

Seattle Association of Educational Office Professionals

(SAEOP) BYLAWS

Revised to include all amendments through January 25, 2024

ARTICLE I. PURPOSE

The purpose of SAEOP is to promote the welfare of its members in their employment relations including but not limited to wages, hours, work-life balance, and working conditions and advocate for and facilitate professional development opportunities focused on developing efficient and professional staff equipped to provide quality service to our schools and communities.

ARTICLE II. AFFILIATION AND SUBORDINATION

The Seattle Association of Educational Office Professionals (also referred to herein as SAEOP) is affiliated with the Seattle Education Association (SEA) as a Department as stated in Article VIII. The constitution, bylaws, policies and programs of SAEOP departments shall be subordinate to and in conformity with the Bylaws, Standing Rules, Rules of Order, and Resolutions/Positions of the Seattle Education Association. SAEOP, via SEA, affiliate with the Washington Education Association and the National Education Association (NEA). In addition, SAEOP affiliate with the National Association of Educational Office Professionals (NAEOP) and with the Washington Association of Educational Office Professionals (WAEOP).

ARTICLE III. MEMBERSHIP

Section 3.01 Types of members.

Active. Members who pay dues to SEA.

- (a) Active membership shall terminate upon failure to pay dues, resignation from the Seattle School District, or termination of employment as a SAEOP in the Seattle School District unless a grievance or appeal process is pending.
- (b) Retired. 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.
- (c) Honorary life. Past presidents upon retiring from the Seattle School District shall receive honorary life membership in SAEOP without the payment of retired member dues.

Section 3.02 Member Rights.

- (a) Active members shall be entitled to vote, to hold office, to participate in meetings, receive stipends (Honorariums), participate in events, activities, or special giveaways of SAEOP.
- (b) Retired members 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.
- (c) Honorary life members 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.

Section 3.03 Dues and fees.

Dues and Fees are collected by Seattle Education Association per SEA Bylaws. SAEOPs who do not pay dues will not have access to any Active Member Rights, *except* for Duty of Fair Representation.

ARTICLE IV. ELECTED OFFICERS AND LEADERSHIP POSITIONS

Section 4.01 SAEOP shall have the following elected officers:

- (a) President
- (b) Vice President
- (c) Recording Secretary
- (d) Treasurer
- (e) Corresponding Secretary
- (f) Seven (7) Members-at-Large

Section 4.02 In addition, there shall be other leadership positions:

- (a) Immediate Past President. Serves as an advisor to the newly elected President and continues to attend Executive Board Meetings as needed.
- (b) Association Representatives. Serve at the SEA Representative Assembly.
- (c) NAEOP Representative. This appointee attends board meetings, shares association activities and opportunities with general membership, attends annual WAEOP conference funded per annual budget.

Section 4.03 Nomination and Elections.

- (a) Every year, the Nomination Committee shall recruit active members to be on the May ballot for SEA Association Representatives (AR). Every other year, the nomination Committee shall recruit at least one active member to be a nominee for each office to be filled. The Nominating Committee shall seek out officer and

leadership candidates who represent, proportionally, the members who work in the secondary, elementary, alternative, or central office areas of the district. The Nomination Committee shall comply with SAEOP and SEA Bylaws.

- (b) The Officers and Association Representatives shall be elected through the Seattle Education Association's elections procedures and 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 4.04 Term Limits.

- (a) All officers shall serve two-year terms that expire on the day following the last day of school, or until their successors are elected and installed. Officers shall not serve more than two consecutive terms in the same office.
- (b) A President who has served two terms may not run for the position of Vice President or Treasurer without one year intervening from the time they left office.

Section 4.05 Recall.

An elected may be removed from office for misfeasance, malfeasance or nonfeasance by a recall election which may be initiated by the Executive Board or the general membership in one of the following manners:

- (a) An elected officer may be removed from office for misfeasance, malfeasance or nonfeasance by a recall election which may be initiated by the Executive Board or the general membership in one of the following manners:
 - (i) The Executive Board may request a recall election after a three-fourths majority vote of its members; or
 - (ii) The general membership may request a recall election by petition containing the signatures of 10% of the bona fide active members of this Association.
- (b) A general membership meeting will be scheduled for the recall election within sixty (60) calendar days after receipt of either the Executive Board's recall motion or the membership's recall petition.

Section 4.06 Duties of Officers.

