

UNITED SCHOOL SERVICE EMPLOYEES ASSOCIATION OF WV

CONSTITUTION



ARTICLE I - NAME

The name of this association shall be the **United School Service Employees Association of West Virginia.**

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 the United School Service Employees Association of West Virginia; (3) to elevate the working standards of its members; (4) to establish and maintain equity in working conditions; (5) to create a greater knowledge of the importance of service employees to the educational system; and (6) to apply the highest ethical standards in the endeavor to increase the efficiency in all lines of communication between school service employees and the County Boards of Education.

ARTICLE III - MEMBERSHIP

The membership of this association shall join through the unified dues payroll deduction plan or annual cash payment, and shall be open to all school service employees who are assigned in the following school service employee groups; (1) office (2) transportation; (3) maintenance; (4) custodial (5) school lunch; (6) teachers aide; (7) substitutes in each of these six categories; and (8) *retirees.

*Retirees are members who have met the age/service eligibility requirements for retirement , or who have a disability which has rendered them unable to perform their duties.

The association shall develop a plan for the recruitment of new members.

ARTICLE IV - AFFILIATION

Each of the fifty-five (55) county associations shall be an integral part of the United School Service Employee's association of West Virginia.

ARTICLE V - ORGANIZATION

The state association shall be organized to provide representation for each of the eight (8) groups listed in Article III.

ARTICLE VI - OFFICERS

Section 1. The officers of this association shall be a President, a Vice-President and a Secretary/Treasurer.

Section 2. The Executive Committee of this association shall consist of: the President, Vice-President, Secretary/Treasurer, and at least one representative from each category of employment listed in Article III.

Section 3. Officers shall be elected for the following terms: President one (1) year, Vice-President, two (2) years; Secretary/Treasurer, four (4) years, and representatives one (1) year. There is nothing implied herein that an officer might not succeed himself/herself.

Section 4. An officer of the Association can be removed from his/her position by a two thirds (2/3) vote of the dues paying members in attendance at any regularly scheduled or called meeting of the association, for failure to satisfactorily perform the duties of his/her office. Notice of the intent to take such action must be provided to all members no less than 20 days prior to a regular or called meeting.

ARTICLE VII - ELECTION

Officers of this association shall be nominated and elected at the Spring Meeting. All officers shall be elected for term limits as stated in Article VI. Nominations shall be made from the floor. A secret ballot shall be used for voting.

A Counting Board consisting of 3 members shall be appointed by the President following the collection of ballots after voting. The Counting Board will announce the results of the election.

ARTICLE VIII - DUTIES

Section 1. The President shall be an ex-officio member of all standing committees. He/she shall call a minimum of two (2) Executive Committee meetings, of which he/she shall be chairman; and suggest policies and plans of work for all standing committees. He/she shall preside at all regular or called meetings of the association and perform all other duties that properly fall upon a presiding officer. Additionally, the President shall be responsible for communication (telephone calls, newsletters, announcements, etc.) with members, and shall be available to offer assistance, answer questions, give appropriate advice, and clarify points of law. He/she shall be responsible for promotion of the public image of the association and shall maintain high ethical standards.

Section 2. The Vice-President shall preside in the absence of the president and shall perform any other duties that shall be incumbent upon him/her as a result of the inability of the president to perform them. In the event that the President leaves the chair, the Vice-President shall assume the office of President until the next election.

Section 3. The Secretary/Treasurer shall keep an accurate record of the proceedings of each meeting. He/she shall prepare all necessary information , i.e., membership reports, grievances, and data necessary for the **USSEA of WV** Directory;

The Secretary/Treasurer shall receive and deposit all funds belonging to the association ; pay out the same on orders approved by the president; keep an itemized account of receipts and expenditures; and make a written report of all transactions to the membership regularly.

The Secretary/Treasurer shall be responsible for preparing all financial records to be audited annually by a qualified auditor.

Section 4. The Executive Committee shall have full authority to speak and act for the association between meetings of the entire association. Decisions and proposals made by the Executive Committee shall be temporary, and shall be subject to approval by the members present at the next regularly scheduled or called meeting. No proposals shall be implemented unless approved by a two-thirds (2/3) vote of members present at a regular or called meeting. It shall hold such meetings as are necessary to formulate policies for the association and to devise effective means for carrying out recommendations. It shall give general direction to the entire state program; make recommendations to be considered by the membership, and fill vacancies which arise between elections.

Section 5. All Executive Committee members are expected to attend all meetings unless circumstances beyond their control prevent them from attending. Members who are unable to attend a meeting must notify the president prior to the meeting.

ARTICLE IX - COMMITTEES

Standing committees of the association shall be the committees on grievance, legislation, public relations, welfare and membership. It shall be the function of each of these committees to work cooperatively with the state association. The Executive Committee shall appoint any other committees deemed necessary.

ARTICLE X - DUES

The dues of the association shall be fifty (\$50.00) dollars annually. The payment of annual dues shall cover the period from September 1st. to the succeeding August 31st. Payroll deducted dues will be collected on a continuing basis. A member whose dues are payroll deducted, and who wishes to withdraw from membership must send written notification to the Finance Office of the county in which he or she is employed. Members whose dues are paid directly by cash or personal check must notify the Secretary/Treasurer if he/she wishes to cancel membership. Annual dues for retired members will be \$10.00 and shall be paid in October of each year.

An employee who does not join prior to October 1st. must complete a thirty (30) day waiting period before he/she becomes eligible for legal assistance from **USSEA of WV.**

ARTICLE XI - GRIEVANCE BOUNDARIES

Legal representation shall be limited to paid members within the defined classifications of employment according to Section **18A-4-8** of West Virginia Code. To be eligible for representation by the State Attorney, potential grievance issues shall be reviewed by a state officer and legal counsel and must be deemed meritorious.

ARTICLE XII - AMENDING THE CONSTITUTION

This constitution may be amended to accommodate the operation of the association by a two-thirds (2/3)_vote of all members in attendance at a regular or called meeting of the association. Members shall be notified no less than **20** days prior to any meeting at which changes are to be proposed and voting to take place.



- ***** Amended April 2004
- ***** Amended April 2005
- ***** Amended November 2006
- ***** Amended April 2007
- ***** Amended December 2007
- ***** Amended May 2009