

GEORGIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
BYLAWS

Article I. Name and Objectives

The name of this organization shall be the *GEORGIA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (GAEOP)*.

The objectives of GAEOP shall be to elevate the standards of the association; to cultivate a spirit of understanding and goodwill among all members; to provide opportunities for professional and personal development to its members; to share ideas for the purpose of offering efficient service to the schools and to the community.

Article II. Affiliation

Section 1. GAEOP shall affiliate annually with the National Association of Educational Office Professionals by submitting the affiliation fee.

Section 2. Affiliation with any other professional organization shall be recommended by the executive board and approved by majority vote of the membership.

Article III. Membership

Section 1. All persons engaged in clerical, secretarial, or other forms of office work in public and/or private school systems, the university system, postsecondary institutions, state department of education, or other State of Georgia educational organizations and who have paid annual dues shall be considered **active** members in this association. Active members shall have the right to vote on all matters coming before the association, to make motions, to serve on committees, and to hold an elected or appointed office.

Section 2. All persons who do not meet the requirements to be active members of the association but wish to join and support the organization and who have paid annual dues shall be considered **associate** members. Associate members may attend meetings and speak to issues but may not make motions, vote or hold elected office, but may serve in appointed positions.

Section 3. All persons who have retired from educational office work and who have paid annual dues shall be considered **retired** members. Retired members shall have the same rights and privileges as active members.

Section 4. With the recommendation of the executive board and by majority vote of the general membership, **honorary membership** shall be bestowed upon persons in recognition of outstanding service to the association. Honorary members may attend meetings and speak to issues, but may not make motions, vote, or hold elected office, but may serve in appointed positions.

Section 5. Active members of the association who have paid dues of 15 times the annual membership fee in the year of application (payable in quarterly payments), shall be eligible for a **life membership**. Life members shall have all the rights and privileges of active members but are exempt from paying annual dues.

Section 6. The membership year extends from July 1 to June 30; a member may join at any time during that period.

Section 7. The annual dues for active, associate, and retired members shall be established by the executive board. Honorary members and Life members shall be exempt from paying dues.

Section 8. Any changes in membership status with GAEOP because of job change, retirement, etc., during the membership year shall be effective at the beginning of the next membership year.

Article IV. Officers and Executive Board

Section 1. The elected officers of the association shall be: President, President-Elect, Vice-President, Secretary, Treasurer, and Immediate Past-President.

Section 2. The President-Elect shall automatically become President for a term of one year at the close of her term of office or if the office of President is vacated.

Section 3. To qualify for nomination to an elected office, a nominee shall be an active member of GAEOP. Only active members are eligible to serve in an elected or appointed position in the association.

Section 4. To be eligible for nomination to the office of President-Elect, the nominee shall also have served at least TWO (2) years on the executive board and must be a member of NAEOP.

Section 5. To be eligible for nomination to the office of Vice-President, the nominee shall also have served at least ONE (1) year on the executive board.

Section 6. Should it become necessary for a candidate to qualify for direct nomination to the office of President, the candidate shall have served at least ONE (1) year as an elected officer of the association.

Section 7. Officers shall begin their term of office on July 1 following their election and shall serve for ONE year or until their successors are elected.

Section 8. No officer may serve more than two consecutive terms in office. Due to the nature of the positions, the President, President-Elect and Immediate Past President shall serve no more than one consecutive term in office.

Section 9. No officer shall serve in two elected positions during the same membership year. A special election must be held should this situation occur due to unforeseen circumstances.

Section 10. The executive board shall consist of the elected officers of GAEOP: the President, President-Elect, Vice-President, Secretary, Treasurer and Immediate Past President. The Full Board of GAEOP shall include those members of the Executive Board as well as the Area Coordinator, Area Chairmen and Committee Chairmen. *(Section changed 2006)*

Article V. Duties of Officers and Executive Board

Section 1. The **President** shall call and preside at all meetings of the organization and the executive board; call all special meetings; appoint all committee chairmen, except the nominating committee; serve as ex-officio member of all committees, except the nominating committee, shall serve as conference coordinator with the assistance of the President-Elect for both Fall and Spring conferences; and perform other such duties as may be assigned by the executive board.

Section 2. The **President-Elect** shall assist the President in all ways; assume the duties and powers of the presidency in the absence of the President; and shall serve as assistant conference coordinator, under the direction of the President for both the Fall and Spring Conferences, shall plan the Spring Installation; and shall have oversight responsibility for the following Committee Chairmen: Hospitality, Parliamentarian and Program; and shall perform other such duties as may be assigned by the President or the executive board.

Section 3. The **Vice-President** shall have oversight responsibility for the following Committee Chairmen: Affiliation, Area Coordinator, Certification, Higher Education and Membership; and shall perform such other duties as may be assigned by the President or the executive board.

Section 4. The **Secretary** shall keep accurate minutes and a permanent record of all meetings of the association and of the executive board; prepare and distribute minutes to members of the Executive Board prior to the next scheduled meeting; have copies of bylaws and standing rules available at all meetings; and have oversight responsibility for the following Committee Chairmen: By-laws/Handbook, Historian/Property, Newsletter and Website; and shall perform such other duties as may be assigned by the President or the executive board.

