

**CONSTITUTION of the  
COLLIER COUNTY ASSOCIATION of EDUCATIONAL OFFICE  
and CLASSROOM ASSISTANT PERSONNEL (CCAEOCAP)**

**ARTICLE I—NAME**

The name of this organization shall be the Collier County Association of Educational Office and Classroom Assistant Personnel (CCAEOCAP).

**ARTICLE II—PURPOSE AND OBJECTIVES**

The general purpose of the Association shall be the representation of its members in all matters relating to their employment and the development and improvement of their vocation. In order to accomplish this general goal, this organization shall have, among others, the following objectives:

- a. To work for the mutual protection and advancement of the interests of the members of the Association.
- b. To develop and promote the adoption of such practices, personnel policies and standards of preparation and participation as may be necessary to promote the growth, stature and efficient operation of the schools.
- c. To support and develop the right of members to speak with a common voice on matters pertaining to the individual and to the common interests of the members before boards of education and other legal authorities and on matters pertaining to the occupational pursuits of the members.
- d. To unify and strengthen the membership in order to secure and maintain the salaries, retirement, leaves and other working conditions necessary for high morale and quality of service.
- e. To work for the welfare of school children, the advancement of education and greater opportunities for all.
- f. To initiate, support and advocate legislation and policies to benefit the children and educational employees of Collier County and the state of Florida.
- g. To encourage all educational employees; without regard to race, creed, sex, color, or national origin; to share equally in the full benefits of the Association, its selected regional, state and national affiliates.

**ARTICLE III—AFFILIATIONS**

The Collier County Association of Educational Office and Classroom Assistant Personnel shall affiliate with such local, state or national organizations as shall be determined by the Executive Board to best meet the needs of the membership and the objectives of the Association, subject to final approval of the membership.

**ARTICLE IV—MEMBERSHIP AND DUES**

Section 1: Membership Eligibility

Any noninstructional, nonadministrative employee of the District School Board of Collier County including secretaries, paraprofessionals, office and classroom assistants but exclusive of custodians, food service workers, bus drivers and maintenance workers may become a member of the Association by written signature and by paying the required membership dues. No

discrimination shall be shown toward individual members or applicants for membership because of race, sex, religious faith or political activities or belief.

Section 2: Termination of Membership

Membership in the Association is by mutual agreement terminated whenever employment by the District School Board is terminated or by written resignation of the employee.

Section 3: Suspension and Reinstatement of Members

Any member who becomes sixty (60) days in arrears with the payment of dues shall be dropped automatically from membership. Such suspended members shall not be eligible to participate in any privileges of membership in the Association. On approval by the Executive Board, any suspended member may be reinstated to membership by making written application and payment of appropriate back dues.

Section 4: Dues

Annual dues or assessments of the organization shall be determined by a majority vote of the members present and voting at a called meeting of the Association upon recommendation of the Executive Board.

## **ARTICLE V—OFFICERS/EXECUTIVE BOARD**

Section 1: Officers/Executive Board

The officers of the Association shall consist of a President, two (2) Executive Vice Presidents (one representing the area schools of Immokalee/Everglades and one representing the area schools of Naples/Marco Island), a Secretary/Treasurer and one (1) Vice President serving as a representative for each ten (10) members (or major fraction thereof) from each school and work site.

The Executive Board shall consist of the elected officers of the Association.

Section 2: Election of Officers

Nominations for the President, Executive Vice Presidents and Secretary/Treasurer shall be nominated in writing, executed by the nominee and the designated number of sponsoring members, and shall be delivered to the Association office at least fifteen (15) calendar days prior to the election. Elections by secret ballot shall be conducted at the annual meeting to be held in May of each year. The President, Executive Vice Presidents and Secretary/Treasurer shall be elected for two-year terms and shall be eligible for re-election.

Nominations of and elections for Vice Presidents shall be made by members of the respective school or work site during the month of May.

All officers shall be employees of the School Board for a period of at least one (1) year prior to their election and shall be members in good standing of the Association. Election of officers shall be by secret ballot where more than one (1) candidate for any office has been nominated.

Section 3: Duties of Officers

The President shall, with the approval of the Executive Board, appoint all committees of the Association. He shall preside at general meetings of the Association, the Executive Board, and other special meetings or he may authorize others to preside. He shall be authorized to sign checks drawn on the funds of the Association. He shall represent the Association either personally or through appointed delegates and shall perform all other functions usually attributed to the office.

The Executive Vice Presidents shall perform the functions usually attributed to such office and in the absence of the President shall perform such duties as assigned by the President.

