

**ASSOCIATION OF PUPIL SERVICES AND ATTENDANCE COUNSELORS**  
**CONSTITUTION AND BY-LAWS**  
**REVISED MARCH 2014**

**APSAC**

Attendance is Everyone's Business

**ARTICLE I**

**NAME**

The name of this organization shall be **ASSOCIATION OF PUPIL SERVICES AND ATTENDANCE COUNSELORS (APSAC)** and will be composed of members stated in Article IV.

**ARTICLE II**

**PHILOSOPHY AND PURPOSE**

- A. As mandated by California's Compulsory Education Law, every child aged 6 to 18 has a fundamental right and responsibility to attend school.
- B. We believe that in order for students to benefit most from an education, they must be present, on time, and ready to learn.
- C. We are Child Welfare and Attendance Professionals who support learning and promote the wellbeing of all students.
- D. We collaborate with families, schools, and communities to remove barriers impeding regular school attendance.

**ARTICLE III**

**PURPOSE OF THE ASSOCIATION**

- A. To support and promote services that Pupil Services and Attendance Counselors provide to children, families and schools.
- B. To serve and advance the professional interest of the members.
- C. To stimulate and promote the professional growth of members.
- D. To work cooperatively with other professional organizations (e.g. CASSWA, NASW, UTLA, etc.).

**ARTICLE IV**

**MEMBERSHIP**

Section 1- *Professional membership* in this organization shall be open to certificated staff currently employed by the Pupil Services Unit in a non-management capacity in the Los Angeles Unified School District. Only Professional Members are permitted to vote.

Section 2- Non-voting membership includes:

- A. *Associate membership*- any employee of the Los Angeles Unified School District.
- B. *Retirement membership*- any retired Pupil Services and Attendance Counselor.

- C. *Student membership*- college/university students.
- D. *Liaison membership*- representatives from other professional organizations (e.g. NASW, CASCWA, UTLA, CAMFT).

Section 3- Payment of annual dues of the Association as provided in the By-Laws shall constitute membership. Membership dues are in effect from July 1<sup>st</sup> thru June 30<sup>th</sup>.

Section 4- The Professional membership shall be the governing body of this organization.

## **ARTICLE V**

### **ELECTED OFFICERS AND TERM OF OFFICE**

Section 1- Elective offices of the Association shall be: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer and President Elect.

Section 2- There will be an area representative serving on a voluntary basis for each geographic area of Los Angeles Unified School District and one to represent each of the specialized Pupil Services units.

Section 3- No member may hold two positions on the Executive Board.

Section 4- Elected Officers chosen by the general membership will take office for the school year beginning on July 1<sup>st</sup> and ending June 30<sup>th</sup>.

Section 5- The Executive Board shall vote to appoint members to fill unexpired terms of elected officers.

Section 6- No executive Board Member shall hold another elected position that represents employees of the District.

## **ARTICLE VI**

### **NOMINATIONS AND ELECTION OF OFFICERS**

Section 1- The President will solicit **anonymous** nominations for all elected positions by May 1<sup>st</sup> for the following school year. The President will certify that all the nominations are current, active professional members and interested in serving for the nominated position.

Section 2- A ballot will be developed by the Recording and Corresponding Secretaries that include all nominations and a space for write-in votes. The Corresponding Secretary will disseminate ballots to area representatives.

Section 3- All officers shall be elected by the membership by **anonymous** ballot at an area election meeting no later than June 1<sup>st</sup> of each year. The ballots will then be collected by the Area Representatives and submitted to the Recording Secretary in sealed envelopes. If there is a meeting of all Pupil Services units, elections may also be held, in lieu of being conducted by the Area Representatives.

## **ARTICLE VII**

### **DUTIES OF THE EXECUTIVE BOARD**

Section 1- The Executive Board Members shall:

1. Be responsible for attending all meetings.
2. Serve on at least one sub-committee when they are formed for special projects.
3. Ascertain and carry out the mandates of the membership and keep members informed of its actions.
4. Coordinate and monitor the business matters of the organization.
5. Review the work of special committees.

Section 2- The President shall:

1. Represent the membership to the best of his/her ability.
2. Be responsible for organizing meeting dates, times and locations.
3. Chair APSAC Board meetings.
4. Be responsible for official APSAC correspondence with Board approval.
5. Coordinate activities with other professional groups.
6. Serve in other related functions as directed by the Executive Board.

