

**Classified Administrators of Pittsburg Schools
BY-LAWS**

**ARTICLE I
Name**

The name of the organization shall be the Classified Administrators of Pittsburg Schools
aka **(C.A.P.S)**

**ARTICLE II
Purpose**

Section I

The purpose of the organization shall be to make a strong commitment to provide a strong coalition of classified administrators to:

- A. Provide for an exchange of ideas, techniques and sharing of experiences and to promote cooperation and mutual help among members.
- B. Maintain and further develop high standards for Pittsburg Unified School District Classified Administrators, Supervisors, Confidential and Staff.
- C. Promote interest in recruitment and training of Classified Administrators, Supervisors, and Confidential and Staff personnel and protect their status.
- D. Encourage members to raise the professional level through in-service, schooling, or other forms of training.
- E. Encourage the standardization of job titles and classifications.
- F. Identify and develop classified administrators in leadership capacities.

**ARTICLE III
Organizational Structure**

Section I Standing Committees

Committee Name	Task/s
By Laws, Dues & Membership	Rules and Regulations
Hospitality	Recognition/Social, Deaths, Births, Entertainment, Retirements
Scholarship	Guidelines, Criteria, Awarding
Salary / Compensation	Research, benefits, parity studies
Fund Raising	Raise funds for scholarships, other needs of CAPS

Section II General Membership

The general membership shall also be the governing body of the Classified Administrators of Pittsburg Schools. It shall be composed of members in good standing. A member in good standing attends meetings and has paid dues for the current year. Each member in good standing is expected to participate fully in the affairs C.A.P.S.

Members in attendance at any legally called meeting shall constitute a quorum.

Each member shall have one vote, majority vote of members present is necessary to pass any action item.

The membership shall meet as needed but at least twice a year, at such time and place as determined by the Executive Board.

The membership shall:

- 1) Receive and act on reports of the Executive Board,
- 2) Receive and act on the financial and audit reports,
- 3) Receive and act on reports of the general officers and all standing committees
- 4) Pay annual dues of Sixty Dollars \$60.00 to CAPS, to be received no later than November 1st
- 5) Initiate amendments to the Constitution and or By Laws of CAPS
- 6) Propose ideas and strategies for the further development of the goals and objective of CAPS.

Section III Executive Board

The Executive Board shall be composed of the general officers of CAPS, and the chairperson of each established standing committee. The President of the organization shall chair the meeting of the executive board. The Executive Board shall serve as the representation of the membership and shall be empowered to make decisions regarding policies established, recommended or adopted by CAPS.

Each member of the Executive Board shall have one (1) vote and any official action shall require a majority vote of the members voting.

Excluding the office of President, when any general officer is unable to complete the term of office, the board shall appoint a person to complete the "un-expired" term.

The Executive Board shall prepare an annual report for the membership.

ARTICLE IV Officers

Section I Designation

The general officers of CAPS shall be the President, Vice President, Secretary and Treasurer. All officers shall be elected from among the CAPS membership. No two (2) general offices shall be held by the same person.

Section II Term of Office

The term of the President, Vice President, Secretary and Treasurer shall be two (2) years, beginning on July 1 and ending on June 30 of the fiscal year, at which time the term can be extended by a majority vote of the membership.

Section III Removal

Any person holding an elected office may be removed by a two-third (2/3) vote of the total membership in good standing. Removal from office shall be done when deemed; the best interest of the organization is served.

Section IV Vacancies

In the event that a vacancy does occur in the office of President, it will be filled by the Vice President, until completion of his/her term. The vacated Vice President office shall Be filled at the next general meeting.

Section V Executive Board

President

The President shall have all powers and duties incident to the office of President. The President shall preside at all General and Executive Board meetings.

Other duties:

- Preside on special meetings as specified by these by-laws.
- Appoint all new standing committee chairpersons
- Review all submitted statements of expenses and sign them before they are paid by the treasurer.
- Be a member of the budget committee
- Establish all ad hoc committees, excluding the nomination and election committee
- Be responsible for the program/agenda for all general and Executive meetings

Vice President

The Vice President shall have all powers and duties incident to the office of Vice President. The Vice President shall preside at all General and Executive Board meetings in the absence of the President.

Other duties:

- Automatically become President
- Assume the office of President in case it becomes vacant
- Be a member of the Executive Board
- Assist the President in preparing the yearly report

Secretary:

The Secretary shall have all powers and duties incident of the office of the Secretary. The Secretary shall preside at all General and Executive Board meetings in the absence of the President and Vice President.

Other duties:

Arrange minutes of all meetings of the General and Executive Board meetings, record and keep on file.

- Send out notices of meetings to members
- Make available to the members the current by-laws
- Maintain an up to date roster of members in good standing

Treasurer:

The Treasurer shall receive and have custody of all funds and securities and keep full and accurate accounts of all receipts and disbursements in books belonging to CAPS

Other duties:

- Promptly pay all bills which are approved by the President
- Serve as Chairperson of the budget committee
- Be responsible for rendering a budget report at all general meetings

**ARTICLE V
STANDING COMMITTEES**

Section I By-Laws Committee

The by-laws committee shall develop and recommend to the membership of CAPS the laws for adoption. The by-laws will be reviewed annually and revisions will be recommended as needed.

Section II Scholarship Committee

The Scholarship committee/person shall be responsible for designating and implementing CAPS annual scholarship award(s). The Scholarship Committee shall be responsible for determining the number of scholarships and award amounts. The committee will determine the criteria for selecting all scholarship awards.

Section IV Hospitality Committee

The Hospitality committee/person shall be responsible for reporting of deaths, illness, etc. of the members and families to send cards and or flowers. The committee shall function at each meeting, getting members and guests. The committee shall work with each member assigned to bring snacks by reminding such members. They shall insure that the meeting place is ready for general and executive board meetings.

Section V Salary and Compensation Committee

Committee shall be responsible for getting consensus from CAPS group on Salary and Compensation needs. Committee would set dates to meet and confer with Superintendent. Current President or Vice President must be on committee.

**ARTICLE VI
MEETINGS**

Section I Regular Meetings

At least 2 meetings a year will be held. Meetings should be called with at least one weeks notice. Additional meetings may be called at the discretion of the executive board. Members present shall constitute a quorum.

**ARTICLE VII
AMENDMENTS**

These by-laws may be amended at any membership meeting or at any special meeting called for that purpose. Amendments shall require an affirmative vote of two thirds of the members in good standing.

**ARTICLE VIII
PARLIAMENTARY AUTHORITY**

Section I Rules of Order

The rules contained in the current edition of Roberts Rules of Order may be used as a guide.

**ARTICLE IX
ADOPTION AND REMOVAL**

Section I Adoption and Removal

These by-laws shall be in effect upon adoption by the general membership of CAPS

Revised BY-LAWS presented to membership on NOVEMBER 1, 2007

Vote to accept revised by laws made on:
