



See a Social Security Number? Say Something!
Report Privacy Problems to <https://public.resource.org/privacy>
Or call the IRS Identity Theft Hotline at 1-800-908-4490



Form **990-EZ**Department of the Treasury
Internal Revenue Service

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

OMB No 1545-1150

2008Open to Public
Inspection

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2008 calendar year, or tax year beginning **SEP 1, 2008** and ending **AUG 31, 2009**

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input checked="" type="checkbox"/> Initial return <input type="checkbox"/> Termination <input type="checkbox"/> Amended return <input checked="" type="checkbox"/> Application pending	Please use IRS label or print or type See Specific Instructions	C Name of organization Puyallup Paraeducators Association		D Employer identification number 90-0441241
		Number and street (or P O box, if mail is not delivered to street address)		E Telephone number (253) 845-4535
		201 43rd Ave SE		F Group Exemption Number ▶
		City or town, state or country, and ZIP + 4 Puyallup, WA 98374		

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method ☐ Cash ☒ Accrual
Other (specify) ▶

I Website: ▶ **puyallupparaeducatorsassociation.com****H** Check ☒ if the organization is not**J** Organization type (check only one) — ☒ 501(c) (5) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527

required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$1,000,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ **33,711.****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	23,434.
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) (attach schedule)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here <input type="checkbox"/>		
	6a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
	6b	Less direct expenses other than fundraising expenses	6b	
6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe) ▶ See Statement 3	8	10,277.	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	33,711.	
Expenses	10	Grants and similar amounts paid (attach schedule)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	8,105.
	13	Professional fees and other payments to independent contractors	13	883.
	14	Occupancy, rent, utilities, and maintenance	14	213.
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe) ▶ See Statement 1	16	17,220.
	17	Total expenses. Add lines 10 through 16	17	26,421.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	7,290.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	22,633.
	20	Other changes in net assets or fund balances (attach explanation)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	29,923.

Part II Balance Sheets. If total assets on line 25, column (B) are \$2,500,000 or more, file Form 990 instead of Form 990-EZ

(See the instructions for Part II)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	20,578.	26,856.
23 Land and buildings	0.	991.
24 Other assets (describe) ▶ See Statement 2	2,780.	2,801.
25 Total assets	23,358.	30,648.
26 Total liabilities (describe) ▶ Accounts Payable	725.	725.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	22,633.	29,923.

832171

12-17-08

LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

Form **990-EZ** (2008)

SCANNED APR 14 2010

P 19

Part V Other Information (Note the statement requirements in the instructions for Part VI.)

See Statement 8

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	33 X	
34 Were any changes made to the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	34	X
35 If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T.		
a Did the organization have unrelated business gross income of \$1,000 or more or section 6033(e) notice, reporting, and proxy tax requirements?	35a	X
b If "Yes," has it filed a tax return on Form 990-T for this year?	35b N/A	
36 Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Sch. N	36	X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 0.	37a	
b Did the organization file Form 1120-POL for this year?	37b	X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?	38a	X
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b N/A	
39 Section 501(c)(7) organizations Enter		
a Initiation fees and capital contributions included on line 9	39a N/A	
b Gross receipts, included on line 9, for public use of club facilities	39b N/A	
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under section 4911 ▶ N/A , section 4912 ▶ N/A , section 4955 ▶ N/A		
b Section 501(c)(3) and (4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," complete Schedule L, Part I	40b N/A	
c Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ 0.		
d Enter amount of tax on line 40c reimbursed by the organization ▶ 0.		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41 List the states with which a copy of this return is filed ▶ None		
42a The books are in care of ▶ Patti Taylor Telephone no ▶ (253) 845-4535 Located at ▶ 201 43rd Ave SE, Puyallup, WA ZIP + 4 ▶ 98374		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	42b	X
c At any time during the calendar year, did the organization maintain an office outside of the U.S.? If "Yes," enter the name of the foreign country ▶	42c	X
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 N/A		
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ	44	X
45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ	45	X

Form 990-EZ (2008)

Part VI Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51.

