Proposed Bylaws Amendments for Action

Date: August 19, 2013

To: Board of Directors and General Membership

In accordance with AEOE Bylaws Article XVI - Amendments, proposed bylaws amendments to the Association of Educational Office Employees of the Los Angeles Unified School District Bylaws will be presented for consideration and action by members during the business session at the AEOE Annual Board Meeting on Saturday, September 21, 2013, at 11:30 a.m., at the Quiet Cannon Restaurant, located at 901 North Via San Clemente, Montebello, California.

Proposed Bylaws Amendments are available on the aeoelausd.org website. Hard copies are available upon request.

Submitted by:

Bylaws Committee
A E O E
ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES
of the Los Angeles Unified School District, Inc.

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BYLAWS

Adopted August 27, 1975
Revised September 1, 1976
Revised January 1, 1979
Revised January 12, 1980
Revised September 27, 1980
Revised October 9, 1982
Revised October 15, 1983
Revised June October, 1992
Revised November 20, 1993
Revised November 24, 1998
Revised March 21 April 13, 2002
Revised January 31, 2004
Revised
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of the Los Angeles Unified School District, Inc.

BYLAWS

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A E O E
ASSOCIATION OF EDUCATIONAL OFFICE EMPLOYEES
OF THE LOS ANGELESUNIFIED SCHOOL DISTRICT, INC.

BYLAWS

ARTICLE I - NAME

This corporation shall be known as the ASSOCIATION OF EDUCATIONAL OFFICE
EMPLOYEES OF THE LOS ANGELES UNIFIED SCHOOL DISTRICT, INC., (hereinafter
referred to as the “Association”.) “Association.”

ARTICLE II - PURPOSE

The specific purpose of the Association shall be to encourage higher standards of service through
professional growth and to offer training for advancement.

ARTICLE III – OFFICERS

The Board of Directors shall consist of the President, President Elect, First Vice President, Second Vice
President, Secretary, Treasurer, Retiree Representative, Member(s)-at-Large, and Immediate Past
President.

The Executive Committee officers of the Corporation Association shall be the President, President Elect,
Immediate Past President, Secretary, and Treasurer, and shall be bonded at the expense of the
Association.

ARTICLE IV – PLACE OF BUSINESS

The principal office for the transaction of the business of the association shall be located at 5710 East
Beverly Boulevard, Los Angeles, California 90022 or at such place or places within the County of Los
Angeles, State of California, as the Board of Directors shall determine from time to time.

(Hereinafter referred to as the “Association Office”.)

ARTICLE V – MEMBERSHIP

Membership in the Association shall consist of four categories: Active, Subscriber, Associate, and
Retiree Retired. Membership in the Association shall not be denied to any person because of race, color,
creed, gender, religious belief, national origin, or age, discrimination.

Section 1 – Active Membership.
All classified educational office employees of the Los Angeles Unified School District (LAUSD) shall be
eligible for active membership. Active members shall be entitled to all the rights, benefits, and privileges
of the Association, including voting rights and holding an office, upon payment of annual dues.

Section 2 – Subscriber Membership. The Association recognizes those employees of LAUSD, who are
not working in the office capacity, who support its purpose by participation in its functions. Upon
payment of annual dues, such members shall be entitled to benefits and privileges of the Association with the exceptions of voting rights, professional development reimbursement, and holding an office.

Section 3 – Associate Membership. The Association recognizes all persons who support the purpose of the Association by payment of annual dues. Such members shall have the benefits and privileges excluding voting privileges, professional development reimbursement, and holding office.

Section 4 – Retired Membership. Former active classified LAUSD members, upon retirement, may continue as retired members of the Association upon payment of annual dues. Such members shall be entitled to all rights, benefits, and privileges of the Association including voting rights and holding office. A Retiree may serve on the Board of Directors as Retiree Representative.

Section 5 – Annual Dues. The annual dues for Association membership shall be active, $50; subscriber, $25; Associate, $15; and retirees retired, $10. The membership shall extend from July 1 through June 30. Membership dues shall be reviewed and voted on at each January regular board meeting.

