

SESPA

(SHORELINE EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION)

BYLAWS

Adopted: May 2006

BYLAWS
Of the
Shoreline Educational Support Professionals Association
Washington Education Association

Article I Name and Affiliation

The name of this organization shall be the Shoreline Educational Support Professionals Association/Washington Education Association (SESPA/WEA), hereinafter referred to as the Association. The Association and its members shall be affiliated with the Washington Education Association and the National Education Association. SESPA is a non-profit organization.

Article II Objectives

The objectives of the Association shall be the advancement of the interests of education and of educational support professionals, the promotion of professional growth, and to negotiate wages and working conditions with the Shoreline School District.

Article III Membership

- Section 1. All Shoreline School District employees employed in the following categories: secretarial, technical, mobility assistants, student supervisors, crossing guards, para-educators, security and nursing, shall be eligible for membership in this Association upon signing a membership form and providing for payment of annual dues.
- Section 2. Membership shall not be denied to individuals on the basis of race, creed, national origin or gender.
- Section 3. Members shall be entitled to vote, to hold office, and to participate in meetings of the Association.
- Section 4. The Executive Committee shall determine the amount of dues.
- Section 5. All dues shall be by payroll deduction in accordance with provisions between SESPA/WEA and Shoreline School District.

Section 6. Additional employee groups may be admitted into membership in the Shoreline Educational Support Professionals Association by majority Vote of the Board. Employee groups wishing to join the Association should make their interest known by first contacting the Co-Presidents of the Association and in turn, the WEA Cascade UniServ Council representative.

Article IV Executive Committee

Section 1. **The officers of the Association are:**

- Co-Presidents (2)
- Co-Vice-Presidents (2)
- Secretary
- Treasurer
- Members -at-Large (4)

The officers of the Association shall be referred to as the Executive Committee. All officers of the Association shall be a SESPA member in good standing and shall be installed at the spring meeting in May. Officers shall assume office on September 1.

Section 2. **Co-Presidents**

The two Co-Presidents shall be elected by the total membership from candidates representing the two previous associations: Shoreline Para-Professionals Association and the Shoreline Association of Education Office Employees.

Section 3. Co-Presidents shall be elected by a written ballot for staggered terms of two years. One of the Co-Presidents must have experience in this position if a new Co-President is elected to a new term. All officers shall be elected by a written ballot for a term of two years and may run for office each two years with no limit on the number of years in office. Co-Presidents may run for office every two years with no limit on the number of years in office.

Section 4. **Co-Vice Presidents**

The two Co-Presidents shall be elected by the total membership from candidates representing the two previous associations: Shoreline Para-Professionals Association and the Shoreline Association of Education Office Employees.

Section 5. **Members-at-Large**

The members-at-large shall be elected by the total membership from candidates representing different categories of Association members.

Section 6. The officers shall be elected in April by written ballot, installed at the Spring meeting in May and assume office September 1 of that year.

Section 7. The Executive Committee shall replace, by appointment, the unexpired term any officer who resigns or leaves the Association, except the office of Co-President as one of the Co-Vice-Presidents will assume such office and duties.

Article V Board of Directors (New Section added)

Section 1. The Board of Directors shall be comprised of the Executive Committee and a representative from each building within the Shoreline School District, hereinafter referred to as "The Board".

Article VI Duties of Officers

Section 1. **Co-Presidents**

The Co-Presidents shall serve as the spokespersons for the Association and shall preside at all meetings of the Association and the Executive Committee and shall appoint all committees and task forces with the approval of the Executive Committee. The Co-Presidents shall be ex-officio voting members of all appointed committees except the Nominations Committee. The Co-Presidents and/or their designee shall serve as representatives on the UniServ Council. It shall be the responsibility of the Co-Presidents to assure that a newsletter is issued at least five (5) times each year.

Section 2. **Co-Vice-Presidents**

The Co-Vice-Presidents shall, in the absence or disability of both the Co-Presidents, perform the duties of the Co-Presidents; shall carry out any administrative functions that may be assigned by the Co-Presidents; and/or the Executive Committee; serve as Chair of the Member Support Committee/Building Representatives, and will serve as an aide to the Co-Presidents in matters the Co-Presidents may designate.

Section 3. **Secretary**

The Secretary shall keep an accurate record of the proceedings of the Association and enter such record in proper minute books. The Secretary shall keep a record of attendance at local association meetings, and will serve as an aide to the Co-Presidents in matters the Co-Presidents may designate.

