

ASSOCIATION of PROFESSIONAL & TECHNICAL ADMINISTRATORS  
CONSTITUTION AND BY-LAWS

(8/23- Revision)

ARTICLE I

Name and Purpose

Section 1. The name of this Association shall be the Association of Professional & Technical Administrators

Section 2. The purposes of the Association are as follows:

- A. To promote and improve the educational welfare of the children of Washoe County.
- B. To improve the image of and increase the public understanding of the roles of Pro-Techs and School Psychologists.
- C. To encourage professional activity, growth, cooperation and study among Pro-Techs and School Psychologists.
- D. To assure the equal, fair, and just treatment of all Pro-Techs and School Psychologists as they perform their duties.
- E. 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.
- F. To work in cooperation with other districts, state, and national Professional and Technical organizations.
- G. To ensure representation to the Washoe County School District Insurance Committee.

## ARTICLE II

### Membership

Section 1. Membership in the Association shall be two classes:

- A. Active
- B. Associate

Section 2. Active membership is open to all Pro-Techs and School Psychologists employed by the Washoe County School Board of Trustees, except for those Pro-Techs and School Psychologists who are excluded by the laws of the State of Nevada for collective bargaining.

Section 3. Associate membership is open to Pro-Techs and School Psychologists who are designated as confidential employees by the Washoe County School District.

Section 4. Membership in this Association is dependent upon the payment of membership dues. Dues are set by the Executive Board with the approval of the membership demonstrated by a secret ballot with a simple majority. Dues money is to be used for the following expenditures: Professional Development, Public Relations, Advocate, Collective Bargaining and Miscellaneous. One dollar (\$1.00) per month per member is allocated for the Association's student scholarship program. An additional one dollar (\$1.00) per member per month is allocated for the Association's member scholarship program.

Section 5. The Association shall operate on a fiscal year basis, from July 1 to June 30 of the succeeding year.

## ARTICLE III

### Officers and Their Duties

Section 1. The officers of this organization shall be the President, Vice-President / President Elect, Secretary, Treasurer, Immediate Past President, Pro-Tech Representative, Psychologist Representative, and Insurance Committee Representative.

Section 2. The duties of the officers shall be generally defined as and may also be distributed at the discretion of the Board:

- A. 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.
- B. 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 at minimum quarterly newsletters (digitally or otherwise) to all members regarding non-confidential association activities and events. The Vice President/President Elect shall serve as President the immediate following year(s).
- C. 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.
- D. 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 CD updates, 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.
- E. The Immediate Past-President shall assist with the organization as the President directs, advise the President on past practices, and participate in all Executive Board meetings.
- F. The Pro-Tech 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,

and to present any such concerns to the Executive Board, outlining which parts of the contract may

have been violated and/or to help pro-tech members navigate the Problem-Solving process outlined in the current bargaining agreement.

G. The Psychologist Representative will act as liaison for all Psychologist members of the Association, including being the first point of contact for grievances, and to present any such concerns to the Executive Board, outlining which parts of the contract may have been violated and/or to help psychologist members navigate the Problem-Solving process outlined in the current bargaining agreement.

H. The Insurance Committee Representative shall give voice and keep records for the APTA Executive Board in all matters pertaining to the Washoe County School District Insurance Committee.

I. Officers will support unity and solidarity in the Association's endeavors.

## ARTICLE IV

### Executive Board.

Section 1. The Executive Board shall consist of the five elected officers, and one elected Representative from each: the Pro-Techs and the School Psychologists.

1a. Ron P. Dreher was appointed board member ex-officio in July 2022. As board member ex-officio he retains voting rights and the ability to represent the board on matters as deemed relevant by the board, but is not a regular sitting member of the board.

Section 2. All matters of policy shall be decided by the Executive Board.

Section 3. The Executive Board shall have the power to approve those members appointed by the President to fill vacancies.

Section 4. The Executive Board shall establish a calendar of monthly meetings, except for the month of July.

Section 5. 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.

A. Agenda items will be accepted from the general membership or the Executive Board.

Section 6. 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 this Association.

Section 7. The Executive Board shall be responsible for preparing and approving a budget to be distributed by school mail, email or at a general membership meeting.

Section 8. The Executive Board shall be responsible for appointing an APTA member as the Insurance Committee Representative.

