

BYLAWS OF THE PARAPROFESSIONAL COUNCIL
CSEA SEIU Local 2001

Whereas the formation of a Paraprofessional Council will be of great benefit to CSEA Paraprofessionals in promoting their mutual welfare, protection, and advancement and in promoting respect and dignity for their profession; and

Whereas the Paraprofessional Council will work in conjunction with other Paraprofessionals to promote their interests within the State of Connecticut by considering and discussing any matters pertinent to this organization and taking whatever action the Council deems advisable,

The following by-laws are established for the Paraprofessional Council pursuant to the by-laws of CSEA, SEIU, Local 2001:

Section 1. Name

The name shall be the Paraprofessional Council of the CSEA SEIU Local 2001.

Section 2. Council

This Council shall be governed by delegates and alternates elected from its Chapters. All, paraprofessionals who are CSEA SEIU Local 2001 members, shall be assigned to a Chapter within CSEA SEIU Local 2001. A chapter may be mix of school employees, but the number of delegates and alternate delegates will be based upon the number of paraprofessionals in the chapter.

Section 3. Membership

Any person who is employed as a paraprofessional or in a comparable title(including but not limited to titles such as paraeducators, tutors, instructional aides, et cetera) in a local education district in Connecticut may choose or retain membership in CSEA SEIU Local 2001 by becoming a member of a chapter.

Section 4. Council Representation

A. Representation to Paraprofessional Council shall consist of one (1) delegate for every twenty five (25) Chapter members who are paraprofessional and for a major fraction thereof. Each Chapter shall elect alternate delegates who shall serve in the absence of an elected delegate.

B. The Chapter President is responsible for seeing that delegates are present at all Council meetings, or designate which Chapter alternate(s) will be seated as a delegate.

Section 5. Dues

Dues shall be as provided by Sections 4.1.1, 4.3 and 4.6 in the CSEA SEIU Local 2001's Constitution.

Section 6. Special Assessments

Special assessments may be made at any regular meeting of the Council, provided the assessment has been proposed at a preceding meeting and written notice sent to each delegate and alternate of the Council prior to the meeting at which action is to be taken.

Section 7. Meetings

A. Regular meetings of the Council shall be held in January, May, September, and November on the third Saturday of the month.

B. The May meeting of the even – numbered years shall be the biennial Meeting of Paraprofessional Council. Council officers shall be elected and installed at the biennial meeting for a two-year term. The President by his or her election shall be an automatic delegate to the CSEA Executive Council.

C. Council delegates and alternates to CSEA Executive Council shall be elected for a two-year term at the biennial meeting.

D. Special meetings may be called at any time by the order of the President, or in his/her absence or incapacity, at the call of the Executive Committee of the Council. At least seven (7) days notice shall be given as to the exact date of any special meeting that will be held.

F. Five or more Council delegates may, at any time, request a special meeting of the Council by filing a request thereof with the President, specifying the purpose of such meeting and the date, which may not be less than seven (7) days after the request is made.

G. When a special meeting is called, every delegate and alternate to the Council shall be notified by the Secretary.

H. A quorum shall consist of at least 25% representation of the Chapters. The presiding officer shall determine that such quorum is present before the beginning of a meeting in order to do business.

- I. The suggested order of business at any regular meeting of the Council follows.
1. Roll call of officers and Chapters represented.
 2. Reading of the minutes of the last regular meeting and of any special meeting held since the last regular meeting.
 3. Report of the Treasurer.
 4. Reading of correspondence and bills.
 5. Paraprofessional Council Executive Council delegates shall give a report of CSEA SEIU Local 2001 Executive Council activities.
 6. Report of committees.
 7. Unfinished business.
 8. Election and installation of officers (at the biennial meeting).
 9. New business.
 10. Good and Welfare of the Council.

Section 8. Eligibility for elective office.

Any Paraprofessional Council delegate in good standing shall be eligible for elective office, provided he/she has been a member of CSEA SEIU Local 2001.

Section 9. Officers

The officers of this Council shall be President, Vice President, Secretary, and Treasurer.

