

CHAPTER BYLAWS

KENT ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS



Public School Employees of Washington / SEIU Local 1948
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1 **PREAMBLE**

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3 As employees of the Kent School District, we have organized this Association primarily to secure better
4 wages, better working conditions, and to participate in the decisions which affect our profession. We will
5 represent the members of this Association forcefully and effectively in discussions or negotiations with Kent
6 School District.

7
8 As a democratic organization, we recognize the fundamental necessity to conduct our internal affairs
9 according to democratic standards.

10
11 In pursuit of our many aspirations, we, the members of this Association, have adopted these Bylaws.
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14 **ARTICLE I**

15 **ASSOCIATION NAME**

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17 **Section 1.**

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19 The name of this Association shall be Kent Association of Educational Office Professionals/Public School
20 Employees of Washington (KAEOP/PSE). This Association was originally established in 1968. On June 6,
21 1985, KAEOP was renamed as KAEOP/PSE when it became affiliated with Public School Employees of
22 Washington (PSE).
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26 **ARTICLE II**

27 **OBJECTIVES AND PURPOSES**

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29 **Section 1.**

30 Advance the standards of clerical employees.
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33 **Section 2.**

34 Promote the efficiency and standardization of policies and methods of service of all classified employees.
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37 **Section 3.**

38 Establish systematic and effective cooperation with the Kent School Board. Confer and negotiate with the
39 Kent School District on issues that concern Association members (e.g., a grievance procedure, personnel
40 matters, wages, hours, and working conditions).
41

42 **Section 4.**

43 Work actively for such legislation (State and Local) as may be in the best interests of schools, and/or
44 members of this Association.
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46 **Section 5.**

47 Cooperate with other associations of public school employees.
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ARTICLE III

MEMBERSHIP

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Section 1.

Any employee of the Kent School District in a clerical capacity (as noted in Article I of the Collective Bargaining Agreement) shall be eligible for active membership regardless of race, color, creed, national origin, sex or political belief.

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Section 2. Dues.

A. LOCAL DUES. Monthly membership dues for KAEOP/PSE shall be as approved by the membership. Such dues shall be collected by a payroll deduction.

B. STATE DUES. Monthly membership dues shall be as established by PSE.

1. Members who object to the use of dues for political activity, or with the political purposes for which said dues may be used, may, once a year between July 1 and July 30, demand that dues so used be refunded (dues for this purpose amount to .2% of your monthly gross income).
2. Members shall be exempt from payment of dues during the last month of employment preceding retirement.

C. Membership dues are not refundable except where an error resulting in an overpayment exists.

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ARTICLE IV

RIGHTS OF MEMBERS

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Section 1.

Members shall suffer no impairment of freedom of speech concerning the operations of this Association. Members shall have the right to full participation, through discussion and vote, in the decision making processes of the Association. Active discussion of Association affairs shall be encouraged and protected. The Association shall see to it that the members shall be given pertinent information needed for the exercise of these rights.

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Section 2.

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 which shall be specifically set forth.

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Section 3.

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, a financial report by the Treasurer at all Executive Board

1 meetings and such general membership meetings as deemed necessary by the Executive Board. A financial
2 audit shall be conducted at least once a year and will be made available to all members upon request.

6 ARTICLE V

8 OFFICERS, NOMINATIONS AND ELECTIONS

10 **Section 1. Officers.**

11 The officers of this Association shall be a President, Vice-President, Secretary and Treasurer. Co-presidents
12 may be elected and jointly share the office and responsibilities. Upon request of the President, agreement
13 by the Vice President and approval of the membership, the Vice President may be elevated to serve as
14 President or Co-President.

16 **Section 2. Term of Office.**

17 All officers shall be elected for a term of one year, commencing on July 1. Such election shall be by secret
18 ballot vote. Officer terms shall be limited to three consecutive years. Officers shall be installed prior to
19 June 15.

21 **Section 3. Nominations.**

22 The report of the Nominating Committee will be shared in May with all members in good standing.
23 Whether or not such committee is used, nominations may also be made from the floor at a chapter meeting
24 held to elect officers. A member nominated from the floor must be present at the meeting held to elect
25 officers. Nominated Candidates may have candidate statements shared with members prior to the election.
26 Write-in candidates will be permitted if the candidate agrees prior to write-in on the ballot.

28 **Section 4. Elections.**

29 Members shall have an equal right to run and hold office. To be eligible to serve as an officer, a candidate
30 must be a member in good standing of this Association for ninety (90) days.

