

Seattle Association of Educational Office Professionals
Organized in 1954

BYLAWS

Revised to include all amendments through March 2012

ARTICLE I. NAME

Section 1 Name: The name of this organization shall be the Seattle Association of Educational Office Professionals. (Herein referred to as SAEOP.)

Section 2 Affiliation with parent organizations: The SAEOP is affiliated with the Seattle Education Association (SEA) as a Department as stated in Article VIII Section 8.11 of the SEA bylaws. SAEOP is referred to as the Seattle Education Association's Department of the Seattle Association of Educational Office Professionals. The Seattle Education Association is incorporated under the charter laws of the State of Washington (SEA bylaws, Article I).

As stated in Article I of the SEA bylaws, SEA is affiliated with the Washington Education Association and the National Education Association; therefore, the SAEOP is a part of the Educational Support Professionals (ESP) of the Washington Education Association and the National Education Association.

Section 3 Other affiliations: SAEOP will pay yearly to affiliate with the National Association of Educational Office Professionals (NAEOP) and with the Washington Association of Educational Office Professionals (WAEOP).

ARTICLE II. PURPOSE

The purpose of this organization shall be to promote the welfare of its members by the representation of the members of the SAEOP in their employment relations, such as, but not limited to wages, hours, and working conditions; to study and discuss the issues of the members; to develop an efficient and professional staff; to pool ideas and ideals toward a finer service to the school and to the community.

ARTICLE III. MEMBERSHIP

Section 1: Membership in the SAEOP shall be of four types: active, honorary life, retired, and agency shop.

Section 2: Because Seattle Public Schools is a closed shop, all classified persons employed by Seattle School District No. 1 who are engaged in office, clerical or secretarial work and all persons who by job title are covered by the collective bargaining agreement of the SAEOP and the District pay dues or an agency shop

fee to SEA, as specified in the SEA bylaws, Article II, Section 2.21c and 2.22b. Official dues shall cover dates from September to August 31.

Section 3a: As specified in SEA bylaws, active members are those who pay dues to SEA and who choose to be members by filling out and returning the form provided by the Seattle Education Association.

Section 3b: Active members shall be entitled to vote, to hold office, to participate in meetings of SAEOP, and to participate in all rights and privileges in the Seattle Education Association's Bylaws of the Washington Education Association and the National Education Association Constitution and Bylaws.

Section 4: Active membership in SAEOP shall terminate upon failure to pay dues, upon resignation from the Seattle School District, or upon termination of employment as a SAEOP classified employee in the Seattle School District unless a grievance or appeal process is pending.

Section 5: Past presidents, upon retiring from the Seattle School District, shall receive honorary life membership in SAEOP without payment of the SAEOP retired member dues. Such an honorary retired member shall have all SAEOP membership privileges except holding elective office, unless the retired member returns to active membership as a substitute employee of Seattle School District. Officers who retire during their term of office may complete their term of office.

Section 6 Upon retiring from the Seattle School District, an active member may become a retired member with the payment of annual retired dues payable to the SAEOP treasurer. Such a retired member shall be entitled to full privileges of a SAEOP active member except holding elective office, unless the retired member returns to active membership as a substitute employee of Seattle School District.

Section 7: Any employee in a SAEOP position who does not choose to become a member of SEA or who has been expelled or suspended from membership will have the agency shop type of membership. The fees for agency shop are slightly less than dues for active membership – See Article 2, SEA bylaws.

ARTICLE IV. OFFICERS

Section 1: The Officers of the SAEOP shall be a President, Immediate Past President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary, and Seven (7) Members-at-Large, and shall be duly installed at the last general meeting of the school year. Each officer must be an active member prior to being elected to office.

Section 2: The Officers shall be elected through the Seattle Education Association's elections procedures. The President, Vice President, Recording Secretary, Treasurer, and Corresponding Secretary shall serve a two-year term which shall expire on the day following the last day of school, or until their successors are elected and installed. None of these officers shall serve more than two consecutive

terms in the same office. Members-at-large are elected for a two-year term and may not serve more than two (2) consecutive terms in the same office.

