

# GAEOP Standing Rules

## I. MEMBERSHIP DUES

1. Active and Associate members will pay \$20 for the membership year of July 1<sup>st</sup> through June 30<sup>th</sup>
2. Retired members will pay \$5 for the membership year of July 1<sup>st</sup> through June 30<sup>th</sup>.
3. Honorary membership does not require payment of dues and is a lifetime award.
4. Life membership shall be 15 times the annual membership fee at the time of payment and may be paid in four (4) equal payments over a one-year period.

## II. REIMBURSEMENT GUIDELINES

**The following expenses shall be paid as long as funds remain in the appropriate budget item.**

### 1. For the current GAEOP President

- a. Expenses for the NAEOP Annual Meeting (not for an institute):
  - Registration Fee shall be paid by GAEOP at the time registration is submitted to NAEOP.
  - Transportation costs shall be reimbursed when expenses are presented. (If President is unable to attend due to a family emergency, any fees incurred for transfer of transportation expenses to the designated member representative shall be at the expense of the President, not GAEOP.)
  - Lodging costs shall be reimbursed when expenses are presented.
  - Fees for any official conference meal functions not included in the conference registration fee shall be paid by GAEOP at the time registration is submitted to NAEOP.
- b. GAEOP Annual Fall Conference
  - Registration costs shall be reimbursed when expenses are presented.
  - Lodging costs shall be reimbursed when expenses are presented.
  - Fees for any official conference meal functions not included in the conference registration fee.
  - Gas reimbursement for gas consumption to and from annual fall conference
- c. Gas Reimbursement for gas consumption when representing GAEOP/GAEOP membership (does not include travel to and from Executive Board Meetings).

### 2. For the current GAEOP President-Elect

- a. GAEOP Annual Spring Conference/Installation Ceremony
  - Registration shall be paid by GAEOP at the time of registration.
  - Lodging shall be paid by GAEOP at the conclusion of the conference.
  - Fees for any official conference meal functions not included in the conference registration fee.
  - Meal charges for one guest at spring meeting for installation ceremony.
  - Gas reimbursement for gas consumption to and from annual spring meeting.
- b. GAEOP Annual Fall Conference (with President in attendance)
  - Lodging costs incurred during planning stage for conference.
  - Meals expenses incurred during planning stage for conference.
  - Gas consumption incurred during planning stage for conference.
- c. Gas Reimbursement for gas consumption when representing GAEOP/GAEOP membership (does not include travel to and from Executive Board Meetings)

### 3. Other officers and Committee Chairmen

- a. Reimbursement requests for expense incurred by any other officer or Committee Chairmen in the completion of GAEOP business must be submitted on a GAEOP expense form with original receipts attached to the President for approval and will be forwarded to the Treasurer for payment. Expense forms must be submitted to the President within 30 days of the expense being incurred. The President will forward the form to the Treasurer within 15 days and payment will be made to the Committee Chairmen within 30 days of receipt by the Treasurer.

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- b. No expenses shall be incurred without the prior knowledge of the President. Any such expenses shall be subject to reimbursement being denied.
- c. Each Officer and Committee Chairmen shall maintain an accurate record of expenses and remain aware of his/her own budgeted amount for the year.

### **III. RECOGNITION**

- 1. National Educational Bosses Week
  - a. Begins the third (3<sup>rd</sup>) Sunday in May
  - b. The President will issue a proclamation in the association's official publication or through separate mailings.
- 2. National Education Office Professionals Awareness Week
  - a. Begins the third (3<sup>rd</sup>) Sunday in November
  - b. The President will issue a proclamation in the association's official publication or through separate mailings.
- 3. Professional Secretaries Week
  - a. Begins third (3<sup>rd</sup>) Sunday in April
  - b. The President will issue a proclamation in the association's official publication or through separate mailings.
- 4. Scholarship winners will be honored during the Spring Installation Meeting. Meals for the honorees and guests (one each) will be provided.
  - a. Student honoree to be provided travel expenses up to an amount not to exceed \$150 if the spring conference is held in an area which would necessitate an overnight stay or considerable mileage.
  - b. The amount and number of scholarships will be determined during the development of the annual budget.
  - c. The Scholarship Chair will ensure that the scholarship monies are correctly paid, keeping accurate records of such and will inform the incoming Scholarship Chair of any awards remaining to be paid. Requests for payment from awardees will be forwarded to the President following the same schedule as for regular reimbursement expenses.
- 5. The Administrator of the Year and Member of the Year will be honored during the Spring Conference/Installation. Meals for the honorees and guests (one each) will be provided.

### **IV. PUBLICATIONS**

- 1. The Communicator will be published four (4) times annually and will be distributed to all members, superintendents of Georgia school systems, all Georgia college and university presidents, members of the Board of Regents, the Chancellor of the University System of Georgia and the Commissioner of the Department of Technical and Adult Education.
- 2. A Member's Handbook is to be given to all new members, and annual updates are to be distributed to active members.

