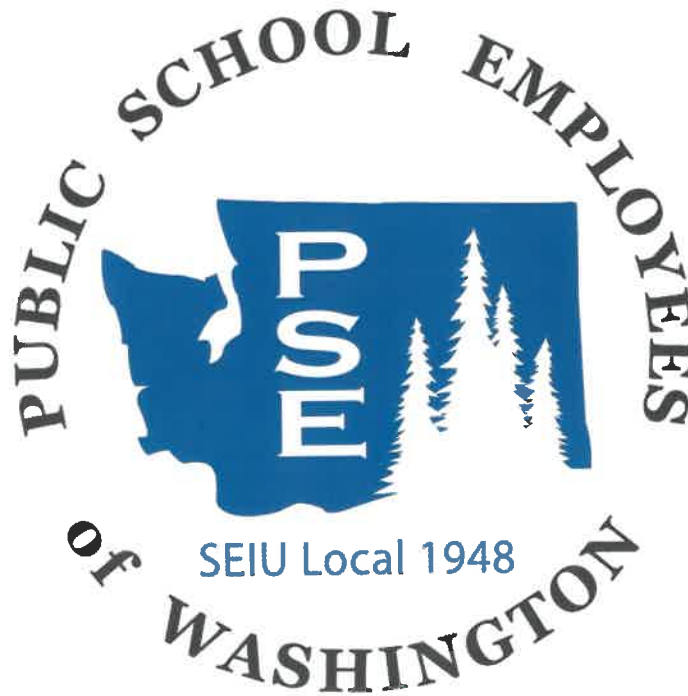


CHAPTER BYLAWS

Amended September 15, 2023

AUBURN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (AAEOP) #713



Public School Employees of Washington/SEIU Local 1948

PO Box 798

Auburn, WA 98071-0798

1.866.520.5652

www.pseclassified.org

1 **PREAMBLE**

2
3 As employees of Auburn School District, we have organized this Association primarily to promote
4 professional growth. A secondary purpose of this Association is to secure better wages and working
5 conditions, and to participate in the decisions which affect our profession.

6
7 We will conduct our activities according to democratic standards. We will represent the members of
8 this Association forcefully and effectively in labor/management relations with Auburn School District.

9
10 In pursuit of our many objectives and purposes, we, the members of this Association, have adopted
11 these Bylaws.

12
13 **ARTICLE I**

14 **ASSOCIATION NAME**

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16
17 **Section 1.**

18 The name of this Association shall be Auburn Association of Educational Office Professionals
19 (AAEOP). This Association was established in 1950. It is an affiliate of the National Association of
20 Educational Office Professionals (NAEOP). On May 29, 1980, it affiliated with Public School
21 Employees of Washington/Service Employees International Union (PSE/SEIU Local 1948).
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25 **ARTICLE II**

26 **PURPOSE**

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29 **Section 1.**

30 Discuss, study, and attempt to resolve the issues of Auburn School District office professionals;
31 develop a more proficient and professionally minded staff; promote ideas and ideals that will lead to a
32 finer and more efficient service to the District and the community.
33
34

35 **Section 2.**

36 Improve our employment conditions by using effective labor relations techniques and, while using the
37 collective bargaining process, confer and negotiate in good faith with the Auburn School District
38 (ASD) on grievance procedures, personnel matters, wages, hours, working conditions, vacations,
39 holidays, and other conditions of employment for the employees covered by our collective bargaining
40 agreement.
41

42 **Section 3.**

43 Promote the unity of the members of our Association.
44

45 **Section 4.**

46 Continually improve our members' knowledge of effective labor management relations and techniques
47 as well as knowledge of the terms and conditions of our collective bargaining agreement.
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50 **ARTICLE III**



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MEMBERSHIP

Section 1. Eligibility.

Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex, or political belief, who meets the requirements hereinafter listed, shall be eligible for membership.

- A. All employees covered by the current collective bargaining agreement between AAEOP and ASD, and who are members of the Association, are eligible for membership in this Association.

Section 2. Dues.

- A. Application for membership shall be made on a standard dues deduction form provided by the Association. Current state dues of the Association are set and approved by the State Bylaws. Current local dues of AAEOP are three dollars (\$3.00) per month. The District shall collect such dues on a monthly basis. Local dues shall be sent directly to the Association.
- B. Membership dues are not refundable except where an error resulting in an overpayment exists. If there is an error, the member must submit to the Association State Treasurer a written explanation describing the error.
- C. Life Members: The Association or Executive Board shall select such ex-member(s) as they determine merit the honor of life membership in AAEOP. Life members shall have the right to attend all general meetings or social functions of the Association but shall not have the right to vote or hold office, nor shall they pay membership dues.