Note: Because SAEOP needs to align the terms of its officers and members-at-large with the two-year terms of SEA officers, the Executive Board members who were elected in the spring of 2008 will serve until the next election, scheduled to be held by SEA in the spring of 2010.

Section 3: Duties of Officers

President

The President shall at all times be the official representative of the SAEOP and shall preside at all meetings of SAEOP and the Executive Board.

The President shall appoint all SAEOP representatives to all Seattle Education Association's committees and commissions. In the case of commissions, the SAEOP president's appointments are advisory to the SEA President, who appoints the SAEOP representation in SEA commissions. See Article X, Section 10.21-22 SEA Bylaws.

In addition, see Article XI, Participation in Seattle Education Association, Section 1 and 2.

The SAEOP President shall appoint SAEOP representatives to the Seattle Classified Organizing Team (SCOT). (See Article XI.) The SAEOP President will collaborate with the president of the Paraprofessional Department of SEA to accomplish these actions:

- to appoint a SCOT chair from the members of SCOT
- to advise regarding the SCOT priorities for the term of service
- to provide other oversight to the functioning of the SCOT

The President shall be a member ex-officio of all SAEOP appointed committees except the Nominating Committee and the Budget Committee.

The President shall appoint one of the Members-at-Large to be the WAEOP representative.

The President shall co-sign with the SAEOP Treasurer all vouchers authorizing the payment of funds under the jurisdiction of the SAEOP.

The President shall co-sign with the SAEOP Treasurer all withdrawals from the SAEOP savings/checking account with the approval of the Executive Board.

The President shall be a delegate to the National Association of Educational Office Professionals' annual conference with necessary expenses included within the annual SAEOP budget. Such expenses shall be commensurate with the distance to be traveled.

Vice President

In the absence of the President, the Vice President shall have all the powers and prerogatives of the President and shall represent the SAEOP in all matters agreed upon by the President and Vice President. In the event of a vacancy in the office of President, the Vice President shall assume the duties and authority of the office for the unexpired term.

In addition, see Article XI, Participation in Seattle Education Association, Section 1.

The Vice President shall serve as the delegate to the annual conference of the National Association of Educational Office Professionals in the event the President is unable to attend. An alternate shall be elected at the last general membership meeting of the school year, who will serve as delegate if both President and Vice President are unable to attend. The delegate shall be provided expense funds as specified in the annual budget.

President and Vice President

The President and Vice President shall be voting delegates to the Educational Support Professionals National conference. Any additional delegates shall be active members selected by the Executive Board.

Voting delegates to the Washington Education Association's Education Support Professionals (ESP) events shall be active members selected by the Executive Board.

Recording Secretary

Resolutions and proceedings of all SAEOP meetings shall be entered in proper minute books by the Recording Secretary and copies of the minutes of each meeting shall be sent as soon as possible to the President.

Treasurer

The Treasurer shall be responsible for maintaining a voucher system to handle disbursements through the Seattle Education Association's Department of SAEOP. The Treasurer shall record all disbursements under the proper budget titles on a current basis.

The Treasurer shall present a report at each business meeting of SAEOP's and a yearly report at the closing Board meeting of the current term.

The Treasurer shall make any necessary deposits and co-sign with the President withdrawals from the SAEOP savings/checking account with the approval of the Executive Committee. The Treasurer shall attend all Seattle Education Association's Budget Committee meetings.

Corresponding Secretary

The Corresponding Secretary shall conduct all correspondence relating to the SAEOP.

Members-at-Large

Members-at-Large shall chair a standing committee or serve as the WAEOP representative as appointed by the President.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of the elected officers, and the Immediate Past President.

Section 2: Members of the Executive Committee shall continue in office until their successors are elected and installed.

Section 3: All officers, no later than two weeks after retiring from office, shall deliver to the President all monies, accounts, record books, papers, or other property belonging to the SAEOP.

