

LIVONIA PARAPROFESSIONALS' ASSOCIATION MEA\NEA
BYLAWS

I. RULES

Robert's Rules of Order, Latest Edition, shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

II. MEETINGS

- A. General Membership Meetings. There shall be a minimum of two (2) general membership meetings during each school year. The annual LPA banquet is not to be considered a meeting. Such meetings shall be scheduled by the Executive Board by September of each year. It shall be the President's discretion to modify the time, date, or place of any regularly scheduled general membership meeting upon twenty-four (24) hours written notification to the membership.
- B. Special Meetings. The President or a majority of the Executive Board may call a special meeting upon three (3) working days with written notification to the general membership and/or the Executive Board as to the time, place, date, and purpose of said meeting. A contract ratification meeting is not considered a special meeting.
- C. Except as specified in MEA ADMINISTRATIVE POLICIES, meetings shall be open to all members in good standing and members in good standing shall be permitted to address meetings.
- D. Executive Board Meetings. The Executive Board shall meet at least once each month during the school year.
- E. Order of Business. A written agenda shall be established for all Executive Board and general membership meetings. The agenda for special meetings and contract ratification meetings will be established by the LPA president and communicated to the membership.
- F. Contract Ratification Procedure.
 - 1. Only a proposed contract tentatively agreed to by an officially impaneled negotiating team may be submitted to a membership for a ratification vote.
 - 2. The President will schedule a contract ratification meeting at least three working days following written notice (email or paper) to the membership. A written summary of any contract changes will be provided to each member at least forty-eight hours prior to this meeting.

3. Prior to the ratification vote, the President will conduct a meeting to review the tentative agreement.
4. The agenda for the tentative agreement review meeting will consist of the following:
 - a. The Negotiating Team’s Report and Recommendations.
 - b. The Executive Board’s Report and Recommendations.
 - c. Membership Questions of Clarification and Views Concerning the Tentative Agreement.
 - d. Adjournment by Consensus or Majority Vote.
5. Ratification Vote
 - a. Members will vote on the tentative agreement by secret ballot, which includes online voting.
 - b. Voting will occur only during the time(s) stated in the member’s written notice.
 - c. If paper ballots are used instead of online voting, at least two voting periods at central locations will be established to ensure maximum participation.
 - d. Only members in good standing may vote.
 - e. To receive a ballot, a member must provide valid identification (e.g., driver’s license, School ID).
 - f. Passage of a tentative agreement requires a majority of those voting.
 - g. In the event of online balloting, the MEA adopted policies will be used.
6. Ratification Ballot. The ratification ballot shall read: “The tentative agreement between the Livonia Paraprofessional Association and the Livonia Public Schools is hereby:
 _____Accepted _____Rejected.”
7. If the membership rejects the proposed agreement, the Negotiating Team and the LPA Executive Board shall convene immediately to recommend a course of action for the association to consider at another general membership meeting, which will be scheduled within forty-eight (48) hours.

The membership shall have an opportunity to consider any recommendation, using the voting procedure outlined in the above article.

III. MEMBERSHIP

- A. All persons who meet the active membership requirements of the Michigan Education Association may, upon payment of dues as herein provided, become

active members of the Livonia Paraprofessionals' Association with full rights and privileges of the membership.

- B. Active members of the Livonia Paraprofessionals' Association shall also be members of the Michigan Education Association and the National Education Association.
- C. No member in good standing shall be censured, suspended or expelled from the Livonia Paraprofessionals' Association without a due process hearing. This hearing shall be conducted by the Livonia Paraprofessionals' Association Executive Board. An appeal may be made to the MEA Board of Reference.
- D. Only dues paying members in good standing shall be entitled to vote and hold office in the Livonia Paraprofessionals' Association. All elections shall take place following the one member/one vote principle.

IV. QUORUM

- A. Executive Board. For the purpose of establishing a quorum, a simple majority of the voting members shall be required for all meetings of the Board.
- B. Committees. For purposes of establishing a quorum, a simple majority of the voting committee members shall be required for all committee meetings.
- C. General Membership/Contract Ratification Meeting. For purposes of establishing a quorum, a quorum shall consist of those persons present and voting at any officially publicized regular or special membership meeting including contract ratification.