Section 6 – Membership in the Association shall be terminated upon the occurrence of one or more of the following:
   a) Nonpayment of dues, which continues for a period of 30 days after receipt of written notice of delinquency;
   b) Resignation from the Association;
   c) Termination of employment with the Los Angeles Unified School District; and/or
   d) Action of the Board of Directors, upon a finding by the Board of unsatisfactory conduct or such other cause as the Board in its discretion, shall deem sufficient.

ARTICLE VI – OFFICERS

Section 1 – The elective officers of the Association shall be President, President Elect, First Vice President, Second Vice President, Secretary, Treasurer, Retiree Representative, and Member(s)-at-Large.

Section 2 – The Board of Directors shall consist of the President, President Elect, First Vice President, Second Vice President, Secretary, Treasurer, Retiree Representative, Member(s)-at-Large, and Immediate Past President.

Section 3 – All members of the Board of Directors shall be active members in good standing at the time of election.

Section 4 – The President and President Elect shall serve a one-year term of office. The President and President Elect may, upon approval of the Board of Directors, serve an additional year in their office, if necessary, to retain stability on the Board.

All other elected officers shall serve a two-year term of office and are limited to two consecutive two-year terms in any one office.

The First Vice President, Secretary, and Member(s)-at-Large shall be elected in odd numbered years. The Second Vice President, Treasurer, and Retiree Representative shall be elected in even numbered years. The President and President Elect may, upon approval of the Board of Directors, serve an additional year in their office if necessary to retain stability on the Board.

Section 5 – The Board of Directors shall be responsible to the membership for fulfilling the Purpose of the Association according to the established Bylaws and Policies established at the Annual Business
Meeting. – Section 6 – The Board of Directors and shall approve all activities of the Association in accordance with professional business practices.

Section 7.5 – The Board of Directors, assembled in regular or special meetings may, by a two-thirds vote, recall any elected officer or dismiss an employee of this association for inefficiency, neglect of duty, or unsatisfactory conduct, provided the Board of Directors shall give the Officer or employee involved an impartial hearing.

Section 8.6 – When an Executive Committee meeting is called, consultant(s) may be requested to attend. The Board of Directors must ratify decisions of the Executive Committee at the next board meeting after which a decision is made.

Section 9.7 – All Board members must submit written reports of their year’s AEOE professional activities two (2) weeks before the Annual Business Meeting for inclusion in each member’s packet and written and/or oral reports are to be presented at each board meeting.

Section 10.8 – All board member positions and the office manager shall be bonded at the expense of the Association.

Section 9 – No officer, member, group of members, or employee shall at any time obligate the Association without the prior written consent of the Board of Directors.

ARTICLE VII – ELIGIBILITY AND DUTIES OF ELECTED OFFICERS

Section 1 – President

a) A candidate must be serving as an active member of the Board of Directors as the time of nomination.

b) The President shall preside at regular Board of Directors meetings, of the Board of Directors, and of the Executive Committee meetings, and at the Annual Business meeting of the Association. The President may call a special meeting of the Board of Directors and the Executive Committee. The President shall exercise general supervision over all phases of Association activities and business.

c) The President, with the approval of the Board of Directors, shall appoint a Parliamentarian and a Historian.

d) The President, with the approval of the Board of Directors, may appoint ad hoc committees as deemed necessary.

e) The President, or the President’s designated representative, shall attend all meetings when Association representation is required or is desirable and shall inform the Board of Directors of the proceedings of such meetings.

f) The President shall be ex-officio member of all committees with the exception of the Nominating Committee.

Section 2 – President Elect

a) The President Elect must be serving as an active member of the Board of Directors as the time of nomination.

b) The President Elect shall perform the duties assigned by the President with the approval of the Board of Directors and shall preside in the absence of the President. The President Elect shall succeed the President.

c) The President Elect, if available, may be the person designated by the President to attend meetings when Association representation is required or is desirable and the President cannot
attend. The President Elect shall inform the President and Board of Directors of the proceedings of such meetings.

d) The President Elect shall be responsible for the Newsletter, Website, and other publications as determined by the Board of Directors. An Editor and Webmaster(s) may be designated by the President Elect, upon board approval. All articles must be proofread and approved by the President, and President Elect, Secretary, and Office Manager.

