

BYLAWS OF EDUCATION SUPPORT PROFESSIONALS COUNCIL

ARTICLE I NAME

The name of this organization shall be: Education Support Professionals (referred to hereafter as ESP) Council of School District 11.

ARTICLE II PURPOSE

The purpose of the ESP Council is to provide the ESP of School District 11 (the District) a channel of communication to the Board of Education (the Board) and the District's Administration. ESP Council will provide employee representation and support through the Meet and Confer process addressing employee welfare, working conditions, salary and benefit issues and other personnel concerns.

ARTICLE III MEMBERSHIP

Section 1 This Council may consist of one site/department ambassador from the following educational groups:

- ❖ Each Elementary School
- ❖ Each Middle School
- ❖ Each High School
- ❖ Each Alternative School
- ❖ Facilities and Operations
- ❖ Food and Nutrition Services
- ❖ Information Technology (IT)
- ❖ Learning Resource Services (LRS)
- ❖ Production Printing
- ❖ Transportation
- ❖ Warehouse
- ❖ Business Services
- ❖ Instruction, Curriculum and Student Services
- ❖ Special Education
- ❖ Gifted & Talented
- ❖ Educational Data and Support Services department
- ❖ Human Resources
- ❖ Superintendent's Office
- ❖ Communications and Community Relations
- ❖ Security
- ❖ Procurement and Contracting
- ❖ Risk Related Activities
- ❖ Diagnostic & Special Learning Center (DSLCL)
- ❖ Accounting, Fiscal Services and Payroll
- ❖ Grants
- ❖ Media Production Services

Section 2 The officers of the Council, consisting of a President, President-elect, Secretary, Treasurer, and past Presidents shall each have one vote.

- Section 3** Each site/department shall be represented by an ambassador(s). An ambassador attending a least five (5) meetings in the previous 12 months will have one vote. Each ambassador who meets the voting criteria and who is unable to attend can designate an alternate, who can submit a proxy vote in writing
- Section 4** Any other ESP attending five (5) or more meetings in the previous 12 months shall have one vote.
- Section 5** A new ambassador may be appointed by the ESP Council President to represent a school or site if any ambassador fails to attend at least five (5) ESP Council meetings within a twelve (12) month time period.

ARTICLE IV OFFICERS

- Section 1** The officers of the Council shall consist of a President, President-elect, Secretary, Treasurer and immediate past Presidents.
- Section 2** These officers shall be elected for a three-year term.
- Section 3** Vacancies occurring in all of the said positions (except President) will be filled by the elected officers, for the remainder of the term, with the recommendations and advice of the representatives.
- Section 4** A vacancy in the office of President shall be filled by the President-elect.
- Section 5** All officers must be regular status employees.
- Section 6** The elected officers and past President shall be considered the Executive Committee

ARTICLE V DUTIES OF OFFICERS

- Section 1** The President shall preside and be a member of all meetings and committees sponsored by the ESP Council, to include ESP Council and executive committee meetings, with the exception of Nominating Committee and Auditing Committee meetings; and shall perform all other duties as prescribed by the bylaws and by the Parliamentary Authority adopted by the Council.
- Section 2** The President-elect shall act as an aide to the President and shall perform the duties of the President in his/her absence. At the end of the President's term, the President-elect shall become the President of the ESP Council for the three year term
- Section 3** The Secretary shall record the minutes of all meetings of the ESP Council and the Executive Committee shall take care of all correspondence; shall maintain an updated list of the current membership, including attendance; and shall perform all other duties prescribed by these bylaws and by the Parliamentary Authority adopted by the ESP Council.

Section 4 The Treasurer shall receive all monies of the ESP Council; shall keep an accurate records of receipts and expenditures; shall present a financial report at all Executive Committee and ESP Council meetings; shall present a year-end financial report at the May meeting and shall perform all other duties prescribed by these bylaws and by the Parliamentary Authority adopted by the ESP Council.

Section 5 All officers shall deliver all official ESP Council materials to their successors, within ten (10) days of the expiration of the terms (June 30th).

ARTICLE VI ELECTION OF OFFICERS

Section 1 A nominating committee of at least three (3) members shall be appointed by the Executive Committee in February of every election year.

Section 2 The nominating committee shall present a slate of officers (President-Elect, Secretary and Treasurer) at the March meeting of the Council in an election year. Election to occur at the April meeting. Installation of new officers to occur at the May meeting.

Section 3 Members eligible for nomination shall have attended seven (7) meetings of ESP Council during the last 12 months ending in February (March of previous year through February of current year). Eligible members also include active members of the Meet and Confer Board (active meaning members who have been on the Board for at least one year and who have participated in a majority of the Meet and Confer meetings.)

Section 4 Elected officers shall assume their duties on July 1st following their election. Appointed officers filling vacancies shall assume their duties immediately upon their appointment by the Executive Committee.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the elected officers of the ESP Council and the past Presidents.

Section 2 The Executive Committee shall conduct all necessary business, in the intervals between general membership and Executive Committee meetings and such other business as may be referred to it by the ESP Council.

