

**PALM BEACH COUNTY  
ASSOCIATION OF EDUCATIONAL SECRETARIES  
AND OFFICE PROFESSIONALS  
(AESOP)**

**BYLAWS**

**ARTICLE I      NAME, AFFILIATION, AND EMBLEM**

- Sect. 1.**      **The name of this organization shall be Palm Beach County Association of Educational Secretaries and Office Professionals (AESOP), hereinafter referred to as the "Association." This Association has registered as a non-profit organization under identification number: IRS #59-1655847.**
- Sect. 2.**      **Each year this Association shall affiliate with Services Employees International Union/ Florida Public Service Union (SEIU/FPSU)**
- Sect. 3.**      **The official emblem for this Association shall be the AESOP seal as represented by the die registered with Heal-Jones & Company. A facsimile seal shall be used on all official Association stationery, newsletters, pins, and charms. The official colors are Green & Gold.**

**ARTICLE II      OBJECTIVES AND CODE OF ETHICS**

- Sect. 1.**      **The objectives of this organization shall be to meet and discuss problems and matters of common interest, to raise the standards of employment and working conditions, to improve the skills and efficiency of its members, to provide opportunities for fellowship, and to secure meaningful recognition of the valuable contributions made by its members to the function of the School District of Palm Beach County.**
- Sect. 2.**      **The Association shall subscribe to the Code of Ethics adopted on July 25, 1964, by the National Association of Educational Office Professionals. The Code of Ethics is attached to this document.**

**ARTICLE III      MEMBERSHIP AND DUES**

- Sect. 1.**      **Membership in the Association shall be of four classes: Active, Associate, Retired, and Honorary.**

- Sect. 2.a** ACTIVE — All Positions covered by the AESOP Bargaining Unit in the School District of Palm Beach County shall be eligible for Active membership. Upon payment of dues, Active members shall be entitled to vote, to hold office, and to participate in all activities of the Association. Confidential employees shall not be represented in collective bargaining or vote in negotiation matters.
- Sect. 2.b.** Only Active members in good standing, dues paid 30 days prior to requesting any representation during the current fiscal year, shall be eligible for representation by the Association's chief negotiator. After representation has been rendered, employee must continue to pay dues for a minimum of three months.
- Sect. 3.** ASSOCIATE — Membership shall be open to persons interested in advancing the purposes of the Association but who are not eligible to be Active, Retired, or Honorary members. Associate members shall have all the rights and privileges of Active members except that of holding office and voting. Annual dues shall be that of an Active member.
- Sect. 4.** RETIRED — An individual retired from active service in a position covered by the AESOP Barraging unit in the School District of Palm Beach County may become a Retired member of the Association upon payment of yearly dues. Retired members shall be entitled to all the privileges of Active members, except holding office and voting in the election of officers. To be eligible to run for an elected office, a Retired member must pay Active membership dues.

- Sect. 5. HONORARY — An individual may be elected to Honorary membership for outstanding service to the Association by a majority vote of the members after nomination by the Executive Board. Honorary members shall be exempt from paying dues and shall have the same privileges as Retired members.**
- Sect. 6. The members of this Association shall be on a month to month basis initiated upon membership application. The annual dues for Active and Associate members shall be \$11.00 bi-weekly and Retired member dues shall be \$44.00 annually.**
- Sect. 7. Active Membership in the Association shall be terminated by resignation in writing to the FPSU Union Office either by mail or in person, or termination of employment with the School District of Palm Beach County. It is the member's responsibility to inform AESOP through the FPSU Office if they are moved to a position not covered by the AESOP bargaining unit.**

#### **ARTICLE IV    MEETINGS**

- Sect. 1. Five active members of the Association shall constitute a quorum for the transaction of business and a majority shall rule.**
- Sect. 2. At least four regular meetings shall be held each year. Special meetings may be called by the Executive Board, giving at least seven days' notice to members.**
- Sect. 3. The final business meeting, referred to as the Annual Meeting, shall be held in May, at which time annual reports shall be presented.**
- Sect. 4. To share in that portion of the budget allocated to annual State, and National conferences, an active member must have attended at least 50% of the regular business meetings during the year.**

**ARTICLE V      OFFICERS**

- Sect. 1.**      The officers of this Association shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, and four Directors, one from each geographic area (North, North Central, South Central, South, and West, and one from the County School Board Office, and one from Exceptional Student Education (ESE).
- Sect. 2.**      The officers shall be elected for a term of two years, assuming their duties July 1.
- Sect. 3.**      No officer shall hold more than one elected position during the same term, nor shall serve more than one term in the same office. However, in cases of a vacancy, the President shall appoint an interim officer to hold that office until it is filled through a subsequent election.

