

BYLAWS
of the
PARAPROFESSIONAL DEPARTMENT
of the
SEATTLE EDUCATION ASSOCIATION
Revised, Voted and Approved March 6. 2018

ARTICLE I- NAME

The name of this organization shall be the Paraprofessional Department of the Seattle Education Association (SEA) The Paraprofessional Department is an affiliated department of the Seattle Education Association as stated in Article VIII, Section 8.11 of the SEA Bylaws.

ARTICLE II- OBJECT

The department shall exist to represent the Paraprofessional employees of the Seattle Public Schools (SPS) is their employment relations, including collective bargaining with the District and their membership relations with the SEA; and for the development of public understanding of the objectives of education, the promotion of its goals and for encouraging the professional growth of the departments members.

ARTICLE III- MEMBERSHIP

All members of the SEA employed by the SPS in the position listed in Appendix B of the Collective Bargaining Agreement between the Seattle District No. 1 and Paraprofessional Staff and those positions that shall be added to this list in accordance with the agreement shall be members of this department.

SECTION 3.0 Term

3.01 The membership shall be from September 1st to August 31st, inclusive.

SECTION 3.1- Privileges and Duties

3.11 Paraprofessional Department members shall have privilege of voice; vote and holding office provided they hold the qualifications that may be required by these bylaws.

3.12 All members shall respect the terms of the Collective Bargaining Agreement.

ARTICLE IV- ELECTED OFFICERS

Section 4.0 Elected Officers

4.01 The officers of this Paraprofessional Department shall be a President, a Vice-President, a Treasurer, a Secretary, and three (3) Members at Large.

4.02 Each officer shall be an active member of the Paraprofessional Department from at least the first of the membership year in which he/she is seeking office.

4.03 The Paraprofessional Department in collaboration with the Executive Director shall present a team effort in the interpretation and implementation of Paraprofessionals policies and programs for the benefit of the Paraprofessional membership.

SECTION 4.1 Term

4.11 Officers of this Paraprofessional Department shall serve under identical terms and condition, and restrictions as the officers of the SEA.

4.12 After an officer is elected to the same position for two (2) consecutive terms, that officer may not succeed to a third (3) consecutive term in the same position.

4.13 A President cannot serve for more than two or more consecutive terms. He/She cannot run for the position of Vice President, Secretary, Treasurer, or Member at Large without one year intervening from the time He/She left office.

SECTION 4.2 Vacancy

4.21 If the position of President becomes vacant, the position will be filled by the Vice-President for the remainder of the unexpired term.

4.22 If a vacancy occurs, the President has the authority to fill the vacancy.

4.23 If the positions of President and Vice President become vacant, or the officers are unable to serve, the member of the Paraprofessional Executive Board with the longest, continuous service currently serving on the Paraprofessional Executive Board shall serve as President Pro-Tem of the Paraprofessional Executive Board and Paraprofessional General Meetings. The President Pro-Tem shall:

4.23a Convene a special or regular Paraprofessional General Meetings to elect a President Pro-Tem within thirty (30) days.

4.23b Serve until a President is elected.

SECTION 4.3- DUTIES AND RESPONSIBILITES

Introduction

The Paraprofessional Department President shall be the chief officer and leader of the Paraprofessional Department; His/Her actions should reflect the charges of the Paraprofessional General Meeting and Paraprofessional Executive Board and the advice of the Vice President. The officers shall at all times present a team effort in the interpretation and implementation of Paraprofessional programs for the benefit of the Paraprofessional Department members.

SECTION 4.3 *The President Shall:*

SECTION 4.31 Be the official representative and spokesperson for the Paraprofessional Department;

4.31a Serve as the chief officer and leader of the Paraprofessional Department to the membership and its public.

4.31b Serve as the spokesperson for the Paraprofessional Department in matters of policy in consultation with the SEA Executive Director.

4.31c In anticipation of an absence of both the President and the Vice President, the President shall designate a spokesperson.

4.31d Shall serve as an officer of the Paraprofessional Department, Representative Assembly, the SEA Executive Board, Paraprofessional Executive Board and Paraprofessional General Meetings.

4.31e Is a member of the Budget and Finance Commission.

SECTION 4.32 The President shall preside at all meetings of the Paraprofessional Executive Board Paraprofessional General Meetings;

4.32a Call meetings of the Paraprofessional Executive Board, General Assembly, and other appropriate committees and commissions.

4.32b Provide agendas for Paraprofessional Executive Board and Paraprofessional General Meetings.

SECTION 4.33 Shall provide recommendations of the Paraprofessional Department to the Bargaining Support Team.

4.33a Be responsible to the Paraprofessional General Meetings and the Paraprofessional General membership;

4.33b Provide for the maintenance of an up-to-date record of such action in the form of Amendments to the Bylaws, Standing Rules, Rules of Order or Resolutions/Position Statements and actions as adopted by the, Paraprofessional Executive Board, and General Meetings.

4.33c Provide the Paraprofessional membership a calendar of meetings of General Membership Meetings.

SECTION 4.34 Be an ex-officio member of all Paraprofessional Committees, Commissions, and Taskforces.

