

CHAPTER BYLAWS

Amended May 2, 2007

AUBURN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (AAEOP)

Public School Employees of Washington
P O Box 798
Auburn, Washington 98071-0798
1.866.820.5652

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

P R E A M B L E

As employees of Auburn School District, we have organized this Association primarily to promote professional growth. A secondary purpose of this Association is to secure better wages and working conditions, and, to participate in the decisions which affect our profession.

We will conduct our activities according to democratic standards.

We will represent the members of this Association forcefully and effectively in labor/management relations with Auburn School District.

In pursuit of our many objectives and purposes, we, the members of this Association, have adopted these Bylaws.

A R T I C L E I

ASSOCIATION NAME

Section 1. The name of this Association shall be Auburn Association of Educational Office Professionals (AAEOP). This Association was established in 1950. In 1955, it affiliated with the Washington Association of Educational Office Professionals (WAEOP). It is an affiliate of the National Association of Educational Office Professionals (NAEOP). On May 29, 1980, it affiliated with Public School Employees of Washington (PSE).

A R T I C L E I I

PURPOSE

Section 1. Discuss, study, and attempt to resolve the issues of Auburn School District office professionals; develop a more proficient and professionally-minded staff; promote ideas and ideals that will lead to a finer and more efficient service to the District and the community.

Section 2. Improve our employment conditions by using effective labor relations techniques and, while using the collective bargaining process, confer and negotiate in good faith with the Auburn School District (ASD) on grievance procedures, personnel matters, wages, hours, working conditions, vacations, holidays, and other conditions of employment for the employees covered by our collective bargaining agreement.

Section 3. Promote the unity of the members of our Association.

Section 4. Continually improve our members' knowledge of effective labor management relations and techniques as well as knowledge of the terms and conditions of our collective bargaining agreement.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ARTICLE III

MEMBERSHIP

Section 1. Eligibility. Except as otherwise provided in these Bylaws, any person without regard to race, creed, color, national origin, sex, or political belief, who meets the requirements hereinafter listed, shall be eligible for membership.

- A. All employees covered by the current collective bargaining agreement between AAEO and ASD, and who are members of PSE, are eligible for membership in this Association.

Section 2. Dues.

- A. Application for membership shall be made on a standard dues deduction form provided by PSE. Current state dues of PSE are 1.5% of gross pay. Current local dues of AAEO are three dollars (\$3.00) per month. The District shall collect such dues on a monthly basis. Local dues shall be sent directly to the Association.
- B. Membership dues are not refundable except where an error resulting in an overpayment exists. If there is an error, the member must submit to the PSE State Treasurer a written explanation describing the error.
- C. **Life Members:** The Association or Executive Board shall select such ex-member(s) as they determine merit the honor of life membership in AAEO. Life members shall have the right to attend all general meetings or social functions of the Association but shall not have the right to vote or hold office, nor shall they pay membership dues.
- D. **Agency Fee Option:** An office professional must apply annually to the State Office of PSE for Agency Fee Payer status. This status is an option for those office professionals who do not want monies contributed to political activities. This option has restrictions regarding the ability to hold an office, be a delegate to PSE convention, voting rights, etc.
- E. **Religious Objector Option:** An office professional must apply annually to the State Office of PSE for Religious Objector status. This status is an option for those office professionals who are not permitted to participate in union activities by their religion. This option has restrictions regarding ability to hold an office, be a delegate to PSE convention, voting rights, etc.

Section 3. Rights.

- A. Members shall have the right to full participation, through discussion and vote, in the decision-making processes of the Association and to pertinent information needed for the exercise of this right with the exception of Agency Fee Payers and/or Religious Objectors. Agency Fee Payers and Religious Objectors have some restrictions, and the PSE State Office, upon approval of their request, gives those restrictions to the office professionals.
- B. Members shall have the right to fair and democratic elections at all levels of the Association. This includes due notice of nominations and elections, equal opportunities for competing candidates, and proper election procedures.