**ARTICLE VI      ELECTION OF OFFICERS**

- Sect. 1.**      The Election Committee shall conduct a survey of the membership as soon as possible after February 1 to secure one or more names in nomination for each office. Members submitting names in the survey must first obtain approval from the proposed candidates.
- Sect. 2.**      All candidates must be Active members of the Association, with dues paid by Feb. 1. Candidates for the President and First Vice President must have served at least one year on the Executive Board of this Association. Candidates for the position of Treasurer must have prior experience as a financial record keeper.
- Sect. 3.**      Following receipt of nominations, the committee shall compose a slate of officers, taking care to secure representation of all areas and the County School Board offices. Ballots shall be mailed first class to the home address of all Active members. (dues paid 3 months prior to the annual meeting)
- Sect, 4.**      At least two weeks before the Annual Meeting, the committee shall meet to open and count ballots, at a time and place made known to the members, who shall be welcome to attend and witness. A written report of the results shall be presented at the Annual Meeting and shall also be included in the minutes of that meeting. Ballots shall be kept one year in the possession of the newly-elected President and then be destroyed.
- Sect. 5.**      Installation of newly-elected officers shall take place immediately following the Annual Meeting.

**ARTICLE VII      DUTIES OF OFFICERS**

- Sect. 1.**      The President shall preside at all meetings of the Association and of the Executive Board. The President shall appoint the

Parliamentarian and all committee chairmen with the approval of the Executive Board, except the Elections Committee, and shall be ex-officio member of all committees with the exception of the one named above. The President shall designate an alternate signee for checks, and serve on the negotiating team. In the absence of the Parliamentarian, the President shall appoint an acting Parliamentarian.

Sect. 2. The First Vice President shall serve as an aide to the President, shall perform the duties of the President in her absence at meetings, shall be chairman of the Annual Workshop, and shall serve on the negotiating team. In the event of a vacancy in the office of President, the First Vice President shall assume the duties and authority of that office for the unexpired term.

Sect. 3. The Second Vice President shall be the membership chairman, and shall preside at meetings in the absence of both the President and First Vice-President. As membership chairman, she shall be responsible for promoting the growth of this Association through increased membership in the local, state, and national associations

The membership chairman shall provide the Chief Negotiator with a listing of all paid members each year which will be used for determining eligibility for representation.

Sect. 4. The Recording Secretary shall keep an accurate permanent record of the meetings of the Association and of the Executive Board, shall retain registration lists following all meetings, and shall update and maintain School Board Policies and Administrative Directives.

Sect. 5. The Corresponding Secretary shall issue notices of meetings and, at the request of the President and handle correspondence of the Association.

Sect. 6. The Treasurer shall serve as chairman of the Budget Committee, shall have charge of all monies of the Association, giving a written report of all income and expenses, and shall disburse funds only upon the written order of the President. The treasurer shall accept and transmit membership dues for the National Association of Educational Office Professionals. The Treasurer shall present for audit one week after receipt of the June bank statement, all books, records, and papers. The Treasurer shall be the custodian of the Association's calculator and attaché case during the term of office.

- Sect. 7.** The Historian shall compile a record of all activities of the Association by keeping a scrapbook of pictures and published news articles, and shall be responsible for the Association's camera. The Historian shall be responsible for the installation of new officers.
- Sect. 8.** The Directors shall act as representatives of their respective areas, shall become knowledgeable of the Association and its activities so as to function as a direct liaison between the Executive Board the general membership and shall perform such duties as may be requested by the President with the approval of the Executive Board.
- Sect. 9.** Officers shall attend all meetings of the Association and of the Executive Board, unless excused in advance by the President.
- Sect. 10.** All records of officers shall be turned over to the President at the Annual Meeting, for transfer to the incoming President. All officers shall file a written report with the secretary at the Annual Meeting to become a permanent record of the Association.
- Sect. 11.** The Executive Board shall declare a vacancy in any office for failure to perform assigned duties. This board shall fill the vacancy.

