

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. The Association is affiliated with the Services Employees International Union/ Florida Public Service Union (SEIU/FPSU) and shall, except as specified herein, abide by its Constitution and Bylaws in its current form and as amended from time to time.

Sect. 3. The official emblem for this Association shall be the AESOP seal. The official colors are Green & Gold.

ARTICLE II OBJECTIVES AND CODE OF ETHICS

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.

ARTICLE III MEMBERSHIP AND DUES

All employees in a position covered by the AESOP bargaining unit shall be eligible for membership in the Association. Classes of membership in the Association and the dues associated with the same shall be the same as provided in the Constitution and Bylaws of the SEIU/FPSU.

All active members in good standing shall be entitled to vote, hold office, and participate in all activities of the Association. Confidential employees shall not be represented in collective bargaining or vote in negotiation matters.

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.

ARTICLE V OFFICERS

Sect. 1. The officers of this Association shall be President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Historian.

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. In the event of a vacancy, the President of the SEIU/FPSU shall appoint an interim officer to hold that office until it is filled through a subsequent election.

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 chairs of all committees except the Elections Committee and shall be an ex officio member of all committees with the exception except the Elections Committee. The President or designee shall serve as the lead negotiator and shall determine the composition of the negotiating team.

Sect. 2. The Vice President shall serve as an aide to the President, shall perform the duties of the President in the absence of the President, shall be chair of the Annual Workshop, and shall serve on the negotiating team. In the event of a vacancy in the office of President, the 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, the Second Vice President 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. 3. 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 chair of the Budget Committee and shall work with the SEIU/FPSU in connection with the collection of dues and any fiscal matters.

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. Officers should attend all meetings of the Association and of the Executive Board.

Sect. 9. The Executive Board shall declare a vacancy in any office where the holder of that office fails to attend three consecutive meetings of the Association and/or Executive Board and may declare a vacancy any time a majority of the other officers determine there exists a failure to perform assigned duties.

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, and Historian.

Sect. 2. Executive Board meetings shall be held at the call of the President or at the request of the majority of its members. Four members shall constitute a quorum.

Sect. 3. The Executive Board shall assist the President in planning programs of Association meetings, appoint the Association's representative to the Insurance Advisory Committee, appoint 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 chair to conduct a general meeting.