1 C. Members shall have the right to a full and clear accounting of all Association funds. At all levels
2 such accounting shall include, but not be limited to, periodic reports to the membership by the
3 Treasurer and a financial audit at least once a year which is made available to all members and
4 completed by August 31.
5
6

7 8 **ARTICLE IV**

9 10 **GENERAL MEETINGS**

11
12 **Section 1.** The President/Co-President shall schedule a minimum of two (2) general meetings per year
13 and such additional general meetings as are necessary for the competent management of the
14 Association.
15

16 **Section 2.** Special meetings may be called by the President/Co-President, the Executive Board, or by
17 petition filed with the President/Co-President and signed by twenty percent (20%) of the members of
18 this Association.
19

20 **Section 3.** The President/Co-President shall provide at least five (5) days notification to all members
21 of any general meeting called. The Executive Board may waive the requirement of five (5) days
22 notice, provided that every reasonable effort is employed to notify the membership of the meeting.
23

24 **Section 4.** At any meeting of the membership of this Association, each member present shall be
25 entitled to one (1) vote. A member must be present to vote--no proxy vote will be allowed. A
26 minimum of ten (10) members must be present at general meetings to constitute a quorum.
27
28
29

30 **ARTICLE V**

31 32 **OFFICERS**

33
34 **Section 1.** The officers of this Association shall be President/Co-President, Vice-President, Secretary,
35 and Treasurer. To be eligible to serve as an officer, you must be a member of this Association for at
36 least one (1) year.
37

38 **Section 2. President/Co-Presidents.** The President/Co-President, shall preside at all general and
39 Executive Board meetings; shall be an ex-officio member of all committees; supervise all activities of
40 the Association; shall be a member of NAEOP/WAEOP (dues will be paid by AAEOP); execute all
41 instruments on its behalf; appoint all ad-hoc committees of the Association subject to the approval of
42 the Executive Board; report periodically to the membership regarding the progress and standing of the
43 Association in regard to the President/Co-President's official acts; and, perform such other duties as are
44 usually inherent in such office.
45
46
47
48
49

1 **Section 3. Vice-President.** The Vice-President shall act for the President/Co-President in the
2 President/Co-President's absence; shall be responsible for maintaining the membership records and
3 signing up new members; maintaining an effective telephone tree; for sending out the Bosses' Week
4 Proclamation; shall be the official keeper of grievance records; and carry out such other duties as are
5 usually inherent in such office.
6

7 **Section 4. Secretary.** The Secretary shall keep an accurate record of the proceedings of all meetings
8 over which the President presides; and, shall make such minutes available upon a member's request as
9 well as at Executive Board and general meetings.
10

11 **Section 5. Treasurer.** The Treasurer shall be responsible for receipt and disbursement of all funds of
12 the Association; act as custodian of all properties of the Association; keep an accurate record of such
13 funds and properties of the Association; pay all obligations incurred by the Association as authorized
14 by the President/Co-President, Executive Board, or membership; itemize bills with receipts attached;
15 withdraw funds only by checks signed by two (2) of the following: President/Co-President, Vice-
16 President, Secretary, or Treasurer. The Treasurer shall render financial reports at chapter and Board
17 meetings and as required by the President/Co-President, Executive Board, or membership.
18

19 **Section 6. Term Of Office.** Officers shall serve one (1) year terms commencing September 1. All
20 officers shall be elected and installed prior to June 1. Such election shall be by secret ballot vote.
21

22 **Section 7.** The Executive Board shall fill any vacancies occurring during the term of office until the
23 next general meeting; at this meeting, a new officer shall be elected.
24

25 **Section 8.** Every officer shall, upon assuming their office, accept the obligations of an officer of this
26 Association as described herein.
27

28 **Section 9.** A nominating committee may make nominations for officers. Whether or not such
29 committee is used, nominations may also be made from the floor at the meeting held to elect officers.
30 A member nominated from the floor must be present at the meeting held to elect officers.
31

32 **Section 10. Officer Records.** Each officer shall submit any and all Association records to their
33 successor within fifteen (15) days after a successor's term begins.
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ARTICLE VI

EXECUTIVE BOARD

Section 1. The Executive Board shall manage the business and property of this Association except when general meetings of the Association are in session. All matters affecting the purposes, aims, and means of this Association, not specifically provided for in these Bylaws or by action of the members at a regular or special general meeting, shall be decided by the Executive Board.

Section 2. The Executive Board shall be composed of the officers and the immediate Past President/Co-President.