Section 3. Rights.

- A. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the Association and to pertinent information needed for the exercise of this right.
- B. Members shall have the right to fair and democratic elections at all levels of the Association. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures.
- C. Members shall have the right to a full and clear accounting of all Association funds. At all levels such accounting shall include, but not be limited to, periodic reports to the membership by the Treasurer and a financial audit at least once a year which is made available to all members and completed by September 30.

ARTICLE IV

GENERAL MEETINGS

1 **Section 1.**

2 The President/Co-Presidents shall schedule a minimum of two (2) general meetings per year and such
3 additional general meetings as are necessary for the competent management of the Association.
4

5 **Section 2.**

6 Special meetings may be called by the President/Co-Presidents, the Executive Board, or by petition
7 filed with the President/Co-Presidents and signed by twenty percent (20%) of the members of this
8 Association.
9

10 **Section 3.**

11 The President/Co-Presidents shall provide at least five (5) days notification to all members of any
12 general meeting called. The Executive Board may waive the requirement of five (5) days' notice,
13 provided that every reasonable effort is employed to notify the membership of the meeting.
14

15 **Section 4.**

16 At any meeting of the membership of this Association, each member present shall be entitled to one (1)
17 vote. A member must be present to vote-no proxy vote will be allowed. A majority of members in
18 attendance at any membership meeting shall constitute a quorum.
19

20 **Section 5. Electronic Meetings.**

21 General membership meetings may be held electronically if approved by a majority of the Board of
22 Trustees. All voting at an electronic meeting will be taken by platform voting tools and the totals shall
23 be recorded by the Secretary.
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27 **ARTICLE V**

28 **OFFICERS**

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31 **Section 1.**

32 The officers of this Association shall be President/Co-Presidents, Vice President, Secretary, and
33 Treasurer. To be eligible to serve as an officer, you must be a regular dues paying member in good
34 standing and a member of this Association for at least one (1) year.
35

36 **Section 2. President/Co-Presidents.**

37 The President/Co-Presidents, shall preside at all general and Executive Board meetings; shall be an ex-
38 officio member of all committees except Nominating and Audit; supervise all activities of the
39 Association; shall be a member of NAEOP/ (NAEOP dues will be paid by AAEOP; execute all
40 instruments on its behalf; appoint all ad-hoc committees of the Association subject to the approval of
41 the Executive Board; report periodically to the membership regarding the progress and standing of the
42 Association in regard to the President/Co-Presidents' official acts; and, perform such other duties as
43 are usually inherent in such office.
44

45 **Section 3. Vice President.**

46 The Vice President shall act for the President/Co-Presidents in the President/Co-Presidents absence;
47 shall be responsible for maintaining the membership records and signing up new members;
48 maintaining an effective contact list; informing members of education appreciation dates; shall be the
49 grievance officer and the official keeper of grievance records; chair of the Audit and Membership
50 Committee; and carry out such other duties as are usually inherent in such office. In the event of a

1 vacancy of the Office of the President/Co-Presidents, the Vice President shall assume the duties and
2 authority of the office, as President/Co-Presidents, for the unexpired term. If funds are available,
3 NAEOP dues for this position shall be paid by AAEOP.

4
5 **Section 4. Secretary.**

6 The Secretary shall keep an accurate record of the proceedings of all meetings over which the
7 President/Co-Presidents presides; and shall make such minutes available upon a member's request as
8 well as at Executive Board and general meetings. If funds are available, AEOP dues for this position
9 shall be paid by AAEOP.

10
11 **Section 5. Treasurer.**

12 The Treasurer shall be responsible for receipt and disbursement of all funds of the Association; act as
13 custodian of all properties of the Association; keep an accurate record of such funds and properties of
14 the Association; pay all obligations incurred by the Association as authorized by the President/Co-
15 Presidents, Executive Board, or membership; itemize bills with receipts attached; withdraw funds only
16 by checks signed by two (2) of the following: President/Co-Presidents, Vice President, Secretary, or
17 Treasurer. The Treasurer shall render financial reports at chapter and Board meetings and as required
18 by the President/Co-Presidents, Executive Board, or membership. In addition, all chapters must submit
19 annual treasury reports to the PSE office in compliance with PSE/SEIU and IRS regulations. If funds
20 are available, NAEOP dues for this position shall be paid by AAEOP.