## ARTICLE V

### Elections & Negotiations

#### Section 1. Elections A. Term of Office:

- I. The President, Vice President/President-Elect, and Immediate Past President shall serve for a one (1) year term. The member filling the role of Vice President/President-Elect should rotate from year to year from Pro-Tech to School Psychologist ensuring a balance between the groups.
  - II. The Secretary and the Treasurer shall serve two (2) year terms and be elected in even numbered fiscal years. To provide a balance of representation, the position shall come one from each group.
  - III. The representatives shall serve two (2) year terms and be elected in odd-numbered fiscal years.
  - IV. The Insurance Committee Representative shall serve a three (3) year term at the onset of the appointment by the Executive Board, not to serve more than one term consecutively.
  - V. All other terms of office shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.
- B. All active members seeking nomination for office shall be elected by individual ballot returned by mail, email, or during a general membership meeting, with the Executive Board soliciting nominations for upcoming elections at least 30 days in advance of the end of the fiscal year, barring unforeseen circumstances.
  - C. Each active member shall have one (1) vote in membership meetings and elections. Only active members shall be entitled to vote and hold elective office in the Association. D. Late ballots will not be accepted after the deadline.
  - E. The election process shall be completed by May 30<sup>th</sup>-of each year-to comply with the annual Nevada Secretary of State-filing.-In the event of an emergency that prevents the elections to occur by May 30<sup>th</sup>, the Executive Board may extend the deadline for elections to be held.
  - F. Each member of the Executive Board, and/or any other Committee working on behalf of the Board, must disclose any potential conflicts of interest acting as a member of APTA, including, but not limited to, any close familial or relationship within three degrees, and/or in any other scenario where they may appear to be a conflict of interest. Each member of the Executive Board will maintain confidentiality to the highest degree of any information shared at/around Committee discussions, emails, or conversations.

## Section 2. Negotiation Committee

For each year where a bargaining session is scheduled to commence, the Executive Board shall solicit member priorities and concerns for the Negotiation Committee to consider for the following bargaining session.

A. The Negotiation Committee shall consist of equal representation of both Pro-Techs and School Psychologists with members nominated informally by the Executive Board, then formally voted on by a majority vote of the President and the Executive Board. Of the members of the Negotiation Committee, no more than one shall be from the Executive Board. The Negotiation Committee will be responsible for appointing or electing a lead negotiator, typically union counsel, to act as lead negotiator in all bargaining sessions.

B. The Negotiation Committee shall have sole authority to bargain in good faith and negotiate with the district, with any tentative agreement initially presented to the board, then sent to the general membership for approval by a simple majority vote. In the event of a tie on the Negotiation Committee, whether to accept/deny a proposed tentative agreement to present to the Executive Board and the general membership, the lead negotiator, who is not a Pro-Tech or psychologist, will act as the tiebreaker.

C. To ensure continuity and equal representation of Pro-Techs and Psychologists on the Negotiation Committee, at least one reserve member of each group shall have access to all bargaining documentation and automatically fill in/substitute another member who has fallen ill, resigned, and either temporarily or permanently, for any other reason, can no longer serve on the Negotiation Committee, and have one vote on the committee.

D. The Negotiation Committee shall meet with the district negotiation team a minimum of four times, as defined by state and/or federal regulations to bargain in good faith to come up with a resolution. After four sessions, the Negotiation Committee maintains the ability to declare impasse and present the information to the board.

## Section 3. Removal and Resignation of Officers

A. Any officer may be removed with cause by a vote of the general membership with cause such as but not limited to:

- 1) Non-attendance of meetings,
- 2) Not performing the duties of the office

B. 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.

## Vacancies

A. A vacancy of any office shall be filled temporarily by appointment of the President with a ratifying vote of the Executive Board until the next scheduled election for that office.



## ARTICLE VI AMENDMENTS

### Section 1.

Amendments to this constitution may be proposed in writing by The Executive Board or any member of the Association.

Section 2. The Secretary shall submit proposed amendments to the active members at least three days before amendments are presented for a vote.

Section 3. Adoption of proposed amendments shall be by written ballot and shall require a two-thirds ( $2/3$ ) affirmative vote of those members voting, with a minimum 50% of the membership voting on each amendment question.

Section 4. Amendments shall become effective immediately upon adoption.

## POLICY AND PROCEDURES

Section 1. Active members -The amount of the monthly deduction is determined by voting members. Members on a Sabbatical shall pay 50% of this rate.

Section 2. Associate members - The amount of the monthly deduction is determined by voting members.

Section 3. Dues may be paid in one of the following ways:

- A. Monthly payroll deduction, per the current negotiated agreement.
- B. One annual payment, payable to the treasurer of APTA.

Section 4. Members who wish to withdraw from the Association must submit a written request to the President at least ninety days in advance before their dues will be stopped.

Section 5. Any Pro-Tech or Psychologist 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 legal representative for consultation, representation, or as a representative in personal disciplinary or grievance issues. The Association will provide association representation during this six-month period.