Section 3. The Executive Board shall hold such meetings as the President/Co-President or Executive Board deem necessary for the competent management of the Association.

Section 4. Each member of the Executive Board shall possess one (1) vote in matters coming before the Board. All voting at Executive Board meetings shall be by each member present. Voting by proxy shall not be allowed. A majority of the Board shall constitute a quorum.

Section 5. Any Executive Board member may be removed from office by a two-thirds (2/3) majority vote of those members present at any regular or special meeting of the membership of the Association. Notice of the proposed removal of the Executive Board member must be given to the member five (5) days prior to the date of the meeting at which the removal is to be voted upon. Such notice to the member must state the cause for the proposed removal.

ARTICLE VII

COMMITTEES

Section 1. This Association shall have the following standing committees: Apprenticeship, Audit, Fund Raising, Grievance, Hospitality/Sunshine, Labor Relations, Legislative, Membership, Negotiation and Bylaws, PSP Certification, Professional Development, and Scholarship. Committee chairs shall make progress reports to the membership and Executive Board.

A. Apprenticeship Committee. The President/Co-President shall appoint one (1) dues-paying member who shall encourage participation and assist members in attaining the Washington State/PSE Apprenticeship Certification Program. They shall keep members aware of any classes/ upcoming educational opportunities necessary for the completion of the apprenticeship program.

B. Audit Committee. The committee shall be responsible for ensuring that Association funds are truly and accurately accounted for. This shall be done at least once per year: prior to August 31. Additional audits may be conducted as determined by the committee or President/Co-President. The President/Co-President is responsible for the completion of the audit. The committee shall be composed of three (3) members appointed by the President/Co-President; the committee shall select the chair.

1 **C. Fundraising Committee.** The committee will plan and process fund-raising ventures as needed in
2 concert with AAEOOP's annual budget with the help of the entire membership.

3
4 **D. Grievance Committee.** The committee shall determine if the Association should support a
5 grievance. In making such a determination, the committee shall determine if a grievance has merit at
6 step two (2) or higher. The committee shall be composed of the President/Co-President, Past-
7 President, Vice-President, and two (2) members-at-large elected at the same time as the officers.

8
9 **E. Hospitality/Sunshine Committee.** The committee shall welcome members as they arrive for
10 meetings, assist them in becoming acquainted with other members, provide name tags, ice breakers, or
11 personal introductions, as appropriate. Send cards as appropriate to members or District
12 administrators; send flowers/plant, gift or a donation, not to exceed fifteen dollars (\$15.00), to
13 members who are hospitalized, had surgery, or off work for a long illness of at least two (2) weeks, or
14 death of a spouse or significant other, child, sibling, or parents. This committee shall be appointed by
15 the President/Co-President and consist of as many members as the President/Co-President determines
16 are necessary to function effectively.

17
18 **F. Labor Relations Committee.** The committee shall consist of five (5) members: (1)
19 Administration/Support Services/Transportation, (1) High School, (1) Middle School, (1) Office
20 Assistant, (1) Elementary representative to be appointed by the President/Co-President to meet with the
21 District on a mutually agreeable basis to discuss appropriate matters.

22
23 **G. Legislative Committee.** The committee shall be composed of at least two (2) dues-paying
24 members appointed by the President/Co-President. This committee shall be responsible for attending
25 the PSE annual January Legislative Conference, and working on legislative bills, issues as appropriate
26 and keeping the membership informed of legislative issues that impact the office professionals or our
27 wages, hours, and working conditions.

28
29 **H. Membership Committee.** The Vice-President shall be the chair of this committee. The
30 committee shall be composed of a total of three (3) dues-paying members. This committee shall be
31 responsible for welcoming new office professionals to AAEOOP and ensuring membership paperwork is
32 completed and updated as appropriate for PSE, WAEOP, and NAEOP. The committee will assist the
33 PSE field representative in completing the annual PSE State Office membership audit.

34
35 **I. Negotiation and Bylaws Committee.** The committee is responsible for effectively and forcefully
36 representing the best interests of the entire Association. It shall be authorized to reach tentative
37 agreement with the District on membership concerns (e.g., letters of agreement, memorandums of
38 understanding, and a new collective-bargaining agreement). Any and all tentative agreements must be
39 ratified by the membership.