- 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II
- 48 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization(s) a section 527 organization?
- 50 Complete this table for the five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
46		
47		
48		
49a		
49b		

(a) Name and address of each employee paid more than \$100,000 N/A	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Total number of other employees paid over \$100,000				

- 51 Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000 N/A	(b) Type of service	(c) Compensation
Total number of other independent contractors each receiving over \$100,000		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: *Janis Olmstead, President* Date: *3/19/10*

Type or print name and title: *Janis Olmstead, President*

Paid Preparer's Use Only: Preparer's signature: *[Signature]* Date: *3/19/10* Check if self-employed: ☐ Preparer's Identifying Number (See Instr.): *EIN*

Firm's name (or yours if self-employed), address, and ZIP + 4: *Tremper & Co., LLP*
3131 Elliott Avenue; Ste. 290
Seattle, WA 98121 Phone no.: *206-285-4456*

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Form 990-EZ (2008)

Form 990-EZ	Other Expenses	Statement	1
Description		Amount	
Office Expense		2,041.	
Conferences and Committees		6,856.	
Bargaining and Advocacy		1,446.	
Member Services		1,361.	
Living Wage Expense		5,516.	
Total to Form 990-EZ, line 16		17,220.	

Form 990-EZ	Other Assets	Statement	2
Description	Beg. of Year	End of Year	
Accounts Receivable	1,780.	1,780.	
Deposit on Building	1,000.	0.	
Other Depreciable Assets	0.	1,021.	
Total to Form 990-EZ, line 24	2,780.	2,801.	

Form 990-EZ	Other Revenue	Statement	3
Description		Amount	
Interest Income		277.	
Living Wage Grant		10,000.	
Total to Form 990-EZ, line 8		10,277.	

Form 990-EZ	Occupancy, Rent, Utilities and Maintenance	Statement	4
Description		Amount	
Depreciation		213.	
Total to Form 990-EZ, line 14		213.	

Contract maintenance for members. Organization is a paraeducators association for the Puyallup School District. Activities include grievance processing, arbitration and representation for members at the state and national levels.

To promote the cause of public education on behalf of its members.

Form 990-EZ	Activities Not Previously Reported Part V, Line 33	Statement	8
-------------	---	-----------	---

Description

See attached bylaws

FORM 990-EZ

Information Regarding Transfers
Associated with Personal Benefit Contracts

Statement 5

- A) Did the organization, during the year, receive any funds,
directly or indirectly, to pay premiums on a personal
benefit contract? [] Yes [X] No
- B) Did the organization, during the year, pay premiums,
directly or indirectly, on a personal benefit contract? . . [] Yes [X] No

2008 DEPRECIATION AND AMORTIZATION REPORT

Form 990-EZ Page 1

990-EZ

Asset No	Description	Date Acquired	Method	Life	Line No	Unadjusted Cost Or Basis	Bus % Excl	* Reduction In Basis	Basis For Depreciation	Accumulated Depreciation	Current Sec 179	Current Year Deduction
	Buildings and Improvements * 990-EZ Pg 1 Total	040109	SL	40.00	16	1,000.			1,000.			9.
	Buildings					1,000.		0.	1,000.	0.	0.	9.
	Machinery & Equipment											
2	Laptop	062309	SL	3.00	16	1,226.			1,226.			204.
	* 990-EZ Pg 1 Total											
	Machinery & Equipment					1,226.		0.	1,226.	0.	0.	204.
	* Grand Total 990-EZ Pg 1 Depr					2,226.		0.	2,226.	0.	0.	213.

