

BYLAWS
North Carolina Association of Educational Office Professionals, Inc.

ARTICLE I	NAME
	The name of this association shall be the North Carolina Association of Educational Office Professionals, Inc.
ARTICLE II	GOALS AND OBJECTIVES
	The North Carolina Association of Educational Office Professionals, Inc, is dedicated to the achievement of professionalism of educational office personnel and to the improvement of the quality of service provided for students, educators and the community. The Association is pledged further to assist educational office personnel in participating effectively in public policy issues which relate to education.
Section 1	To serve the needs of the members of the North Carolina Association of Educational Office Professionals, Inc., (NCAEOP) effectively by providing continuing educational and training opportunities.
Section 2	To develop and disseminate a comprehensive body of knowledge about educational office procedures and responsibilities.
Section 3	To represent the views of NCAEOP members and the Association before governmental bodies and in all other appropriate forums.
Section 4	To encourage NCAEOP members to take active leadership roles in the Association and in educational and community endeavors.
Section 5	To promote recognition of educational office persons as professionals.
Section 6	To foster public understanding of the contributions NCAEOP makes to education.
Section 7	To work closely with allied organizations to advance the ideals of the educational profession.
Section 8	To provide a forum for interaction and exchange of information and ideas among educational office personnel in public schools, community and technical colleges, institutes, colleges and universities.
Section 9	To recognize the achievements of educational office personnel who have contributed to the advancement of education.
Section 10	To encourage high standards of professional conduct among educational office personnel.
Section 11	To help educational office personnel fulfill their responsibilities and successfully perform their roles.
Section 12	To promote friendship, understanding and cooperation among all members of the Association.
Section 13	To promote adequate and fair standards regarding the appointment, promotion, compensation and working conditions of educational office personnel.
Section 14	To strive to make NCAEOP the best association for professional educational office personnel.
ARTICLE III	MEMBERSHIP
Section 1	Membership in the Association shall be of five classifications: active, associate, institutional associate, honorary and retired.
Section 2	Active members shall be office personnel in any educational system or organization concerned with education, within the State of North Carolina, who have paid their annual dues. Active members shall be entitled to vote, hold office and participate in discussions and activities of the Association. Active membership ceases when a member is no longer employed in an educational system or organization concerned with education within the State of North Carolina.
Section 3	Associate members shall be former members who have entered other fields of endeavor; administrators, retired or currently employed, who have paid their annual dues. Associate members shall have all privileges of active members except that of holding office and voting.
Section 4	Institutional associate members are members whose institution has paid their dues and

	designated them as members.
Section 5	Retired members shall be former active members who have retired and have paid annual dues. Retired members shall have all the privileges of active members.
Section 6	Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. The Board of Directors, after a majority vote, shall recommend the candidate to the Association at any annual meeting. A majority vote of the members assembled shall be required to confer the honor. Honorary members shall be exempt from paying dues and shall have all privileges of active members except that of making motions, holding office or voting. Honorary memberships shall be limited to two consecutive years to begin with the fiscal year upon conferring of the honorary membership and the following fiscal year. NAEOP presidents' honorary memberships shall be lifetime memberships.
ARTICLE IV	DUES
Section 1	The annual dues for all classes of members shall be established by the membership by the highest number of votes cast. The membership year shall extend from May 1-April 30.
Section 2	Non-payment of dues shall result in that member being dropped from membership.
Section 3	Members who have been dropped from membership for non-payment of dues may be reinstated upon payment of dues for the current year.
ARTICLE V	RESIGNATION AND EXPULSION
Section 1	A member may resign by writing to the Secretary and the resignation accepted by the Board of Directors and the person notified of the action of the Board by the Secretary.
Section 2	Any member may be suspended or expelled for cause by a vote of the majority of all the members of the Board of Directors; provided that notice, in writing, stating the grounds of proposed suspension or expulsion, shall have been delivered to him/her or mailed to his/her last address carried in the records of the of the membership recorder at least fifteen (15) days before the vote. The Board of Directors, by similar vote, may rescind any such action and reinstate the member, upon or without conditions, its discretion.
ARTICLE VI	OFFICERS AND THEIR DUTIES
Section 1	The officers of this Association shall be a President, President Elect, Vice President and Recording Secretary, who meet requirements of membership.
Section 2	The President shall (1) preside at all meetings of the Association and the Board of Directors; (2) call special meetings of the Board of Directors at his/her discretion or upon the request of a majority of the directors; (3) appoint annually chairmen of standing and special committees; (4) serve as an official representative of the Association at the meetings of educational bodies and other groups working toward the advancement of education; (5) be a member ex-officio of all committees except the Nominations Committee; (6) recommend to the Board of Directors, for their appointment, persons to fill any vacancy occurring on the Board of Directors between elections except that of a vacancy in the office of President and District President. In the event of a vacancy in the office of President, the President Elect shall become President and shall assume the duties and authority for the unexpired term.
Section 3	The President Elect shall (1) succeed the President; (2) perform the duties assigned by the President with the approval of the Board of Directors; and (3) preside in the absence of the President. In the event of the vacancy in the office of the President, the President Elect shall become President, and shall assume the duties and authority for the unexpired term. A President Elect serving in this capacity half of a one-year term shall be considered as serving a full term; less than half of a one-year term shall not be charged against the office of President Elect. In the event of a vacancy in the office of President Elect, the Vice President shall assume the duties and responsibilities of the office. The President-Elect shall be a member ex-officio of all committees except for Nominations and Elections.
Section 4	The Vice President shall serve as chairman of a standing committee. In the absence of the President and President Elect the Vice President shall be the presiding officer and shall assume all power and responsibilities of the office.
Section 5	The Recording Secretary shall keep an accurate record of the proceedings of the

	Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book (1) copy of all amendments to the Constitution and Bylaws, (2) all resolutions which are adopted by the Association and (3) a list of honorary and retired members. She/he shall search the records for information requested by officers or members. She/he shall mail or email copies of the minutes of all meetings to the Board of Directors within six (6) weeks after the conclusion of a meeting.
ARTICLE VII	PRESIDENTIAL APPOINTEES AND THEIR DUTIES
Section 1	Parliamentarian. The Parliamentarian shall attend all Board meetings and the annual state meeting and shall act as consultant on questions involving interpretation of their bylaws and other rules by parliamentary procedure. The Parliamentarian shall occupy a seat near the presiding officer during the meeting.
Section 2	Corresponding Secretary. The President shall have power to appoint a Corresponding Secretary. The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President, may attend Board meetings at the discretion of the President, but will have no voting privileges.
ARTICLE VIII	ELECTION OF OFFICERS
Section 1	The Nominations Committee, appointed by the President, with one being from the Board of Directors and the others representing the membership at large geographically, shall present a slate of officers composed of two (2) candidates each for the offices of President Elect, Vice President and Recording Secretary. The Nominations Committee will present the candidates to the Board of Directors at the regular fall Board meeting and to the membership in the January newsletter. Nominees must have held active membership in the Association for the last five (5) consecutive years.
Section 2	Officers shall be elected by the candidate receiving the highest number of votes.
Section 3	The President shall be elected for a term of one year and shall not be eligible to serve a consecutive term in this office. The President Elect shall be elected for a term of one year and shall succeed the President. Other officers shall be elected for a term of one year and none shall serve more than two consecutive years in the same office.
Section 4	District Officers shall be elected for a term of one year, and none shall serve more than two consecutive terms in the same office. District Officers shall consist of President, Vice President, and Secretary-Treasurer. The district may elect a President Elect, a Secretary and a Treasurer. Nominations by the Nominations Committee or from the floor must be nominees who have held active membership in the State Association for the last three (3) years.
Section 5	The Association shall be organized into fourteen (14) districts. At least one meeting shall be held annually in each district. Districts shall operate and function within the framework of the NCAEOP Constitution and Bylaws.
ARTICLE IX	BOARD OF DIRECTORS
Section 1	The Board of Directors shall consist of the elected officers, the Immediate Past President and the District Presidents.
Section 2	The Board of Directors shall (1) direct the program and formulate policies concerning the Association and the general nature and scope of its activities; (2) approve the proposed budget; (3) fill by appointment all vacancies occurring on the Board of Directors between elections, except the offices of the President, President Elect and District Presidents; (4) meet prior to, during and following the annual state meeting; (5) be empowered to conduct business by mail when necessary; and (6) meet at the call of the President or upon written request of a majority of the members of the Board; (7) NCAEOP shall operate within the framework of a balanced budget for all accounts.
Section 3	In the absence of a District President at a Board of Director's meeting, any current district officer elected from that district by the district membership shall have the right to represent the district and vote.
ARTICLE X	MEETINGS
Section 1	The Association shall hold an annual State meeting at such time and place as may be determined by the Board of Directors.