40
41 The committee shall be composed of the President/Co-President and five (5) members to serve two
42 consecutive years. Three (3) members will be elected in even years, and two (2) members will be
43 elected in odd years. In such election, the membership will attempt to elect members from different
44 levels (e.g., (1) high school, (1) middle school, (1) AAEOOP Administration/Support
45 Services/Transportation, 1) Elementary, 1) Office Assistant. The term shall consist of a two (2) year
46 period, from September 1 to August 31. Should negotiations not be completed by the August 31 date,
47 the current committee shall continue serving until a negotiations agreement has been ratified.

1 The committee shall also be responsible for ensuring that the Bylaws accurately and effectively
2 describe the rules and operating procedures of AAEOOP.

3
4 **J. Professional Standards/Certification Committee.** The President/Co-President shall appoint a
5 minimum of one (1) dues-paying member who shall encourage participation and extend assistance to
6 members in attaining and re-certification of their PSP Certificates. They shall keep members aware of
7 and involved in the NAEOP Professional Standards Program.

8
9 **K. Professional Development Committee.** The President/Co-President shall appoint a minimum of
10 three (3) dues-paying members to the professional development committee who will provide resources
11 and opportunities that support the professional growth of AAEOOP members. The committee will offer
12 professional development programs, workshops and activities that are essential for maintaining healthy
13 attitudes in order to fulfill career, personal and professional needs and goals.

14
15 **L. Scholarship Committee.** This Committee shall consist of three (3) dues-paying members
16 appointed by the President/Co-President.

- 17
18 a. **Students.** The committee shall screen scholarship applications and select recipients for
19 AAEOOP scholarships in the amount of two hundred dollars (\$200.00) each to be given
20 to a senior at each high school. The deadline date for a scholarship application is April
21 1. If there are no applications from seniors at each high school, then the remaining
22 funds will be returned to the scholarship budget line item.
- 23
24 b. **AAEOOP Member.** There will also be one (1) two hundred dollar (\$200.00)
25 scholarship awarded for an AAEOOP dues-paying member. The deadline date for a
26 scholarship application is April 1. In the event that no one applies or is qualified, the
27 two hundred dollar (\$200.00) scholarship funds will be moved to the Professional
28 Development budget.
- 29
30 c. **WAEOP/NAEOOP.** The committee shall screen WAEOP Affiliate Sponsored Student
31 Scholarship applications and make recommendation to the President/Co-President by
32 January 1 or a time designated by WAEOP. AAEOOP will make a fifty-dollar (\$50.00)
33 donation to the WAEOP Student Scholarship Fund and a twenty dollar (\$20.00)
34 donation to the NAEOP Student Scholarship Fund at the beginning of each year
35 (September 1).

36
37 **Section 2. Ad-Hoc Committee.** The President/Co-President shall designate (subject to Executive
38 Board approval) such Ad-hoc committees that the President/Co-President determines are necessary to
39 carry out the objectives and purposes of this Association.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

ARTICLE VIII

ASSOCIATION EXPENSES

Section 1. Budget. The Executive Board shall annually develop a budget which shall be submitted to the membership for approval at the first General Membership meeting of the fiscal year. The fiscal year shall run from September 1 to August 31.

Section 2. WAEOP Conference. In recognition of the professional growth opportunities promoted by WAEOP, AAEOP will send the President/Co-President (or designee) and as many other members as can be financially supported, to WAEOP conferences. Since Auburn School District in the past has recognized the positive contribution WAEOP conferences provide to employee morale and performance, members who attend are advised to seek District financial assistance. Expenses not covered by District assistance shall be reimbursed as follows:

- A. District Vehicle: An AAEOP dues-paying member wishing to attend the conference shall first request the use of an Auburn School District vehicle and credit card for travel. If a district vehicle is not available members may use an alternate means of transportation in accordance with Section 2. B.
- B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-mile rate. The most direct route from ASD Administration Offices to the destination and back will be used to calculate mileage reimbursement. However, if travel is cheaper by air, the Executive Board must pre-approve this option of travel prior to the purchase of the airline ticket.
- C. Registration: AAEOP will pay the registration fee, if funds are available.
- D. Rooms: AAEOP will pay for the room(s) selected for dues-paying members for the actual conference dates only, if funds are available.
- E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum of ten dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty dollars (\$20.00) for dinner; alcoholic beverages and gratuities are the member's responsibility and will not be reimbursed.
- F. Requests for all reimbursements must be received by the President/Co-President for approval within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the expense.
- G. AAEOP Gift: AAEOP will pay up to twenty-five dollars (\$25.00) for an Association gift.