Section 3- The Vice President shall:

1. Preside in the absence of the President.
2. Assist the President in the performance of his/her duties.
3. Coordinate special sub-committees and their activities.
4. Recruit Area Representatives, on a voluntary basis, to represent his/her area on the Executive Board, report regularly to his/her area regarding Association business, and to recruit new members.

Section 4- The Recording Secretary shall:

1. Take and maintain a permanent record of the minutes for all meetings of the Association and Executive Board.
2. Transmit copies of the minutes of all meetings to Board Members.

Section 5- The Corresponding Secretary shall:

1. Serve in the absence of the Recording Secretary.
2. Send correspondence to Pupil Services staff experiencing significant life events such as births, bereavements, or illnesses.
3. Maintain an accurate roster of the Association membership.
4. Disseminate agendas, minutes and other electronic correspondence to the membership.

Section 6- The Treasurer shall:

1. Receive and discharge funds of the Association, keep financial records, and make monthly financial reports.

2. Submit records for an annual internal audit as directed by the Executive Board.
3. Coordinate collections of dues and special assessments with area representatives.
4. Advance money on authorization of the Executive Board for any agreed upon expenses.

Section 7- The President Elect shall:

1. Serve as assistant to the President and accompany the President at all meetings concerning APSAC business.
2. Assist the President in representing the association.
3. Maintain the APSAC webpage and all other forms of electronic communication.

## **ARTICLE VII**

The Area Representatives shall, on a voluntary basis:

1. Represent his/her area on the Executive Board and report regularly to his/her area regarding Association business.
2. Recruit new members.
3. Assist with annual Board elections.

## **ARTICLE VIII**

### **SPECIAL ELECTIONS**

Section 1- This action may be initiated by petition of any voting member. All members will be notified and a vote will be held regarding the proposed action within 30 days of receiving the petition. The results of the special election will be based on the majority of votes received.

## **ARTICLE IX**

### **REMOVAL FROM OFFICE**

Section 1- An elected officer may be removed from office for just cause based on the outcome of a special election. If an officer is removed, another special election will be held to determine the new officer, based on the voting practices outlined in Article VI.

Section 2- Area representatives may be replaced or another unit member may be asked to assist with the duties at the discretion of the Executive Board.

## **ARTICLE IX**

### **FISCAL RESPONSIBILITY**

Section 1- No expenditures shall be made without a recorded vote of the Executive Board.

Section 2- Membership funds collected each year should benefit the dues paying members in the same year.

Section 3- Based on the Executive Boards approval each year, scholarships, grants and funds toward professional development will be issued as follows:

- a. Forty (40) percent towards scholarships benefitting students referred by an APSAC member.

- b. Thirty (30) percent towards mini-grants for members implementing attendance improvement campaigns.
- c. Thirty (30) percent towards Professional Development, either for individual members attending a conference or training, or providing funds toward speakers at Pupil Services and Attendance meetings.

## **ARTICLE X MEETINGS**

Section 1- Executive Board meetings shall be held monthly during the school year except for months the Board deems too brief based on scheduled District breaks and holidays, and shall be open to the general membership. Sixty six (66) percent of the membership of the Executive Board shall constitute a quorum, provided all members have been notified of the meeting.

Section 2- All meetings will be conducted in an orderly manner following standard parliamentary procedure governed by Roberts Rule of Order, Revised Edition.

Section 3- The meeting shall be called to order and adjourned by the President. The President will maintain order.

## **ARTICLE XI AMMENDMENTS**

Any portion of this Constitution and/or By-Laws may be amended by holding a special election according to the rules outlined in Article VII. Any proposed changes shall be posted on the APSAC website. When the amendment(s) have been approved by a vote of the Executive Board, it will then be taken to a vote of the professional membership, with a simple majority (51%) vote needed to approve revision.

## **BY-LAWS**

Article 1- An eligible person can become an active member at any time by payment of annual dues. Annual dues are determined by the Executive Board. Associate, retiree, and student memberships shall be discounted.

Article 2- No expenditures shall be made unless it has approval of the Executive Board by recorded vote in the minutes.

Article 3- All committees shall be responsible to the Executive Board.

- a. Special committees may be appointed by the President with the concurrence of the Executive Board to carry out specific assignments, and it should be included in the minutes of the APSAC Executive Board. A special committee has no jurisdiction outside the specific assignment and shall make its report to the Board. Upon completion of such an assignment, the committee will automatically terminate.