

**PROPOSED AMENDMENTS
PLEASE POST TO SEA BOARDS**

**These proposed amendments to the Bylaws will be voted upon
at the
Paraprofessional Departmental General Assembly
March 20, 2012**

**BYLAWS
of the
PARAPROFESSIONAL DEPARTMENT
of the
SEATTLE EDUCATION ASSOCIATION**

ARTICLE I-NAME

The name of this organization shall be the Paraprofessional Department of the Seattle Education Association. [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 School District in 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 Seattle School District 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 that agreement shall be members of this department.

Section 3.0- Dues and Assessments

[4.3.0.1](#) Dues shall be delineated in the General SEA bylaws.

~~1.23.0.2~~ Dues Assessments will follow any that are approved by the NEA, WEA or the SEA. ~~may be made upon the membership when approved by a two-third's majority vote of the representatives present and voting at a Departmental General Assembly.~~

~~1.33.0.3~~ Notice of a proposed local dues assessment shall be sent to members of the paraprofessional department 30 days prior to the SEA Representative Assembly or SEA General Assembly vote. ~~presented at the previous Departmental General Assembly.~~

~~1.43.0.4~~ Agency shop fees shall follow the SEA Bylaws 2.15. for eligible members of the Seattle Education Association shall equal the dues and assessments that departmental members must pay.

Section 3.1- Term

~~2.13.1.1~~ The membership year shall be from September ~~first~~ 1st to August 31st, inclusive.

Section 3.2- Privileges and Duties

3.2.1 Departmental members shall have the privilege of voice, vote and holding Office provided they hold the qualifications that may be required by these bylaws.

~~3.23.2.2~~ All members shall respect the terms of the Collective Bargaining Contract and Association Policy.

Section 3.3- Revocation and Reinstatement

~~4.13.3.1~~ The departmental General Assembly shall have the power to recommend the censure, suspension, fining or expulsion of any departmental member to the SEA Board of Directors. Such recommendation must provide due notice to the member of the hearing of appeals. Reasons for such recommendation after due notice and hearing. ~~for crossing and authorized picket line or for willfully violating the terms of the Collective Bargaining Contract.~~

ARTICLE IV- ELECTED OFFICERS

Section 4.0- Officers

~~1.14.0.1~~ The officers of this Department shall be a President, Vice-President, Secretary and Treasurer.

~~1.24.0.2~~ Each officer shall be an active member of the Association from at least the first of the membership year in which he/she is seeking office.

Section 4.1- Term

~~2.14.1.1~~ Officers of this Department shall serve under identical terms, conditions, and restrictions as the officers of the SEA.

[2.24.1.2](#) After an officer is elected to the same position for two consecutive terms, that officer may not succeed to a third term in the same position.

[2.34.1.3](#) A president cannot serve for more than two consecutive terms. He/She cannot run for the position of Vice-President, Secretary or Treasurer without one year intervening from the time he/she left office.

Section 4.2- [Vacancy](#)

[3.14.2.1](#) If the position of President becomes vacant, the position will be filled by the Vice-President for the remainder of the unexpired term.

[3.24.2.2](#) If the position of Vice-President, Secretary, or Treasurer becomes vacant, the position shall be filled for the unexpired term by a special election at a regularly scheduled Departmental General Assembly, not less than 30 days after the position becomes vacant.

[3.214.2.3](#) If a vacancy occurs between June and August the President shall appoint an interim Vice-President, Secretary or Treasurer.

[3.34.2.4](#) If the positions of President and Vice-President become vacant, or the officers are unable to serve, the President of the SEA shall appoint an interim President to serve until a regularly scheduled Departmental General [Assembly](#), not less than 30 days after the position became vacant.

Section 4.3- Duties and Responsibilities

[4.14.3.1](#) The President shall:

[4.11a.](#) be the official representative and spokesperson for the Department;

[4.12b.](#) preside at all meetings of the Departmental General Assembly;

[c.](#) be the chair of the [Departmental Executive Committee](#)

[4.13d.](#) be an ex-officio member of all Committees, ~~except the~~
~~[Nominations and Elections Committee](#)~~;

[4.14e.](#) appoint all committee ~~chair people~~members;

[f.](#) be responsible to the Departmental General Assembly and the [general](#)
membership

[g.](#) be an ex-officio member of the [SEA Board of Directors and the SEA](#)
[Budget and Finance Commission](#).

[h.](#) be a departmental representative to the [NC ESP Conference and the](#)
[NEA Pacific Regional](#).

