

ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BYLAWS

HISTORY

The Illinois Association of Educational Office Professionals was organized as the Illinois Association of School Secretaries by seventeen school secretaries who met in the Illinois Education Building in Springfield, Illinois, on December 17, 1940. A constitution was adopted, officers were elected, and plans for future meetings were discussed. The first state meeting was held in Chicago in the spring of 1941 with regular stated meetings held since that date. The membership elected to change the Association's name to Illinois Association of Educational Office Personnel on October 5, 1980. Finally, on October 24, 1998, the membership elected to incorporate under the name Illinois Association of Educational Office Professionals.

MISSION STATEMENT

We believe that an education is the birthright of every citizen, and we pledge ourselves to the preservation of that right.

To demonstrate our commitment to this belief, we provide scholarships, professional growth opportunities, and community service.

We believe exposure to other cultures heightens our awareness of different perspectives and helps us as individuals to develop a greater understanding of mankind.

ARTICLE I

NAME ð PURPOSE ð FISCAL YEAR

Section 1. Name

This corporation shall be known as the ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS, and it is hereafter referred to as the "Association".

Section 2. Use of the Corporate Name

The use of the Association's name must be approved by the Executive Board of Directors.

Section 3. Purposes

The Association is a not-for-profit corporation that has for its purpose to serve exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or the corresponding provision of any future federal tax code, including, for such purpose, providing opportunities for professional growth for educational office personnel, promoting the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession, promoting

increased recognition for educational office professionals as partners on the educational team, providing scholarships for high school graduates who wish to continue their education at an institution of higher learning, and providing financial assistance and services to organizations that qualify as schools or educational institutions which are exempt under Section 501 (c) (3) of the Internal Revenue Code, or the corresponding provision of any future federal tax code.

Section 4. The fiscal year of the Association shall be July 1 through June 30 of the following calendar year.

ARTICLE II

MEMBERSHIP

Section 1. Membership shall be open to persons interested in promoting the purposes of the Association, who are engaged in office work in educational systems or organizations concerned with education in the State of Illinois.

Section 2. There shall be six (6) classifications of membership: (1) Active, (2) Life, (3) Retired, (4) Retired Life, (5) Associate, and (6) Honorary.

Section 3. Active members shall be eligible to make motions to vote on all matters coming before the Association, may serve on committees, and may hold office.

Section 4. Life members are Active members of the Association who have paid life membership dues. Life members shall have all rights and privileges of Active members.

Section 5. Retired membership in the Association shall be open to individuals fifty-five (55) years or older who were formerly employed in an educational system or organization related to education. Retired members shall have all rights and privileges of Active members.

Section 6. Retired Life membership in the Association shall be open to individuals fifty-five (55) years or older who were formerly employed in an educational system or organization related to education. Retired Life members shall have all rights and privileges of Active members.

Section 7. Associate membership shall be open to persons interested in advancing the purposes of the Association but who are not eligible to be Active members. Associate members shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.

Section 8. Honorary membership may be bestowed upon a person in recognition of outstanding service to the Association. Candidates for Honorary membership shall be recommended by the Executive Board of Directors and approved by the membership at a business meeting. Honorary members shall be exempt from paying dues and shall have all the rights and privileges of Active members except those of making motions, voting, holding office, and serving on committees.

ARTICLE III

OFFICERS

- Section 1. The officers of the Association shall be President, President-elect, Regional Directors, Secretary, Treasurer, and Immediate Past President. These elected officers shall conduct the business of the Association in accordance with these Bylaws, the Articles of Incorporation, the Standing Rules of the Association, and governing law.
- Section 2. The President of the Association shall preside at all meetings of the Association and of the Executive Board of Directors, may call special meetings, and shall appoint annually a Parliamentarian and committee chairmen with the exception of the Nominating committee. The President shall serve a two-year term.
- Section 3. The President-elect shall succeed to the office of the President at the conclusion of the President's term of office or in the incapacity of the President. The President-elect shall be elected in odd-numbered years and shall serve a two-year term. Vacancy in the office of President-elect shall only be filled by written ballot of the Association by special election.
- Section 4. Six (6) Regional Directors shall be elected, two each representing one of the three (3) geographic areas as defined in the Standing Rules of the Association.
- Section 5. Three (3) Regional Directors, one (1) representing the northern geographic area, one (1) representing the central geographic area, and one (1) representing the southern geographic area, shall be elected in odd-numbered years. Three (3) Regional Directors, one (1) representing the northern geographic area, one (1) representing the central geographic area, and one (1) representing the southern geographic area, shall be elected in even-numbered years. Each Regional Director shall serve a two-year term. Regional Directors shall serve no more than two (2) consecutive terms.
- Section 6. The Secretary shall accurately record the proceedings of all meetings of the Association and of the Executive Board of Directors in the minute book provided by the Association and shall forward to the President a copy of the minutes of each meeting within thirty (30) days following a meeting. The Secretary shall be elected in even-numbered years, shall serve a two-year term, and shall serve no more than two (2) consecutive terms.
- Section 7. The Treasurer shall deposit all funds as directed by the Executive Board of Directors, shall only disburse funds as approved by the President, shall receive all dues from the Membership chairman, and shall provide a financial report at each regular meeting of the Association and of the Executive Board of Directors. The Treasurer's accounts shall be open to the Audit committee at the close of each fiscal year and as may otherwise be requested by the Executive Board of Directors. The Treasurer shall be elected in odd-numbered years, shall serve a two-year term and shall serve no more than two (2) consecutive terms.

