

WASHOE PROFESSIONAL TECHNICAL ASSOCIATION
CONSTITUTION AND BYLAWS

ARTICLE I: NAME

- 1.1 The name of this organization shall be the Washoe Professional Technical Association. Henceforth, the term “Association” shall mean the Washoe Professional Technical Association.

ARTICLE II: PURPOSE

- 2.1 To promote, improve, and support the educational welfare of the children of Washoe County.
- 2.2 To improve the image of and increase the public understanding of the roles of Professional-Technical employees (ProTechs).
- 2.3 To encourage professional activity, growth, and cooperation among ProTechs.
- 2.4 To assure the equal, fair, and just treatment of all ProTechs as they perform their duties.
- 2.5 To serve as the collective negotiations’ representative of its members for purposes of improving terms and conditions of employment in consonance with the principles of the laws of the State of Nevada.
- 2.6 To work in cooperation with other districts, state, and national Professional and Technical FISCAs organizations.
- 2.7 To ensure representation to the Washoe County School District Insurance Committee and other Committees.

ARTICLE III: MEMBERSHIP

- 3.1 Active membership is open to all ProTechs employed by the Washoe County School District, except for those who are excluded by the laws of the State of Nevada for collective bargaining.
- 3.2 The Association shall operate on a fiscal-year basis, from July 1 to June 30 of the succeeding year. For example, Fiscal Year 2024 (FY24, 2023-24) starts July 1, 2023 and ends June 30, 2024.
- 3.3 Membership in this Association is dependent upon the payment of membership dues.

Dues money is to be used for expenditures that support the Association's purpose. Expenditures may include an annual scholarship program at the discretion of the Executive Board, based on the availability of funds.

- 3.3.1 The amount of the monthly dues for active membership is determined by a majority vote of the general membership.
- 3.3.2 Dues will be paid by monthly payroll deduction through the District, per the current negotiated agreement.
- 3.4 Members who wish to withdraw from the Association must submit a written request to the President at least sixty (60) days in advance before their dues will be stopped.
- 3.5 Any ProTech who wishes to join the Association must be a full dues-paying member in good standing for six months before they can request the use of the Association's paid legal counsel for consultation, representation, or as a representative in disciplinary or grievance issues. An Association member or member of the Executive Board may provide representation at meetings during this six-month period.

ARTICLE IV: OFFICERS AND THEIR DUTIES

- 4.1 The officers of this organization shall be the President, Vice-President/President Elect, Secretary, Treasurer, and ProTech Representative. An Insurance Committee Representative and other committee assignments will be appointed by the Executive Board.
- 4.2 The duties of the officers shall be generally defined as follows and may also be distributed at the discretion of the Board members.
 - 4.2.1 The President shall preside at all meetings and be the official representative of the organization, for all leadership, central office, or otherwise undefined district or state level committees or meetings.
 - 4.2.2 The Vice-President/President Elect shall perform the duties of the President during the absence of the President. The Vice-President/President Elect shall coordinate and be the liaison to all Association committees, at the discretion of the President, maintain and develop the organization's website, and provide a digital newsletter to members at least twice per year. The Vice President/President Elect shall serve 1 year as Vice President, followed by 1 year as President.
 - 4.2.3 The Secretary shall develop formal meeting agendas, coordinate meetings, keep the minutes of the meetings, maintain all correspondence, be responsible for updating the website with general membership meeting notes, preserving closed meeting session notes to a designated private server/location to be determined by the Executive Board, and organizing social events at least twice annually.

- 4.2.4 The Treasurer will prepare an annual budget, and collect, record, and disburse all monies of the Association. The Treasurer shall keep an accurate record of all financial transactions. A financial report shall be provided at each Executive Board and general membership meeting. The treasurer shall coordinate all financial obligations, tax filings, liability insurance, be responsible for investigating/researching any investment in Certificates of Deposit, developing/submitting scholarship nominations and leading the scholarship committee, and along with the president coordinate when change of officers take place at the designated financial institution.
- 4.2.5 The ProTech Representative will act as the first point of contact and liaison for all ProTech members of the Association, including being the first point of contact for grievances, presenting any such concerns to the Executive Board, outlining which parts of the contract may have been violated and/or helping members to navigate the Problem-Solving process outlined in the current bargaining agreement.
- 4.3 Officers will support unity and solidarity in the Association's endeavors.
- 4.4 Resignation of Officers:
 - 4.4.1 An officer may resign by giving written notice to the President or Secretary of the Executive Board. Such resignation shall take effect on the date of receipt of such notice or date specified therein.
 - 4.4.2 The President may fill a vacancy by interim appointment until the next scheduled election for that office, with a ratifying vote of the Executive Board.
- 4.5 Removal of Officers: Any officer may be removed for cause by a vote of the general membership. Such cause may include, but is not limited to:
 - 4.5.1 Non-attendance of meetings,
 - 4.5.2 Non-performance of the officer's duties,
 - 4.5.3 Financial impropriety.

ARTICLE V: EXECUTIVE BOARD

- 5.1 The Executive Board shall consist of the five elected officers defined in Article IV.
- 5.2 The executive Board shall decide matters of Association policy and practice.
- 5.3 The Executive Board shall vote to approve those members appointed by the President to

fill Board vacancies.