Section 2	The Association may hold special meetings at such time and place as may be determined by the Board of Directors.
Section 3	Reports, as called for by the President or by the Board of Directors, shall be presented at the State meeting.
Section 4	All newly elected officers, including the District Presidents, shall be installed at the annual State meeting and shall assume office on May 1.
Section 5	The Association shall be organized into fourteen (14) districts. At least one meeting shall be held annually in each district. Districts shall operate and function within the framework of the NCAEOP Constitution and Bylaws.
Section 6	Local units may be organized within the districts. If such units are organized, they shall operate and function within the framework of the NCAEOP Constitution and Bylaws.
ARTICLE XI	COMMITTEES
Section 1	The chairman of each committee shall submit a written report to the Board of Directors and, if requested, to the annual meeting.
Section 2	A Policy and Procedures Handbook shall be kept updated by the Policy and Procedures Committee (composed of the NCAEOP Past Presidents who have paid NCAEOP dues) with the Immediate Past President serving as chairman of the committee. The Policy and Procedures Handbook shall be updated and ready for distribution at the spring Board meeting.
Section 3	Any committee shall have the privilege of functioning by mail, E-mail, or phone.
Section 4	A majority of the members of any committee constitute a quorum.
Section 5	All forms and brochures created in the past and future are for the sole purpose of enabling professional growth for the membership. All of this material may be used by the current members to recruit or educate other members or prospective office professionals. Any materials created by the leadership, either elected, appointed, or contracted, becomes the property of the association and can never be used for personal gain by anyone.
ARTICLE XII	QUORUM
	Members present at the annual meeting and at the Policy and Procedures Committee meeting shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors, and any appointed committee, shall constitute a quorum for the transaction of business.
ARTICLE XIII	FISCAL YEAR
	The fiscal year of the Association shall begin on the 1st day of May and end on the 30th day of April.
ARTICLE XIV	SEAL
	The seal of the Association shall be circular and shall show around its circumference the words: North Carolina Association of Educational Office Professionals, Inc., and at its center, the words and figures: Corporate Seal, 1979.
ARTICLE XV	PARLIAMENTARY AUTHORITY
	The rules contained in the current edition of <u>Robert's Rules of Order Newly Revised</u> shall govern the Association in all cases to which they are applicable.
ARTICLE XVI	AMENDMENTS
	Amendments to these Bylaws may be proposed in writing by any member of the Association to the Chairman of the Constitution and Bylaws Committee by November 1. On majority vote of the Board of Directors, the amendment shall be presented to the membership. Such amendment or amendments shall become a part of these Bylaws when adopted by a majority vote.
ARTICLE XVII	DISSOLUTION AND LIQUIDATION
Section 1	The Association may voluntarily dissolve and wind up its affairs in the following manner: (A) The Board of Directors shall adopt a resolution recommending that the Association be dissolved, and directing that the question of such dissolution be submitted to a vote at a meeting of members having voting rights, which may be either an annual or a special

	<p>meeting. Written or printed notice, stating that the purpose or one of the purposes of such meeting is to consider the advisability of dissolving the corporation, shall be given to each member entitled to vote at such meeting, within the time and in the manner provided in these Bylaws for the giving of notice of meetings of members. A resolution to dissolve the Association shall be adopted upon receiving at least two-thirds of the votes entitled to be cast by members present or represented by proxy.</p> <p>(B) Upon the adoption of such resolution by the members, the Association shall cease to conduct its affairs except insofar as may be necessary for the winding up thereof; shall immediately cause a notice of the proposed dissolution to be mailed to each known creditor or the corporation; and, shall proceed to collect its assets and apply and distribute them as provided in this Article.</p>
Section 2	<p>The assets of the Association shall be applied and distributed as follows:</p> <p>(A) All liabilities and obligations of the Association shall be paid, satisfied and discharged or adequate provision shall be made therefore</p> <p>(B) Assets held by the Association upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.</p> <p>(C) Any remaining assets held by the Association shall be transferred or conveyed to one or more domestic or foreign corporations, societies or organizations engaged in activities substantially similar to those of the Association.</p>
ARTICLE XVIII	EFFECTIVE DATE
Revision Dates:	The Bylaws shall become effective immediately upon their approval by the Membership 03/10/1990; 06/15/1990; 03/14/1991; 03/19/1992; 03/11/1993; 03/20/1997; 02/09/2000; 3/14/02; 3/20/03; 3/6/08