The Secretary/Treasurer shall keep minutes of all meetings of the Association and the Executive Board, assist the President with Association correspondence, be authorized to sign checks drawn on the funds of the Association, keep enrollments and financial records, manage all receipts and disbursements of the Association funds, and perform other miscellaneous duties as directed and approved by the Executive Board. At the expiration of his term of office, all money, books, papers, minutes and properties belonging to the Association shall be turned over to his successor. Association financial records shall be audited annually.

Section 4: Vacancies

Whenever there becomes a vacancy in the office of President, Vice President, or Secretary/Treasurer; the members of the Executive Board, at the next regular meeting, shall choose one of their number to serve in the vacant position for the unexpired term or call for a special election.

## **ARTICLE VI—COMMITTEES**

Section 1: Reports

All business transacted by committees shall be reported officially to the Executive Board and not reported to any person or organization unless so stipulated by the Executive Board. Upon completion of a committee assignment, the chairman shall file with the President a report of the business of the committee.

## **ARTICLE VII—MEETINGS and CONFRENCES**

Section 1: Executive Board Meetings

The Executive Board shall meet not less than six times annually to implement the policies and programs of the Association and shall be responsible for the general administration and business affairs of the Association. The President shall call all meetings of the Executive Board or meetings may be called at the request of a majority of the Executive Board members.

The Executive Board shall represent the Association in negotiations with the governing and appropriating bodies of the school system through a Collective Bargaining Team appointed by the President and approved by the Executive Board. Every effort shall be made to constitute the Collective Bargaining Team on both a proportionate geographical and work-assignment basis. The Executive Board shall approve the initial negotiation proposals to be bargained and shall determine the procedure for conducting a secret ballot ratification on contract agreements.

The Executive Board shall approve the budget of the Association, act on committee reports and adopt such rules and regulations as they deem are necessary for conducting the business of the Association and consistent with the Constitution and Bylaws of the Association.

A majority of the Executive Board who are present and voting at a called meeting shall constitute a quorum.

Section 2: Association Meetings

The Executive Board shall call and arrange meetings of the Association. The Association shall meet at least annually.

Section 3: Special Meetings

Business to be brought before emergency meetings of the general membership or Executive Board for consideration must be stated in the call by the President or his designated representative. Such notice may be given orally or in writing to the members of Executive Board and shall set forth the time and place of the meeting with not less than 48 hours notification.

Section 4            Conferences

- A. CCAEOCAP will provide a maximum allowance of \$1,500 per out of state conference approved for funding. Delegates are eligible to receive funding if they are elected Executive Board Members or serve as “active” representatives. “Active” is defined as having 75% attendance at CCEAOCAP’s regular meetings. “Inactive” members who are elected delegates to either conference may attend at their own expense. In addition to any local funding, NEA provides reimbursement for elected “state” delegates; AFT has no state delegate program. All travel arrangements are the responsibility of the delegate except for hotel reservations, which will be handled by OCAP office staff. Office staff will look for best possible price on travel.
- B. FEA Delegate Assembly- CCAEOCAP provides funding to all elected delegates for the FEA DA who are active reps, as defined above. Non-active reps who are elected may attend at their own expense, unless approved by the Executive Board for reimbursement. Standard, double occupancy hotel rooms are funded, and a travel/meal allowance is provided to each delegate.
- C. In order to encourage participation, any member may request to attend an FEA special conference. Funding will be determined by CCAEOCAP leadership.

\* All the above subject to availability of funds.

## **ARTICLE VIII—VOTING RIGHTS**

The power to vote on all matters relating to the Association is vested exclusively in the active members.

## **ARTICLE IX—PARLIAMENTARY AUTHORITY**

Roberts Rules of Order Revised shall be the parliamentary authority for the Association on all questions not governed by the Bylaws and such questions not covered by the standing rules which the Executive Board may adopt from time to time.

#### **ARTICLE X—RECALL**

Any officer elected at large can be recalled by a majority vote of the general membership. A petition signed by ten percent (10%) of the active member of the Association shall bring such recall action to the vote of the membership at any regular or special meeting of the Association.

#### **ARTICLE XI—AMENDMENTS**

The Constitution may be amended by a majority vote of those Association members present and voting at any regular meeting of the Association provided that proposed amendments have been approved previously by the Executive Board and copies have been made available to the membership in advance of the meeting for their consideration.

Amendments may be proposed to the membership by the Executive Board or by petition bearing signatures of one-third of the membership of the Association.

#### **ARTICLE XII—BYLAWS**

Bylaws to further implement this Constitution shall be enacted by a two-thirds majority of the Executive Board.

REVISED MAY 2010