Section 3. NAEOP Conference. In order to encourage membership attendance, AAEOP will provide as much financial assistance as the treasury will allow. Since circumstances will vary year to year, the membership of AAEOP will determine each year the amount of financial assistance. Reimbursements are as follows:

- 1 A. District Vehicle: An AAEOP dues-paying member wishing to attend the conference shall first
2 request the use of an Auburn School District vehicle and credit card for travel. If a district vehicle
3 is not available members may use an alternate means of transportation in accordance with Section
4 3. B.
5
- 6 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
7 mile rate. The most direct route from ASD Administration Offices to the destination and back will
8 be used to calculate mileage reimbursement. However, if travel is cheaper by air, the Executive
9 Board must pre-approve this option of travel prior to the purchase of the airline ticket.
10
- 11 C. Registration: AAEOP will pay the registration fee, if funds are available.
12
- 13 D. Rooms: AAEOP will pay for the room(s) selected for dues-paying members for the actual
14 conference dates only, if funds are available.
15
- 16 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum of ten
17 dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty dollars (\$20.00) for
18 dinner; alcoholic beverages and gratuities are the member's responsibility and will not be
19 reimbursed.
20
- 21 F. Requests for all reimbursements must be received by the President/Co-President for approval
22 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
23 expense.
24

25 **Section 4. PSE Convention.** The PSE State Bylaws shall determine the number of the delegates who
26 will attend the PSE Convention. Convention delegates shall be nominated by the dues-paying
27 members, and voted upon by the dues-paying membership at the last general meeting of the curriculum
28 school year. Nominations from the floor may also be taken at the meeting. Members and/or alternates
29 shall represent the best interests of the membership by attending workshops and meetings. After the
30 Convention, they shall make a summary report at the next Association meeting.
31

32 Since the District, in the past, has recognized the value of the Convention by providing some financial
33 assistance, those attending are encouraged to seek District support. Those expenses not covered by
34 District assistance shall be reimbursed by AAEOP as follows:
35

- 36 A. District Vehicle: An AAEOP dues-paying member wishing to attend convention shall first request
37 the use of an Auburn School District vehicle and credit card for travel. If a district vehicle is not
38 available members may use an alternate means of transportation in accordance with Section 4. B.
39
- 40 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
41 mile rate. The most direct route from ASD Administration Offices to the destination and back will
42 be used to calculate mileage reimbursement. However, if travel is cheaper by air, the Executive
43 Board must pre-approve this option of travel prior to the purchase of the airline ticket.
44
- 45 C. Registration: AAEOP will pay the registration fee of the delegates and/or alternates, if funds are
46 available.
47
- 48 D. Rooms: AAEOP will pay for the room(s) selected for dues-paying members elected as a delegate
49 or alternate attending the Convention, if funds are available.

1 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum of ten
2 dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty dollars (\$20.00) for
3 dinner; alcoholic beverages and gratuities are the member's responsibility and will not be
4 reimbursed.

5 F. Requests for all reimbursements must be received by the President/Co-President for approval
6 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
7 expense.

8
9 G. AAEOP gift: AAEOP will pay up to twenty-five dollars (\$25.00) for an Association gift.

10
11 H. If monies budgeted for PSE Convention delegates are not expended, the chapter will send those
12 monies to PSE State Office to help sponsor other PSE chapter member(s).

13
14 **Section 5. Legislative Conference.** Any member may attend the conference though conference
15 expenses will only be reimbursed for two (2) members representing this Association. Expenses will be
16 reimbursed as follows:

17
18 A. District Vehicle: An AAEOP dues-paying member wishing to attend conference shall first request
19 the use of an Auburn School District vehicle and credit card for travel. If a district vehicle is not
20 available members may use an alternate means of transportation in accordance with Section 5. B.