21
22 **Section 6. Immediate Past President/Parliamentarian.**

23 The Immediate Past President/Parliamentarian shall serve as parliamentarian at all meetings and
24 assist/mentor the President/Co-Presidents as needed and serve on committees as delegated by the
25 President/Co-Presidents. If funds are available, NAEOP dues for this position shall be paid by
26 AAEOP.

27
28 **Section 7. Term of Office.**

29 Officers shall serve two (2) year terms commencing September 1. The President/Co-Presidents and
30 secretary shall be elected on odd years and the treasurer and Vice President elected on even years. All
31 officers shall be elected and installed prior to June 1. Such an election shall be by secret ballot vote.

32
33 **Section 8.**

34 The Executive Board shall fill any vacancies occurring during the term of office until the next general
35 meeting; at this meeting, a new officer shall be elected.

36
37 **Section 9.**

38 Every officer shall, upon assuming their office, accept the obligations of an officer of this Association
39 as described herein.

40
41
42
43 **Section 10.**

44 A nominating committee may make nominations for officers. Whether or not such committee is used,
45 nominations may also be made from the floor at the meeting held to elect officers. A member
46 nominated from the floor must be present at the meeting held to elect officers.

47
48 **Section 11. Officer Records.**

49 Each officer shall submit any and all Association records to their successor within fifteen (15) days
50 after a successor's term begins.

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ARTICLE VI

EXECUTIVE BOARD

Section 1.

The Executive Board shall manage the business and property of this Association except when general meetings of the Association are in session. All matters affecting the purposes, aims, and means of this Association, not specifically provided for in these Bylaws or by action of the members at a regular or special general meeting, shall be decided by the Executive Board.

Section 2.

The Executive Board shall be composed of the Officers and the immediate Past President.

Section 3.

The Executive Board shall hold such meetings as the President/Co-Presidents or Executive Board deem necessary for the competent management of the Association.

Section 4.

Each member of the Executive Board, except Past Presidents, shall possess one (1) vote in matters coming before the Board. All voting at Executive Board meetings shall be by each member present. Voting by proxy shall not be allowed. A majority of the Board shall constitute a quorum.

Section 5.

Any Executive Board member may be removed from office by a two-thirds (2/3) majority vote of those members present at any regular or special meeting of the membership of the Association. Notice of the proposed removal of the Executive Board member must be given to the member five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the member must state the cause for the proposed removal.

ARTICLE VII

APPOINTED COMMITTEES

Section 1.

This Association shall have the following standing committees: Apprenticeship, Audit, Fundraising, Health Care, Hospitality/Sunshine, Labor Relations, Legislative, Membership, Nominating, PSP Certification, Professional Development, Scholarship, and Website. Committee chairs shall make progress reports to the membership and Executive Board.

1 The committee chair, with the approval of the President/Co-Presidents, may remove any appointed
2 committee member who fails to attend committee meetings or who engages in conduct detrimental to
3 the good of the order and productivity of the committee.

4
5 A. **Apprenticeship Committee.** The President/Co-Presidents shall appoint one (1) dues-paying
6 member who shall encourage participation and assist members in attaining the Washington
7 State/PSE Apprenticeship Certification Program. They shall keep members aware of any
8 classes/upcoming educational opportunities necessary for the completion of the apprenticeship
9 program.

10
11 B. **Audit Committee.** The committee shall be responsible for ensuring that Association funds are
12 truly and accurately accounted for. This shall be done at least once per year: prior to September 30.
13 Additional audits may be conducted as determined by the committee or President/Co-Presidents.
14 The President/Co-Presidents is responsible for the completion of the audit. The committee shall be
15 chaired by the Vice President and be composed of two (2) members appointed by the Vice
16 President.

17
18 C. **Fundraising Committee.** The committee shall consist of at least two (2) dues paying members
19 appointed by the President/Co-Presidents. The committee will plan and process fundraising
20 ventures as needed in concert with AAEO's annual budget with the help of the entire
21 membership.