Section 4. **Treasurer**

The Treasurer shall receive all dues and other money, which may be collected from any other source. The Treasurer shall bank all money, make all disbursements payable by the Association and be responsible for the recording and paying of the running expenses of all business matters. The Treasurer will be responsible for preparing the records of the Association for an annual audit. The Treasurer shall make periodic reports to the Executive Committee and General Membership of revenues and disbursements and will minimally report at the first and last General Membership Meeting each year. The Treasurer shall serve on the Budget Committee, and will serve as an aide to the Co-Presidents in matters the Co-Presidents may designate.

Section 5. **At-Large Members**

At-Large officers shall be responsible for representing member interests to the Executive Committee. They shall also have the responsibility of communicating Association interests and issues to members as necessary.

Section 6. **Duties Applicable to All Officers**

Each of the above officers shall perform such other duties as are applicable to each particular office as prescribed by the adopted Sturgis Standard Code of Parliamentary Procedure.

All records, minutes, notes, correspondence, agreements, and other documents created and/or received in the course of acting on behalf of SESPA shall be turned over to the UniServ Representative and Co-Presidents before the individual ends her/his term of office with SESPA.

- Section 7. If after taking office, the Executive Committee does not have adequate ethnic minority representation as required by the National Education Association and the Washington Education Association, proportionate to the total ethnic minority member ratio, the Co-Presidents, subject to the approval of the Executive Committee, shall appoint ethnic minority(s) to bring the Executive Committee into compliance. (i.e., if the minority population of the Association is 20% or more, then 20% or more of the Executive Committee will be represented by minority members.)

Article VII Recall of Officers

Section 1. Executive Committee members shall serve their terms so long as they satisfactorily perform the duties of their office. Where an Executive Committee member is guilty of misconduct or neglect of office, such officer may be removed by a majority vote of the membership.

Section 2. Recommendation for recall can be made by the submission of a petition containing the specific charges(s) and the signatures of thirty percent (30%) of the members of the Executive Committee.

- A. The Executive Committee shall notify in writing any Executive Committee member who has been recommended for recall.
- B. Any Executive Committee member recommended for recall may appeal to the Executive Committee within two weeks of the receipt of such notice.
- C. If an appeal is requested, the Executive Committee shall schedule a hearing to review the charges within two weeks of the request.
- D. The Executive Committee shall make the report of the hearing, including any recommendations, available to the membership within one week of the hearing.
- E. Such recall shall be determined by a majority secret ballot within forty-five (45) days of the receipt of the recall petition.

Article VIII Committees and Task Forces

- Section 1. Annually, the Co-Presidents shall appoint members in good standing to serve on Association committees and task forces.
- A. Committees are defined as having ongoing business from year-to-year.
 - B. A task force is appointed for a specific task and goes out of existence as soon as they have completed their assigned tasks.
- Section 2. Committee meetings may be called by the chairperson as necessary with one week notification.
- Section 3. The chair of each committee or task force shall submit a report to the Co-Presidents prior to the end of the Association year.
- Section 4. **Duties of the committees shall be as follows:**
- A. **Executive Committee**
The Executive Committee shall be responsible for conducting the day-to-day business of the Association. The Executive Committee shall be chaired by the Co-Presidents who shall, in consultation with the Executive Committee, set meeting agendas. The Executive Committee shall periodically review the budget and make necessary adjustment in the budget. They should attend at least seventy percent (70%) of the Board Meetings.
 - B. **Membership Support Committee**
The Membership Support Committee shall be chaired by the Co-Vice-Presidents. The committee shall be composed of one representative from each school and one representative from the central office. It shall be the responsibility of the individual members of the committee to welcome and orient new members in their worksites, disburse information and mailings and provide for appropriate remembrances (cards, flowers, etc.). They should attend at least seventy percent (70%) of the Board Meetings.
 - C. **Audit Committee**
The audit committee shall conduct an annual audit of the Association books before September 30th for the prior fiscal year. The accounts of the Association shall be audited by three members appointed by the Co-Presidents, none of which shall be the outgoing treasurer. The committee will ensure audit procedures are utilized.
 - D. **Budget Committee**
A Budget Committee shall be composed of the treasurer and three (3) other members. It shall be the duty of this committee to prepare a budget for the fiscal year beginning, September 1 and submit it to the Executive Committee at its first regular meeting for recommendation to the General Membership for adoption by majority vote.

E. Bylaws Committee

- 1) The Bylaws shall be reviewed annually by the Co-Presidents. If revisions or additions are needed, such revisions/additions will be prepared by the Bylaws Committee.
- 2) When Bylaws are being submitted to the general membership for ratification a written notice of the change will be sent to the members twenty (20) days prior to balloting.
- 3) Balloting will be at a general membership meeting or by mail ballot.