31
32 Officers shall be elected by a secret ballot vote, and the balloting shall be so conducted as to afford all
33 members a reasonable opportunity to vote. At least ten (10) days advance notice shall be given the
34 membership prior to the holding of the election. Members in good standing, as determined by the most
35 recent dues remittance, shall receive a secret ballot to vote. Ballots shall be returned within five days.
36 Results may be publicized on the chapter website.

38 **Section 5. Vacancies.**

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

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ARTICLE VI

DUTIES OF OFFICERS

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Section 1. President/Co-Presidents.

The President/Co-president shall preside at all chapter and executive board meetings; shall be an ex-officio member of all committees; supervise all activities of the Association; sign checks as needed to expend funds of the Association; may be a member of NAEOP/WAEOP; execute all instruments in its behalf; appoint all ad-hoc and special committees of the Association subject to the approval of the Executive Board; report periodically to the membership regarding the progress and standing of the Association in regard to the President/Co-president's official acts; and, perform such other duties usually inherent in such office.

Section 2. Vice-President.

The Vice-President shall act for the President in the President's absence and perform such other acts as the President or the Executive Board may direct; may be authorized, by the Executive Board to act as a co-signer of checks drawn on the funds of the Chapter in place of or in addition to either the president or Treasurer; coordinate and/or assist with special events requested by the Executive Board; and be responsible for ensuring that each building has a building contact.

Section 3. Secretary.

The Secretary shall act as the correspondent for the Association and Executive Board; shall record and file all communication and documents of the Association; keep all records and minutes of meetings of the chapter, the Executive Board and to perform such other acts as the President and the Executive Board may direct. The Secretary shall be responsible for preparing and distributing to building contacts and to the webmaster, communications, chapter and Executive Board meeting agendas, minutes and notices, and shall perform such other duties as required.

Section 4. Treasurer.

The Treasurer shall receive and be accountable for all assets belonging to the chapter; pay all obligations incurred by the chapter in payment as authorized by the Executive Board; maintain bank accounts and depositories designated by the Executive Board; ensure that such money shall be withdrawn only by checks signed by the President and/or Vice President and the Treasurer; render periodic financial reports as required by the Executive Board or by the membership; keep an accurate record of receipts and disbursements; and prepare an annual budget for the approval of the Board in September.

Section 5. Officer Records.

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

ARTICLE VII

EXECUTIVE BOARD

Section 1.

The business and property of this Association shall be managed by an Executive Board, except when general membership meetings of the Association are in session. All matters affecting the purposes, aims

1 and means of this Association, not specifically provided for in these Bylaws or by action of the members at
2 a regular or special meeting shall be decided by the Executive Board. The Executive Board shall function
3 as the Grievance Committee.

4
5 **Section 2. Executive Board.**

6 The Executive Board shall be composed of the officers (President or Co- Presidents, Vice President,
7 Secretary, and Treasurer) and a representative elected by each of the following classifications for a one year
8 term:

- 9
- 10 1. Administrative Assistant Level I
- 11 2. Administrative Assistant Level II
- 12 3. Administrative Assistant Level III
- 13 4. Administrative Assistant Level IV
- 14 5. Administrative Assistant Level V

15
16 To be eligible for a Level Representative, a member must be in good standing for ninety (90) days.

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18 If requested by the Executive Board, the immediate past President may serve on the Executive Board in a
19 non-voting, advisory position provided that he or she is a member in good standing.

20
21 **Section 3. Level Representative.**

22 The Level Representative shall provide information to the unit and promote membership in PSE by making
23 personal contact with members of the unit. The Level Representative shall be available to the members of
24 their unit to answer questions pertaining to working conditions and rights of the employees and may assist
25 with concerns of contract violation. So that each member can be effectively represented, members should
26 take their issues first to their level representative(s). As an alternative, if the member is uncomfortable
27 working with the level representative(s), the Vice-President shall work with the member.

28
29 **Section 4. Building Representatives.**

30 Each building or department may have a building contact person. This representative would make sure that
31 all PSE members working in the same building or department have received PSE communications, which
32 may include notices of meetings, ballots, etc. They will maintain a KAEOP bulletin board in their building
33 or department.

34
35 **Section 5. Legislative Representative.**

36 The Executive Board shall appoint a legislative representative who shall be responsible for keeping the
37 Board and membership aware of relevant developments in the federal government, state legislature and/or
38 local and state government. It is recommended that the Legislative Representative attend the Legislative
39 Internship Program offered by PSE.

40
41 **Section 6. Executive Board Responsibilities.**

42 Each member of the Executive Board must agree to do the following: attend chapter meetings; become
43 knowledgeable of the bylaws; follow the duties of their position as described in the bylaws; and, be willing
44 to become knowledgeable of the current collective bargaining agreement.