Section 8. The Immediate Past President shall serve as a member of the Executive Board of Directors and shall be chairman of the Nominating Committee.

ARTICLE IV

EXECUTIVE BOARD OF DIRECTORS

Section 1. The affairs of the Association shall be managed by its Executive Board of Directors (the "Executive Board").

Section 2. The number of elected members of the Executive Board of Directors shall be eleven (11).

Section 3. The persons comprising the initial Executive Board of Directors of the Association and those presently occupying the following positions ("Ex Officio Directors") shall each hold office as a Director of the Association until such time as his or her successor shall have duly qualified and assumed his or her said position:

- (a) President of the Association;
- (b) President-Elect of the Association;
- (c) Secretary of the Association;
- (d) Treasurer of the Association; and,
- (e) Immediate Past President of the Association.

Each such Director shall automatically be succeeded in office as a Director of the Association by such person as shall succeed him or her in said position.

Section 4. Each person holding the office of Regional Director in the Association shall also hold office as a Director of the Association until such time as his or her successor shall have duly qualified and assumed his or her said position.

Section 5. With the approval of the Executive Board, the President may appoint others to the Executive Board in support or advisory capacities ("Advisory Directors"). These appointees shall have no voting privileges and shall not be counted for purposes of determining the existence of a quorum.

Section 6. The Executive Board shall meet during each Conference of the Association. At meetings of the Executive Board, a majority of the Directors shall constitute a quorum. Meetings of the Executive Board may be called by the President or by the Secretary upon written request of seven (7) or more Directors.

Section 7. In the event that an officer, other than the President, is unable to fulfill the responsibilities of his or her elected position, the Executive Board may, at its discretion, elect a replacement or establish a nomination and election procedure.

ARTICLE V

MEETINGS

Section 1. The Association shall hold a meeting, referred to as a Conference, at least once each fiscal year at a time and place determined by the Executive Board.

Section 2. Each Conference shall have a business meeting.

Section 3. Written notices of Conferences and special meetings shall be made to each member at least thirty (30) days prior to the date of such events. Notice published in the official publication of the Association shall constitute written notice. All meetings of the Association and its constituent bodies shall be open. Each body may establish and control privileges of the floor.

Section 4. The President shall preside at all meetings of the Association and the Executive Board. In the absence of the President and the President-elect, the Secretary, Treasurer, or Chairman Pro Tempore, in that order, shall preside. The Chairman Pro Tempore shall be selected by acclamation of the Executive Board.

Section 5. At meetings of the Association, a majority of the voting membership attending a Conference and present at the meeting shall constitute a quorum for the transaction of business.

Section 6. All Conferences shall be self-supporting.

ARTICLE VI

Section 1. The Nominating Committee shall seek a slate consisting of two (2) nominees for each position vacant among the officers and Regional Directors.

Section 2. Candidacy for any office must be confirmed in writing. No candidate may be placed on the ballot without the Candidate's consent.

Section 3. Candidates for office shall be members of the Association and shall have been an Active or Life member for a minimum of two (2) years by date of nomination.

- Section 4. Candidates for the office of the President-elect must have served previously as a member of the Executive Board, for a minimum of two (2) years, must have been a member of the Association for three (3) consecutive years prior to candidacy, and must have attended a minimum of two (2) Conferences within three (3) years prior to nomination, and be a member in good standing.
- Section 5. Candidates for the office of Regional Director should reside in the geographic area for which they are a candidate.
- Section 6. All elections shall be conducted by mail ballot, and completed thirty (30) days prior to spring business meeting.
- Section 7. Candidates receiving the highest number of votes shall be declared elected.
- Section 8. Ballots shall be retained by the chairman of the tellers committee for a period of one (1) year from the date of certification of the results of the election.
- Section 9. No members shall hold more than one (1) elected office at a time.
- Section 10. Officers and Regional Directors shall be installed at the spring conference and shall assume their duties on the first day of July following their election.