ARTICLE VI. EXECUTIVE BOARD

Section 1: The Executive Board shall consist of all members of the Executive Committee and the Members-at-Large.

Section 2: All members of the Executive Board must be members in good standing at the time of their election or appointment.

Section 3: The Executive Board may fill any vacancies that occur in its membership until the next election.

Section 4: The Executive Board shall from time to time formulate and present to the general membership for consideration, policies which the Executive Committee recommends for adoption.

Section 5: The Executive Board shall supervise the finances of the Association, and subject to the approval of the general membership, approve all bills over One Hundred (\$100) Dollars that are not appropriated in the accepted budget for the fiscal year.

ARTICLE VII. EXECUTIVE DIRECTOR

Section 1: The Seattle Education Association Executive Director shall act as the Executive Director of the Department of SAEOP.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1: Ballots should consist of candidates who represent, proportionally, the members who work in the secondary, elementary, alternative, or central office areas of the district.

Section 2: Every other year, the Nominating Committee shall recruit at least one active member to be a nominee for each office to be filled.

Every year, the Committee shall also recruit active members to be on the May ballot for SEA Association Representatives (AR). If possible, the minimum number of candidates for AR should equal the number of ARs to which SAEOP is entitled (See Article XI Section 2).

Section 3: Only active members may vote.

ARTICLE IX. COMMITTEES

Section 1: The President, with the approval of the Executive Board shall appoint such SAEOP standing and other committees as are necessary.

Section 2: The standing committees of the SAEOP shall consist of a committee on Membership, Legislation, Hospitality, Negotiations, Program, Audit, Budget, Scholarship, Sunshine, Newsletter, Grievance, Wellness, and other such committees as may be established.

Section 3: The SAEOP Treasurer shall represent SAEOP on the Seattle Education Association Budget and Finance Committee.

Section 4: The Nominating Committee shall be appointed by the President with the approval of the Executive Board.

Section 5: The Nominating Committee shall comply with the regulations provided in the SAEOP Bylaws and the Seattle Education Association Bylaws.

Section 6: The Committee on Audit or an Auditor shall audit the accounts of the SAEOP at the close of each fiscal year and shall report findings in writing to the general membership at the first meeting in the fall.

Section 7: All committees shall be subject to the call of their respective Chairperson.

Section 8: The Chairperson of each committee shall submit a yearly written report to the President at the last Executive Board meeting of the current year. This report shall include a detailed description of the function of the committee.

ARTICLE X. MEETINGS

- Section 1: There shall be at least four (4) SAEOP General Membership meetings each year.
- Section 2: The President shall call a special meeting of the association at the request of seven (7) Executive Board members.
- Section 3: A special meeting of the SAEOP may be called by the President at any time.
- Section 4: The President shall call a special meeting when presented with a petition stating the object of the meeting signed by at least twenty (20) members of the association in good standing.
- Section 5: Notice of regular and special meetings of the SAEOP shall be mailed in time to reach each member preferably ten (10) days in advance of such meeting.
- Section 6: The order of business at any business meeting may include: call to order, reading of the minutes, communications, report of each committee, unfinished business, new business, and adjournment.
- Section 7: Executive Board meetings shall be called by the President at least six times each year. Additional meetings of the Executive Board may be called by a majority of the Executive Board.

ARTICLE XI. PARTICIPATION IN SEATTLE EDUCATION ASSOCIATION

- Section 1: Seattle Education Association Board of Directors membership, as authorized by the Seattle Education Association Bylaws, shall be granted to the Department of SAEOP officers as follows: President and Vice President.
- Section 2: Each year, the Nominating Committee shall recruit active members who are willing to serve as Association Representatives to the SEA Representative Assembly. SEA Bylaws specify that at least one serving Association Representative shall have a minimum of one year of employment with the Seattle School District. SEA bylaws (2010) allow SAEOP to have one representative for each twenty members.
- The slate of candidates shall be voted on by the members at the general membership meeting in May. SEA Bylaws specify that representatives shall be elected in May and their service shall begin with the August Representative Assembly.
- If no candidate with one year of employment with the SSD is elected as Association Representative, the President with the approval of the Executive Board may resolve the situation.