V. DUTIES OF OFFICERS

- A. President. The President shall preside over all meetings, and appoint chairmen and members of committees. Appointments are subject to approval of the Executive Board. The President is a member of all committees except the Nominating and Elections Committees; is an executive officer of the Association; and performs all other functions attributed to this office, including signing Association checks. The President shall serve as a Region Council Region Council delegate. It shall also be the duty of the President to appoint additional Region Council delegates qualifying under the Region Bylaws. The President shall be a member of the LPA Personnel Relations Team and a representative of the 2L Coordinating Council (2LCC). It shall also be the duty of the President to appoint additional 2LCC delegates qualifying under the 2LCC Bylaws. The President will work with the District and MEA staff.
- B. Vice-President. The Vice-President shall be a voting member of the Executive Board. The Vice-President shall assume the duties of the President if the President is incapacitated or is absent from a meeting. The Vice-President shall serve as the membership chairman who monitors, maintains, and updates the

membership list, cluster and school lists to the officers and appropriate MEA staff. The Vice-President shall be a member of the LPA Personnel Relations Team and a representative of the 2L Coordinating Council. The Vice-President will work with the District and MEA staff, and also be authorized to sign Association checks.

- C. Public Relations. The Public Relations Officer shall be a voting member of the Executive Board. It is the responsibility of the Public Relations Officer to publish the Association's newsletter, and to promote all activities of the Association. If there is a vacancy in this position an appointment can be made – See Vacancies IX. If position continues to be vacant, the President may appoint a non-member to maintain the website and format the Association newsletter and any other Public Relations duties as designated by the President. The non-member appointed person will not be part of the Executive Board. A stipend for the non-member will be determined by the Executive Board.
- D. Secretary. The Secretary shall be a voting member of the Executive Board. The Secretary shall keep accurate minutes and attendance of all meetings of the Association and the Executive Board; make minutes available for inspection; maintain official files; and assist with Association correspondence, including notifying MEA of election results.
- E. Treasurer. The Treasurer shall be a voting of the Executive Board. The Treasurer shall hold the funds of the Association and disburse them according to decisions of the Executive Board; keep accurate accounts of receipts and expenditures; submit a written report at every regularly scheduled meeting to the Association and Executive Board; prepare a written annual financial statement for the membership; keep the President, Association staff, and Executive Board informed of the financial condition of the Association; and assist in drafting the Annual Budget. The Association shall provide for an annual audit of the books. The annual audit shall be presented to the Executive Board and approved by the October meeting.
- F. Cluster Representatives. The Executive Board shall determine the number of Cluster Representatives based upon the Association's current budget and enrollment by September 30 of each year. The Cluster Representatives shall be voting members of the Executive Board. The main duties of the Cluster Representatives will be communicating with the members of the Association and attending the monthly executive board meetings. Election of Cluster Representatives must be held by October 31 of each even year. Cluster Reps shall assume office immediately following the election.

The duties of the Cluster Representative will include the following:

1. Communicate monthly with the building representatives to collect monthly data as described in Section G. below. Report this data monthly at the Executive Board meeting.
2. Communicate monthly with the building representatives to answer questions from the building, assist in representation concerns, and help

to solve local building problems. Report this information monthly at the Executive Board meeting.

3. Upon request of the LPA President, participate in reviewing grievances filed by LPA members and that have been denied at the District level, to determine whether or not the grievance has merit to proceed to arbitration.

G. Building Representatives must be elected in each building at an informal election before the end of September. Building Representatives shall correspond with their Cluster Representatives at least once a month, and on a more frequent basis as needed. The building representative must have home email access and be committed to communicating with their Cluster Representatives monthly and with the LPA leadership as needed. Information that must be shared includes the following:

1. Communicate monthly changes in the name, hours, phone number, classification, and home email address of paraprofessionals who are assigned to their building.
2. Communicate monthly the number of substitutes, people on leave of absences and/or off of work for more than three days.
3. Upon request from the member, accompany and represent paraprofessionals from their building in meeting with their supervisor.
4. Report questions, representation concerns, and other building issues to the Cluster Representatives.
5. Contact LPA leadership when immediate assistance is needed to resolve issues and critical concerns.