21
22 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
23 mile rate. The most direct route from ASD Administration Offices to the destination and back will
24 be used to calculate mileage reimbursement.

25
26 C. Rooms: AAEOP will pay for the room(s) selected by for those dues-paying members attending the
27 Conference, if funds are available.

28
29 D. Registration: AAEOP will pay the registration fee, if any, for the President/Co-President (or
30 designee), Legislative chair(s), and as many other members as can be financially supported.

31
32 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum of ten
33 dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty dollars (\$20.00) for
34 dinner; alcoholic beverages and gratuities are the member's responsibility and will not be
35 reimbursed.

36
37 F. Requests for all reimbursements must be received by the President/Co-President for approval
38 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
39 expense.

40
41 **Section 6. Zone Meetings.** The President/Co-President (or designee) and as many other members as
42 the Association can financially support may attend PSE zone meetings. Expenses shall be reimbursed
43 as follows:

44
45 A. District Vehicle: An AAEOP dues-paying member wishing to attend conference shall first request
46 the use of an Auburn School District vehicle and credit card for travel. If a district vehicle is not
47 available members may use an alternate means of transportation in accordance with Section 6. B.

- 1 B. Mileage Reimbursement: The mileage reimbursement will be paid by AAEOP at the District per-
2 mile rate. The most direct route from ASD Administration Offices to the destination and back will
3 be used to calculate mileage reimbursement.
4
- 5 C. Rooms: AAEOP will pay for the room(s) selected by those dues-paying members attending the
6 conference, if funds are available.
7
- 8 D. Registration: AAEOP will pay the registration fee, if any, for the President/Co-President (or
9 designee), Legislative chair(s), and as many other members as can be financially supported.
10
- 11 E. Meals: Meals not covered by the registration fee shall be reimbursed up to a maximum of ten
12 dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty dollars (\$20.00) for
13 dinner; alcoholic beverages and gratuities are the member's responsibility and will not be
14 reimbursed.
15
- 16 F. Requests for all reimbursements must be received by the President/Co-President for approval
17 within thirty (30) days of the expenditure. Payment must be made in the same fiscal year as the
18 expense.
19

20 **Section 7. Other Official Business.** Those members conducting official Association business shall
21 be reimbursed for out-of-pocket expenses when substantiated by a legal tax-deductible receipt. The
22 Board shall receive advance notification of the intended expense, which then shall only be reimbursed
23 after Association approval. Request for all reimbursements must be received by the President/Co-
24 President for approval within thirty days (30 days) of the expenditure. Payment must be made in the
25 same fiscal year as the expense.
26
27
28

29 ARTICLE IX

30 **MISCELLANEOUS PROVISIONS**

31
32
33 **Section 1.** The latest edition of Robert's Rules of Order shall be the guide in all cases in which they
34 are applicable.
35

36 **Section 2.** In the event of a dissolution of this Association, all liabilities and obligations shall be paid
37 and the remainder shall be transferred to the WAEOP Scholarship Fund, pursuant to a plan of
38 distribution as provided by law; however, provided said organization shall qualify under the Internal
39 Revenue Code.
40
41
42
43
44
45
46
47
48
49

ARTICLE X

AMENDMENTS

Section 1. Amendments of the Bylaws shall be submitted in writing to the entire membership two (2) weeks in advance of the meeting, at which time it shall be voted upon. A two-thirds (2/3) favorable vote of the members in attendance shall be required for approval. The amendment shall become effective immediately following its adoption.

By: _____
Deyanna King, Chapter Co-President Date

By: _____
Laurali Larson, Chapter Co-President Date

- as adopted February 29, 1972;
- as amended February 13, 1979;
- as amended May 29, 1980;
- as amended November 18, 1980;
- as amended March 26, 1981;
- as amended October 20, 1981;
- as amended April 19, 1983;
- as amended May 19, 1983;
- as amended March 22, 1988;
- as amended November 3, 1988;
- as revised March 19, 1990;
- as amended April 22, 1992;
- as amended September 27, 1994;
- as amended November 18, 2003;
- as amended February 8, 2007;
- as amended May 2, 2007.