



ACCREDITATION EVIDENCE

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**WESTERN WYOMING COMMUNITY COLLEGE
PARAPROFESSIONAL ALLIANCE
BY-LAWS**

Article I. Purpose

The Paraprofessional Alliance (PPA) provides an open forum for communication and represents and coordinates the interests of Paraprofessional employees of Western Wyoming Community College. All benefitted full-time and part-time Paraprofessional employees are eligible to hold office and serve on committees.

Article II. Membership and Elections

Section A. Representation

1. Executive members of the PPA shall be called the PPA Executive Committee and shall consist of the Chairperson, Co-Chairperson, Secretary/Treasurer, immediate Past Chairperson, and one (1) at-large Senate Representative.
2. Voting members of the PPA shall consist of three (3) at-large officers (Chairperson, Co-chairperson, Secretary/Treasurer), immediate Past Chairperson, one (1) at-large Senate Representative, one (1) at-large Senate Representative alternate, and eight (8) Division Representatives.

Section B. Election and Terms

1. Paraprofessional specific elections are to be held in March of each year. All elected members of the PPA Executive Committee will begin their terms on July 1.
2. Non-Paraprofessional specific committee elections will be held in April of each year.
3. Officers shall be elected at large. Each year, the Co-Chairperson will advance to the Chair position, and a new Co-Chairperson will be elected.
4. The Secretary/Treasurer shall be elected at large and serve a one (1) year term.
5. The immediate Past Chairperson shall be an ex-officio member and shall be a non-voting member. The term of the immediate Past Chairperson shall be one (1) year.
6. The at-large Senate Representative and Senate Representative Alternate shall be elected at large. Each year, the Alternate Senate Representative will advance to the Senate Representative position, and a new Senate Representative Alternate will be elected.
7. Divisions representing less than 15 members shall elect one Division Representative. Divisions representing more than 15 members shall elect two Division Representatives. Each Division Representative shall be elected by respective constituents and shall serve a one (1) year term. Division Representatives can't serve more than two (2) consecutive years, but can be re-elected after one (1) year of not serving. See Appendix III for Division breakdown.
8. Elections for committee members are staggered from year-to-year. (See "Committees of the Paraprofessional Alliance" in the Policies and Procedures Manual for regulations governing representation of the various EEOC job categories for some of the committees).
 - a. Nominations begin in late February via a nomination form. Individuals may nominate themselves, or others, however it is necessary to canvas nominees to ensure their eligibility and availability for the

position. After nominations are complete, a ballot will be prepared by the election committee and distributed to all eligible members electronically. After the ballots are distributed, completed ballots will be returned to the election committee. The election committee will announce the results at the March meeting.

- b. It is desirable to have a fifty (50) percent return of ballots before an election is considered official. If fifty (50) percent of the ballots are not returned by deadline, the election committee has the authority to decide on two alternatives:
 - i. Declare the election results official without the fifty (50) percent majority.
 - ii. Declare the election null and void and hold a re-election.

Section C. Absences and Vacancies

1. The Chairperson may declare a vacancy when a PPA Executive Committee member or Division Representative has been absent for more than three consecutive meetings and the PPA Executive Committee concurs with the action. A motion of dismissal from the Chairperson and a two-thirds (2/3) vote of the PPA Executive Committee will remove the member from office.
2. In the event a person leaves an elected position during his/her term, the Paraprofessional Chairperson will ensure vacancies are filled by:
 - a. Appointing the person with the next highest votes from the last election (from ballot records) or if this is not possible,
 - b. Call a special election, or
 - c. Take other actions as deemed necessary

Article III. Meetings

Section A. Meetings

1. Regular meetings of the Paraprofessional Alliance will be held twice a month; the specific day and time to be chosen by the PPA Executive Committee at the beginning of each term. Notices of meetings will be sent to each Voting Member at least three (3) business days before the meeting.
2. Each Voting Member will be responsible for forwarding all meeting notices to the Paraprofessional employees in their Division.
3. PPA meetings will be open door and all benefitted full-time and part-time Paraprofessional employees, along with designated Division Representatives are invited to attend.
4. The PPA Executive Committee will meet bi-monthly to set the agenda for the Paraprofessional Alliance meetings.
5. The newly elected PPA Executive Committee will meet at the beginning of each term to plan the coming year's calendar, to be presented at the first Paraprofessional Alliance meeting of the year.