45
46 **Section 7. Confidentiality.**

47 Since some issues are of a confidential nature, members of the Executive Board shall maintain and respect a
48 member's right to have their issue addressed in a confidential manner.

1 **Section 8. Board Minutes.**

2 Minutes of Executive Board meetings shall be distributed to members in the same manner as chapter
3 meeting minutes. Issues of a confidential nature shall be communicated in a manner that respects the
4 members' best interests.

5
6 **Section 9. Meetings.**

7 The Executive Board shall hold at least five (5) meetings per year and such special meetings as the Board
8 shall deem necessary for the competent management of chapter business.

9
10 **Section 10. Voting.**

11 Each Executive Board member shall have one (1) vote. Each classification shall be entitled to one (1) vote
12 in matters coming before the Board. All voting at meetings of the Executive Board shall be by each
13 member present in person; voting by proxy shall not be allowed. A majority of the elected members of the
14 Executive Board shall constitute a quorum. The President shall be authorized to conduct phone and/or
15 electronic polling of Board members when a majority of the elected Board members approve making the
16 decision in this manner.

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18 **Section 11. Removal From Office.**

19 Any officer may be removed from office by a two-thirds (2/3) majority vote of the membership attending
20 any regular or special meeting of the membership of the chapter. A level representative may be removed by
21 a two-thirds (2/3) majority vote of the level members who attend the unit meeting. Notice of the proposed
22 removal of the board member must be given to the Executive Board five (5) days prior to the date of the
23 meeting at which the removal is to be voted upon. Such notice to the trustee must state the cause for the
24 proposed removal.

25
26 **Section 12. Vacancies on the Executive Board.**

27 Vacancies occurring on the Executive Board by reason of death, resignation or removal shall be filled by the
28 remaining trustees if it is an officer vacancy or the level if it is a level vacancy. Vacancies shall be filled by
29 the level they are representing. Officer vacancies shall be filled by a vote of the Executive Board from a list
30 of interested candidates who are nominated at a chapter meeting. Such replacement shall serve during the
31 unexpired term of the trustee whose position has become vacant.

32
33 **Section 13. Unexcused Absences.**

34 Unexcused absence from three (3) consecutive meetings of the Executive Board by an Executive Board
35 Member shall be due cause for removal of that member by the Executive Board. Provided however, the
36 member who has two (2) unexcused absences receives a written communication notifying the committee
37 member that a third consecutive unexcused absence will result in the Executive Board removing them from
38 their position.

39
40 Members should inform the Secretary prior to the Executive Board Meeting to explain the reasons why they
41 cannot attend. If a member is unable to give advance notification, they will contact the Secretary as soon as
42 possible after the meeting to explain why they could not attend. Removal of an Executive Board member
43 because of excessive absenteeism shall not require the two-thirds (2/3) vote of the membership.

44
45 **Section 14. Fiduciary Duty.**

46 Every Executive Board Member occupies positions of trust in relation to the Association and its members as
47 a group. Accordingly, it is the duty of each such Committee Member, taking into account the special
48 problems and functions of the Association as a labor organization, to hold its money, property, and interests

1 solely for the benefit of the Association; to refrain from dealing with the Association as an adverse party or
2 in behalf of an adverse party in any manner connected with such person's duties, and from holding or
3 acquiring any financial or personal interest which conflicts with the interests of the Association; and to
4 account to the Association for any profit received by such person in whatever capacity in connection with
5 transactions conducted by such person or under his or her direction on behalf of the Association.

6 Additionally, any Committee Member who makes a false statement or representation of a material fact,
7 knowing it to be false, or who knowingly fails to disclose a material fact, in any document, report, or other
8 information required under the provisions of the Chapter Bylaws, or who willfully makes a false entry in or
9 willfully conceals, withholds, or destroys any books, records, reports, or statements required to be kept by
10 any provision of the Chapter Bylaws shall also be considered to have breached their fiduciary duties.

11
12 **Section 15. Transitioning of the Executive Board.**

13 Full duties will be assumed on July 1 of each year with the exception of negotiations. Incoming Board
14 members will work with outgoing Board members and attend Board meetings during the transition period.
15 All records regarding PSE business and correspondence must be transferred on or before July 15 from
16 outgoing officer or level representative to incoming officer or level representative.

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18 If contract negotiations are still in session during the transition period, the outgoing Board members remain
19 on the negotiations team until negotiations are completed. An incoming President will become a nonvoting
20 member of the negotiations team upon election.