PUYALLUP PARAEDUCATORS ASSOCIATION BYLAWS

TABLE OF CONTENTS

	Page
ARTICLE I MEMBERSHIP	1
ARTICLE II DUES	1
ARTICLE III MEETINGS	1
ARTICLE IV DUTIES OF OFFICERS	2
ARTICLE V DUTIES OF EXECUTIVE BOARD	3
ARTICLE VI DUTIES OF THE UNISERV DELEGATES	3
ARTICLE VII DUTIES OF THE REPRESENTATIVE ASSEMBLY	3
ARTICLE VIII DUTIES OF THE BUILDING REPRESENTATIVE	4
ARTICLE IX COMMITTEES	4
ARTICLE X DUTIES OF COMMITTEES	4
ARTICLE XI NOMINATIONS AND ELECTION OF OFFICERS	5
ARTICLE XII NOMINATIONS AND ELECTION OF BUILDING REPRESENTATIVE	6
ARTICLE XIII NOMINATIONS AND ELECTION OF WEA AND NEA DELEGATES	6
ARTICLE XIV MEMBERSHIP AND FISCAL YEAR	6
ARTICLE XV RATIFICATION OF AGREEMENT AND AUTHORIZATION OF STRIKES	7
ARTICLE XVI QUORUM	7
ARTICLE XVII AMENDMENTS	7

ARTICLE I MEMBERSHIP

All members of the recognized bargaining unit are eligible for local Association membership.

ARTICLE II DUES

SECTION 1. PPA Membership dues will be \$5.00 per month per member. Members shall also pay UniServ, State & National Affiliate dues as required. The membership of the Puyallup Paraeducator Association shall consist of a class of active members in accordance with the law.

Membership shall not be denied to individuals on the basis of race, religion, color, marital status, sex, age, national origin, domicile, bonafide political activity or lack thereof, or the presence of any sensory, mental, or physical handicap.

SECTION 2. Active membership shall be permanent and continuing from year-to-year, except on resignation or retirement. Only active members shall have the right to formulate policy and to seek and hold an elective position in the Association. The membership year and fiscal year shall be coincident, September 1 to August 31, inclusive.

SECTION 3. Special assessments may be levied by two-thirds (2/3) vote of the active members of the Governing Assembly, provided they include a termination of the special assessment in either dollar amounts or a specific date.

ARTICLE III MEETINGS

GENERAL MEMBERSHIP MEETINGS

SECTION 1: General Membership meetings may be called as deemed necessary by the President or Co-Presidents and/or a majority of the Representative Assembly.

SECTION 2: Final acceptance of the Collective Bargaining Agreement shall be by secret ballot of the General Membership. Acceptance of the proposed Agreement shall be by an affirmative vote of 50% of those voting plus one vote.

REPRESENTATIVE ASSEMBLY

SECTION 1: The Representative Assembly shall approve the budget, act on reports of committees, and approve resolutions and other policy statements. It shall review the actions of the Executive Board. It shall adopt procedures to be followed in censuring, suspending, and adopting rules governing the conduct of the Association and the conduct of meetings as are consistent with the Constitution and Bylaws, except as provided above and in Article IV, Section 1. Powers not delegated by the constitution and bylaws to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Assembly.

SECTION 2: The Representative Assembly shall meet on the second working Tuesday of each school month, except when that conflicts school activities, community activities or conferences. When such a conflict arises, the meeting will be re-scheduled as determined by the President or Co-Presidents. The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the Representative Assembly.

SECTION 3. All meetings of the membership, and emergency special meetings, shall be announced by written notice and/or electronic mail.

SECTION 4. The Executive Board, by a majority vote, may call an emergency meeting of the governing body at any time.

ARTICLE IV DUTIES OF OFFICERS

SECTION 1. PRESIDENT/CO-PRESIDENTS (Or Co-President as stipulated in Article VII, Section I of the Constitution.)