22
23 D. **Health Care Committee.** The President/Co-Presidents shall appoint one (1) dues paying member
24 to serve on the District Health Care Committee along with members of all Auburn School District
25 bargaining groups and District administration. This member will be responsible for sharing
26 information and making recommendations regarding health care benefits on behalf of AAEO
27 members.

28
29 E. **Hospitality/Sunshine Committee.** The committee shall welcome members as they arrive for
30 meetings, assist them in becoming acquainted with other members, provide name tags, ice
31 breakers, or personal introductions, as appropriate. Send cards as appropriate to members or
32 District administrators; send flowers/plant, gift or a donation, not to exceed fifteen dollars (\$15), to
33 members who are hospitalized, had surgery, or off work for a long illness of at least two (2) weeks,
34 or death of a spouse or significant other, child, sibling, or parents. This committee shall be
35 appointed by the President/Co-Presidents and consist of as many members as the President/Co-
36 Presidents determines are necessary to function effectively.

37
38 F. **Labor Relations Committee.** The committee shall consist of five (5) members to serve two (2)
39 consecutive years: (1) Administration/Support Services/Transportation, (1) High School, (1)
40 Middle School, (1) Office Assistant, (1) Elementary representative to be appointed by the
41 President/Co-Presidents to meet with the District on a mutually agreeable basis to discuss
42 appropriate matters.

43
44 G. **Legislative Committee.** The committee shall be composed of at least two (2) dues-paying
45 members appointed by the President/Co-Presidents. This committee shall be responsible for
46 attending the Association's annual Legislative Conference, and working on legislative bills, issues
47 as appropriate and keeping the membership informed of legislative issues that impact the office
48 professionals or our wages, hours, and working conditions.

- 1 H. **Membership Committee.** The Vice President shall be the chair of this committee. The committee
 2 shall be composed of a total of three (3) dues-paying members. This committee shall be responsible
 3 for welcoming new office professionals to AAEOP, ensuring membership paperwork is completed
 4 and updated as appropriate for the Association and NAEOP; and notifying the general membership
 5 of new AAEOP hires or job transfers within AAEOP. The committee will assist the Association
 6 field representative in completing the annual Association State Office membership audit.
 7
- 8 I. **Nominating Committee.** The nominating committee shall consist of at least two (2) dues-paying
 9 members appointed by the President/Co-Presidents. The committee shall contact members to solicit
 10 nominations for officers, elected committee members, and the Association Convention delegates.
 11 The committee shall also a) prepare a ballot with two (2) names for each office to be filled, after such
 12 candidates shall have been declared eligible by the membership chairperson, b) a member shall resign
 13 from this committee when becoming a candidate for the election of office, c) vacancies, with the
 14 exception of President/Co-Presidents and/or Vice President, shall be filled by the executive board,
 15 d) run-off election tie breaker shall be determined by secret ballot of the current Executive Board.
 16 Whether or not nominations are received prior to elections, nominations may also be made from the
 17 floor at the meeting. A member nominated from the floor must be present to have their name placed
 18 on the ballot. All candidates shall be notified within forty five (45) days from the general
 19 membership meeting of the results of the election.
 20
- 21 J. **Professional Standards/Certification Committee.** The President/Co-Presidents shall appoint a
 22 minimum of one (1) dues-paying member who shall encourage participation and extend assistance
 23 to members in attaining and re-certification of their PSP Certificates. They shall keep members
 24 aware of and involved in the NAEOP Professional Standards Program.
 25
- 26 K. **Professional Development Committee.** The President/Co-Presidents shall appoint a chairperson
 27 and a minimum of three (3) dues-paying members (one (1) member shall be the Classified In-
 28 Service Advisory Committee member) to the professional development committee who will
 29 provide resources and opportunities that support the professional growth of AAEOP members. The
 30 committee will offer professional development programs, workshops and activities that are
 31 essential for maintaining healthy attitudes in order to fulfill career, personal and professional needs
 32 and goals.
 33
- 34 L. **Scholarship Committee.** This Committee shall consist of at least three (3) dues-paying members
 35 appointed by the President/Co-Presidents.
 36
- 37 1. **Students.** The committee shall screen scholarship applications and select recipients for
 38 AAEOP scholarships with the minimum amount of two hundred dollars (\$200) each to be
 39 given to a senior at each high school. The scholarship committee and executive board will meet
 40 annually, prior to January 1, to determine the scholarship amount based on scholarship fund
 41 availability. The deadline date for a scholarship application is April 1. If there are no
 42 applications from seniors at each high school, then the remaining funds will be returned to the
 43 scholarship budget line item.
 44
- 45 2. **AAEOP Member.** There will also be one (1) minimum of two-hundred-dollar (\$200)
 46 scholarship awarded for a qualifying AAEOP dues-paying member. The scholarship committee
 47 and executive board will meet annually, prior to January 1, to determine the scholarship amount
 48 based on scholarship fund availability. The deadline date for a scholarship application is April
 49 1. In the event that no one applies or is qualified, two hundred dollars (\$200) will be returned to
 50 the scholarship budget line item.



