Tacoma Federation of ParaEducators

Constitution and By-Laws

ARTICLE l

NAME

This organization shall be known as the

TACOMA FEDERATION OF PARAEDUCATORS, LOCAL #461 – AFT WA/AFT/AFL-CIO

ARTICLE ll

PURPOSE

The purpose of this organization shall be:

1. To unite and/or organize educational workers employed by the Tacoma Public Schools.
2. To seek benefits and improve working conditions for its members.
3. To improve the quality of working conditions for its members.
4. To work as a social force with other AFL-CIO unions to improve the quality of life for our community.
5. To work for the passage and retention of just laws and to encourage others to exercise their rights and responsibilities under these laws.
6. To fight all forms of prejudice and gain equity in education and other fields.

ARTICLE III

MEMBERSHIP ELIGIBILITY

1. Any ParaEducator employed by the Tacoma School District.
2. After thirty (30) days any Substitute Paraeducator employed by the Tacoma School District.
3. Retirees and former ParaEducators who have become certificated teachers may maintain membership in the Federation but may not vote.
4. Supervisory personnel are excluded from membership.
5. No person shall be denied membership based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained service animal (a service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability).
6. Laid off employees, employees on district approved leave and members who have a lapse in dues because of a change in job status may maintain membership at dues to be determined by the Executive Board. Members must notify the Executive Board.
7. Members who wish to withdraw their membership and relinquish their union benefits and voting rights must do so during the month of September only. Withdrawal forms must be signed at the union office by appointment. The form must be signed by the last working day in September within regular business hours.

NON-MEMBERS

1. Non-paying members are not members of the Federation but have all the rights and privileges under the collective bargaining agreement per the Union’s Duty of Fair Representation.
2. Non-Members will relinquish their union benefits and voting rights.

ARTICLE IV

OFFICERS

1. Officers of this organization shall be President, Vice President, Secretary, Treasurer, Editor, two (2) Building Representative Coordinators, and Sergeant at Arms/Parliamentarian.
2. Officers must be current Tacoma Federation of ParaEducators members. They shall be known as the Executive Board.
3. The term of office shall be two (2) years.
4. Officers shall take office the last day of school of the school year in which the election was held.
5. A quorum for an Executive Board meeting shall consist of not less than four (4) officers.
6. A retired/rehired ParaEducator serving as an officer shall have the right to vote.
7. Officers shall be reimbursed their monthly dues. Officers not performing their duties for a period of over sixty (60) consecutive days forfeit the reimbursement of monthly dues. The Executive Board will review each situation and make a determination.
8. The Executive Board shall have full power and authority to act for the Federation, subject only to ratification of its act by the body and common-sense policy.
9. In the event an office is vacated, the office will be filled by electing a new office to complete the term. If the vacancy occurs with less than six (6) months left in the term, a member may be appointed to fill the vacancy, provided, however, a quorum of the membership approves the appointment.
10. In the event the President becomes incapacitated or vacates his/her office, the Vice President will complete the term of the President and the office of Vice President shall be considered vacant.

ARTICLE V

DUTIES OF OFFICERS

PRESIDENT

1. The President shall preside at all meetings of the Federation and represent the Federation when and where necessary.
2. The President or their designee shall be a delegate to all affiliation conventions.
3. The President or their designeeshall be an ex-officio member of all standing committees.
4. The President shall make an annual report to the general membership at a membership meeting during the 2nd quarter of the calendar year on the state of the Federation.
5. The President shall be the principal agent of the Federation and they or their designee shall conduct the day to day business of the Federation.
6. The President shall report the business of the Executive Board to the general membership.
7. The President shall serve as a co-signatory with the Vice President, Secretary or Sergeant of Arms on all financial holdings and accounts controlled by the Federation.
8. The President shall vote only to break a tie.

VICE PRESIDENT

1. The Vice President shall perform all the duties of the President in the absence of the President.
2. The Vice President shall keep a current list of all members of the Federation, all officers and committee members and all rules, regulations and policies of the Federation.
3. The Vice President shall ensure that new members are in the membership database monthly.
4. The Vice President shall ensure that new membership packets is distributed monthly.
5. The Vice President shall report the membership data monthly to the Treasurer.
6. The Vice President shall serve as a co-signatory with the President on all financial holdings and accounts controlled by the Union.

SECRETARY

1. The Secretary shall record the minutes of the Executive Board, the Representative Assembly meetings and the General Membership meetings.
2. The Secretary shall provide minutes to the President within one week after the meeting and file a copy in the appropriate binder or electronic file.
3. The Secretary shall issue all notices and complete all correspondence at the direction of the President.
4. The Secretary shall make the minutes of all meetings available to the membership upon request.
5. The Secretary shall prepare agendas of all meetings of the Local at the direction of the

President.