F. Negotiations and Contract Maintenance Committee

- 1) There shall be a Negotiations and Contract Maintenance Committee. From that committee a bargaining team will be selected.
- 2) Committee members shall include at least one representative from the following membership categories: Secretary, Student Supervisor, Para-educator, Technical employee, Security personnel and Nurses; the two Co-Presidents and one technical employee from the accounting/payroll department.
- 3) The Co-Presidents shall appoint at least six (6) members of the Negotiations and Contract Maintenance Committee to serve as the bargaining team.
- 4) It shall be the responsibility of the Co-Presidents to provide continuity on the Negotiations and Contract Maintenance Committee.
- 5) The Committee and the bargaining team will stay in effect until completion of bargaining. The Committee shall review the agreement annually prior to the Spring meeting. Prior to the beginning of bargaining the Committee will bring to the membership a summary of bargaining issues.
- 6) Agreements reached between the bargaining teams for the Association and District shall become effective only when appropriately ratified by the Association membership and the School Board.
- 7) Members of this Committee shall attend bargaining and grievance training workshops, be informed of grievances at the first step level, and recommend grievances to be taken to arbitration.

G. Nominations and Elections Committee

- 1) The Nominations and Elections Committee shall be responsible for adopting any necessary election procedures and conducting the Association elections.
- 2) Individuals wishing to run for office may contact the Co-Presidents or a member of the Nominations and Elections Committee. Members may nominate themselves for office by notifying the Nominations and Elections Committee or they may nominate other members, with the member's permissions.
- 3) The Nominations and Elections Committee shall present a slate of candidates to the Executive Committee no later than April 5, after such candidates have been declared eligible and have signified their willingness to run for office.
- 4) The election will be held in April by mail ballot. Elections shall be by written ballot. A majority of all votes cast shall be necessary to elect.

H. Professional Standards Committee

The Professional Standards Committee shall plan and implement strategies to assist members in earning Professional Standards Program (PSP) certificates.

I. Social Committee

The Social Committee shall work with the Co-Presidents on planning social events. This committee shall have the responsibility for planning the annual Association Spring Banquet. (The purpose of the Association Spring Banquet is for members only. SESPA may pay part/all of the member costs to attend but does not cover any family members and/or friends attending.)

- J. All records, minutes, notes, correspondence, agreements, and other documents created and/or received in the course of acting on behalf of SESPA shall be turned over to the UniServ Representative and Co-Presidents before the individual ends her/his term of office as Committee Chair with SESPA.

Article IX Meetings

Section 1. The Board shall meet monthly except in the months of July and December. The August meeting will be the Executive Committee only.

Section 2. The Association shall hold at least two (2) annual General Membership meetings per year. These meetings may be called by either the

Co-Presidents, a majority of the Executive Committee, or ten (10) or more members with at least one week prior notification. General Membership meetings may be held in conjunction with other Association functions.

Section 3. The Executive Committee may call an emergency General Membership meeting with one week prior notice.

Section 4. A quorum for all meetings shall be a simple majority of those members present.

Article X Reimbursement

Section 1. Registration fees and predetermined approved expenses for attendance at affiliated conferences, including WEA and NEA may be reimbursed to members in good standing of the Association. If for any reason pre-registration fees have been paid for a conference and the member cancels, they must notify the Co-President or Treasurer immediately so that any pre-registration reservations/fees may be cancelled and/or reimbursed. If fees cannot be reimbursed, the member will be responsible for any unreimbursed fees.

Section 2. **End of Year Banquet**
The purpose of the SESPAs banquet is for members only. SESPAs may pay part/all of the member costs to attend but does not cover any family members and/or friends attending.

Section 3. **Retirement/Resignation of Long Term Employees**
When SESPAs members retire, the SESPAs group recognizes them with a retirement gift. Members who resign and have been employed with Shoreline School District for 10 years or more, will also receive a departure gift from SESPAs.

Article XI Quorum

When voting takes place at a regularly or properly called meeting, the Quorum is the number of persons present at the meeting.
(The Standard Code of Parliamentary Procedure, Alice Sturgis, 1993 Edition)

Article XII Amendments

Section 1. Amendments to the Bylaws of this Association may be made at any meeting by a vote of a simple majority of the members present, provided that the proposed amendment shall have been included in the notice of said meeting.

Section 2. At the direction of the Executive Committee, voting may be by mail, and a simple majority in favor of the amendment shall be sufficient to adopt.

Section 3. Amendments to these Bylaws shall take effect immediately after adoption.

Bylaws revised and adopted: 11/02, 11/03, 5/04, 6/05, 9/05, 5/06