#### **ARTICLE VIII THE EXECUTIVE BOARD AND ITS DUTIES**

- Sect. 1.** The Executive Board shall include the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Directors, Parliamentarian, Standing Committee, Chairmen and the immediate Past President.  
Executive Board meetings shall be held at the call of the President or at the request of the majority of its members. Five members shall constitute a quorum.
- Sect. 2.** The Executive Board shall assist the President in planning programs of Association meetings and shall perform duties requested by the general membership.
- Sect. 3.** The Executive Board shall appoint the Association's representative to the Insurance Advisory Committee, a Bylaws Committee when needed, and assist the President in selecting other committees. In the absence of the President, and First and Second Vice Presidents, the Executive Board shall appoint a chairman to conduct a general meeting.
- Sect. 4.**
- Sect. 5.** The Executive Board shall have power to fill a vacancy occurring among the offices, except that of the President.
- Sect. 6.** The Executive Board shall approve the Budget Committee's proposed budget for the next fiscal year, (July 1 thru June 30), prior

to its submission to the membership at the Annual Meeting for approval.

**Sect. 7.** To share in that portion of the budget allocated to annual State, and National conferences, a member of the Executive Board must have attended at least 75% of the Executive Board meetings during the year. West Area officers shall be required to attend 50% of the Executive Board meetings.

**Sect. 8.** The Treasurer shall provide an audit of the books each year upon receipt of the June Bank statements

## **ARTICLE IX      COMMITTEES**

**Sect. 1.** The President with approval of the Executive Board shall appoint the standing committee chairmen which shall be: Budget, Elections, In-service Education, Incentive Awards Program, Scholarship, Sunshine, Ways and Means, Hospitality, and Chief Negotiator for a term of one year. Chairmen may succeed themselves upon reappointment by the President.

**Sect. 2.** The Budget Committee, with the Treasurer as chairman, shall be staffed with at least four other members elected by the membership, shall prepare a proposed budget for the upcoming fiscal year for study by the Executive Board prior to the Annual Meeting, and shall prepare copies of the proposed budget as approved by the Executive Board for distribution and adoption by the membership at the Annual Meeting.

**Sect. 3.** The Elections Committee shall be composed of five members elected by the general membership before February 1. Two members shall be elected from the Executive Board and three from the general membership. This committee's function is outlined in

**Sect. 4.** The In-service Education Committee shall determine, by surveying the general membership and by observing the reaction to the Annual Workshop courses, what training should be offered to improve the skills and efficiency of the members, and make arrangements to obtain those courses. The committee shall work closely with the First Vice President and the Incentive Awards Program Chairman.

**Sect. 5.** The Incentive Award Committee shall become knowledgeable concerning the Incentive Award Program as negotiated with the

**Article VI.**



Palm Beach County School Board; shall be responsible for verifying in service education points for individuals in the program each June if requested by the Personnel Department of the P.B. Co. School Board; shall work closely with the In-service Education Committee to provide suitable classes for this program and shall promote this program to all eligible personnel.

Sect. 6. The Scholarship Committee shall be responsible for making applications available to any child or grandchild of an active member who is a nominee from the submitted applications, to be. They shall follow the approved guidelines for selecting nominees for the competition.

This same committee shall also receive scholarship applications from active members of the Association in good standing. Winners will be announced at the Annual meeting.

One of the student scholarships shall be designated the Mary N. Smith Memorial Scholarship.

Sect. 7. The Sunshine chairman shall send cards, or floral gifts when appropriate, to members who are ill or injured, or who have had a serious illness or a death in the family. She shall also send a floral memorial or other suitable meconium upon the death of a member.

Sect. 8. The Ways and Means Committee shall be responsible for fund raising activities of the Association with approval of the executive Board and/or the general membership, keeping in mind the goals as established in the budget.

Sect. 9. All standing committee chairmen shall have the right to vote at Executive Board meetings and shall file a written report with the secretary at the Annual Meeting to become a permanent record of the Association. All records of committees shall be turned over to the President at the Annual Meeting for transfer to the incoming President. A majority of any committee shall constitute a quorum.

## ARTICLE X            NEGOTIATIONS

Sect. 1. As long as this Association is the official bargaining agent as defined by the Bargaining Unit Job Classification, and is certified by the Public Employee Relations Committee (PERC), a Chief Negotiator will be appointed annually by the President with the approval of the Executive Board.

Sect. 2.a The Chief Negotiator is to be an active member in good standing and shall have served on the Executive Board for one year, or been a member of the Negotiations Committee. The Chief Negotiator shall have a vote on the Executive Board.

**Sect. 2.b** A Negotiator in training shall be appointed by the President with the approval of the Executive Board.

**Sect. 3.a** The Negotiations Committee will be chaired by the Chief Negotiator. The Negotiator in training, the First Vice President, and representatives of the areas as defined by the Bargaining Unit Job Classifications shall comprise this committee. The function of this committee shall be to receive input from the membership in establishing the criteria, goals and objectives of the collective bargaining sessions of the Negotiations Team regarding salaries and working conditions and other negotiable items. In preparing items of consideration for the Negotiations Team, this Committee shall be empowered to make independent decisions as necessary.