The president /co-presidents shall:

- (A) preside at all official meetings and shall perform such duties as are customarily associated with the office;
- (B) appoint and/or discharge all committee members with the approval of the Executive Board, and serve as an ex-officio member of all committees or designate someone to do so;
- (C) charge committees with their duties;
- (D) represent the Association at meetings with Puyallup School District management and Summit UniServ Council;
- (E) maintain the records and files of the Association;
- (F) act as chairperson/chairpersons of the Executive Board;
- (G.) may be co-signer on all Association checks.

SECTION 2. VICE PRESIDENT

The vice president:

- (A) assist the President/Co-Presidents and shall act in the absence of the President/Co-Presidents;
- (B) organize and oversee the enrollment of new members, and keep accurate records of all active members of the Association, along with a seniority list of all members;
- (C) keep accurate and updated records of the membership of the Governing Assembly;
- (D) perform all the duties of the president/co-presidents if the office of President/Co-Presidents should become vacant,
- (E) may be co-signer on all Association checks.
- (F) Shall attend all Council Representative Meetings as a Paraeducator Delegate.

SECTION 3. SECRETARY/TREASURER

The secretary/treasurer shall

- (A) handle correspondence of the Association;
- (B) keep accurate minutes of all Executive Board, Representative Assembly, General Membership and Special meetings;
- (C) distribute copies of minutes of the Executive Board, Representative Assembly, and Special meetings to the Executive Board members and building representatives attending monthly RA meetings;
- (D) assist the Vice-President with enrollment and maintenance of membership activities.
- (E) oversee the collection, transmittal and disbursement of dues and will oversee activities of the bookkeeper and outside audit when required;
- (F) ensure that Officer Stipends are paid per the approved annual budget.
- (G) dispense stipends to committee chairs per the recommendation and approval of the Representative Assembly.
- (H) dispense stipends for Executive Board members per the recommendation and approval of the Representative Assembly
- (I) dispense stipends for Bargaining Team members during the year of contract ratification per the recommendation and approval of the Representative Assembly
- (J) may be co-signer on all Association checks;
- (K) Present prepared financial reports to the Executive Board and the Representative Assembly members;
- (L) work with local associate staff to prepare the books for an audit, if required;
- (M) maintain the records and files of the Association stored at the Summit UniServ Council.

ARTICLE V DUTIES OF THE EXECUTIVE BOARD

SECTION 1. The Executive Board shall conduct and manage the affairs and business of the Association, carry out policies established by the Representative Assembly, report its transactions and those by the Representative Assembly to the members, interpret the Constitution and Bylaws and suggest policies for consideration by the Assembly.

The duties of the Executive Board shall consist of the following:

- (A) shall conduct and manage the affairs and business of the Association at Executive Board, Rep Assembly, General/Special membership meetings;
- (B) The Executive Board shall meet the first working week of each school month, at the call of the President, or at the request of two (2) members of the Board. A list of regular meetings for the year shall be published at the beginning of the year for all representatives.
- (C) The President shall provide to the Executive Board an agenda for each meeting as determined by the previous Representative Assembly and Executive Board Meetings. New business may be on the agenda or added by a Motion from the floor.
- (D) shall see that the agenda/budget is prepared and submitted for approval at Executive Board and Representative Assembly meetings;
- (E) shall implement motions and resolutions approved by the membership and put into operation other measures consistent with the Bylaws and policies of the Association;
- (F) shall make necessary arrangements; time/place for General/Special meetings;
- (G) with the exception of committees established by the membership, the Executive Board shall approve the appointment and discharge of all standing and special committee members, shall approve the creation of all special committees and review the activities of all committees. Committee reports seeking action shall be submitted in written form with recommended action.
- (H) establish Association guidelines, policies and objects for approval of the Representative Assembly;
- (I) enact such other measures as may be necessary to achieve the goals and objectives of the Association which are not in conflict with the Bylaws.
- (J) Mileage for the purpose of conducting Association business shall be reimbursed to the members of the Executive Board at the IRS rate.