The officers shall be elected from the Council Delegates and shall serve from biennial meeting to biennial meeting.

All persons, so elected, shall be installed at the biennial meeting, or if elected to fill a vacancy, shall be installed immediately prior to the close of the meeting during which the election was held.

Section 10. Election of Officers

Council officers shall be elected for a two-year term at the biennial meeting.

Section 11. Duties of officers

A. PRESIDENT: It shall be the duty of the President to preside at all meetings; to preserve the order, to decide all questions of order and to act as Chairperson of the Executive Committee of the Council. The President shall enforce the Constitution and By-Laws of this Council and shall appoint all committees not otherwise provided for in these By-Laws and deemed necessary for the efficient operation of the Council, subject to the approval of the delegates. The President shall also serve as Treasurer in the absence of the Treasurer due to the Treasurer's illness or unavailability or a vacancy in the Treasurer's office.

B. VICE-PRESIDENT: It shall be the duty of the Vice-President to assist the President in the performance of said duties and to assume all such duties in the absence of the President.

C. SECRETARY: It shall be the duty of the Secretary to keep a record of the proceedings of the regular and special meetings of the Council and to serve in a like capacity on the Executive Committee of the Council. The Secretary shall conduct routine correspondence on behalf of the Council and make reports to, and correspond with, the Association when called upon to do so. The Secretary shall send copies of the minutes of each meeting to all Chapter Presidents, Secretaries and Council officers prior to the next meeting of the Council. It shall be the responsibility of the Secretary to advise the Assistant Secretary of all pertinent matters.

D. TREASURER: It shall be the duty of the Treasurer to keep a record account between the Council and its members. The Treasurer shall receive all dues, special assessments and other lawful charges and receipt for same. The Treasurer shall deposit all money in an approved financial institution and keep a record of all money received and expended. The Treasurer shall pay all bills as ordered by the Council. The Treasurer shall submit the books for audit once a year to the auditors elected by the Council Delegates, and to authorized agents of the CSEA SEIU Local 2001 when called upon to do so.

Section 12. Unexcused absence of Council Officers

The absence of an officer without prior notice to the President shall be considered an unexcused absence. Unexcused absence of an officer from three (3) meetings during the term of office shall thereby vacate said office.

Section 13. Recall of Officers

A petition for recall of any officer must be signed by fifty percent, plus one, of the delegates to the Paraprofessional Council. The petition must include the reason for removal of the officer. Action on the petition of recall shall take place at the next regularly scheduled Council meeting or a special meeting called for that purpose with at least two (2) weeks written notice to the delegates and alternates. A vote of two-thirds of the delegates present is required for positive action.

Section 14. Filling vacancies

Vacancies in office shall be filled for the remainder of the unexpired term at the next regular meeting of the Council by election.

Section 15. Trustee to the Bernard McCusker Memorial Scholarship Fund

There shall be one (1) elected trustee to serve as the Paraprofessional Council trustee to the fund. This election shall occur prior to the biennial convention.

Section 16. Committees and their duties

A. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the duly constituted officers, the immediate past President, the delegates and the alternates to the CSEA Executive Council. It shall meet at the call of the President or Secretary, or at such times as may be expedient to the majority of the members thereof. The Executive Committee shall be the governing body when the Council is not in session.

B. NOMINATING COMMITTEE: The Nominating Committee shall consist of one (1) Council Delegate from each Chapter of the Council. The Nominating Committee shall be elected by their respective Chapter members prior to the biennial meeting. The Nominating Committee shall nominate a full slate of Council officers, the Council delegates and the alternate to the CSEA Executive Council, and three auditors. The Nominating Committee shall prepare such list of nominees in writing and submit the list for consideration by the Council delegates at least one (1) month prior to the election process. The Nominating Committee members shall be elected for two- (2) year terms. If a member of the Nominating Committee is elected as an officer during the committee members' term, this person shall resign from the Nominating Committee. An officer of the Council cannot be a member of the Nominating Committee.