Article IV. Voting

Section A. Quorum

1. A quorum is necessary for voting purposes.
2. Each PPA Executive Committee member shall have one (1) vote in all matters brought before the PPA Executive Committee. The Chairperson shall vote only in case of a tie.
3. PPA Executive Committee members may designate a substitute in any case they are prevented from attending meetings.

Article V. Finances

Section A. Finances

1. No dues will be charged to the general membership of the Paraprofessional Alliance.
2. Any money raised by fundraisers sponsored by the Paraprofessional Alliance will be kept by the Secretary/Treasurer unless voted on by Paraprofessional Alliance members to be donated to a cause or charity.

Article VI. Committees

NOTE: Committee Members who relinquish their position on a committee must make a sincere and reasonable effort to find a replacement to minimize the impact on the duties of the committee.

Section A. Committees of the Paraprofessional Alliance

1. PPA Executive Committee – Comprised of the elected offices of Chairperson, Co-Chairperson, Secretary/Treasurer, at-large Senate Representative, and immediate Past Chairperson.
2. Policies and Procedures Committee – Comprised of two (2) elected representatives from the clerical group and one (1) elected representative each from the technical group and the service/maintenance to serve on a campus-wide committee to represent all EEOC categories. Clerical elected during odd years and other two elected during even years. The purpose of the committee is **to develop, review and revise all codified policies and procedures, with the exception of the 7000 Series policies and procedures and other policies and procedures developed or revised by the Board of Trustees. (P&P 7510B)**
3. Career Development Committee – Comprised of two (2) representatives from each primary occupational activity, with one extra representative for the group with the most employees. Two elected during odd years and Five elected during even years.
4. Employee Care and Recognition Committee – Three (3) representatives elected at large to serve with a campus-wide committee. One elected during odd years and two elected during even years.
5. Food Services Committee – One (1) representative at large elected to serve with a campus-wide committee. Elected during odd years.
6. Ad Hoc Committees – Normally comprised of four (4) individuals selected at large, and representing the largest EEOC group and individuals representing the remaining groups.
7. Salary and Benefits Committee – Comprised of the PPA Executive Committee and one (1) member appointed by the Chairperson of the Paraprofessional Alliance.
8. Performance Incentive Award Review Committee – One (1) professional/administrator nominated by the College Senate and elected by the Paraprofessional Association, one (1) faculty member nominated by the College Senate and elected by the Paraprofessional Association with one alternate, and five (5) paraprofessional representatives and one alternate elected by the Paraprofessional Association. The terms will

be two years and will be staggered according to procedure. Two elected during odd years and two elected during even years.

9. Cultural Affairs Committee – One (1) representative at large elected to serve with a campus-wide committee. Elected during odd years.
10. Sick Leave Bank Committee – Two (2) representatives elected at large to serve with a campus-wide committee. One elected during odd years and one elected during even.
11. Election Committee – Comprised of the three (3) representatives, one elected from each of the three EEOC categories.
12. Western Leadership Council – Two (2) representatives, the PPA Executive Committee Chair and Co-Chair will be the representatives.

Section B. Committee Elections and Terms

1. The elected members of each committee will come together and, among themselves, elect a person to serve as chair for that committee. The Committee Chairperson will be responsible for communication between the Committee and the Paraprofessional Alliance.
2. It is expected that all committee chairs will make every effort to attend scheduled meetings. If any chair is absent without legitimate cause for three consecutive meetings, it may become necessary for the chairperson of the association to appoint a replacement.
3. A Paraprofessional employee may only serve on two (2) elected committees a year. PPA Executive Committee members may not serve on additional elected committees except as designated under their office title as outlined in Appendix I.
4. If the guidelines established for EEOC job categories representation cannot be adhered to, it may be necessary to elect or appoint committee members from the group at large.

Adopted – March 25, 1998

Revised – September 27, 2001

Revised – August 3, 2011

Revised – April 16, 2013

Revised – March 26, 2015

Revised – August 6, 2015

Revised – August 20, 2015

Revised – October 8, 2015

Paraprofessional Alliance Executive Committee Member Duties

Chairperson

1. Preside over all Paraprofessional Alliance general meetings.
2. Ensure that all committee vacancies are filled and that the PPA is equitably represented on campus committees whenever possible.
3. The Chairperson is also the chairperson of the PPA Executive Committee and the Salary and Benefits Committee.
4. Attend Board meetings and workshops on a rotating basis with other members of the PPA Executive Committee.
5. Serves as a Paraprofessional Alliance Representative for Western Leadership Council.

