

ILLINOIS ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
Standing Rules

ARTICLE I – ORDER OF BUSINESS

The following shall be the order of business for all regular and special meetings:

1. Call to Order
2. Pledge of Allegiance/Inspiration
3. Roll Call
4. Minutes
5. Treasurer's Report
6. Communications
7. Directors Reports
8. Committee Reports
9. Unfinished Business
10. New Business
11. Committee Reports
12. Adjournment

ARTICLE II – DUES

Membership in the Illinois Association of Educational Office Professionals (hereinafter "the Association") shall be for one (1) fiscal year (July 1 to June 30). Dues shall be payable July 1 and shall be delinquent after December 1. The membership chairman shall issue a membership card on receipt of dues.

1. Active Member \$25 annually (effective with the 2011-2012 year)
2. Life Member No longer offered as of April 16, 2011.
3. Associate Member \$25 annually
4. Retired Member \$15 annually
5. Retired Life Member No longer offered as of April 16, 2011.

ARTICLE III – AFFILIATIONS

- Section 1 A local organization of educational office professionals may affiliate with the Association on payment of an annual assessment by November 1 in order to participate in IAEOP programs. The affiliation fee shall be \$25.
- Section 2 The local president plus two (2) members shall be required to become members of the Association by November 1 of the calendar year. The affiliated organization shall encourage membership in the state association.

ARTICLE IV – PIN

- Section 1 The Association shall have a membership pin and/or charm. The pin and/or charm shall be imprinted with the letters IAEOP, signifying the Association.
- Section 2 The design of the pin and/or charm shall be approved by the Executive Board prior to manufacture.
- Section 3 The pin and/or charm shall be available for purchase by the membership at each conference of the Association.

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Section 4 The President shall be presented with an Association pin, with a gavel attached, at time of installation.

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 Special meetings of the Association may be called at the discretion of the president with the approval of the Executive Board, or by the secretary on written request of one (1) or more members of the Association.

Section 3 An affiliated organization may send a representative to observe a meeting of the Executive Board. Said representative shall be a member of the Association

ARTICLE VI – COMMITTEES AND DUTIES

Section 1 It is suggested that each committee consist of the chairman and a minimum of two (2) members.

Section 2 Each committee chairman shall submit a written report at each Executive Board meeting and each business meeting. These reports shall be transferred to the succeeding chairman or to the president by June 30.

Section 3 *A ó Affiliations*
The Affiliations Committee members shall encourage local organizations of educational office professionals to affiliate with the Association and the National Association of Educational Office Professionals, hereinafter referred to as NAEOP. It shall collect affiliation fees and remit to the treasurer and shall mail certification of affiliation on receipt of fees.

B ó Audit
The Audit Committee members shall audit the financial reports of the treasurer at the close of each fiscal year and at any time during the year as may be requested by the Executive Board.

C ó Awards
The Awards Committee Chairman shall seek nominees for the Educational Office Professional and Educational Administrator of the Year in accordance with guidelines and time established by NAEOP. The recipients, to be selected from the nominees, shall receive a plaque of recognition during the banquet at the spring conference.

D ó Board of Committees
The Board of Committees Coordinator shall act as liaison and communicator among committees to keep each group informed as to the goals and activities in progress.

E ó Budget
The Treasurer shall prepare a statement of estimated income and expenditures, hereinafter referred to as a *budget*, each year for the ensuing fiscal year. Each annual budget shall be presented to the membership for adoption at the spring conference business meeting.

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F ó Bylaws

The Bylaws Committee members shall review the bylaws and standing rules annually, shall solicit and receive suggestions for amendments, and shall make recommendations to the Executive Board.

G ó Central Area Professional Development Coordinator

The Central Area Professional Development Coordinator shall be a liaison between the Association and the five neighboring state associations that make up the six-state Central Area (Kansas, Illinois, Missouri, Indiana, Nebraska, and Iowa) to work on common goals and activities.

H ó Community Service/Fellowship

The Community Service/Fellowship Chairman shall make recommendations to the Board for community service projects and shall be responsible for sending appropriate cards at time of illness, death, etc.

I ó Correspondence Chairman

The Correspondence Chairman shall receive and respond to correspondence as directed by the president or the Executive Board. If there is no correspondence chairman, the secretary will assume these duties.

J - Handbook

The Handbook Committee members shall review the handbook annually, shall solicit and receive suggestions for changes and updates, and shall make recommendations to the Executive Board.

K ó Higher Education Coordinator

The Higher Education Coordinator shall correspond with other higher education offices in the state of Illinois to encourage participation and attendance at state conferences.

L ó Historian

The Historian shall maintain the history of the Association, in chronological order, using published articles, news items, pictures, conference programs, etc. The history shall be compiled in books, or another media, provided by the Association and shall be displayed during each conference.

M ó Legislation/Laws Committee

The Legislation/Laws Committee chairman shall obtain information regarding Senate bills and House bills that pertain to educational office professionals.

N ó Meeting Planner

The Meeting Planner shall solicit invitations from the task force to conduct conferences in various locales. The meeting planner shall be available to assist the task force as needed. The meeting planner shall furnish written conference guidelines to the task force.

O ó Member Educational Reimbursement Program Chairman

The Member Educational Reimbursement Program shall provide for reimbursement to IAEP members who successfully complete job-related coursework.