Section 3 – First Vice President

a) The First Vice President shall be responsible for attendance at, District wide Special Events, districtwide special events, whenever possible, i.e., AEOE Installation, Awards Luncheon, workshops, and Superstars, socials.

b) The First Vice President for each of the responsibilities may appoint, with board approval, a chairman and committee for events.

e) Written and/or oral reports are to be presented by the First Vice President to the Board of Directors.

Section 4 – Second Vice President

a) The Second Vice President is responsible for public relations and program activities, membership, affiliations, nominating, scholarships, and sunshine activities.

b) The Second Vice President shall keep the Board of Directors informed of the needs of membership and activities of the areas.

c) The Second Vice President may appoint, with board approval, a committee for each of the responsibilities.

d) Written and/or oral reports are to be presented by the Second Vice President to the Board of Directors.

Section 5 – Secretary

a) The Secretary shall establish a procedure to provide and maintain accurate records of proceedings of the Association with the approval of the Board of Directors. A tape recorder may be used as a backup to support proceedings only.

b) The transcribed notes must be submitted to the Office Manager, President within two (2) weeks after each proceeding. The President has one (1) week to proof and to forward to the office manager who will send out a draft copy to all board members. Minutes will be presented at the next regular board meeting for acceptance.

Section 6 – Treasurer

a) The Treasurer shall submit an audit a board approved proposed budget to the general membership for adoption at the Association’s Annual Business Meeting.

b) The Treasurer shall serve as chairperson on the Budget and Finance Committee.

c) The Treasurer shall maintain a control of all expenditures with the framework of the Budget and shall review monthly bank reconciliations statements each month.

d) The Treasurer shall provide such reports and analysis as required by the Board of Directors.

e) The Treasurer shall present the independent annual audit to the Board of Directors at the November board meeting for acceptance.

f) Our fiscal year is July 1 – June 30.

g) The Treasurer is responsible for preparing and filing for the Association all necessary tax forms before the deadline date as required during the term of office.

h) Within thirty (30) days following the election, the Treasurer shall provide the bank with new signature cards accompanied with a letter and minutes containing the names and titles of those designated to countersign checks drawn on the Association funds.
Section 7 – Member(s)-at-Large
   a) Member(s)-at-Large shall act as liaison between Officers and Committees in order to further the objectives and goals of the Association.
   b) Member(s)-at-Large shall submit an estimated budget for anticipated expenditures for activities and/or meetings for prior approval of the Board of Directors.

Section 8 – Immediate Past President
The Immediate Past President shall function as a resource person to the President and Board of Directors, and
   a) The Immediate Past President shall serve as a member Chairman of the Bylaws and Ethics Committees and shall be responsible to notify state agencies and accountant of amendment updates.

Section 9 – Retiree Representative
   a) The Retiree Representative shall function as a resource person to the Board of Directors, members, and retirees.
   b) The Retiree Representative shall provide members with support, encourage attendance, and participation at workshops, annual business meetings, and related activities of the LAUSD Employees and retired former employees.
   c) The Retiree Representative shall assist AEOE with preparation and planning of workshops and seminars and provide additional assistance where needed.

ARTICLE VIII – APPOINTED OFFICERS AND COMMITTEES

Section 1. Historian – The President may appoint a Historian to serve a term of one (1) year, with the approval of the Board of Directors. The Historian shall keep a record of all activities of the Association.

Section 2. Parliamentarian – The President may appoint a Parliamentarian to serve a term of one (1) year, with the approval of the Board of Directors. The Parliamentarian must use the latest version of Robert’s Rules of Order as the guide for official meetings.

Section 3. Nominating Committee – The Board of Directors, at its January meeting, shall appoint a Nominating Committee of at least five (5) members, two of whom shall be members of the Board of Directors and remaining members from the general membership. The Nominating Committee shall submit names of proposed candidates to the Board not less than thirty (30) days prior to action by the membership. Nominations from the floor may be made at the Annual Business Meeting and must receive a second before proceeding for vote approval.

