

CONSTITUTION
North Carolina Association of Educational Office Professionals, Inc.

ARTICLE I	NAME
	The name of this organization shall be the North Carolina Association of Educational Office Professionals, Inc.
ARTICLE II	Goal
	The North Carolina Association of Educational Office Professionals, Inc., is dedicated to the achievement of the 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.
ARTICLE III	MEMBERSHIP
Section 1	Membership in this organization shall be of five classifications: active, associate, institutional associate, honorary and retired.
Section 2	Membership shall be limited to persons who are or have in the past been actively employed as office personnel; administrators in any educational system, organization or institution in the State of North Carolina, who have paid their dues. Honorary membership must be awarded as provided in the bylaws.
ARTICLE IV	OFFICERS AND THEIR ELECTIONS
Section 1	The officers of this association shall be President, President-Elect, Vice President and Recording Secretary.
Section 2	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 meeting and to the membership in the January newsletter.
Section 3	Officers shall be elected by the candidate receiving the highest number of votes.
ARTICLE V	BOARD OF DIRECTORS
	A Board of Directors consisting of the elected State Officers, the Immediate Past-President and all District Presidents shall have general oversight and supervision of the affairs of the Association.
ARTICLE VI	MEETINGS
	The Association shall hold an Annual State Meeting, and may hold special meetings, at such time and place as may be determined by the Board of Directors.
ARTICLE VII	AMENDMENTS
	Amendments to this Constitution 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 this constitution when adopted by a majority vote.
ARTICLE VIII	PARLIAMENTARY AUTHORITY
	The rules contained in the current edition of <u>Roberts Rules of Order Newly Revised</u> shall govern the Association in all cases to which they are applicable.
ARTICLE IX	EFFECTIVE DATE
	The Constitution shall become effective immediately upon the approval of the membership.