Section 5. The **Treasurer** shall have custody of all association funds; make disbursements only as authorized by the executive board either by specific action or by adoption of a budget to be administered by the executive board; keep accurate books on a current basis, make regular reports to the executive board; prepare a detailed financial report for presentation at all general meetings; prepare a complete financial review for the period of term of office; and shall have oversight responsibility for the following Committee Chairmen: Awards, Scholarship and Ways and Means.

Section 6. The **Immediate Past-President** shall serve as advisor to the President and Executive Board; promote interest in the association and its goals and ideals; shall normally serve as the Past President's Council Chairman and shall have oversight responsibility for the following Committee Chairmen: Chaplain/Sunshine, Past President's Council (if not serving as chair), and Retirees.

Section 7. The **Executive Board** shall have general supervision of the affairs of the association between its business meetings but shall be subject to the orders of the association and none of its acts shall conflict with action taken by the association.

Article VI. Committees

Section 1. The standing committees of the association shall be listed in the Duties and Responsibilities document of the association, and other committees may be established by the executive board as needed.

Section 2. The executive board must approve any committee recommendation before final action can be taken.

Section 3. Each member of the executive board shall submit a written report to the President at each executive board meeting and a yearly summary to the President at the close of the term of office.

Section 4. The President shall be an ex-officio member of all committees except the nominating committee.

Article VII. Meetings

Section 1. All meetings of GAEOP shall be conducted according to parliamentary procedures as set forth in **Robert's Rules of Order, Newly Revised**.

Section 2. General business meetings shall be held at least once a year, with the date, time, place, and format of each meeting to be determined by the President. Special meetings may be held as deemed necessary by the President, the executive board, or the general membership and may be called by the President, a majority of the executive board, or by membership quorum provided 30 days notice has been given.

Section 3. Written or printed notice of general meetings, special meetings, or conferences of the association stating the day, place, hour, and purpose shall be delivered by mail/email to each member entitled to vote at such meetings not less than thirty (30) days before the date of such meeting. Notice printed in the official publication of the association shall constitute printed notice provided the publication is distributed to ALL members.

Section 4. Meetings of the executive board shall be held before each general business meeting and at such other times as called by the President. Notice of such meetings shall be sent to each member of the executive board.

Article VIII. Nomination and Elections

Section 1. The nominating committee shall consist of three (3) members, no two from the same area, and shall be elected by the membership at the general business meeting of the new membership year. The committee shall appoint their own chairman.

Section 2. Call for nominations shall be made for President-Elect, Vice-President, Secretary, and Treasurer.

Section 3. Nominations for elected officers may be made by active members in writing to the nominating committee. Such nominations shall have the consent of the nominee.

Section 4. At least one nominee for each office shall be presented on the ballot. Names of other candidates may be written in during the voting process with the written consent of the nominee.

Section 5. Ballots shall be distributed to each voting member. A majority vote in each office shall constitute election. If there is a tie vote for any office, a run-off election must be held within thirty (30) days by distributing a written ballot to every voting member.

Section 6. The nominating committee shall set the schedule for submitting nomination, mailing, and returning ballots, and/or such other schedules or election procedures so as to be completed by April 30th of each year.

Section 7. Election results shall be submitted to the President and the executive board as soon as results are official and published in the official publication of the association.

Section 8. Any special election must take place within 30 days after notification of the vacancy in office. The special election may be conducted by written ballot distributed to each member or given to each member at a regular meeting if such meeting will be held within 30 days after notice of the vacancy. The balloting procedure will be conducted by the nominating committee; a majority vote will constitute election.

Section 9. All ballots and related information pertaining to the election shall be retained by the Nominating Committee Chair in a sealed envelope for the period of one year.

Article IX. Vacancy and Resignation in Office

Section 1. This article pertains only to those vacancies and resignations occurring in an elected office after an official election has been held.

Section 2. To fill a vacancy in the office of President, the President-Elect will assume the duties of the President for the unexpired period of the current term plus one year.

Section 3. Should it be necessary for the President-Elect to assume the duties of President before the term of President-Elect is completed, the office of President-Elect shall remain vacant until the next regular election.

Section 4. In the event of a vacancy in the office of President-Elect while the President is still in office, the nominating committee shall seek a nominee or nominees to be voted on in a special election.

Section 5. Any other vacancies created at any time during the regular term of office will be filled through appointment by the executive board within **30 days** after notification of the vacancy.

Article X. Quorum

Section 1. A quorum for a general or called meeting shall be according to the definition provided by *Robert's Rules of Order, Newly Revised*.

Section 2. A quorum for an executive board meeting shall be according to the definition provided by *Robert's Rules of Order, Newly Revised*.

Article XI. Amendments to By-Laws

Section 1. Amendments to the by-laws should be submitted to or proposed by the by-laws committee. The by-laws committee must submit recommendations for proposed amendments to each member entitled to vote within the time and in the manner provided in these by-laws for giving notice of meetings to members.

Section 2. Voting shall be by written ballots distributed to each member and a two-thirds vote of active members in favor of the amendment shall constitute adoption.

*Revised: 09/06; 07/04; 09/01; 09/91; 06/94
Minor typos corrected: 01/05*