C. AUDITORS: Duties of the Auditors shall be to examine all accounts of the Council after the close of the fiscal year on June 30, and render a report thereon. An inventory of assets and liabilities of the Council shall be included in the Council Auditors reports. The Auditors shall be responsible for making any other audits as directed by the Council.

D. BYLAWS COMMITTEE: Appointed by the President of the Council, shall be responsible for reviewing and recommending amendments to the Council. This committee shall be responsible for continued adherence of the Council to the current By-Laws.

E. LEGISLATIVE ACTION COMMITTEE: The chairperson (s) is appointed by the President with the approval of the Paraprofessional Council delegates. This committee shall be responsible for coordinating visits to Capitol; coordinating legislative programs with Chapters; maintaining voting records of legislators on matters of interest to the Council and CSEA SEIU Local 2001; coordinating the yearly workshop for the Council; coordinating the Council's legislative program and issuing reports as required by the Council.

F. OTHER COMMITTEES: Other committees shall be appointed by the President and approved by Council delegates, and shall perform such duties as are assigned to them. Any Council member may be a member of any such committees. No new committee shall be formed without the approval of the Council.

Section 17. Chapters

Chapters must be authorized and established by the Council in accordance with section 5.4 of the CSEA Constitution and shall consist of members as specified in section 3.2 of the CSEA Constitution.

Within ninety (90) days of the adoption of Council Bylaws, the amendments thereto, each chapter shall formulate or revise its own Bylaws to conform to the Council Bylaws and shall submit same to the Council for review and approval. Upon approval by the Council, the Council shall submit Chapter Bylaws to the CSEA SEIU Local 2001 Executive Council for their review and approval.

Biennially by June 1, each Chapter shall submit, to the Council, the names and addresses of the elected officers and delegates and alternates to the Council. It is expected that Chapters will have the delegate representation at a majority of meetings of the Council.

Chapters shall be delineated by bargaining unit and may include other school employees, but for participation in the Council only those members that are paraprofessionals(including, but not limited to, the members included by the definition in Section 3 herein) are eligible to participate in the Council.

A minimum of twenty five (25) members who have good and sufficient reason therefore, as determined by the Executive Committee, may petition the Council for formation of a new Chapter. Organization expenses of a new Chapter will be paid by the Council only upon the prior authorization of the Council.

New Chapter delegates and alternate delegates are to take office at the May meeting of the Council.

Regular meetings of Paraprofessional Council Chapters shall be held in accordance with their bylaws.

Section 18. Expense reimbursement

Delegates and alternates from the Chapters to the Council who attend Council meetings will be reimbursed for such travel expenses. Any Council member will be reimbursed for expenses incurred in performance of authorized Council business, such as work on Council committees.

The rate of reimbursement for authorized expenses and the procedures claiming and paying such reimbursements will be established by the Executive Committee.

Section 19. Distribution of Constitution and Bylaws Documents

Copies of the CSEA Constitution and Bylaws, Paraprofessional Council Bylaws and Chapter Bylaws shall be kept on file at the CSEA SEIU Local 2001 Headquarters and also distributed to the President and Secretaries of the Council. Further, copies of these documents, except the Chapter Bylaws, shall be distributed to all Chapter Presidents and Secretaries provided that each Chapter President and Secretary is furnished a copy of his/ her own Chapters Bylaws.

Section 20. Amendments

Proposed amendments to these Bylaws shall be submitted, in writing, to the Executive Committee of the Council. The Executive Committee shall consider the same and report with recommendations at the next regular meeting of the Council.

Disposition of proposed amendments shall be by two-thirds (2/3) vote of the delegates present at such Council meeting.

The proposed amendments shall then be submitted in writing to the CSEA Executive Council for its action.

Section 21. Correlation with the Constitution and Bylaws of CSEA

Any provision in these Bylaws which are found to be contrary to the Constitution and Bylaws of CSEA shall not invalidate any other section of the Bylaws.

Approved by Council Delegates on :

Approved by CSEA SEIU Local 2001 on : **March 25, 2008**