VI. MEA/NEA REPRESENTATIVE ASSEMBLY DELEGATES/ALTERNATE(S)

- A. There shall be one (1) delegate for every one hundred fifty (150) members or major fraction thereof. Delegates/alternates shall be elected at-large by the active membership not later than April 1 of each odd-numbered year, and shall serve a two-year (2) term, beginning September 1 following their election.
- B. When there are four (4) or more MEA Representative Assembly delegates elected, representatives of Minority Persons 3-1G shall be elected as required by the MEA Constitution and Bylaws.
- C. When there are three (3) or more NEA Representative Assembly delegates elected, representatives of Minority Persons 3-1G shall be elected as required by the MEA constitution and bylaws.
- D. The nominee(s) with the most votes shall fill the delegate vacancies. Remaining nominees shall become alternates ranked by the number of votes received.
- E. Delegates shall attend the annual MEA Representative Assembly and maintain communications with the membership regarding the Assembly. MEA

Representative Assembly Delegates who hold no other officer position shall serve as ex-officio members of the Executive Board.

VII. COMMITTEES

The president is authorized to appoint such committees as the Executive Board or general membership deem advisable.

- A. Grievance Committee: When needed, the grievance committee will be established for the purpose of determining whether or not the Livonia Paraprofessional Association will support a grievance for arbitration.
 - 1. The President, at his/her discretion, may appoint to the committee no less than three (3) and no more than five (5) members in good standing. The President may decide to use the Executive Board as a grievance committee. When this occurs, the members of the Executive Board will serve as the Grievance Committee.
 - 2. The President, at his/her discretion, may appoint a new committee to review each grievance.
 - 3. A quorum of at least three (3) members will be required for any decisions to be made.

VIII. NEGOTIATING TEAM

- A. The Negotiating Team shall consist of five (5) members including the President. The 2L Executive Director will be an ex-officio member of the Negotiating Team.
- B. Members of the Negotiating Team shall be elected by October 31 in the year before the contract expires, by secret ballot which includes online voting, by a simple majority vote of the members in good standing who cast a ballot. If a person resigns that position, it shall be filled by presidential appointment.
- C. Members of the Negotiating Team shall assume office immediately following the election and shall serve for the duration of the length of the contract they negotiate.

IX. NOMINATIONS AND ELECTIONS

Elections (except for Cluster Representatives and Negotiating Team) shall be concluded by the first day in April. All elections will be by secret ballot, which includes online voting.

- A. The President shall appoint a Nominating Committee. If nominations exist prior to the General Membership meeting, the nominations will be presented in writing to the membership thirty days (30) before the general membership meeting. Nominations may also be allowed from the floor at the general membership meeting.
- B. The President shall appoint an Election Committee, which shall establish election procedures, which guarantee that all elections shall provide for open

nominations by active members in good standing, secret ballot, voting procedures and preservation of ballots for at least one year. In the event of online balloting, the MEA adopted policies will be used. The preserved ballots shall be kept in the custody of the president.

- C. Each office must receive a simple majority of the votes. If no one receives a majority of the votes cast, a run-off election will be held between the two candidates with the highest number of votes. New officers (excluding Cluster Representatives, Negotiating Team and MEA/NEA RA Delegates) shall assume office July 1 following the election. Terms of all officers are for two (2) years.
- D. The Executive Board shall certify the Elections Committee report and publish results of the elections. Official reports of elections must be filed with MEA for Representative Assembly Delegates within ten (10) days after the election or local officers within thirty (30) days after the election. Effective March 1996, the terms of office will be as follows:

1. President	2 years-election in odd # years
2. Vice-President	2 years-election in even # years
3. Public Relations	2 years-election in odd # years
4. Secretary	2 years-election in even # years
5. Treasurer	2 years-election in even # years
6. MEA/NEA RA Delegate	2 years-election in odd # years
7. Cluster Representatives	2 year-election by October 31 in even years
8. Negotiating Team	Length of contract they negotiate

- E. All officers must be elected at large by the membership.

