; he shall call meetings of the executive committee, suggest areas of work for all standing and special committees, and shall be held responsible for the progress and work of the association. The president, by and with the consent of the executive committee, shall appoint all regular and special committees. He shall preside at all regular meetings of the association and perform all other duties that properly fall upon a residing officer.

Section 2. The First Vice President – The first vice president shall serve in the place of the president in case of absence from any meeting and perform such other duties as may be assigned to him by the president, subject to the approval of the executive committee.

Section 3. Vice Presidents – Each vice president shall serve as the voice of his particular service personnel group, but at no time shall he put the interest of his group above that of the overall association. This officer shall also be responsible for the collection of information concerning the interests and activities of his service personnel group and for forwarding the same to the state headquarters for possible use in the association’s publications. The six vice presidents shall constitute the membership committee of this association.

Section 4. The Secretary – The secretary shall keep a complete record of the proceedings of each meeting and shall carry on the correspondence pertaining to the affairs of the association.

Section 5. The Treasurer – The treasurer shall keep an itemized account of all receipts and expenditures and make a written report to the association at its General Assembly.

Section 6. Executive Committee – The Executive Committee shall: (a) carry out the orders, the program and policies of the General Assembly and exercise the general authority of the Assembly between sessions; (b) prepare and submit annually to the General Assembly a budget; (c) make or cause to be made such studies or investigations as may be deemed necessary and essential to building a strong useful association; (d) the executive committee shall arrange for an annual audit to be prepared and presented to the representatives at the General Assembly, and, further shall provide WVSSPA staff members to be bonded with an approved surety company in a minimum and maximum amount approved by the executive committee. Any vacancies may be filled by a majority vote of the executive committee until the next regular election for said office.

Article VII A – Conduct of Members

Section 1. Any member shall be subject to disciplinary action for behavior contrary to the goals and policies of this association.

Section 2. Inappropriate behavior shall include but not be limited to:

- a. The deliberate misrepresentation of the goals or policies of this association or any deliberate action detrimental to those goals, policies or to the membership.
- b. The deliberate failure to properly execute the duties of the state or county association office legally held by the member; and
- c. The deliberate misappropriation or misuse of state or county association funds.

Section 3. Complaints against any member shall be filed in writing with the State Executive Committee and shall be signed by the complainant. After investigation and prior to taking any action against a member, the Executive Committee shall notify the member in writing and provide for a hearing if requested by the member so charged. Such hearing shall be held at the next meeting of the Executive Committee or at a special meeting called for the purpose of conducting the hearing. The Committee is authorized to call such witnesses and demand such written material and testimony as it deems relevant to the case. If the Committee, after due consideration, finds the member guilty in whole or in part of the offense charged, it shall be empowered to reprimand, place on probation, suspend or expel such member.

Article VIII – Meetings

There shall be at least one annual meeting which shall be open to all members, the time and place to be determined by the Executive Committee. The annual General Assembly may be held in connection with or separate from the overall membership meeting, subject to the determination of the Assembly. The Executive Committee shall have power to call special meetings.

Article IX – Committees

Section 1. The standing committee of this association shall be the committee on legislation.

Section 2. The legislative committee shall be composed of the president (or designee) of each chapter, and shall formulate such legislation as deemed necessary and present it to the Executive Committee for consideration and approval after which it shall be presented to the West Virginia Legislature. The committee also shall secure the active support of community organizations.

Section 3. Any other committee deemed necessary or desirable may be set up by the president, if approved by the executive committee.

Article X – Dues

Section 1. Effective September 1, 2008, the active membership annual dues of this association shall be ten dollars (\$10.00) plus three-tenths of one percent (.003) of the state average of service personnel contracted salaries.

Section 2. The membership dues for substitutes shall be forty-five dollars annually, but shall be increased to the active membership dues amount upon the substitute becoming regularly employed.

Section 3. The membership dues of retired school service personnel shall be five dollars per year.

Section 4. The dues for associate membership in the WVSSPA shall be five dollars per year.

Section 5. The annual dues for this association, active, substitute, retired employee and associate, shall make one a member from September 1 to the succeeding August 31.

Section 6. Membership dues shall be paid to the state association no later than the last day of the month following the month for which they cover (Example: John Doe's September dues shall be sent to the state association no later than October 31.)

Section 7. A county association may not send delegates to a state association conference if their dues are more than two (2) months in arrears (Example: John Doe's September dues shall be sent to the state association no later than October 31 but have not been received by November 30.)

Article XI – Amendments

This constitution may be amended at any regular meeting of the General Assembly of this association by a two-thirds majority vote.

Article XII – Rules of Order

The rules contained in *Roberts Rules of Order, Newly Revised (10th Edition)* shall be the parliamentary authority of this association.

This Constitution adopted September 25, 1965;
Amended October 28, 1967; May 10, 1969;
May 16, 1970; April 29, 1972; May 10, 1986;
May 4, 1991; May 2, 1992; and May 6, 1995.*; May
8, 1999, May 22, 2004, May 2005, May 2006,
April 2008

*Effective September, 1996