Section 3 The Executive Committee shall present an agenda and bring recommendations to the regular meetings of the ESP Council.

Section 4 A quorum for Executive Committee meetings shall be the number of members present and voting, PROPER NOTICE HAVING BEEN GIVEN.

Section 5 Proper notice for Executive Committee meetings shall be five (5) days notice by phone or email to arrive five (5) days prior to the meeting.

ARTICLE VIII MEETINGS

Section 1 Regular meetings of ESP Council shall be held monthly during the school year (September – May).

Section 2 Special meetings may be called by: A) The President; B) The Executive Committee; C) The Board of Education; D) The Superintendent; E) one-fourth of the membership.

Section 3 A quorum shall consist of the number of voting members present and voting, PROPER NOTICE HAVING BEEN GIVEN.

Section 4 A schedule of regular meeting dates, times and places for the school year shall be provided to all ESP no later than one (1) week prior to the first meeting in September and is to be considered proper notice for regular meetings of ESP Council.

Section 5 If an employee is serving the ESP Council in a Board-appointed committee under the authorization of the ESP President, their absence may be considered authorized.

ARTICLE IX MEET AND CONFER

Section 1 The Meet and Confer team shall consist of a minimum of ten (10) members.

Section 2 New members of the Meet and Confer team shall be brought forward by the current Committee and approved by the ESP Council at the next scheduled meeting.

Section 3 The President of the Council shall be Chair of the Meet and Confer team.

Section 4 The Meet and Confer team will present a report to the ESP Council at every regular meeting.

Section 5 In the event of an authorized absence, electronic attendance may be allowed.

ARTICLE X COMMITTEES

Section 1 Such committees, as deemed necessary to accomplish the goals and objectives of the ESP Council, shall be appointed by the President and approved by the Executive Committee.

Section 2 An Auditing Committee will be appointed by the President and approved by the Executive Committee one month prior to the May meeting. The Auditing Committee shall consist of three (3) members. The Auditing Committee will present an audit of the books and physical inventory of the ESP Council (as

of June 30 of that year) at the October meeting for approval of the ESP Council.

Section 3 The fiscal year shall be July 1 through June 30.

Section 4 All committees will serve at the direction of the ESP Council President, with the exception of Auditing Committee and Nominating Committee meetings.

ARTICLE XI BYLAWS

Section 1 These bylaws may be amended or revised by a majority of the members, present and voting, at a regular ESP Council meeting, PROPER NOTICE HAVING BEEN GIVEN.

Section 2 PROPER NOTICE, in the case of bylaws amendment or revision, shall include a copy of the proposed amendments or revisions, in the notice for the meeting, one month prior to the meeting.

Section 3 Recommended amendments or revisions to the bylaws are subject to review and approval of the Executive Committee and final approval by the ESP Council.

ARTICLE XII DISSOLUTION

In the event of dissolution of the ESP Council:

Section 1 The Treasurer will pay all outstanding debts, submit any necessary forms to the proper agencies/persons, inventory any physical assets and turn the books over for audit.

Section 2 The Executive Committee will appoint an Auditing Committee, turn all ESP Council material necessary for audit over, present the audit at the final ESP Council meeting, oversee the closure of all accounts and the distribution of all assets belonging to the ESP Council.

Section 3 The remaining assets of the ESP Council shall be distributed in accordance with the purposes of the organization and any regulations which are applicable.

Section 4 The Executive Committee will record in the final minutes of the ESP Council where the financial and legal records of the ESP Council will be stored.

ARTICLE XIII PARLIAMENTARY AUTHORITY

In the case of procedural controversy, *Robert's Rules of Order, Newly Revised* shall be the Parliamentary Authority.

ARTICLE XIV CONFLICT WITH LAW/REGULATION POLICY

In case of a conflict between the ESP bylaws and any Federal, State or Local law or regulation or Colorado Springs School District 11 policies, the law, regulation or policy shall prevail.

ARTICLE XV PERSONAL LIABILITY

All persons or corporations extending credit to, contracting with, or having claim against the ESP Council shall look only to the funds and property of the ESP Council for payment of any debt, damage, judgment or decree, or any other money that may otherwise become due or payable to them from the ESP Council, so that the members of the ESP Council, the Executive Committee or the officers, present or future, shall not be personally liable thereafter.

ARTICLE XVI INTERPRETATION

No article of these bylaws shall be interpreted on the basis of race, sex, color, creed, disability, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age or any protected class or activity; nor may any of these articles be construed as restrictive upon persons of any race, sex, color, creed, disability, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age or any protected class.

Changes approved by the ESP Council August 24, 1993.

Revised: September, 1994, ESP Council Meeting

Revised: July, 1995, to reflect name change approved by Board of Education

Revised: March, 1996, ESP Council Meeting

Revised: March, 2000, ESP Council Meeting

Revised: May, 2004, Meet and Confer

Revised: June 2005 per ESP Council

Revised: April 2007 per ESP Council

Revised: August 2013 per ESP Council

Revised: February 2020 per ESP Council