ARTICLE VI DUTIES OF THE UNISERV DELEGATES

SECTION 1: Delegates shall be elected to the Summit UniServ Representative Assembly as provided in the Bylaws. The election of said delegates shall be held each year to coincide with the election of officers, if required. Otherwise, the UniServ Delegate election will stand alone. The beginning of their term shall coincide with the conclusion of the NEA Representative Assembly and will last for one year from that date

- (A) The UniServ delegates, with the exception of the President and Vice-President, shall be at-large delegates, serving for one-year terms. The delegates may be elected to Summit UniServ Representative Council on the basis of one (1) for one hundred (100) PPA members or major portion thereof.
- (B) A UniServ delegate shall attend the regular meetings unless s/he receives prior excuse from the President of PPA. After two consecutive unexcused absences, or a total of any three absences, that President may declare the seat unfilled. The President may appoint an interim Delegate, with Executive Board and Representative Assembly approval.

ARTICLE VII DUTIES OF THE REPRESENTATIVE ASSEMBLY

SECTION 1. REPRESENTATIVE ASSEMBLY

The duties of the Representative Assembly shall consist of the following:

- (A) establish Association policies and objectives,
- (B) establish guidelines and hear continuing reports on bargaining;
- (C) adopt the annual budget for the Association and approve any annual budget changes if necessary.
- (D) approve or ratify the establishment of positions in the Association;

- (E) approve or ratify the establishment of committees not established in the Bylaws;
- (F) adopt procedures and agendas for its meetings; and
- (G) notify the Vice-President of current Paraeducators in buildings and provide updates as necessary.

ARTICLE VIII DUTIES OF THE BUILDING REPRESENTATIVES

SECTION 1. BUILDING REPRESENTATIVES

The duties of the Building Representatives at each building/worksites shall consist of the following:

- (A) maintain two-way Association communication within the building/worksites
- (B) when necessary call building meetings of the Association members to discuss Association business;
- (C) organize and oversee an accurate record of members within the building/worksites, reporting any new or change in members to the vice president/co-vice presidents of the Association;
- (D) receive and distribute to building members any Association or District bulletins, mail, ballots, and etc.

ARTICLE IX COMMITTEES

SECTION 1. Standing committees are authorized by the Bylaws. Special committees may be established by the Executive Board. Committee members shall be appointed by the president/co-presidents with the approval of the Executive Board. Standing committee members shall serve until August 31 of the school year for which they are appointed or until discharged by the president/co-presidents with the approval of the Executive Board. Special committee members shall serve until their committee is dissolved by the Executive Board.

SECTION 2. Standing or special committees shall make a verbal report at each Executive Board and/or Representative Assembly meeting as to the progress of each committee

Standing committees shall include, but not be limited to:

- | | |
|--------------------------------|-------------------------------|
| (A) Benefits | (E) Nominations and Elections |
| (B) Constitution & Bylaws | (F) Professional Development |
| (C) District Staff Development | (G) Student Scholarship |
| (D) Bargaining Team | (H) Sunshine |

ARTICLE X. DUTIES OF THE COMMITTEES

ARTICLE 1.

Benefits Committee shall represent the Association at the District Insurance and Benefits committee meetings, serving as liaison for the Association. A report will be given at General meetings.

Constitution and Bylaws Committee shall consist of two or three (2-3) members that will review the bylaws once a year and advise the Executive Board as to any updates or revisions needed to keep the Bylaws current and in good working order.

District Staff Development shall consist of two or three (2-3) members who shall work to provide educational classes, and in-service workshops. The committee's members shall serve on the District's Staff Professional Development Committee for Paraeducators.

The Bargaining Team shall consist of no less than three (3) members including one (1) Chief Negotiator and not less than two (2) at large members and an Association Representative. The Team shall be responsible for surveying the membership, researching and collecting the data necessary for developing a bargaining package. The Bargaining Team shall negotiate between the Association and/or the Administration, and the Puyallup School Board in all matters as may be referred to it by the Executive Board. Each Bargaining Team member must remain on the team and complete the bargaining process to the final ratification of the Collective Bargaining Agreement to be eligible for

stipends detailed in Article IV, Section 3(I).