Section 4. Budget and Finance Committee – The Budget and Finance Committee shall consist of five (5) members appointed by the President and approved by the Board. One of the committee members shall be a Member-At-Large. The committee shall prepare the annual Association Proposed Budget, which is to be presented to the general membership for approval at the Annual Business Meeting. The Treasurer shall serve as the President’s Appointee or Ex officio.

Section 5. Scholarship Committee – The Scholarship Committee shall review all applications and submit its findings to the Board of Directors for vote approval. The committee shall review the application and selection process yearly and submit its recommendations to the board at the August regular board meeting.

Section 6. Administrator, Administrative Professional, and Office Professional of the Year Committee –

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The Administrator, Administrative Professional, and Office Professional of the Year Committee shall review all applications and submit its recommendations to the Board of Directors for voter approval. The committee shall review the application and selection process yearly and submit its findings to the board at the August regular board meeting for voter approval.

Section 7. Poster Contest Committee – The Poster Contest Committee shall review all applications and submit its findings to the Board of Directors for voter approval. The committee shall review the application and selection process yearly, determine the yearly theme, and submit its recommendations to the board at the August regular board meeting for voter approval.

Section 8. Writing Contest Committee – The Writing Contest Committee shall review all applications and submit its findings to the Board of Directors for voter approval. The committee shall review the application and selection process yearly, determine the yearly theme, and submit its recommendations to the board at the August regular board meeting for voter approval.

Section 9. Newsletter, Website, and Publicity Committee - The Newsletter, Website, and Publicity Committee shall prepare and distribute the association newsletter publication. The newsletter shall be sent out a minimum of one time per year with additional correspondence as needed. The webmaster(s) shall be responsible for maintaining and updating AEOE website regularly. Both the newsletter and website shall be posted on CAEOP and NAEOP websites and shall be entered in the yearly publication and website competitions. All board members shall submit one article for the newsletter, other publications as needed, and/or website yearly. The committee shall publicize the association activities through press releases, social media, newsletter, and other communications.

Section 10. Professional Development Certification Committee – The Professional Development Certification Committee shall stimulate interest and encourage participation in AEOE, CAEOP, NAEOP, and other professional development programs and shall be responsible for coordinating members in this process.

Section 11. Membership Committee – The Membership Committee shall be responsible for welcoming guests and prospective members to all meetings and shall direct all activities of the association concerned with recruitment and retention of membership. The Membership Chairman shall be the Second Vice President.

Section 11. All committees shall be directly responsible to the Board of Directors and shall submit all plans prior to execution to the Board of Directors for approval.

ARTICLE IX – MEETINGS

Section 1. The Board of Directors shall adopt a calendar of regularly scheduled meetings at the first last regular meeting following prior to the installation of officers. There shall be a minimum of five regular meetings per year.

Section 2. The President shall call a special meeting at the request of at least three members of the Board of Directors and provided that notice specifying the principal business of the meeting, date, time, and location is given to all members at least ten (10) days prior to the date of the special meeting.

Section 3. An Annual Business Meeting of the Association shall be held between the last week of June and the third week of September each year. The Installation of Officers may be held in conjunction with the Annual Business Meeting.
Section 4. Written notice of the Annual Business Meeting of the Association stating the date, day, hour, and place of such meeting shall be delivered by mail or in person to each member entitled to vote at such meeting, not less than thirty (30) days before the date of the meeting. Notice printed in an official publication of the Association shall constitute printed notice, provided the publication is sent to all members entitled to vote and shall be posted on the website of the Association.

ARTICLE X – QUORUM

Section 1. A majority of the Board of Directors shall constitute a quorum for meetings of the Board of Directors.

Section 2. One percent (1%) of the active membership shall constitute quorum for the Annual Business Meeting or Emergency Special Meeting of the Association.

ARTICLE XI – RULES OF ELECTION

Section 1. Eligible candidate(s) for any Association Office shall be nominated in writing according to the rules of the Nominating Committee. Candidate(s) shall not be nominated without written consent of the nominee. Prior to their name being put on the ballot, the candidate(s) must submit a “Statement of Candidate” for the position they intend on running, which includes their qualifications; why they are interested in the position; if elected, what would their goals/objectives be; and what strength(s) and/or attribute(s) would they bring to the executive board and association. Candidate statements will be placed on the ballot.