1. The Secretary shall be responsible to prepare all ballots.
2. The Secretary shall co-signatory with the President, Vice President or Sergeant of Arms.

TREASURER

1. The Treasurer shall receive, record and deposit all monies of the Federation.
2. The Treasurer shall keep current the dues lists provided by the District.
3. The Treasurer shall issue ~~a~~ quarterly financial report to the general membership at the September, January and May general membership meetings.
4. The Treasurer shall chair the Finance and Budget Committee.
5. The Treasurer shall be the custodian of the seal and charter of the Federation.
6. The Treasurer shall forward all per-capita dues and current membership to all affiliated organizations and keep this Federation in good standing at all times.
7. The Treasurer shall keep adequate records available at all times.
8. The Treasurer shall prepare an annual budget and present it for approval by the General Membership, at the first meeting of the new school year.
9. The Treasurer shall pay all bills authorized by the budget and retain records of such expenditures. Expenses not authorized in the budget must be presented to the Executive Board for authorization.
10. The Treasurer shall prepare or authorize preparation of all tax reports and other reports deemed appropriate by the Executive Board.
11. The Treasurer shall ensure that a financial review by an internal audit committee audits all financial records every year or an audit by an outside auditor audits all financial records every two years. The financial review or audit must contain a certification that is was submitted to the AFT, the membership and AFT Washington.

EDITOR

1. The Editor shall be responsible to write and publish communications to the membership in a timely manner , including a bi-monthly newsletter.
2. The Editor shall solicit information for publication.
3. The Editor shall distribute communications to the Building Representatives for distribution.
4. The Editor shall keep a record of all publications sent to the general membership.
5. The Editor shall be the chair of the communications committee.

BUILDNG REPRESENTATIVE COORDINATORS

1. The Building Representative Coordinators shall make every effort to maintain a Building Representation at each work site.
2. Building Representative Coordinators shall act as a liaison to the Executive Board.
3. The Building Representative Coordinators shall send out a letter in September to all buildings requesting that they select a Building Representative and report the name to the Building Representative Coordinators.
4. The Building Representative Coordinators shall report to the Executive Board the status of Building Representatives in work sites.
5. The Building Representative Coordinators shall hold a minimum of one (1) Building Representative meeting each school year for the purpose of information and or training.
6. The Building Representative Coordinators shall keep in contact with all Building Representatives.
7. The Building Representative Coordinators shall make and provide an information packet to all Building Representatives.
8. The Building Representative Coordinators shall ensure that all Building Representatives are informed of their responsibilities as Building Representatives.
9. The Building Representative Coordinators shall co-chair the Membership Committee.

SERGEANT AT ARMS/PARLIAMENTARIAN

1. The Sergeant at Arms/Parliamentarian shall keep order at all General Membership and Executive Board meetings.
2. The Sergeant at Arms/Parliamentarian shall keep attendance of all meetings.
3. The Sergeant at Arms/Parliamentarian shall be familiar with *Robert’s Rules of Order Newly Revised* and the Constitution and By-Laws of the Federation and shall assure that all General Membership and Executive Board meetings adhere to them.
4. The Sergeant at Arms/Parliamentarian shall be responsible for the set up and cleanup of all meetings of the Federation.
5. The Sergeant at Arms/Parliamentarian shall verify the membership status of the member voting.
6. The Sergeant at Arms/Parliamentarian shall be a co-signatory with the President, Vice President or Secretary.

ARTICLE VI

COMMITTEES

1. The standing committees of the ~~Union~~ Federation shall be Negotiations, Finance and Budget, Nominations/Elections, ~~and~~ Constitution and By-Laws, Audit, Membershipand Communications or additional committees approved by the board.
2. The committees shall meet at least once every school year.
3. The Executive Board may establish other committees.
4. Amember of the Executive Board will be assigned to each committee.
5. The chair of the committee shall approve members of the committee.

ARTICLE VII

ELECTIONS

1. The election of officers shall take place annually in May. The duration of each office is ~~tor~~ for two (2) years. During odd numbered years the following officers will be elected: President, Treasurer, Sergeant at Arms/Parliamentarian, and Building Representative Coordinator (A). During even numbered years the following officers will be elected: Vice President, Secretary, Editor and Building Representative Coordinator (B).
2. Nominations shall take place at a General Membership meeting in April. To be eligible to run for an office member must have been a member in good standing for twelve (12) consecutive months prior to nominations.
3. The Nominations/Elections Committee may make ground rules for any projected campaign that shall apply equally to all candidates.
4. Notice that nominations are in order shall be sent out by the Nominations/Elections Committee at least ten (10) days prior to the meeting at which they will be accepted.
5. Nominations shall take place at the General Membership meeting in April.
6. Nominees must be present to accept the nomination or have submitted a letter of intent to accept nomination within seven (7) days of nominations.