1
2 3. NAEOP. AAEOP will make a twenty dollar (\$20) donation to the NAEOP Student Scholarship
3 Fund at the beginning of each year (September 1).
4

5 M. Website Committee: This committee shall consist of at least one (1) dues paying member
6 appointed by the President/Co-Presidents and will be responsible for updating and maintaining the
7 AAEOP-owned website. They will keep members aware of upcoming and past AAEOP, NAEOP,
8 and Association events and other information pertinent to AAEOP members.
9

10 Section 2. Ad-Hoc Committee.

11 The President/Co-Presidents shall designate (subject to Executive Board approval) such Ad-hoc
12 committees that the President/Co-Presidents determines are necessary to carry out the objectives and
13 purposes of this Association.
14

15 ELECTED COMMITTEES

16 Section 1.

17 This Association shall have the following elected committees: Grievance, Negotiations and Bylaws.
18 Any member, who has been elected to a committee, may be subject to recall by the President/Co-
19 Presidents and two-thirds (2/3) majority approval. Grounds for recall shall include failure to attend
20 Committee meetings or engaging in conduct detrimental to the good of the order and productivity of
21 the Committee.
22

23 A. Grievance Committee. The Committee shall determine if the Association should support a
24 grievance. In making such a determination, the Committee shall determine if a grievance has merit
25 prior to the employee filing step two (2). The committee shall be composed of the President/Co-
26 Presidents, Vice President, and two (2) or three (3) members-at-large elected at the same time as
27 the officers (odd number needed for voting purposes). Note: If the committee does not validate
28 the grievance prior to filing step four (4), the member has the right to file an appeal to the State
29 Grievance Panel.
30

31 B. Negotiation and Bylaws Committee. The Committee is responsible for effectively and forcefully
32 representing the best interests of the entire Association. It shall be authorized to reach tentative
33 agreement with the District on membership concerns (e.g., letters of agreement, memorandums of
34 understanding, and a new collective-bargaining agreement). Any and all tentative agreements must
35 be ratified by the membership.
36

37 The Committee shall be composed of the President/Co-Presidents and Vice President and five (5)
38 members to serve two (2) consecutive years. Three (3) members will be elected in even years, and
39 two (2) members will be elected in odd years. In such election, the membership will attempt to
40 elect members from different levels (e.g., (1) high school, (1) middle school, (1) AAEOP
41 Administration/Support Services/Transportation, 1) Elementary, 1) Office Assistant. The term shall
42 consist of a two (2) year period, from September 1 to August 31. Should negotiations not be
43 completed by the August 31 date, the current committee shall continue serving until a negotiations
44 agreement has been ratified.
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49

1 The Committee shall also be responsible for ensuring that the Bylaws accurately and effectively
2 describe the rules and operating procedures of AAEOOP.
3
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6 ARTICLE VIII

7 ASSOCIATION EXPENSES

8 Section 1. Budget.

9
10 The Executive Board shall annually develop a budget which shall be submitted to the membership for
11 approval at the first General Membership meeting of the fiscal year. The fiscal year shall run from
12 September 1 to August 31.
13
14

15 Section 2. NAEOP Conference.

16 In order to encourage membership attendance, AAEOOP will provide as much financial assistance as the
17 treasury will allow. Since circumstances will vary year to year, the membership of AAEOOP will
18 determine each year the amount of financial assistance. Reimbursements are as follows:
19