4.34a Provide for the preparation of commissions, committees, and task force charges, in consultation with the Vice President and for Professional Executive Board approval.

SECTION 4.35 Appoint a Parliamentarian, Committee and Commission members and chairs subject to the approval of the Paraprofessional Executive Board.

4.35a Be a Paraprofessional Departmental Representative to the National Education Association (NEA) Education Support Professional (ESP) Conference and one additional NEA Western Regional Leadership Summit, NEA Social Justice Conference, or another NEA conference as applicable.

4.35b Appoint half of the Paraprofessional representatives to serve on the Seattle Classified Organizing Team (SCOT), and may appoint up to four (4).

4.35c Be responsible for the election of the other half of representatives to serve on the SCOT and be at the first Paraprofessional General Meeting (PGM) of the year.

4.35d Collaborate with the SAEOP President to accomplish these actions;

- Appoint a Chair of the SCOT; form the members of the team
- To advise the SCOT priorities for the term of service
- To provide other oversight to the functioning of the SCOT

SECTION 4.36 Be responsible to the Paraprofessional Executive Board

4.36a Provide advice to the Paraprofessional Executive Board concerning non-adherence to the SEA Bylaws, Standing Rules, and Roberts Rules of Order, Resolutions/Positions by any individual member, groups of members, or internal organizations.

SECTION 4.4 *The Vice President Shall:*

The Vice-President shall be an officer of the Paraprofessional Department and Paraprofessional Executive Board. His/Her activities and responsibilities include but are not limited to; providing a broad background of exposure to the roles and responsibilities of the association President should the office become vacant. His/Her actions should reflect the charges and policies of the Paraprofessional General Meetings and Paraprofessional Executive Board and the advisement of the President.

4.41 Shall assume the duties of the President in His/Her absence;

4.61a Shall provide for and performs all the duties of the President in the absence of or with the disability of the President and when so acting, shall have all the powers and rights of and be subject to all the restrictions upon the President.

4.61b Shall serve as a member of the SEA Board of Directors.

4.61c Shall provide for the completion of all responsibilities delegated by the President.

4.61d Is a member of the Budget and Finance Commission.

SECTION 4.42 Shall be an ex- officio member of all committees and commissions.

4.62a Shall assist the President in the preparation of recommendations concerning the charges for commissions, committees, and task forces.

4.62b Shall attend all meetings of the Paraprofessional Executive Board, and the Paraprofessional General Meetings of the Paraprofessional Department

4.62c Be a departmental representative to the NEA ESP Conference and one additional NEA Western Regional Leadership Summit, NEA Social Justice Conference, or another NEA conference as applicable.

SECTION 4.5 *The Treasurer Shall;*

The Paraprofessional Executive Board Treasurer shall be an officer. His/Her, activities shall be defined as:

4.51 Be responsible for the development of the Department budget at the Executive Paraprofessional Board Meeting, which must be approved at the first Paraprofessional Department General Meeting or as soon as possible thereafter.

4.52 See that there is an accurate accounting of monies, receipts, and expenditures.

4.53 Oversee payment of all authorized bills;

4.54 Keep the books open for inspection at reasonable time by any member of the Paraprofessional Department.

4.55 Be an ex-officio member of the Paraprofessional Executive Board and attend all Paraprofessional General Department Meetings.

4.56 Is a member of the SEA Budget and Finance Commission.

SECTION 4.6 *The Secretary Shall*

4.61 Attend and keep minutes at all Paraprofessional General Meetings;

4.62 Keep and maintain all Departmental files and records.

4.63 Be in charge of the production and dissemination of all Departmental publications.

4.64 Be an ex-officio member of the Paraprofessional Executive Board.

4.64a Record and report minutes to the Paraprofessional Executive Board and the Departmental General Meetings.

4.64b The Secretary shall sign and keep official copies of the minutes of each meeting of the Paraprofessional Executive Board and the Paraprofessional General Meetings.

4.84c The Secretary shall also distribute copies of the official minutes to the members of the Paraprofessional Executive Board and the Paraprofessional General Meetings.

SECTION 4.7 *The Three (3) Members-at-Large shall*

4.71 Attend monthly meetings of the Paraprofessional Executive Board and the Paraprofessional General Meetings.

4.72 Shall serve as a co-chair on the Paraprofessional Department committees.

SECTION 4.8A- Recall

4.8A1 An elected officer may be removed from office for misfeasance, malfeasance or nonfeasance by a recall election, which may be initiated, by the Paraprofessional Executive Board or the Paraprofessional Membership in one of the following manners.

4.8A1a The Paraprofessional Executive Board may request a recall election after a three-fourths majority vote of its members; or

4.8A1b The general membership may request a recall election by petition containing the signatures of 10% of the bona fide active members of this Paraprofessional Department .

4.8A1c A general membership meeting will be scheduled for the recall election within sixty (60) calendar days after receipt of either the Paraprofessional Executive Board recall motion or the membership's recall petition.

ARTICLE V- DEPARTMENTAL EXECUTIVE BOARD

SECTION 5.0- Composition

5.01 The Paraprofessional Executive Board shall be composed of the elected officers of the Paraprofessional Department; President, Vice-President, Treasurer, Secretary, and three (3) Members-at-Large nominated and elected at the last Paraprofessional General Meeting of the school year in accordance with SEA elections rules and guidelines.