P ó Membership Committee

The Membership Committee shall plan and execute an effective system to maintain and increase membership in the Association. The committee shall receive membership

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applications, issue membership cards and/or receipts, remit dues to the treasurer, and certify the eligibility of members to vote.

Q 6 National Association of Educational Office Professionals Liaison

The NAEOP Liaison shall encourage membership in NAEOP. The liaison shall provide information about the national association and shall make known the dates and locations of the national conferences and meetings.

R 6 Newsletter Editor

The newsletter editor shall publish a newsletter three (3) to four (4) times each fiscal year. The editor shall establish and publish deadline and publication dates. Each newsletter shall include, but shall not be limited to, reports from the Association officers and standing committee chairmen, information from and about NAEOP, items from local affiliates, and news and information of general interest to Association members. An updated EMAIL and mailing list or mailing labels shall be obtained from the membership chairman. Copies of the newsletter shall be EMAILED and mailed to each Association member and to the officers of NAEOP.

S 6 Nominations and Elections Committee

The Nominations and Elections Committee shall consist of five (5) members, in accordance with Article VII, Section 6, of the Bylaws. The committee shall adhere to the Rules of Election, Article VI of the Bylaws. It shall prepare the official ballot, paper and electronic form using the internet tool, www.surveymonkey.com or a similar type tool that only allows one vote per IP address, showing title of each vacancy, nominees' name, providing a line or a box by each name for the vote. The ballot shall indicate the mark, which constitutes a legal vote. The ballot shall further include a space for write-ins and an accompanying line or box for the vote. All ballots are to be sent out electronically by the list serve to members that have their email addresses available or mailed to members that are unable to vote electronically, a minimum of one (1) month prior to the close of the election to the membership of record. The committee shall make provisions for the voters to submit the completed ballot to the Tellers Committee.

T 6 Professional Development Committee

The Professional Development Committee members shall provide in-service opportunities to school districts and affiliated associations throughout the state by means of workshops, seminars, and other types of presentations.

U 6 Professional Standards Program

The Professional Standards Program Committee shall provide information as established in Article IX, Section 2, of the Bylaws, in accordance with current program guidelines from NAEOP.

V 6 Public Relations/Communications

The Public Relations/Communications Committee shall process correspondence as directed by the president and Executive Board

1. The committee shall notify the following organizations of all Association conferences:
 - a. Illinois Association of School Administrators (IASA)
 - b. Illinois Principals Association (IPA)
 - c. Illinois Association of School Boards (IASB)
 - d. Illinois Association of School Business Officials (IASBO)
 - e. Illinois State Board of Education (ISBE)
 - f. Illinois Board of Higher Ed (IHBE)

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- 2 The committee shall invite the chairmen/executive directors of said organizations to specified events during Association conferences. The chairperson (committee) shall inform the local medias as well as associations regarding upcoming conferences, and provide information to be included in the association's newsletters, magazines, etc.

W ó Regional Office of Education Coordinator

The Regional Office of Education Coordinator shall correspond with other regional offices of education in the state of Illinois and encourage participation and attendance at state conferences.

X ó Retired Professionals (IAEOP/NAEOP)

The Retired Professionals Committee shall support the Association by lending its expertise on request and by nurturing the interest and enthusiasm of all retirees.

Y ó Special Education Coordinator

The Special Education Coordinator shall correspond with all special education cooperatives in the state of Illinois and encourage participation and attendance at state conferences.

Z ó Special Projects Committee

The Special Projects Committee shall establish and maintain a fund-raising program for the Association. Reports to the Executive Board shall include receipts and expenditures, inventory, and projects being planned.

AA ó Student Scholarship Committee

The Student Scholarship Committee shall prepare and mail applications to meet the guidelines established by NAEOP for the Marion T. Wood Scholarship. Scholarship applications shall be mailed to all affiliate presidents and to any interested Association member. The committee shall secure three (3) professional people to judge the entries and select the recipient(s). The scholarship recipient(s) shall be invited, as the Association's guest, to the awards presentation during the spring conference and shall be presented with a certificate signifying the scholarship amount approved by the Executive Board. The student scholarship recipient(s) may invite two (2) additional guests.

BB ó Technology Committee

The Technology Committee shall serve as a technology resource to the Executive Board and membership of the Association.

CC ó Tellers Committee

The Tellers Committee shall canvass elections which will include the totals of the mailed ballots and the electronic results from the online ballots. After the canvass is complete, the committee shall notify the president of the results, shall certify the results, and shall prepare a written report to be presented at the spring conference business meeting. The written report shall exclude the vote count. All records of the election shall be maintained per Article VI of the Bylaws.

Section 4

The president shall serve as ex-officio member of all committees, with the exception of the Nominating Committee, shall be given advance notice of all committee meetings, and shall receive a written report of each committee meeting.

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ARTICLE VII – TRAVEL REIMBURSEMENT

- Section 1 The Executive Board and committee members shall be reimbursed for travel to and from the January and August Board meetings.
- Section 2 The Executive Board shall establish a mileage rate using \$.25 per mile as a standard.

ARTICLE VIII – AMENDMENTS

The Standing Rules may be amended or waived by a majority vote of the quorum stated at the Association meeting.

Draft 4/2000
Corrections 9/2000
Final copy 11/2000
Update 10/2005
Update 10/2009
Update 10/2011