



**Constitution and Bylaws
Oxnard Supportive Services Association
2023-24**

Article I- Name

The name of this organization shall be the Oxnard Supportive Services Association, herein referred to as OSSA.

Article II- Purposes

The purposes of OSSA;

1. To represent its members in their relations with their employer, and to be the exclusive representative of its members in all matters relating to employment conditions and employer-employee relations including, but not limited to, wages, hours, and other terms and conditions of employment.
2. To represent its members in relations with other employee associations, parent groups, and the community.

Article III- Membership

Section 1. Qualifications for membership

1. Be employed in the Oxnard School District as a certificated non-teaching supportive staff employee consisting of, but not limited to: Psychologist, Speech Therapist, School Counselor, Program Coordinator, Program Specialist, or School Nurse. OSSA excludes those job classifications that can lawfully be declared Management, Confidential, Supervisory, and those presently represented by OEA and CSEA.
2. Membership shall be open to any person who is engaged in or who is on limited leave of absence from professional educational work, is an employee of the Oxnard School District, and whose primary assignment is such as to not hold supervisory responsibility over other unit members.
3. Membership may be granted upon initiation of payroll deduction or upon payment of monthly association dues in accordance with stipulations noted under item #6.
4. Pay the prescribed dues of OSSA.
5. Active members shall adhere to the Code of Ethics of each groups' national or state professional association.
6. Membership year shall be the period of time from July 1 of any given calendar year through June 30 of the following year, inclusive. A unit member may join OSSA by September 15th. If a member is hired after that date they may join OSSA within 30 days from their hire date. Membership shall be

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continuous after initial enrollment until a change in professional status shall make the member ineligible or until such time that the unit member revoked their membership in writing.

7. Unless otherwise expressly provided by law, persons who tender agency fees shall have no rights or privileges within the Association.

Section 2. Voting. The right to vote and to hold elected office or appointed position within the Association shall be limited to active members.

Section 3. Amount of dues. Dues for membership in OSSA shall be determined and approved by the Executive Board. Dues shall be sufficient to cover the operating expenses of the Association. Members on leaves of absence (whether paid or unpaid) must make provision for payment of dues. Dues may be amended only after by a majority vote of the Active members at any regular or special meeting of the Association.

Article IV- Policy Making Body

- The policy making body of the Association shall be the general Active membership.
- The Association shall meet a minimum of two (2) times per year; the time and place of such meetings to be decided by the Executive Board.
- Special meetings of the Association may be called by the President or by petition containing the signatures of twenty percent (20%) of the Active membership.
- Special meetings of the Association shall be called for a specific purpose and no business other than that for which the meeting is called may be transacted. Notices and agendas for all meetings shall be disseminated by the Corresponding Secretary.
- A quorum for all meetings of the Association shall consist of a majority of all Active members.
- The budget of the Association shall be adopted by the Active membership on or before the first regular meeting of the school year.
- The President of OSSA shall preside at meetings; in their absence, the Vice President shall preside.

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Article V- Officers

Section 1. Elections

1. The elected officers of OSSA shall be the President; the Vice President; the Recording Secretary; the Corresponding Secretary; and the Treasurer. These officers shall be elected by and from the Active membership of the Association, and the election shall be by open nominations and secret ballot.
2. The appointed officers of OSSA shall be two members at large appointed by the President, selected to prevent unbalanced representation on the Executive Board from the employee job classifications.
3. Elections shall be conducted with:
 - An open nomination procedure
 - Secret ballot
 - All active member vote
 - Record of voters receiving or casting ballots; and
 - Majority vote, unless otherwise specified
4. All elected officers shall be elected in June and shall hold office for alternating two-year terms (except for the President who shall hold office for a three-year term). The Corresponding Secretary and Vice President shall be held on alternate years from the Recording Secretary and Treasurer. The appointed officers of OSSA shall hold office for a one-year term.
5. Terms for outgoing officers end on June 30 of each year to coincide with the end of each school year. New officers assume the duties and responsibilities of the office on July 1 of each year to coincide with the beginning of the school year calendar.
6. A vacancy shall be deemed to exist in the case of death, resignation, or inability to serve in any of the offices of the Association. In the event of a vacancy occurs in the office of President, the Vice-President shall assume office. In the event a vacancy occurs in the other offices, a special meeting of the Association shall be called to elect a successor.
7. In April of each election year the membership shall be polled for any parties interested in running for offices on the Executive Board. Candidates for the positions up for elections shall notify the Executive Board of their intent to run for office no later than May 31 of each year.
8. If no candidates elect to run, the incumbents shall remain in their positions for a succeeding term.
9. Elections shall be held by secret ballot and will commence at a meeting of the general membership in June of each year.
10. Candidates who have previously notified the Executive Board of their intent to run for office shall be announced and the parties will

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have the opportunity to address the membership to campaign for office.

11. Self-nominations from the floor shall be accepted and included on the ballot once the previously identified candidates names have been announced.
12. Voting shall take place after the candidates have had the opportunity to address the membership. Ballots shall be counted immediately and the results announced.