SECTION 5.1- Term

5.11 Paraprofessional Executive Board Representatives shall serve a consecutive two-year (2) term which will expire on the day following the last student day, or until a successor has been duly elected.

5.12 Should a Paraprofessional Executive Board Representative position become vacant for any reason, the president shall appoint a qualified replacement to fill out the term.

SECTION 5.2 Duties and Responsibilities

5.21 Members of the Paraprofessional Executive Board Shall:

5.21a Interpret the Departmental Bylaws and Standing Rules.

5.21b Attend monthly meetings of the Paraprofessional Executive Board.

5.21c Oversee the development of the Paraprofessional Department annual budget of which the departmental Treasurer presides.

5.21d Present the proposed annual budget at the first Paraprofessional Department Meeting for approval, or soon thereafter.

5.21e May approve any excess expenditures under \$1,000.00 provided the expenditures can be covered by the miscellaneous line item of the annual budget.

5.21f Members of the Paraprofessional Executive Board shall attend NEA ESP conference as funds allow.

ARTICLE 6- PARAPROFESSIONAL GENERAL MEETING (PGM)

SECTION 6.0- Composition

6.01 The President of the Paraprofessional Department shall chair the meetings of the Paraprofessional General Meetings (PGM).

6.02 Each Paraprofessional Department member is allowed participation in the Paraprofessional General Meetings and activities.

SECTION 6.1- Powers and Duties

6.11 Each member of the Paraprofessional Department shall have one vote.

6.13 The PGM shall review and approve the Departmental budget at the first PGM after the Seattle Education Association (SEA) Representative Assembly (RA)'s approval of the SEA budget.

SECTION 6.2 – Meetings

6.21 Regular meetings of the PGM shall be held every month beginning the first month of school, with the acceptance of the NEA ESP conference. The President shall determine the schedule, subject to the approval of the Paraprofessional Executive Board.

SECTION 6.3 – Quorum

6.31 A PGM quorum shall consist of those members present.

ARTICLE- 7 COMMITTEES, COMMISSIONS AND DELEGATIONS

SECTION 7.0 Standing Committees

7.01 Meetings shall be scheduled as needed.

7.02 The committees shall be the Bylaws, Social, and Professional Development, and the Seattle Classified Organizing Team (SCOT) and serve a one (1) year term with the opportunity to serve an additional year.

7.03 Additions to the Paraprofessional Department Committees can be created and suggested by a Paraprofessional member and taken to the Paraprofessional Executive Board for approval

SECTION 7.1 Delegations

7.11 Delegates and alternates who are to represent the Department of NEA Pacific Regional, ESP Conference, WEA Minority Affairs and Human Rights Conference shall be selected according to the Standing Rules of the Paraprofessional Department.

SECTION 7.2 SEA Committee, Commissions, and Joint SEA/SPS Committees

7.21 At PGM meeting, the Secretary shall solicit from the members names to generate a list of persons interested in serving on the SEA Committees and Commissions, and Joint SEA/SSD Committees. This will be announced in the Paraprofessional website.

7.22 At the Beginning of the year, the President shall request a list of SEA Committees and Commission, and Joint SEA/SSD Committees on which Departmental persons are serving. The President shall review this list and recommend to the President of the SEA Departmental people to serve on these positions.

7.23 Only members of the Paraprofessional Department shall serve in these positions.

7.24 If vacancies become available during the year the President shall recommend persons to fill the vacancies.

ARTICLE 8 - NOMINATIONS AND ELECTIONS

SECTION 8.0 Nominations and Elections

8.01 Nominations and Elections shall be in accordance with SEA.

8.02 If there are no candidates for the position of Paraprofessional Department President, there will be a special election held at the first PGM in September to fill the vacancy. The current President shall serve until the end of the special election.

ARTICLE 9 - AMENDMENTS

SECTION 9.0- Amendments

9.01 Amendments to these bylaws may be proposed by a Paraprofessional Department Member at a Paraprofessional General Meeting (PGM) which will be given to the Bylaws Committee for further action.

9.02 Proposed amendments to these bylaws shall be presented at PGM as a matter of business and shall be approved by a two-thirds majority of the ballots cast.

9.03 A copy of the proposed amendment(s) shall be provided to members at least 30 days prior to the meeting at which the amendment(s) will be voted upon.

ARTICLE 10 – PARLIAMENTARY AUTHORITY

SECTION 10.0- Parliamentary Authority

10.01 Roberts Rules of Order, Newly Revised, shall be the authority governing all matter of procedure not otherwise provided for in the bylaws, standing rules or the special rules of order of this Paraprofessional Department.

ARTICLE 11- EFFECTIVE DATE

SECTION 11.0- Effective Date

11.01 The revised and amended bylaws of the Paraprofessional Department of the Seattle Education Association shall be effective upon completion by a vote by the Paraprofessional Membership. Held at a Paraprofessional Department General Meeting on March 6, 2018.

Amended, revised and adopted March 6, 2018.