X. VACANCIES

Vacancies in one (1) of the Executive Board positions shall be appointed within 30 days by the remaining members of the Executive Board until the next general election, except vacancy in the office of President and/or Representative Assembly Delegates. The President shall always be elected by a vote of the membership. MEA/NEA Representative Assembly Delegates shall be replaced by a duly elected alternate.

XI. FISCAL YEAR

The fiscal year shall be September 1 through August 31.

XII. POWERS OF THE EXECUTIVE BOARD

The Executive Board meetings will be held monthly at a designated time, which shall be determined annually by the Executive Board.

The Executive Board shall delegate the duties, responsibilities, and final authority for the conduct of the Association in all matters, except as provided in the Constitution and Bylaws. Upon request of the LPA President, the Executive Board will act as a grievance committee and review grievances that have not been resolved at the lower levels to determine whether or not a grievance has merit to be referred for arbitration. The Board may, at any time, refer matters to the general membership for

consideration. If the President resigns or becomes incapacitated then the Vice-President shall assume the President's duties through the end of the President's original term. If the Vice-President resigns or becomes incapacitated, the Executive Board shall immediately appoint a new person to assume the Vice-President's duties through the end of the original term. The President, Vice-President, Public Relations Officer, Secretary, Treasurer, and Cluster Representatives shall be the Executive Board members.

XIII. DUES

- A. Dues of the Association shall consist of the total amount of local, regional, and MEA/NEA dues.
- B. Local dues shall be established by the membership. These dues shall be payable from September through June.
- C. Special assessments may be made only with the approval of the membership.
- D. Dues Reimbursements:
 - 1. The Executive Board will have their dues reimbursed on a pro-rated basis by the month based on attendance. The dues reimbursement will be determined yearly, based on available association funds. This will become part of the budget voted on by members at the first General Membership meeting of the school year.
 - 2. Negotiating Team: The dues of the team will be reimbursed on a pro-rated basis based on attendance and available Association funds. Dues will be reimbursed from their first meeting date through the signing of the contract. A stipend based on available Association funds, not to exceed \$25.00, will be paid during July and August when negotiating.
 - 3. The pro-rating of dues will be as follows: Members will be allowed one (1) excused absence without being docked. Members will be allowed one (1) unexcused absence without being docked. After a total of two (2) combined absences, the member will not receive the prorated dues reimbursement for the months of future missed meetings.
- E. In the event of dissolution, all assets, real and personal, shall be distributed to such organizations as are qualified as tax exempt under the Internal Revenue Code per the corresponding provisions of a future United States Internal Revenue Law and as specified in the articles of incorporation or association. MCLA 450.2855 et seq., Section 501C (3) of the Internal Revenue Code.

XIV. AMENDMENTS

These Bylaws may be amended by a two-thirds (2\3) affirmative vote, by secret ballot which includes online voting, provided there is written notice of a meeting and the intent to amend the Bylaws at least 24 hours prior to the vote. Proposed changes will be provided to each member prior to the meeting. The members present at the meeting will have the opportunity to have questions answered prior to the vote. Amendments to these Bylaws have immediate effect, unless otherwise provided.

Adopted: March 24, 1981
Amended: January 29, 1988
Amended: October 2, 1990
Amended: March 9, 1993
Amended: October 9, 1995
Amended: October 8, 1996
Amended: September 28, 1999
Amended: March 23, 2004
Amended: March 22, 2006
Amended: March 22, 2011
Amended: March 26, 2013
Amended: March 22, 2016

CONSTITUTION

Preamble

We, the educational support personnel of the Livonia Public Schools, believing that we must institute our own self-government and secure proper recognition and responsibility for the well-being of our members, adopt this Constitution.

I. Name

The name of this organization shall be the LIVONIA PARAPROFESSIONALS' ASSOCIATION, MEA-NEA, an affiliated unit of the Michigan and National Education associations. The association shall be a nonprofit corporation organized in accordance with the laws of Michigan.