If a vacancy occurs or the Department of SAEOP becomes eligible for additional representatives, the President with the approval of the Executive Board may appoint representatives to fill the position(s).

Section 3: Active members of the Department of SAEOP shall vote for the Seattle Education Association President, Vice President, and Treasurer.

Section 4: Following the election of the SAEOP officers, the SAEOP President will appoint at least four active SAEOPS to serve on the Seattle Classified Organizing Team (SCOT) with an equal number of representatives from the Paraprofessional Department of SEA. Up to eight SAEOPs may be appointed to SCOT if an equal number of Paraprofessional representatives are appointed by the president of the Paraprofessional Department.

SCOT representatives serve two-year terms; representatives may serve more than one term, at the pleasure of the newly elected SAEOP President.

ARTICLE XII. PARLIAMENTARY PROCEDURE

Section 1: The rules in Robert's "Rules of Order Newly Revised" shall govern the SAEOP in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or special "Rules of Order" of the SAEOP or the Bylaws of the Seattle Education Association.

ARTICLE XIII. QUORUM

Section 1: Fifteen (15) members in good standing shall be necessary for a quorum at any regular membership meeting or special meeting.

Section 2: A majority of the Executive Committee members constitute a quorum for Executive Committee meetings.

Section 3: A majority of Executive Board members shall constitute a quorum for Executive Board meetings.

Section 4: A majority of the membership of any committee shall constitute a quorum of that committee meeting.

ARTICLE XIV. AMENDMENTS

The Bylaws of the SAEOP may be amended at a regular meeting by a vote of two-thirds (2/3) of the members present, provided that the proposed amendment shall have been presented to the membership in writing thirty (30) days before the meeting at which the amendment is to be voted upon.

SAEOP BYLAWS HISTORY:

Adopted November 19, 1968

Nora Engler, Chairman
Ruth Brattstrom
Beatrice Bruck
June Smith
Sophia Veit, President, ex-officio member

Revised February 23, 1971

Mae Mitchell, Chairman
Sophia Veit
Verna Rockhold, President, ex-officio member

Revised February 27, 1973 – April 24, 1973

Eleanor Haarsager, Chairman
Beatrice Bruck
Laurie Jensen
Margaret Sandvick
Ruth Richmond, President, ex-officio member

Revised April 22, 1975 – October 28, 1975

Mildred Hawkins
Pat Hitchens
Verna Rockhold
Ruth Richmond, Chairman
Eulala Klenman, President, ex-officio member

Revised April 26, 1977

Verna Bornemeier, Chairman
Eulala Klenman
Mary Cook, President, ex-officio member

Revised November 1987 – April 1988

Gail Larson, Chairman
Gloria Gedicks
Cheryl Rodway
Mae Mitchell
Eulala Klenman
Sue Kaiser, President, and ex-officio member

Amended, December 1994

Revised May, 1996

Gloria Gedicks, Chairperson
Gayle Johnston
Mae Mitchell
Eulala Klenman
Gail Larson, President, ex-officio member

Revised June, 2002

Gloria Gedicks, Chairperson
Emily Marley
Gail Larson
Robin Mallory
Shirley Painter
Mary Brown
Diane Pretz, President, ex-officio member

Bylaws reviewed November 2008 through April 2009

Christine McMillin-Helsel, Chairperson
Vera Stritzel
Debbie Passi, President, ex-officio member

Amendments approved April 16, 2009

Bylaws reviewed September 2010 through December 2010

Christine McMillin-Helsel, Chairperson
Holly Poulas
Treva Gallaher

Amendment approved March 24, 2011

Bylaws studied for providing formal structure for SCOT November 2011 through January 2012

Christine McMillin-Helsel, Chairperson
Holly Poulas
Treva Gallaher

Amendment to Articles IV and XI approved March 21, 2012