[i.](#) appoint at least 4 representatives to the [Seattle Classified Organizing](#)
[Team \(SCOT\)](#), and may appoint up to 8 as long as there is equal
[SAEOP](#) representatives.

[1.](#) collaborate with the [SAEOP President](#) to accomplish
these actions;

- [appoint a Chair of the SCOT from 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](#)

[4.24.3.2](#) The Vice-President shall:

~~4.21~~ assume the duties of the President in his/her absence;
~~4.22~~ assume such duties as the President and the Departmental General Assembly may direct;

a. be an ex-officio member of the Departmental Executive Committee

~~4.23~~ be an ex-officio member of all other committees and ~~except~~ ~~Nomination and Elections, and;~~
attend all meetings of the Departmental General Assembly.

b. be an ex-officio member of the SEA Board of Directors and the SEA Budget and Finance Commission

c. be a departmental representative to the NC ESP Conference and the NEA Pacific Regional.

4.34.3.3 The Treasurer shall:

~~4.31~~ receive, report and care for all monies of the Department; be responsible for the development of the departmental budget at the Executive Committee meetings, which must be approved at the first Departmental General Assembly.

~~4.32~~ see that there is an accurate accounting of monies, receipts and expenditures

~~4.33~~ oversee payment of all authorized bills;

~~4.34~~ give an accurate accounting of all departmental funds and expenditures at Departmental General Assemblies;

~~4.35~~ attend all meetings of the Departmental General Assembly;

a. be an ex-officio member of the Departmental Executive Committee

~~4.36~~ will be ~~recommended by the Department President to be~~ an ex-officio a member of the SEA Budget and Finance Commission.

4.44.3.4 Secretary:

~~4.41~~a. attend and keep minutes at all Departmental General Assembly Meetings;

~~4.42~~b. keep and maintain all Departmental files and records;

~~4.43~~c. be in charge of the production and dissemination of all Departmental publications

~~4.44~~d. attend all meetings of the Departmental General Assembly; be an ex-officio member of the Departmental Executive Committee

1. record and report minutes of the Departmental Executive Committee to the Departmental General Assembly

Section 4.4- Recall

5.14.4.1 An elected officer may be removed from office for misfeasance, malfeasance and non-feasance by a recall election that may be initiated by the Departmental General Assembly in following manner.

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

5.24.4.2 A departmental General Assembly meeting will be scheduled for the recall election within sixty (60) days after receipt of the membership's recall petition.

ARTICLE V- DEPARTMENTAL EXECUTIVE COMMITTEE
NEW ARTICLE

Section 5.0 Composition

5.0.1 The Departmental Executive Committee shall be composed of the elected Officers of the Paraprofessional Department; President, Vice President, Treasurer, and Secretary and three members at-large nominated and elected at the Departmental General Assembly.

Section 5.1. Term

The term for the members-at-large to the departmental Executive Committee shall be for one year. A member-at-large may not serve for more than three consecutive terms.

Section 5.2 Duties and Responsibilities

5.2.1 Members of the Executive Committee shall:

- a. interpret the Departmental Bylaws
- b. attend monthly meetings of the Departmental Executive Committee
- c. oversee the development of the Paraprofessional Department annual budget of which the departmental Treasurer presides.
- d. Present the proposed annual budget at the first departmental general membership assembly for approval
- e. may approve any excess expenditures under \$500 provided the expenditures can be covered by the miscellaneous line item of the annual budget.

ARTICLE VI- DEPARTMENTAL GENERAL ASSEMBLY (DGA)

Section 6.0- Composition

~~1.1~~6.0.1 The President of the Department shall chair the meetings of the Departmental General Assembly.

~~1.2~~The officers of the Department shall be the officers of the DGA.

~~1.3~~6.0.2 Each Paraprofessional Department member is a member of the DGA.

Section 6.1- Powers and Duties

~~2.1~~6.1.1 The DGA shall determine the bylaws, policies and programs of the Department.

~~2.2~~6.1.2 Each member of the Paraprofessional Department shall have one vote.

~~2.3~~6.1.3 The DGA shall review and approve the annual Departmental budget at the first DGA after the SEA RA's approval of the SEA budget.