Section 2. Duties

1. The President is the chief executive officer of OSSA and its policy leader. The President shall:
 - preside at all meetings of the Association and Executive Board
 - prepare agendas for all meetings of the Association and Executive Board
 - be the official spokesperson of the association (the President may appoint someone else as spokesperson under special circumstances)
 - appoint all members of committees and the bargaining team, with the approval from the Executive Board
 - direct (with approval from the Executive Board) the negotiation and grievance programs of the association
 - call meetings of the Association and Executive Board
 - carry on all the communication and correspondence pertaining to the association
 - be empowered to co-sign checks upon the treasury.
2. The Vice-President shall:
 - serves as assistant to the President in all duties of the President
 - directs (with input from the Executive Board) the grievances of the association
 - assume the duties of the President in their absence
 - serve as a member of the negotiating team
3. The Recording Secretary shall
 - keep a careful and accurate record of the proceedings of each meeting of the association.
 - Maintain the Association website
4. The Corresponding Secretary shall
 - be responsible for the distribution of minutes, notices of meetings, and agendas for all meetings to the members

- carry on the correspondence pertaining to the affairs of the Association as directed by the President
- maintain an accurate roster of the membership of the Association

5. The Treasurer shall:

- receive all funds belonging to the association and be responsible for their safekeeping and accounting
- pay out such funds upon orders from the President
- provide a written report on the financial status of the Association at each Association meeting and at each Executive Board meeting
- be responsible for all financial recordkeeping of the association
- develop a yearly budget for the Association,

Section 3. Compensation and Expenses of Officers

1. Elected officers of OSSA shall receive reasonable compensation for their services as such to OSSA on the Executive Board.
2. Members of the negotiating team shall receive compensation for their service on the team as determined by the Budget Advisory committee.
3. The necessary expenses of the elected officers of OSSA shall be paid from OSSA funds as approved by the Executive Board.

ARTICLE VI- Executive Board

Section 1. Composition.

The Executive Board of OSSA shall be composed of:

1. The five elected officers of OSSA and the two appointed members-at-large
2. No person shall occupy more than one position on the Executive Board.

Section 2. Function of the Executive Board

The Executive Board shall meet prior to each regular meeting of the Association and at other such times, as the President may deem necessary, or upon a written petition of a majority of the members of the Executive Board, to conduct the business of the Association between meetings of the general membership. The duties of the Executive Board are:

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1. Coordinate the activities of the Association
2. Recommend a budget for the Association to the membership
3. Direct the bargaining activities of the Association
4. Approve appointment and removal of bargaining team members
5. Direct the grievance activities of the Association
6. Adopt the Standing Rules for the Association
7. To authorize the expenditure of OSSA funds
8. Provide representation of the Association at School Board meetings.

Section 3. A quorum (simple majority) shall be present to conduct business.

ARTICLE VII- Committees of OSSA

1. The OSSA negotiating team shall consist of the President and others as appointed by the President.
2. The OSSA Budget Advisory Committee shall consist of two psychologists, two counselors, two speech therapists, one coordinator, and one nurse, along with the Treasurer. Committee members are volunteers and must be active members. This committee shall review the Association budget along with the Treasurer to provide recommendations from the membership regarding the development of the Association budget.
3. The Recognition Committee shall consist of the members of the OSSA Budget Advisory Committee who shall plan the appropriate recognition for the work of the officers at the end of each school year. The Recognition Committee shall make a recommendation to the Treasurer and Executive Board in the development of the yearly budget to allocate funds for gifts for the officers at the end of the year as a token of appreciation for their service to the Association.

ARTICLE VIII- BARGAINING TEAM

1. The association bargaining team shall consist of a minimum of five (5) and a maximum of seven (7) members. The bargaining team, and such alternates as the Executive Board deems necessary, shall be nominated or self-nominated, accepted, and approved by the Executive Board. Vacancies created by resignation or inability to serve shall be filled by the Executive Board from a list of alternates. The list of alternates shall be maintained by the Executive Board and consist of a list of active members who have expressed an interest in participating on the bargaining team.
2. The chairperson of the bargaining team shall be the President or his/her designee.

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3. Once a bargaining team member has been appointed, they cannot be involuntarily removed unless a 2/3 majority of the Executive Board requests their removal. Their replacement shall be determined by the Executive Board.
4. The duties of the bargaining team are to represent and collectively bargain for the unit members in the association. The association is committed to a negotiations process which utilizes Interest Based Problem Solving (IBPS), a process that promotes non-adversarial bargaining and collaborative decision-making. With IBPS, the parties agree to negotiate with candor and full disclosure to achieve common goals, and to work collaboratively to solve problems by identifying stakeholders and their interests and create options that meet everyone's shared interests.
5. Members in the bargaining unit shall be surveyed to help identify problems to be resolved and to assist the Executive Board in determining if the problem is best addressed via labor negotiations. The final determination of which problems should be addressed via labor negotiations shall be made by the Executive Board.
6. The articles of the contract to be discussed in negotiations shall be approved by the Executive Board.
7. The Executive Board shall provide for the dissemination of information regarding the bargaining and the activities of the bargaining team to the general membership.
8. The Bargaining Team is empowered to reach tentative agreements with the district subject to ratification by the active membership.
9. Agreements reached between the bargaining team and the school board or its representatives shall be considered tentative and not binding upon the Association until such agreements have been ratified by the membership.

ARTICLE IX- Amendments and Revisions to the By-laws

Amendments to the by-laws shall presented to the membership for study or vote. The Bylaws may be amended by a two-thirds (2/3) vote of the active members at any regular or special meeting of the Association. Amendments may be initiated by the Executive Board, a committee appointed by the President, or proposals presented by members at OSSA meetings.

ARTICLE X- PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, latest edition, shall be followed at all meetings of the Association and of the Executive Board.

Adopted May 12, 1976

Revised May 10, 2005

Revised March 28, 2006

Revised September 26, 2006

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Revised June 12, 2007
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Revised September 7, 2023