Co-Chairperson

1. Assumes all duties of the Chairperson's position in the absence of the Chairperson.
2. The Co-chairperson is an active member of the PPA Executive Committee, Executive Council, and the Salary and Benefits Committee.
3. Attend Board meetings and workshops on a rotating basis with other members of the PPA Executive Committee.
4. Serves as a Paraprofessional Alliance Representative for Western Leadership Council.

Secretary/Treasurer

1. The Secretary/Treasurer of the PPA will be charged with the minutes of the organization.
2. The Secretary/Treasurer is an active member of the PPA Executive Committee and the Salary and Benefits Committee, and will also take minutes at these meetings.
3. The Secretary/Treasurer will send out notices of the general meetings to all paraprofessionals, post the final minutes of the meeting on the bulletin board, and maintain a notebook with all the organization's minutes.
4. The Secretary/Treasurer will maintain a list of all the organization's committees and their members.
5. The Secretary/Treasurer will maintain a current membership list.
6. The Secretary/Treasurer of the PPA will maintain a record of current expenditures against the budget.
7. Attend Board meetings and workshops on a rotating basis with other members of the PPA Executive Committee.

Senate Representative

1. The Senate Representative is the PPA representative to the College Senate and disseminates all pertinent information from these meetings to members of the PPA.
2. The Senate Representative is an active member of the PPA Executive Committee.

3. Attend all College Senate meetings.
4. Attend Board meetings and workshops on a rotating basis with other members of the PPA Executive Committee.

Senate Representative Alternate

1. Assumes all duties of the Senate Representative's position in the absence of the Senate Representative.

Division Representative

1. The Division Representative is the elected representative of a specified group of Paraprofessionals and disseminates all pertinent information from PPA general meetings to members of its division.
2. The Division Representative regularly reports to his/her division on the issues before the PPA and actions taken by the PPA and seeking feedback on those issues. Each Division Representative should seek to personally report to all members of his/her division.
3. Attend Board meetings and workshops on a rotating basis with other members of the PPA Executive Committee.
4. If the Division Representative has an upcoming absence, they are required to send an alternate from their Division to attend the PPA meeting and report back to the Division. If a Division Representative is not in attendance at the PPA meeting and a vote or decision is made, that Division will not have the opportunity of input or vote.

Appendix II

Paraprofessional Alliance Committee Responsibilities

Executive Committee:

Duties are outlined in Appendix I.

Policies and Procedures Committee:

To develop, review and revise all codified policies and procedures, with the exception of the 7000 Series policies and procedures and other policies and procedures developed or revised by the Board of Trustees.
(P&P 7510B)

Career Development Committee:

To evaluate applications for development funds according to established criteria.
(P&P 4520C)

Employee Care and Recognition:

To organize the annual Winter Party and annual Service and Extra Mile Awards ceremony.

Food Services Committee:

To provide recommendations to the food services contractor and the WWCC administration regarding the food service operation on campus.

Ad Hoc Committee:

A committee established for a specific case or situation. The president of the Paraprofessional Alliance or the President of the College may appoint these committees depending on the purpose or assignment.

Salary and Benefits Committee:

To make recommendations to the President of the College regarding salaries and benefits.

Performance Incentive Award Review Committee:

To evaluate and recommend Paraprofessional employees who have applied for the Performance Incentive Award.

Cultural Affairs Committee:

To consider requests for Cultural Affairs events to be held on campus and to administer budget assigned to same.

Sick Leave Bank Committee:

To review and approve all requests for use of sick leave bank days.

(P&P 4510 Bii)

Election Committee:

Coordinates all elections and issue votes done by ballot.

Committee members are responsible for:

- Compiling nominees and verifying their eligibility
- Preparing ballots
- Tallying ballot results
- Announcing the results at the May Paraprofessional meeting
- Administrating any other election issues that arise

Western Leadership Council:

Main decision making council comprised of the College President, Vice Presidents, Director of Human Resources, Community Relations Director, Director of IT, Director of Planning & Improvement, Director of the SDC, Director of Distance Learning, Senate Representatives and Paraprofessional representatives.