ARTICLE VII

- Section 1. The standing committees shall be:

Affiliations
 Audit
 Awards
 Board of Committees
 Budget
 Bylaws
 Central Area Prof. Dev. Day
 Community Service/Fellowship
 Correspondence
 Higher Education
 Historian
 IASBO Liaison
 Professional Development
 Legislation/Laws
 Meeting Planner
 Member Education Reimbursement
 Membership
 NAEOP Liaison
 Newsletter/Publications Contest
 Nominations and Elections

Professional Standards Program
Public Relations/Communications
Regional Office of Ed.
Retired Prof.-IAEOP/NAEOP Liaison
Special Education
Special Projects
Student Scholarships
Technology
Tellers

- Section 2. Chairmen of standing committees shall be appointed by the President with the approval of the Executive Board.
- Section 3. Guidelines, duties and responsibilities for each standing committee shall be as specified in Article VI of the standing rules. The Executive Board may authorize special committees.
- Section 4. The chairman of each special committee shall be appointed by the President with the approval of the Executive Board.
- Section 5. Members of each standing committee and each special committee shall be appointed by the committee chairman.
- Section 6. The Nominating Committee shall be composed of five (5) members. The Immediate Past President shall serve as Chairman and be considered one (1) member. Two (2) members shall be appointed by the President from the membership on the Executive Board, and two (2) members shall be elected from the general membership at the Fall Conference business meeting. Those members elected must be in attendance at the appropriate meeting.
- Section 7. The President shall serve as an ex-officio member of all standing and all special committees except the Nominating Committee.

ARTICLE VIII

- Section 1. There shall be a procedure whereby local, county and regional associations of educational office personnel and retired professionals of said associations may affiliate with the Association. The procedure shall be governed by guidelines adopted by the Executive Board.
- Section 2. With the approval of the Executive Board, the Association may affiliate with another organized group or agency.
- A. The Association shall affiliate with the National Association of Educational Office Professionals on a continual annual basis until such time as the membership may take contrary action. The annual fees for said affiliation shall be paid by the Treasurer prior to October 1 of each affiliation year. The Executive Board shall

encourage individual membership in the national association.

- B. The Association is recognized by the Illinois Association of School Administrators (IASA), the Illinois Principal's Association (IPA), the Illinois Association of School Business Officials (IASBO), and the Illinois Association of School Boards (IASB).

Section 3. Subject to the approval of the members, the Association may join one or more professional groups or agencies in a mutual association or endeavor.

ARTICLE IX

PROFESSIONAL STANDARDS PROGRAM

Section 1. The Association shall participate in the National Association of Educational Office Professionals certification program known as the Professional Standards Program.

Section 2. The purpose of the program shall be to enhance the professional competency of Association members. The chairman of this committee shall provide information, guidance, support and direction to members interested in participating.

ARTICLE X

PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER, latest edition, shall govern the conduct of all meetings of the Association, the Executive Board, and all standing and special committees.

ARTICLE XI

AMENDMENTS

Section 1. Amendments to the Bylaws shall be submitted in writing to the Bylaws Committee Chairman. The committee shall make recommendations on the proposed amendments to the Executive Board.

Section 2. Proposals of the Bylaws Committee shall be provided to the membership no later than twenty (20) days prior to the vote at the next scheduled conference.

Section 3. Voting by ballot on amendments to the Bylaws shall be by the members in attendance at the business meeting.

Section 4. A two-thirds (2/3) vote by members present shall be required for adoption. The amendments shall be effective on adoption or as certified.

Section 5. Ballots from any bylaws referendum shall be retained by the Chairman of the Bylaws Committee for one (1) year from the date of certification of the results of the referendum.

ARTICLE XII

DISSOLUTION

Upon the dissolution of this Association, the Executive Board shall:

- (a) Pay all liabilities and obligation of the Association, or make adequate provision therefore;
- (b) Return, transfer or convey all assets of the Association, which are held by the Association upon conditions requiring return, transfer or conveyance in the event that the Association is dissolved;
- (c) Transfer or convey all other assets of the Association as provided in the Articles of Incorporation, as amended to the date of dissolution of the Association.

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Footnote 6 for reference only

(At the first annual meeting of the Association to take place after incorporation (October 24, 1998), the members of the Association shall vote whether to install as Officers and Directors of the Association those persons most recently elected to the like offices and directorships in the Illinois Association of Educational Office Professionals. Such officers and directors shall be voted upon as a single slate of candidates, and not individually by office or directorship. Members may vote only either yea or nay, or may abstain from voting. Concurrence by a simple majority of the members present and voting shall be sufficient to install the entire slate of candidates. If approved, the Officers and Directors shall assume their offices and directorships immediately, and shall serve until their successors are elected as provided by Articles III and IV of these Bylaws.)