Nominations and Election Committee will consist of two or three (2-3) members who shall identify a slate of candidates for the Association officers. The election shall be by secret ballot, observing the one person, one vote principle. Committee members shall conduct elections of officers per Article X, "Nomination and Election of Officers."

Professional Development Committee will administer and review the scholarship applications and direct distribution of the funds available through the Association, in accordance with the guidelines established and approved by the membership. These funds are for Association members to attend classes, workshops or conferences to help improve their abilities for employment within the District.

Student Scholarship Committee shall work with the Puyallup School District High Schools Counselors to select recipients. One recipient per high school is to be selected. Specific guidelines for selection are outlined on the application which has been approved by the general membership. Announcement of the winners will be in the spring at an event honoring graduating seniors. The actual amount of the scholarships will be specified in the budget each year.

Sunshine Committee shall represent the Association in acknowledging unique situations pertaining to members such as births, illnesses, deaths in the family, etc.

ARTICLE XI. NOMINATION AND ELECTION OF OFFICERS

SECTION 1. The president/co-presidents, with the approval of the Executive Board, shall appoint a Nominations and Elections Committee consisting of two or three (2-3) members. The Nominations and Elections Committee shall actively seek candidates and conduct elections for PPA officers. Each nominee must be a member in good standing and give their consent to appear on the ballot.

SECTION 2. In addition to the provisions of SECTION 1 above, nominations from the floor shall be called for and received at the March Representative Assembly meeting. Nominations will remain open until the adjournment of the April Representative Assembly Meeting.

The Nominations and Elections Committee shall report all nominations to the Representative Assembly at the April meeting. Members of the Assembly may nominate candidates from the floor prior to the end of the meeting.

Should all candidates run uncontested, a ballot shall not be necessary. In this event, the accepted slate of officers shall be introduced through a publication to the PPA Membership.

SECTION 3. The election of officers and UniServ Delegates shall be held the second Wednesday of May. Voting will be by secret ballot, observing the one person, one vote principle.

The Nominations and Elections Committee shall report results to the President. The President shall publish the elected candidates' names after the elections have been verified.

SECTION 4. To win, a candidate must receive a majority of the vote cast. In the event of a plurality or tie, the membership shall hold a run-off election between candidates receiving the most votes. The run-off election will be held within two (2) weeks of the original election and in the same manner as the regular election.

SECTION 5. Balloting Procedures: Ballots shall be counted under the direction of Building Representatives and by at least one (1) PPA member of that building referred to as building election officials who are not running for any office on the ballot. If a member is on the ballot he/she may not collect, tally, or handle the ballots. Each voting member must sign the building tally sheet upon return of the ballot to the building representative. The tally sheet shall be completed with a total building vote count for each candidate or proposition and signed by the building representative and one (1) other PPA member. Ballots must be returned to the PPA Office within three (3) school days following the second Wednesday of May, arriving no later than 5:00 p.m. on the third day unless the Building Representative makes other arrangements with the President or the Nominations and Election Committee Chairman. The President or

Chairperson of the Nominations and Elections Committee may extend the due date for special circumstances. Ballots shall be sent to the designee at the PPA office who shall hold ballots in a safe place.

SECTION 6. Special Elections: When an elected office of PPA (President, Vice President, Secretary, and Treasurer) becomes vacant, a special election shall be conducted by the Nominations and Elections Committee. The openings will be announced at the next Executive Board meeting. The Board will post the positions at the next Representative Assembly for nominations. Nominations shall be forwarded to the PPA President within two weeks of the posted announcement. Nominations will be presented to the next scheduled Rep Assembly. Nominations from the floor will be accepted at that time. Election procedures shall be as described in the Bylaws, Article XI, Section 5.