- 20 A. District Vehicle: An AAEOOP dues-paying member wishing to attend the conference may request
21 the use of an Auburn School District vehicle and credit card for travel. If a district vehicle is not
22 used, members may use an alternate means of transportation in accordance with Section 3. B.
23
24 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOOP at the District per-
25 mile rate. The most direct route from ASD Administration Offices to the destination and back will
26 be used to calculate mileage reimbursement. However, if travel is cheaper by air, the Executive
27 Board must pre-approve this option of travel prior to the purchase of the airline ticket.
28
29 C. Registration: AAEOOP will pay the registration fee, if funds are available.
30
31 D. Rooms: AAEOOP will pay for the room(s) selected for dues-paying members for the actual
32 conference dates only, if funds are available.
33
34 D. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum seventy-
35 five dollars (\$75) per day-which includes 20% gratuity. Alcoholic beverages are the member's
36 responsibility and will not be reimbursed.
37
38 F. Requests for all reimbursements must be received by the President for approval within thirty (30)
39 days of the expenditure. Payment must be made in the same fiscal year as the expense.
40

41 Section 4. Association Convention.

42 The PSE State Bylaws shall determine the number of delegates who will attend the Association's
43 Convention. Convention delegates shall be nominated by the dues-paying members and voted upon by
44 the dues-paying membership at the last general meeting of the curriculum school year. Nominations
45 from the floor may also be taken at the meeting. Members and/or alternates shall represent the best
46 interests of the membership by attending workshops and meetings. After the Convention, they shall
47 make a summary report at the next Association meeting.
48

1 Since the District, in the past, has recognized the value of the Convention by providing some financial
2 assistance, those attending are encouraged to seek District support. Those expenses not covered by
3 District assistance shall be reimbursed by AAEOP as follows:

- 4
- 5 A. District Vehicle: An AAEOP dues-paying member wishing to attend convention may request the
6 use of an Auburn School District vehicle and credit card for travel. If a District vehicle is not used,
7 members may use an alternate means of transportation in accordance with Section 4. B.
- 8
- 9 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
10 mile rate. The most direct route from ASD Administration Offices to the destination and back will
11 be used to calculate mileage reimbursement. However, if travel is cheaper by air, the Executive
12 Board must pre-approve this option of travel prior to the purchase of the airline ticket.
- 13
- 14 C. Registration: AAEOP will pay the registration fee of the delegates and/or alternates if funds are
15 available.
- 16
- 17 D. Rooms: AAEOP will pay for the room(s) selected for dues-paying members elected as a delegate
18 or alternate attending the Convention, if funds are available.
- 19
- 20 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum seventy-
21 five dollars (\$75) per day, which includes twenty percent (20%) gratuity. Alcoholic beverages are
22 the member's responsibility and will not be reimbursed.
- 23
- 24 F. Requests for all reimbursements must be received by the President/Co-Presidents for approval
25 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
26 expense.
- 27
- 28 G. AAEOP gift: AAEOP will pay up to one hundred dollars (\$100) for an Association gift.
- 29
- 30 H. If monies budgeted for the Association Convention delegates are not expended, the chapter will
31 have the option to send those monies or a portion of those monies (up to four hundred dollars
32 (\$400)) to the Association State Office to help sponsor other Association chapter member(s) or
33 donate to the Emergency Relief Fund (ERF).
- 34
- 35 I. All elected convention delegates that attend the Association convention shall receive one hundred
36 dollars (\$100) per day for compensation for their time spent at the convention. The chapter has the
37 right to ask for verification that the delegates were in attendance for all business sessions at the
38 convention.

39

40 **Section 5. Legislative Conference.**

41 Any member may attend the conference though conference expenses will only be reimbursed for two
42 (2) members representing this Association. Expenses will be reimbursed as follows:

- 43
- 44 A. District Vehicle: An AAEOP dues-paying member wishing to attend conference may request the
45 use of an Auburn School District vehicle and credit card for travel. If a District vehicle is not used,
46 members may use an alternate means of transportation in accordance with Section 5. B.
- 47
- 48 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
49 mile rate. The most direct route from ASD Administration Offices to the destination and back will
50 be used to calculate mileage reimbursement.