5.4 Meetings:

5.4.1 The Executive Board shall establish a calendar of monthly meetings, except for the month of July.

5.4.2 The Executive board shall determine the time and place of all general membership meetings. There shall be a minimum of one general membership meeting per year. Any other general membership meetings shall be held at the discretion of the Executive Board or at the request of a minimum of 25% of the general membership. Agenda items will be accepted from the general membership and from members of the Executive Board.

5.4.3 Agenda items pertaining to confidential contract negotiations or member grievance concerns will be discussed in a Closed Session at each meeting. Other Association business will be conducted in a regular Open Session at each meeting.

5.4.4 Association Members may attend the Open Session of any meeting.

5.5 The Executive Board may establish committees as may be necessary to accomplish the purposes of the Association. No committee, standing or otherwise, shall have the authority to bind or obligate the Association.

5.6 The Executive Board shall work with the Treasurer to prepare and approve an annual budget to be made available at general membership meetings or to Association members upon request.

5.7 The Executive Board shall be responsible for approving the appointment of an Association member as a representative to the District's Insurance Committee, as well as appointments to other committees as necessary.

ARTICLE VI: ELECTIONS

6.1 Terms of Office

6.1.2 A Vice President/President-Elect shall be elected each year to serve a one (1) year term as Vice President, immediately followed by a one (1) year term as President.

6.1.3 The Treasurer shall serve a two (2) year term and be elected to begin a term in even-numbered fiscal years. For example, Fiscal Year 2024 (FY24, 2023-24) starts July 1, 2023 and ends June 30, 2024.

6.1.4 The Secretary and ProTech Representatives shall serve two (2) year terms and be elected to begin a term in odd-numbered fiscal years. For example, Fiscal Year 2025 (FY25, 2024-25) starts July 1, 2024 and ends June 30, 2025.

- 6.1.5 All terms of office shall begin on July 1st of the fiscal year for which the term begins.
- 6.2 The Executive Board shall solicit nominations for upcoming elections at least 60 days in advance of the end of the fiscal year, barring unforeseen circumstances. Only active members of the Association may be nominated.
- 6.3 Officers shall be elected from those nominated by a majority of those voting in an electronic or paper ballot. Each active member shall have one (1) vote in any election ballot. Late ballots will not be accepted after the deadline identified in the ballot. The election process shall be completed by the end of May each year to comply with the annual Nevada Secretary of State filing deadline. In the event of an emergency that prevents the elections to occur by the end of May, the Executive Board may vote to extend the deadline for elections to be held.
- 6.4 Each member of the Executive Board, and/or any other Committee working on behalf of the Board, must disclose any potential conflicts of interest before voting or acting on behalf of the Association. Conflicts may include, but are not limited to, any close familial or relationship within three degrees, and/or in any other scenario where a conflict of interest may exist.
- 6.5 Each member of the Executive Board will maintain confidentiality to the highest degree of any information shared at/around confidential Board or Committee discussions, emails, and/or conversations.

ARTICLE VII: NEGOTIATIONS & NEGOTIATIONS COMMITTEE

- 7.1 For each year during which a bargaining session is scheduled to commence, the Executive Board shall use an electronic or paper survey to solicit member priorities and concerns that guide the Negotiations Committee during the upcoming bargaining session.
- 7.2 A Lead Negotiator will be selected by the Executive Board. The Lead Negotiator may be a member of the Negotiations Committee, the Association's attorney, or other outside representative who is not a member of the Association. Non-member Lead Negotiators are advisory and do not have voting rights on the Negotiations Committee.
- 7.3 The Negotiations Committee shall consist of five (5) members plus one (1) alternate from among the Association's active membership. A non-member Lead Negotiator would become a 6th member of the Committee. A minimum of one (1) member of the Committee will be selected from the Executive Board. The Executive Board will solicit interest from Association members before selecting the Negotiations Committee members by a majority vote of the Board.
- 7.4 The Negotiations Committee shall bargain in good faith and negotiate with the District on

matters of common concern. The Lead Negotiator will provide regular updates on contract negotiations during Closed Sessions of the Executive Board.

- 7.5 Committee members will vote to approve, deny or present contract proposals for a combined vote of the Executive Board and Negotiating Committee for tentative acceptance. Any tentative agreement will be presented to the general membership for ratification and approval by a simple majority.
- 7.6 Any decision to declare an impasse or proceed to arbitration will be brought to the Executive Board for a combined vote of the Board and the Negotiations Committee.
- 7.7 To ensure continuity and adequate representation on the Negotiations Committee, at least one alternate member shall have access to all bargaining documentation and will automatically fill in/substitute, either temporarily or permanently, for another member who has fallen ill, resigned, or can no longer serve on the Negotiations Committee.

ARTICLE VIII: AMENDMENTS TO BYLAWS

- 8.1 Amendments to this constitution may be proposed in writing by The Executive Board or any member of the Association.
- 8.2 Proposed amendments shall be submitted to the active Association members at least three days before amendments are presented for a vote.
- 8.3 Adoption of proposed amendments shall be by electronic or paper ballot and shall require a majority affirmative vote of those members voting, with a minimum 50% of the membership voting on each amendment question.
- 8.4 Amendments shall become effective immediately after the Association members have been notified of adoption.