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24 **ARTICLE VIII**

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26 **COMMITTEES**

27
28 **Section 1.**

29 This Association shall have the following standing committee: Negotiating. The President will appoint
30 chairpersons for all committees. In making these appointments, the President shall make every reasonable
31 effort to appoint chairs so that each of the following work areas will be represented: High School, Middle
32 School, Elementary, and two (2) members to represent support services.

33
34 **Section 2. Negotiating Committee.**

35 It shall be the duty of the Negotiating Committee to effectively and forcefully represent the interests of the
36 respective units and at the same time, the best interests of the entire Association membership. They shall be
37 responsible for negotiating the full collective bargaining agreement and any changes to it (e.g., letters of
38 agreement, memorandums of understanding). This committee shall be responsible for timely and effective
39 communication to the membership regarding their work.

40
41 The Committee shall be composed of the President, Liaison Officer, and such additional members are
42 necessary so that each of the following work areas will be represented: High School, Middle School,
43 Elementary, and two (2) members to represent support services.

44
45 **Section 3. Other or Special Committees.**

46 The President shall designate (subject to Executive Board approval) such special committees that the
47 President determines are necessary to carry out the objectives and purposes of this Association. Examples

1 of such committees are: Nominating, Social, Staff Development, EAP, Leave Sharing, Safety, Insurance
2 Task Force.

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6 **ARTICLE IX**

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8 **GENERAL MEMBERSHIP MEETINGS**

9
10 **Section 1.**

11 There shall be a minimum of two (2) general membership meetings per year. The date, time and place of
12 the general membership meeting shall be set by the President but shall be subject to the approval of the
13 Executive Board. Special meetings may be called by the President, the Executive Board, or by petition filed
14 with the President and signed by twenty percent (20%) of the members of the Association.

15
16 **Section 2.**

17 At any meeting of the membership of this Association, only members present shall be entitled to vote.
18 Voting by proxy will not be allowed. Mail ballots may be permitted when the Executive Board determines
19 that an issue requires broad-based resolution.

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21 **Section 3.**

22 A quorum shall exist when twenty (20) members are present.
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26 **ARTICLE X**

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28 **PARLIAMENTARY AUTHORITY**

29
30 **Section 1.**

31 Robert's Rules Of Order (latest edition) shall be the guide, in all cases in which they are applicable, and in
32 which they are not inconsistent with the Bylaws and special rules of this Association or Public School
33 Employees of Washington.
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37 **ARTICLE XI**

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39 **MISCELLANEOUS PROVISIONS**

40
41 **Section 1.**

42 In the event of apparent conflict between any provision of these Bylaws and a provision of either the Bylaws
43 or the Article of Incorporation of Public School Employees of Washington, the latter provision shall govern
44 and the former provision shall be deemed void, to the extent necessary to resolve the conflict.
45

46 **Section 2.**

47 Except to the extent specified in the Bylaws, no officer of this Association shall have the power to act as
48 agent for, or otherwise commit or bind this Association in any way whatsoever. No member or group of

1 members or any other person shall have the power to act on behalf of or otherwise bind the Association
2 except to the extent specifically authorized in writing by the Executive Board of this Association.

3
4 **Section 3.**

5 KAEOP's affiliation with PSE shall continue until a majority of all of the members vote to disaffiliate. If
6 such disaffiliation does occur, all funds in the chapter treasury shall revert to KAEOP. KAEOP shall exist
7 until a majority of all of its members vote to dissolve it. Should dissolution occur, all funds shall be
8 transmitted to a WAEOP scholarship fund.

9
10 **Section 4.**

11 KAEOP/PSE shall maintain a yearly affiliation with the Washington Association of Educational Office
12 Personnel.

13
14 **Section 5. Liaison Officer.**

15 The President shall, when taking office, appoint a liaison officer who shall meet with the President and the
16 District on a regular basis to discuss issues of concern.

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18 **Section 6. Legislative Liaison.**

19 The President shall, when taking office, appoint a legislative liaison who shall be responsible for informing
20 and organizing the membership on legislative issues. The legislative liaison must attend the PSE Legislative
21 Conference.

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25 **ARTICLE XII**

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27 **AMENDMENTS**

28
29 **Section 1.**

30 These Bylaws may be amended at any regular meeting by a two-thirds vote. The proposed amendment must
31 be distributed to the membership one (1) week prior to the meeting.

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34 BY: Judy Green
35 Judy Green, Chapter President

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38 DATE: 10/20/15

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40 Adopted January 22, 1986.
41 Amended March 27, 1989.
42 Amended April 16, 1992.
43 Amended October 25, 2000.
44 Amended February 15, 2010.
45 Amended November 16, 2011.
46 Amended June 11, 2015.