President

- (a) The president is the official representative of the SAEOP at all times. The President or their designee shall:
 - (i) Preside at all meetings of SAEOP and the Executive Board;
 - (ii) Appoint SAEOP representatives to all Seattle Education Association's committees and commissions;
 - (iii) Recommend new committees and committee members to the Executive Board for approval;
 - (iv) Be a member ex-officio of all SAEOP committees except the Nominating Committee and the Budget Committee;

- (v) Appoint one of the Members-at-Large to be the WAEOP/NAEOP representative;
- (vi) Collaborate with the president of the paraprofessional Department of SEA to appoint representatives for the Seattle Classified Organizing Team (SCOT) consistent with SEA bylaws and requirements;
- (vii) Co-sign with the SAEOP Treasurer as needed on vouchers authorizing the payment or withdrawal of SAEOP funds;
- (viii) Be a voting delegate to the Educational Support Professionals national conference;
- (ix) Serve as a delegate to the National Association of Educational Office Professionals' annual conference with necessary expenses – commensurate with distance traveled – included within the annual SAEOP budget;
- (x) Serve on WEA Action Coordinating Team (ACT); and
- (xi) Serve as the Immediate Past President as an advisor to the newly elected President and continue to attend Executive Board Meetings as needed.

Vice President

- (a) In the absence, or at the request of the President, the Vice President shall have all the powers and prerogatives of the 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. The Vice President shall be a voting delegate to the Educational Support Professionals National conference.

Recording Secretary

- (a) The Recording Secretary shall enter all resolutions and proceedings of all SAEOP meetings in proper minute books and send copies of the minutes of each meeting to the president as soon as possible.

Treasurer

- (a) The Treasurer shall:
 - (i) Maintain a voucher system to handle disbursements through the Seattle Education Association's Department of SAEOP;
 - (ii) Record all disbursements under the proper budget titles on a current basis;
 - (iii) Present a report at each business meeting of SAEOP's and yearly report at the closing Board meeting of the current term;
 - (iv) Make any necessary deposits and co-sign with the President on financial transactions with the SAEOP budget; and
 - (v) Attend all Seattle Education Association's Budget Committee meetings.

Corresponding Secretary

- (a) The Corresponding Secretary shall conduct all correspondence relating to the SAEOP including web-based correspondence.

Stipends (Honorariums). President, Vice President, Treasurer, Recording Secretary, Correspondence Secretary will receive yearly stipends (Honorariums) voted upon by SAEOP Executive Board and SAEOP General Membership. (Stipends (Honorariums).

The following Committee Chairs will receive yearly stipends (Honorariums) voted upon by SAEOP Executive Board and SAEOP General Membership. Workload, PSP, PD, Newsletter, Scholarship)

Members-at-Large

- (a) Members-at-Large shall serve as a Zone Representative and either serve as chair of a standing committee or as the appointed / NAEOP representative. Zone Representatives support the efforts of maintaining and growing membership within a geographic zone and for building a structure of support within the zone between the SAEOP workplaces. Zone Representatives communicate with zone members regularly, relay communications at the request of the President or Board, provide one-on-one support, support the efforts of information gathering, and report emerging/continuing member issues and zone activities at each Board Meeting.

Section 4.07 End of Term Transition

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 V. EXECUTIVE BOARD

Section 5.01 Membership.

- (a) The Executive Board shall consist of elected officers the Immediate Past President, and the Members-at-Large.
- (b) The Seattle Education Association President acts as an advisor to the Department of SAEOP.

Section 5.02 Responsibilities. The Executive Board shall:

- (a) Formulate and present to the general membership for consideration, policies recommended for adoption;
- (b) Supervise the finances of the Association and approve all expenses over one thousand (\$1,000) dollars that are not appropriated in the accepted budget for the fiscal year;
- (c) Approve President's recommendations for forming standing and other committees and their members;
- (d) Select any additional delegates or voting delegates to the Washington Education Association's Education Support Professionals (ESP) events beyond the President and Vice President; and
- (e) Fill any vacancies that occur in its membership until the next election.

ARTICLE VI. COMMITTEES

Section 6.01 Standing Committees and Their Purpose.

The standing committees of the SAEOP shall include:

- (a) PSP: The purpose of this team is to provide space and opportunity for SAEOPs to learn about Professional Standards Program (PSP), earn PSP points, guide, and support the filling out and submission of PSP forms.
- (b) Workload – The purpose of the Workload Team is to work closely with SEA and SPS in the advocacy, planning and protections of SAEOP expectations, responsibilities, amount of work and quality of work.
- (c) Legislation-Work with SEA and WEA representatives on political action activities including participating in Lobby Day and WEA-PAC.
- (d) Wellness – Support the social emotional health of the membership. Collaborate with other SAEOP/SEA committees in event planning activities such as: Start of school welcoming, March Madness, end of year banquet and awards ceremony, greeting card writing, etc.
- (e) Negotiations – Participate in SEA bargaining preparations, planning, actions, meetings, communications, etc. related to current and future Collective Bargaining Agreements and associated bargained documents.
- (f) Professional Development – Plan, promote, and execute relevant trainings, workshops and events, including but not limited to March Madness. Coordinate and communicate SAEOP PD needs with district professional development managers and SEA to ensure SAEOP interest and needs are being met.
- (g) Audit and Budget – Work with SEA bookkeeping staff for the auditing of the accounts of the SAEOP at the close of each fiscal year and reporting findings in writing to the SAEOP Executive Board and Treasurer as well as SAEOP general membership.
- (h) Scholarship – Develop, promote, distribute, collect, and review applications for SPS graduating seniors for continuing education opportunities. Plan and conduct presentation of awards to scholarship recipients at end of year awards banquet.
- (i) Newsletter – The purpose of the Newsletter team is to work closely with the SAEOP Correspondence Secretary and SEA Communications staff to write and distribute the SAEOP newsletter.
- (j) Grievance – Support SEA on membership grievances for SAEOP members.
- (k) Nominating/Membership Committee – Recruit active members to serve as SEA Association Representatives (AR) and SAEOP officers. Seek out candidates who represent, proportionally, the members who work in the secondary, elementary, alternative, or central office areas of the district. Increase Dues Paying membership by reaching out to Potential Members.
- (l) **RACIAL EQUITY TEAM:** The purpose of the Racial Equity Team (RET) is to support, encourage and educate SAEOPs in the area of racial equity. This is including but not limited to offering suggested readings, trainings, asking probing questions, speaking up at meetings in support of racial equity.