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### V. CONFERENCES AND MEETINGS

1. All materials to be disseminated to the membership at meetings shall be approved by the executive board.
2. All conference and meetings should be self-supporting.
3. Registration fees, programs, menus, etc. for conferences and meetings shall be approved by the President/President-Elect. All registrations shall be directed to the Treasurer, who will communicate on a regular basis with the President and President-Elect as to the status.
4. The Fall Conference shall include workshops, a general business meeting and an executive board meeting.
5. The Spring Conference/Installation shall include installation of new officers; recognition of outgoing officers; recognition of Scholarship winners, recognition of Administrator and Member of the Year; memorial service, if appropriate; a general business meeting, if needed; and an executive board meeting.
6. Officers installed during the Spring meeting will not assume their duties until July 1<sup>st</sup>.
7. Business sessions shall be conducted according to the following guidelines:
  - a. Membership ribbons/cards will be checked at the door. An up-to-date membership list may also be used to verify active membership.
  - b. All participants will conform to the rights and privileges afforded to the different membership levels in GAEOP. Guests may introduce items for discussion, but shall not have voting privileges.
  - c. After addressing the chair and being recognized, each speaker shall state their name, and the school and or system they are employed by or retired from as well as the, area, group, etc. being represented.
  - d. No individual may speak for more than two (2) minutes, or for a second time, if other individuals are waiting to speak for a first time.
  - e. Motions should be presented to the chair in writing and signed by the member making the motion, giving their name, system, area, group, etc.
  - f. When an individual has been assigned the floor, that individual may be interrupted ONLY for parliamentary cause. It is out of order to stand when another individual has the floor.
  - g. Voting is to be done through the use of cards: green for yes, red for no. Tellers will be assigned by the President and the count announced by the chair.
  - h. The official program, as adopted, constitutes the order of the day.
  - i. All reports of officers and committee chairmen are to be in writing, with the original copy given to the secretary.
  - j. These rules may be suspended or amended by a two-thirds vote of the assembly.
  - k. Quorum:
    - (1.) A simple majority of members currently serving in positions will constitute a quorum for meetings of either the Executive Board (elected officers) or Full Board. *(Section changed 2006)*
    - (2.) A majority of the members present at the conference at which the meeting is held shall constitute a quorum at any General Business Meeting.
    - (3.) One-third of active members as of the date any special meeting is held shall constitute a quorum at any Special Meeting.
  - l. For the purposes of electronic (via email) voting – a quorum will be considered met when a majority of members of the group voting (either Executive Board or Full Board) have submitted their votes to the president via email by the given deadline for the vote. *(Section added 2006)*

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### **VI. GIFTS AND AWARDS**

1. An "Attendance Award" is to be given to the area with the most members present at the Fall Conference.
2. Pin guards designating the appropriate office are to be transferred to the incoming officers at the Spring Installation Meeting.
3. The Past-president's pin is to be awarded to the outgoing President at the Spring Installation Meeting along with an appropriate gift from GAEOP.
4. Scholarship, Member and Administrator of the Year winners will be submitted for consideration in the National contests.
5. A donation for the NAEOP Marion T. Wood Scholarship Fund is to be made annually; the Executive Board will determine the amount to be given. A donation to the NAEOP Field Service Fund is to be made annually in recognition of the new NAEOP President. Additionally, when funds are available, a gift for the incoming President will be delivered to the Annual NAEOP National Conference for presentation at the new President's Installation reception.
6. The Student and Member Scholarships will be made annually; the Executive Board will determine the amount to be given annually. Upon proof of registration at an institution of higher learning by the scholarship winner, the GAEOP Treasurer will deliver, to the Scholarship Chair, a GAEOP check payable to the institution in the amount of the scholarship, no later than the Spring Conference/Installation. The Scholarship Chair shall be responsible for mailing the check to the institution no later than one month prior to the start of the student's first term of enrollment.

### **VII. GENERAL INFORMATION**

1. The official colors of the association are Royal Blue and Gold.
2. The official logo/emblem of the association is a blue map of Georgia with with the image of a computer in the center, the words "Professionalism in the Education Office" surrounded that graphic and the words "Georgia Association of Educational Office Professionals" printed in a circular format around the state map.
3. The motto of the Association shall be "Growth – Attitude – Enthusiasm – Opportunity – Professionalism".
4. A theme shall be developed each year by the incoming president, by adopting one of the parts of the motto of the association.
5. Sunshine fund – In the case of the death of an active member of GAEOP or an immediate family member (spouse or child, parent if member has no spouse of child) of an active GAEOP member, flowers are to be sent; otherwise, a card is to be sent.