OFFICER VOTING PROCEDURES

1. The notice of election must include the date, time, place and offices to be filled.
2. A voting member must be personally present to vote.
3. Voting shall be by secret ballot.
4. The membership shall be notified of the place and time of the counting of the ballots prior to the close of nominations.
5. Candidates or one representative may be present at the counting as observers.
6. The candidate receiving a simple majority of votes casted shall be declared elected.
7. Ballots shall be kept in the Federation office for one (1) year.

IMPEACHMENT

Impeachment shall be by referendum by petition of at least 10 percent (10%) of the membership in writing, including electronic communication setting forth the charges and submitting the charges to the Executive Board. The Executive Board shall call a special meeting of the General Membership within two (2) weeks to hear and consider the charges. It shall take a 2/3 vote of the membership present at the special General Membership meeting to impeach. The decision of the membership shall be final and binding.

ARTICLE VIII

VOTING PROCEDURES

1. Ratification of the Federation/District Agreement, Federation dues changes, and annual budget will be conducted by the membership at General Membership meetings or at specially called meetings of the General Membership.
2. Voting shall be conducted by secret ballot at the meeting. A designee, chosen by the voting members, may be present as an observer at the counting.
3. Passage shall be by a simple majority vote of members present at the meeting.
4. Ballots will be kept in the Federation office for one (1) year.
5. All other matters requiring a vote will be determined by a simple majority of members voting either by ballot or those present at the meeting.

ARTICLE IX

AFFILIATIONS

1. This Federation shall maintain affiliations and be represented to the following organizations: The American Federation of Teachers (AFT), The American Federation of Teachers Washington (AFT WA), The Pierce County Central Labor Council (PCCLC) and the Washington State Labor Council (WSLC) affiliated with the AFL-CIO.
2. Delegates to affiliation conventions shall be elected by the membership according to the Landrum-Griffin Act.
3. Members in Good Standing shall participate in all entitlements offered by the above affiliations.

ARTICLE X

MEETINGS

1. There shall be a minimum of five (5) General Membership meetings per school year.
2. A quorum shall be twelve (12) members in good standing.
3. The Executive Board shall set the time and place of the meeting*s*.
4. The Executive Board shall meet at least nine (9) times a calendar year.
5. An Executive Board quorum shall consist of at least four (4) members.

ARTICLE XI

FINANCE

1. The Federation dues shall be fixed by the majority of the members present at a General Membership meeting of the Federation.
2. Any increase per-capita by affiliate organizations shall be passed through to the membership dues.
3. Retirees shall remain members at no cost.
4. A certificated teacher employed by Tacoma Public Schools, who was a former ParaEducator member, may maintain their membership with the Federation. They shall pay dues to be set by the Executive Board.
5. A Legal Defense Fund for grievance and arbitration expenses and other legal defense costs shall be funded at the rate of fifty (50) cents per member, per month until a minimum of $12,000. Whenever the fund falls below $12,000, the contributions will again be provided to bring the amount back to $12,000. The Legal Defense Fund may accrue interest and that interest shall remain in the Legal Defense Fund.
6. Local Expenses: In addition to the affiliate per-capita payments and the legal defense payments, the Federation will establish dues which will reflect the regular expenses of the Federation and accomplish goals and objectives approved by the membership. When preparing the annual budget, or at other times appropriate, the Treasurer will be responsible for making recommendations to the membership of needed changes in the Federation’s dues.
7. Non-Members shall be notified of their rights as Non- Members.

ARTICLE XII

RULES OF ORDER

1. *Robert’s Rules of Order Newly Revised* shall be the authority for all matters not covered by the Constitution and By-Laws.

ARTICLE XIII

AMENDMENTS TO CONSTITUTION AND BY-LAWS

1. Any member in good standing may submit constitutional amendments in writing to the Executive Board or the Executive Board may recommend constitutional amendments.
2. Thirty (30) days’ notice must be given to the General Membership prior to the meeting at which the amendments shall be voted on.
3. A 2/3 vote of the present, providing there is a quorum, shall be required to adopt an amendment.
4. This Constitution must be reviewed by the Constitution and By-Laws committee at least once every five (5) years.

ARTICLE XIV

AVAILABILITY OF THE CONSTITUTION AND BY-LAWS

Shall be distributed as follows:

1. One (1) copy of this Constitution and By-Laws and all future amendments shall be distributed to each Building Representative and available for review on our web page.
2. One (1) copy of this Constitution and By-Laws and all future amendments shall be submitted to the American Federation of Teachers Washington (AFT WA).
3. Copies of this Constitution and By-Laws and all future amendments shall be submitted to the American Federation of Teachers (AFT) upon request.

Revised 2/5/2019

Voted to Adopt by Membership 2/19/2019