Section 6.2- Meetings

~~3.1~~6.2.1 Regular meetings of the DGA shall be held ~~every month beginning in September or the first month~~ at least quarterly of every school year;
~~except December and June at the discretion of the departmental president.~~ The President and the Departmental Executive Committee shall determine the yearly schedule of meetings;
~~subject to the approval of the DGA.~~

~~3.2~~6.2.2 Special meetings of the DGA may be called at any time by the President, or by the President when presented with a petition that states the object of the meeting and is signed by at least five percent of the membership.

~~3.2~~1a. This petition shall be presented to the President at least two weeks before the date of the requested meeting.

~~3.3~~6.2.3 Notice of all meetings of the DGA shall be electronically sent or mailed at least one week ~~—earlier than each meeting before each scheduled meeting~~.

Section 6.3- Quorum

~~4.1~~6.3.1 A DGA quorum shall consist of those members present.

ARTICLE- VII COMMITTEES, COMMISSIONS AND DELEGATIONS

Section 7.0 Standing Committees

~~1.17.0.1.~~ The standing committees shall ~~be the~~ ~~be Nominations and Elections and Scholarship-Executive Committee, Bylaws, Social, Newsletter and the Seattle Classified Organizing Team~~

~~1.27.0.2~~ The duties of standing committees shall be: ~~determined by the President.~~

~~a. Duties of the Seattle Classified Organizing Team;~~

~~1. To build the capacity of both the Paraprofessional and SAEOP departments of the SEA.~~

~~2. Appointed members of SCOT shall service a two year term.~~

~~b. for other standing committees, they shall be developed by the committee and approved by the Executive Committee.~~

~~c. Additional duties may be determined-proposed by the DGA to the Executive Committee.~~

~~1.37.0.3~~ Only Departmental members may serve on standing committees.

~~1.47.0.4~~ Meetings shall be scheduled when needed.

Section 7.1- Special committees

~~2.17.1.0~~ Special committees and task forces may be formed by the ~~President Departmental Executive Committee and approved by or the~~ DGA.

~~2.27.1.2~~ Meetings shall be scheduled when needed.

Section 7.2- Delegations

~~3.17.2.1~~ Delegates and alternates who are to represent the Department at ~~CPEA NEA Pacific Regional, NC ESP conference, WEA Minority Affairs and Human Rights Conference, WEA Minority Leadership Conferences~~ meetings shall be ~~elected-selected~~ according to the Standing Rules of the Paraprofessional Dept. ~~by the DGA at the first meeting before the first CPEA Representative Council~~

Section 7.3- SEA Committee, Commissions, and Joint SEA/SPS Committees

~~4.17.3.1~~ At DGA meetings, the Secretary shall solicit from the members' names to generate a list of persons interested in serving on SEA Committees and Commissions, and Joint SEA/SSD Committees. This will be announced in Departmental Newsletters.

~~4.27.3.2~~ At the beginning of the year, the President shall request a list of SEA Committees and Commissions, 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 in these positions.

~~4.37.3.3~~ Only members of the Department shall serve in these positions.

~~4.4~~ ~~7.3.4~~ If vacancies become available during the year the President shall recommend persons to fill the vacancies, ~~in agreement with 4.1, 4.2 and 4.3.~~

ARTICLE-VIII NOMINATIONS AND ELECTIONS

Section 8.0- Nominations and Elections

~~1.18.0.1~~ Nominations and Elections shall be in accordance with the general SEA bylaws.

~~1.28.0.2~~ If there are no candidates for the position of Department President, there will be a special election held at the first DGA in September to fill the vacancy. The current president shall serve until the end of the special election.

ARTICLE IX- AMENDMENTS

Section 9.0- Amendments

~~1.19.0.1~~ Amendments to these bylaws may be proposed to the Bylaws committee DGA by a member on the floor of a DGA ~~or with by~~ a petition ~~in the form of a motion which which~~ carries the signatures of ~~fifty twenty~~ members.

~~1.29.0.2~~ Proposed amendments to these bylaws shall be presented at the DGA as a matter of business and shall be approved by a two-thirds majority of the ballots cast at the next DGA.

~~1.39.0.3~~ A copy of the proposed amendment(s) shall be provided to each member at least ~~ten school~~30 days prior to the meeting at which the amendment(s) will be voted upon.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 10.0- Parliamentary Authority

~~1.10.0.1~~ 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 association.

ARTICLE XI- EFFECTIVE DATE

Section 11.0- Effective Date

11.0.1 The revised and amended bylaws of the Paraprofessional Department of the Seattle Education Association shall be effective upon approval by the Departmental General Assembly. November 1, 1993. ~~Annotation of date of approved amendments will be inserted under the title.~~