- (m) **HOSPITALITY:** The purpose of the Hospitality team is to create a welcoming environment and sense of belonging for SAEOP members. This is including but not limited to welcoming new SAEOPs, providing support and encouragement in times of emotional needs such as bereavement.
- (n) **SUNSHINE:** The purpose of the Sunshine team is to plan, organize and coordinate fun activities for SAEOPs.

Stipends (Honorariums). The following Committee Chairs will receive yearly stipends (Honorariums) voted upon by SAEOP Executive Board and SAEOP General Membership. Workload, PSP, PD, Newsletter, Scholarship.

Section 6.02 Additional Committees.

- (a) The President may propose, and the Executive Board may approve additional temporary or standing committees as deemed necessary.
- (b) Joint Committees.
 - (i) SPS/SAEOP/Para Mentor Program. Per CBA in Collaboration with Paraprofessional Department of SEA meet regularly to implement mentor program for SAEOP members.
 - (ii) Joint SPS/SAEOP Work load Committee. Per CBA work with SPS to identify causes of overload for the office professionals workload; meets at least 12 times per year.

Section 6.03 Committee Responsibilities.

- (a) Regular Updates. The chair or designated representative of the chair shall provide reports to the SAEOP Executive Board.
- (b) Annual Reports. The Chairperson of each committee shall submit a written report to the President at the last Executive Board meeting of the current year. This report shall include a detailed description of the functions, activities, and expenses of the committee.
- (c) All committees shall be subject to the call of their respective Chairperson.

ARTICLE VII. MEETINGS

Section 7.01 General Membership Meetings.

There shall be at least four (4) SAEOP General Membership meetings each year.

Section 7.02 Executive Board Meetings.

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.

Section 7.03 Special Meetings.

Special meetings may be called by the President at any time and are required when requested by seven (7) Executive Board members or by a petition stating the object of the meeting signed by at least twenty (20) members of the association in good standing. Time sensitive meetings may be called.

Section 7.04 Notice of Meetings.

Notice of meetings shall be communicated by most effective and efficient accepted method available on a schedule set forth by the Board (e.g., annual calendar, SEA website, and personal email). Notice shall be given by SAEOP Correspondence Secretary or Active SAEOP member appointed by SAEOP President if Correspondence is not available.

Section 7.05 Parliamentary Procedure.

The rules in Robert's "Rules of Order Newly Revised" shall govern the SAEOP, except in cases where they are inconsistent with the SAEOP or SEA Bylaws.

Section 7.06 Quorum.

The following is considered quorum for:

- (a) General Membership Meetings: Fifteen (15) members in good standing.
- (b) Executive Board Meetings: A majority of Executive Board members.
- (c) Committee Meetings: A majority of committee members.

ARTICLE VIII. PARTICIPATION IN SEATTLE EDUCATION ASSOCIATION (SEA)

Section 8.01 SEA Board of Directors Membership.

The SAEOP President and Vice President shall serve on the SEA Board of Directors.

Section 8.02 SEA Representative Assembly.

Each year, the SAEOP Board shall submit to SEA leadership members appointed to serve as Association Representatives to the SEA Representative Assembly consistent with SEA and SAEOP Bylaws. The President, with the approval of the Executive Board, may appoint representatives to fill vacancies or additional eligible positions that become available and/or resolve situations where no candidate meet minimum qualifications.

Section 8.03 Seattle Classified Organizing Team (SCOT)

The President will appoint at least four active SAEOPs to serve two-year terms on the Seattle Classified Organizing Team (SCOT), in coordination with representatives from the Paraprofessional Department of SEA.

ARTICLE IX. BYLAW 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 has been presented to the membership in writing by email, thirty (30) days before the meeting at which the amendment is to be voted upon.