Section 2. The Board of Directors shall hold the elections by first-class, U.S. Mail. At the next regularly scheduled board meeting, ballots will be opened and counted, and a majority vote in each office will be announced and published in the office publication and website of the Association.

ARTICLE XII – VACANCIES

Section 1. The President Elect shall fill a vacancy in the Office of President for the unexpired term of the President.

Section 2. A vacancy in the office of the President Elect shall only be filled for the unexpired term of the President Elect by an election in accordance with ARTICLE XI – RULES OF ELECTION.

Section 3. A vacancy in any other office as defined in ARTICLE VIII – OFFICERS shall be filled for the unexpired term by appointment of the Board of Directors. Such Appointments shall require a 2/3 vote of the Board of Directors as constituted.

ARTICLE XIII – ASSOCIATION OFFICE

Section 1. The Board of Directors may maintain an office that shall operate under approved rules, regulations, and policies established by the Board and shall assume only those functions designated by official action of the Board of Directors.

Section 2. The Association shall employ a paid Office Manager for a minimum of 24 18 hours per week, four (4) three (3) days, six (6) hours per day. Salary shall be determined annually by the Board of Directors. The Office Manager shall be entitled to benefits and privileges as determined by the Board of Directors. The Board of Directors shall approve additional clerical assistance in advance. The Board and shall determine salary for such assistance.
Section 3. The Office Manager shall maintain an up-to-date list of membership.

Section 4. All publications shall be proofread and must have prior approval of the President and President Elect, Secretary, and Office Manager. Section 2. After Board and President approval, the Association Office Manager may be responsible for the development, editing, printing, and distribution of all communications.

ARTICLE XIV – AFFILIATED ACTIVITIES

Section 1. The Board of Directors may authorize membership in, or affiliation with other organizations and associations, such as, CAEOP, NAEOP, and other affiliates who support professional development for the educational school and office professionals.

Section 2. The President is the official delegate. The alternate shall be the President Elect. The Board of Directors may approve another alternate, if necessary.

Section 3. The Association may pay the expense of the Official Delegate with prior approval of the Board of Directors.

ARTICLE XV – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the latest edition of Robert’s Rules of Order shall govern the Association in all cases to which they are applicable and are not contrary to the rules of order of the Association.

ARTICLE XVI – DISSOLUTION

Section 1. Should AEOE find itself in the situation of dissolution, it must be done by a two-thirds vote by the Board of Directors and then a two-thirds vote of the general membership. Upon passage of the dissolution and after all money owed by the associations is paid, the remaining balance of the monies shall be distributed for AEOE member and current LAUSD employee professional development activities, college scholarships, and student contests. An audit will be conducted immediately. A letter of dissolution will be sent to all members, CAEOP, and NAEOP. No income, contribution, or other revenue or funds shall inure to the benefit of any individual or of any group.

ARTICLE XVII – AMENDMENTS & STANDING RULES

Section 1. Proposed amendments to these Bylaws may be voted upon by the membership at the Annual Business Meeting of the Association, or the Board of Directors may direct the voting to be by mail. A two-thirds majority of all votes shall be required for adoption.

Section 2. Adopted amendments shall become effective immediately unless otherwise specified.

Section 3. Proposed amendments shall be submitted in writing to the Board of Directors not less than sixty (60) days prior to action by the membership. The Board shall submit proposed amendments to the membership not less than thirty (30) days prior to action by the membership.

Section 4. Standing Rules may be adopted without previous notice by a majority vote of the members.
Present with a quorum being present. They may be amended or rescinded by a two-thirds vote of the members present with a quorum being present or without previous notice by a majority vote if notice was given at a previous regular meeting.

APPROVED _______________________________  Dated: _______________________________
Susie Martinez, President, 2012-2013
Association of Educational Office Employees of the Los Angeles Unified School District, Inc.

Adopted August 27, 1975
Revised September 1, 1976
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