- 1
2 C. Rooms: AAEOP will pay for the room(s) selected by for those dues-paying members attending the
3 Conference, if funds are available.
4
5 D. Registration: AAEOP will pay the registration fee, if any, for the President/Co-Presidents (or
6 designee), Legislative chair(s), and as many other members as can be financially supported.
7
8 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum seventy-
9 five dollars (\$75) per day, which includes twenty percent (20%) gratuity. Alcoholic beverages are
10 the member's responsibility and will not be reimbursed.
11
12 F. Requests for all reimbursements must be received by the President/Co-Presidents for approval
13 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
14 expense.
15
16 G. All AAEOP members that attend the Legislative Conference shall receive one hundred dollars
17 (\$100) per day for compensation for their time spent at the conference. The chapter has the right to
18 ask for verification that the delegates were in attendance for all business sessions at the convent.
19

20 **Section 6. Zone Meetings.**

21 The President/Co-Presidents (or designee) and as many other members as the Association can
22 financially support may attend Association zone meetings. Expenses shall be reimbursed as follows:
23

- 24 A. District Vehicle: An AAEOP dues-paying member wishing to attend conference may request the
25 use of an Auburn School District vehicle and credit card for travel. If a District vehicle is not used,
26 members may use an alternate means of transportation in accordance with Section 6. B.
27
28 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
29 mile rate. The most direct route from ASD Administration Offices to the destination and back will
30 be used to calculate mileage reimbursement.
31
32 C. Rooms: AAEOP will pay for the room(s) selected by those dues-paying members attending the
33 conference if funds are available.
34
35 D. Registration: AAEOP will pay the registration fee, if any, for the President/Co-Presidents (or
36 designee), Legislative chair(s), and as many other members as can be financially supported.
37
38 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum seventy-
39 five dollars (\$75) per day, which includes twenty percent (20%) gratuity. Alcoholic beverages are
40 the member's responsibility and will not be reimbursed.
41
42 F. Requests for all reimbursements must be received by the President/Co-Presidents for approval
43 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
44 expense.
45

46 **Section 7. Other Official Business.**

47 Those members conducting official Association business shall be reimbursed for out-of-pocket
48 expenses when substantiated by a legal tax-deductible receipt. The Board shall receive advance
49 notification of the intended expense, which then shall only be reimbursed after Association approval.

1 Request for all reimbursements must be received by the President/Co-Presidents for approval within
2 thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the expense.
3
4

5 6 ARTICLE IX

7 8 MISCELLANEOUS PROVISIONS

9 10 Section 1.

11 The latest edition of Robert's Rules of Order shall be the guide in all cases in which they are
12 applicable.
13

14 Section 2.

15 In the event of dissolution of this Association, all liabilities and obligations shall be paid and the
16 remainder shall be transferred to the Scholarship Fund, pursuant to a plan of distribution as provided
17 by law; however, provided said organization shall qualify under the Internal Revenue Code.
18

19 Section 3.

20 Local chapters shall adopt Bylaws that do not conflict with the Association's State Bylaws and shall be
21 reviewed every even year. State Bylaws shall always supersede local Bylaws where conflict exists.
22

23 Section 4.

24 The chapter shall not enter into any collective bargaining agreement, amendment thereto, dispute
25 settlement agreement, grievance settlement agreement, or any other agreement or waiver which affects
26 or pertains to wages, hours or working conditions of the employees in the bargaining unit, nor any
27 agreement which would affect the rights of employees represented by the Association or any
28 agreement affecting the scope of any collective bargaining unit, with the District, Employer, or other
29 entity or agent, unless such agreement is first approved by the Executive Director of Public School
30

31 Employees of Washington/SEIU Local 1948 or his/her designee, provided decisions of the Executive
32 Director may be appealed to the Board of Directors.
33
34

35 36 ARTICLE X

37 38 AMENDMENTS

39 40 Section 1.

41 Amendments of the Bylaws shall be submitted in writing to the entire membership two (2) weeks in
42 advance of the meeting, at which time it shall be voted upon. A two-thirds (2/3) favorable vote of the
43 members in attendance shall be required for approval. The amendment shall become effective
44 immediately following its adoption.
45
46

47 BY: 
48 Teri Mathews, Chapter Co-President
49
50

DATE: 10/10/23

BY: Lisa Wilkinson
Lisa Wilkinson, Chapter Co-President

DATE: 10/4/23

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as adopted February 29, 1972
as amended February 13, 1979
as amended May 29, 1980
as amended November 18, 1980
as amended March 26, 1981
as amended October 20, 1981
as amended April 19, 1983
as amended May 19, 1983
as amended March 22, 1988
as amended November 3, 1988
as revised March 19, 1990
as amended April 22, 1992
as amended September 27, 1994
as amended November 18, 2003
as amended February 8, 2007
as amended May 2, 2007

as amended April 23, 2009
as amended April 20, 2010
as amended April 18, 2013
as amended January 26, 2017
as amended September 15, 2023