ARTICLE XII NOMINATION AND ELECTION OF BUILDING REPRESENTATIVES

SECTION 1. Building representatives shall be elected no later than the third week of school, by the members located at each building/worksites on the basis of at least one (1) representative for each building/worksites.

SECTION 2. A vacancy in the position of Building Representative shall be filled by a special election by those members located at building/worksites affected by the vacancy within thirty (30) days. Members may volunteer or be appointed by the Executive Board to fill building representative positions for the remainder of the year and assume duties of the Building Representative.

SECTION 3. Term of office shall be for one (1) year and commence on September 1 and ending August 31 of the following year.

ARTICLE XIII. NOMINATIONS AND ELECTION OF WEA AND NEA DELEGATES

The election of WEA and NEA Representative Assembly delegates shall follow the election procedures outlined by WEA and NEA.

The WEA RA Convention delegate positions #1, #2 & #3 will be automatically filled by the Association President, Vice-President and Secretary/Treasurer respectfully. At large WEA delegates shall be elected upon securing a simple majority of those active members voting. In the event an insufficient number of candidates receive a majority of votes, subsequent elections shall be held between those non-elected candidates with the greatest number of votes. The number of such candidates in subsequent elections shall equal the number of unfilled positions plus one.

Election and balloting procedures will follow those outlined in Article XI.

Per the recommendation and approval of the Representative Assembly, PPA delegates may attend either the annual NEA Representative Assembly Convention or the NEA ESP Convention. Delegate position #1 will automatically be filled by the Association President. Additional at-large delegates may be elected as allowed by NEA guidelines. At-large NEA delegates shall be nominated and elected as a "pool" of delegates and/or successor delegates. The individual receiving the greatest number of votes shall be designated delegate #2, that individual receiving the second greatest number of votes shall be designated delegate #3, and so on until all delegate positions are filled. The remaining candidates shall be designated successor delegates in order according to the greatest number of votes received.

Election and balloting procedures will follow those outlined in Article XI.

ARTICLE XIV MEMBERSHIP AND FISCAL YEAR

Membership in the Association shall be for the period of the contract. The fiscal year shall be September 1 through August 31 of the following year.

ARTICLE XV
RATIFICATION OF AGREEMENT AND AUTHORIZATION OF STRIKES

SECTION 1. The President/Co-Presidents shall be authorized to sign a legal, binding, yearly, or multi-year agreement with the employing board only after completion of the following procedure at a general membership meeting:

- (A) report the recommendations of the bargaining team;
- (B) a report and recommendation by the Executive Board;
- (C) a written digest of the proposed agreement or changes provided to all members in attendance at ratification meeting;
- (D) discussion by the membership;
- (E) a majority affirmative vote by secret ballot of the active membership present and voting.

SECTION 2. Ratification of amendments to the negotiated agreement shall occur at a General/Special membership meeting and in the same manner.

SECTION 3. Except in a work stoppage or work slow down situation, at least a twenty-four (24) hour written notice of the ratification meeting is required. The notice shall specify the date, time, place and purpose of the meeting.

SECTION 4. Strike or work slow action must be authorized by two-thirds (2/3) majority vote of those members present and voting in a special meeting.

ARTICLE XVI
QUORUM

SECTION 1. The membership present in attendance at any authorized meeting of the Association membership shall constitute a quorum.

SECTION 2. Quorum at any authorized meeting of the Executive Board or any committee shall be a majority of its members.

ARTICLE XVII
AMENDMENTS

These Bylaws may be amended by majority vote at any regular meeting of the Representative Assembly provided that proposed amendments have been sent to Faculty Representatives five (5) days in advance of the meeting. Representatives will then have time to discuss it with the Faculty members in advance of the Assembly meeting. Amendments shall become effective immediately upon adoption, unless otherwise provided

Constitution and Bylaws Amendments
Revision #2 - October, 2007

3/19/10
Janis Olmstead, President