II. Purpose

The objectives of this association shall be the improvement of education, the advancement of the interests of education, of educators and of educational support personnel, and the promotion of the professional growth of its members.

III. Membership

Section 1.

All persons who meet the active membership requirements of the Michigan Education Association may, upon payment of dues as herein provided, become active members of this association with full rights and privileges of membership.

Section 2.

Active members of this organization shall also be members of the Michigan Education Association and the National Education Association.

Section 3.

Active members who meet the requirements established by the MEA in the Dues Transmittal Policy for the payment of dues shall be considered active members in good standing and shall be entitled to the rights, privileges and benefits of membership.

IV. Officers and Boards

Section 1.

Officers. The officers of the organization shall consist of a President, a Vice President, a Public Relations Officer, a Secretary, a Treasurer, Cluster Reps, and Delegate(s) to the MEA/NEA Representative Assembly. Terms of the offices of President, Vice President, Secretary, Treasurer and Public Relations shall be for two (2) years and shall commence July 1 following the election in the Spring. Terms of the office of Cluster Rep shall be for two (2) years and commence immediately following the election. Terms of office for MEA/NEA Representative Assembly Delegates shall be for two (2) years and commence September 1, following the election in the Spring. The term

of office for any additional Region Council delegates shall be two (2) years commencing on September 1.

Section 2.

Executive body. There shall be a governing body known as the Executive Board, which shall consist of officers and association cluster representatives.

Section 3.

No person shall be a candidate for office or position or hold office or position, whether elected or appointed in the association unless he or she is an active member in good standing. Any office or position holder, whether elected or appointed, of the association that does not maintain active membership in good standing shall be removed from office after notice and opportunity to return to good standing within 30 days.

Section 4.

Representation of Minority Persons 3-1G. The ethnic representation shall be in compliance with the constitutions and bylaws of the National Education Association and the Michigan Education Association. In the event that the ethnic representation is less than required by the constitutions and bylaws of the MEA and NEA, rules and procedures shall be established for an at-large election to ensure proportionate ethnic minority representation.

V. Direct Legislation

Section 1.

Initiative and referendum. The rights of popular initiative and referendum shall rest with the active membership in good standing of the association. Upon receipt of a petition signed by at least fifteen percent (15%) of the active membership in good standing of the association, the secretary shall announce a general meeting or ballot as indicated on the petition within fifteen (15) calendar days for the purpose presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later.

Section 2.

Recall. The right of recall shall rest with the electing body. Upon receipt of a petition signed by at least fifteen percent (15%) of the membership in good standing of the electing body, the secretary shall announce a general meeting or ballot by the electing body as indicated on the petition within fifteen (15) calendar days for the purposes presented in the petition. A majority of the total active membership in good standing shall be required for its adoption, which shall take effect thirty (30) days later. Delegates to the MEA/NEA Representative Assembly may only be recalled for just cause.

VI. Membership and Fiscal Year.

The membership and fiscal years shall be September 1 through August 31.

VII. Authority

Any part of this Constitution and/or Bylaws which is in conflict with the MEA and/or NEA constitutions and/or bylaws will be declared null and void.

VIII. Amendments

Amendments to this Constitution may be introduced by the membership and submitted to the secretary. Amendments to the Constitution may also be introduced by the Executive Board. These proposed amendments shall be acted upon at a subsequent meeting of the membership or by ballot within at least (60) days of submission. A copy of the proposed amendment, together with the recommendations of the Executive Board shall be sent to each member of the association at least fifteen (15) days prior to voting. Two-thirds (2/3) affirmative vote of the active membership voting is required to adopt the proposed amendment, which shall become effective immediately upon adoption unless otherwise provided.

IX. Definitions:

Simple Majority – When a vote is taken, the position with the most votes prevails.

Majority – When a vote is taken, one half of the members in good standing who vote plus one is needed for a position to prevail.

Quorum - The number of people required to be present in order for a meeting to be considered official.

Revised and Adopted:

September 28, 1999

March 23, 2004

March 22, 2011

March 26, 2013

March 22, 2016