**Sect. 3.b** The Negotiations Team shall be comprised of the President, the First Vice President, the Chief Negotiator, Negotiator in training, and two members of the Negotiations Committee as designated by the committee chairman (Chief Negotiator). The Negotiations Team shall meet with the School Board Negotiator and during negotiation proceedings shall be empowered to bargain the Contract for the Bargaining Unit which, when completed, shall be presented to the entire Bargaining Unit for ratification. The Negotiating Team shall at all times negotiate in good faith the terms and conditions of employment between the employer and the employees. All members of the Negotiations Team shall be members of the Negotiations Committee.

## **ARTICLE XI            DISSOLUTION CLAUSE**

In the event of dissolution of the Association, the assets shall be liquidated and distributed to a non-profit status organization qualifying under the scope of Sect. 501© (3) of the Internal Revenue Code of 1954 or any amendment thereof. The Executive Board shall pay or make provisions for the payment of all the liabilities of the Association prior to the liquidation and distribution to the non-profit status organization.

## **ARTICLE XII            PARLIMENTARY AUTHORITY**

All meetings of this Association shall be conducted according to parliamentary procedure as set forth in Robert's Rules of Order, Newly Revised. This authority shall govern the Association in all cases to which it is applicable and insofar as it is not inconsistent with these Bylaws.

## **ARTICLE XIII            AMENDMENT OF THE BYLAWS**

Amendments to these Bylaws may be proposed in writing by any member of this Association for study by a special Bylaws Committee, Copies of the proposed amendments shall be mailed to each member at least thirty days in advance of the regular meeting at which they will be presented for adoption by a two-thirds vote.

**Or, at the direction of the Executive Board, voting may be by mail and a two-thirds vote cast in favor of the amendments shall be adopted.**

**HISTORY:**

**2-65, 2-70, 4-71, 3-74, 3-76, 1-79, 4-87, 5-92  
Art. VI, sec.2 rev. 3/23/93**

# AESOP — Code of Ethics

As educational office professionals, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office employee and the importance of the contribution made in such a position.

## I. COMMITMENT TO THE POSITION

We realize that our individual positions, diverse though they may be, exist for the common purpose of service to others. We realize also, the trust implied by that purpose and accept, with dignity and pride, the obligation it imposes. In fulfilling our commitment to the position, we shall;

PERFORM our duties with energy and enthusiasm, striving ever to improve and extend our competencies.

BE PATIENT, fair, and helpful, using tact and restraint in dealing with others.

MAKE a praiseworthy personal impression in appearance, manner, and speech.

USE utmost discretion and sound judgment, acting only within the limits of our responsibility.

REMAIN loyal to those under and with whom we work, observing highest ethical standards at all times.

## II. COMMITMENT TO THE PROFESSION

We believe that the quality of service rendered by educational office professionals directly influences the effectiveness of service rendered by the educational agency or institution as a whole. For that reason, we look to our professional associations for leadership in raising the standards of educational office professionals and in preparing them to meet the challenge of a rapidly changing world. In fulfilling our commitment to the profession, we shall;

BECOME and remain active members of our professional associations, viewing such membership as an opportunity for personal development.

ENCOURAGE other educational office personnel to join their professional associations, recognizing that growth is essential to group strength and progress.

ACKNOWLEDGE that a profession is held responsible for the conduct of its members, realizing that by our actions as individuals the profession may be judged.

INTEREST others in careers as educational office professionals, bringing into our ranks capable and efficient individuals.

PLACE service above personal convenience or pleasure, endeavoring always to be a credit to our profession.

## III. COMMITMENT TO THE COMMUNITY

We consider of singular importance our right as citizens to share responsibility for the development of public policy; however, as educational office professionals we acknowledge a special duty to join in formulating those courses of action that relate to education. In fulfilling our commitment to the community, we shall;

ACQUIRE a working knowledge of the agencies or institutions we serve, realizing that others will look to us for information and guidance.

EXERCISE caution in making public statements, remembering that such may be given unusual weight because of our position.

TAKE an active part, within limits prescribed by statute, ordinance, tradition, or good taste, in the improvement of educational opportunities for all, considering this not only our prerogative but our obligation.

**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

Adopted July 25, 1964  
Revised 1991  
Seattle, Washington