

BYLAWS
Alamance-Burlington Association of Educational Office Professionals

ARTICLE I: Name: The name of this organization shall be Alamance-Burlington Association of Educational Office Professionals, a member of the North Carolina Association of Educational Office Professionals.

ARTICLE II: Objective and Aim: The objective and aim of the Alamance-Burlington Association of Educational Office Professionals is to promote and further the cause of advancement of education by improving the quality of service rendered to the educational system and to the community.

Section 1. To encourage ABAEOP members to take active leadership roles in the Association and in educational and community endeavors.

Section 2. To promote recognition of educational office persons as professionals.

Section 3. To provide and exchange of information and ideas among educational office personnel in the system.

Section 4. To recognize the achievements of educational office professionals.

Section 5. To encourage high standards of professional conduct among educational office professionals.

Section 6. To promote friendship, understanding, and cooperation among all members of the Association.

Section 7. To support adequate and fair standards regarding the compensation and working conditions of educational office professionals.

ARTICLE III. Membership

Section 1. Membership in this Association shall be of four classifications: active, associate, honorary, and retired.

Section 2. Active members shall be office personnel in the Alamance-Burlington School System who have paid their annual dues. Active members shall be entitled to vote, hold office, and participate in discussions and activities of the Association.

Section 3. Associate members shall be former members who have entered other fields of endeavor or administrators, retired or currently employed, who have paid annual dues. Associate members shall have all privileges of active members except that of holding office.

Section 4. Retired members shall be former active members who have retired and have paid annual dues. Retired members shall have all privileges of active members except that of holding office.

Section 5. Honorary membership may be bestowed upon person in recognition of outstanding service to the Association. Any member may request that honorary membership be conferred upon a candidate. The candidate will be granted membership after a majority vote of the membership.

ARTICLE IV. Dues

Section 1. Dues for the membership shall be collected on an annual basis, and shall be established by the membership. The membership dues are valid for the fiscal year April 1 through March 31. (It is recommended that dues shall be payable by October 1.)

ARTICLE V. Officers and Their Duties

Section 1. The officers of this Association shall be a President, Vice-President, Secretary, Treasurer and Immediate Past President. All candidates for office must be from the classification of active members.

Section 2. The President shall (1) preside at all meetings of the Association and the Board of Directors; (2) call special meetings of the Board of Directors at his/her discretion or upon request of a majority of the Board of Directors; (3) appoint annual chairpersons and members of standing and special committees; (4) co-sign all checks written by the Treasurer; (5) serve as an official representative of the Association at the meetings of educational bodies and other groups working toward the advancement of education; (6) be an ex-officio member of all committees except the Nominating and Elections Committee; and (7) recommend to the Board of Directors between elections, except that of the office of President. The term of office of President shall be two years. In the event of a vacancy in the office of President, the Vice-President shall become President and shall assume duties and authority for the unexpired term. The President may delegate any of the above duties to another Board member at his/her discretion.

Section 4. The Vice-President shall serve as the chairman of a standing committee (Membership). In the absence of the President, the Vice-President shall be the presiding officer and shall assume all powers and responsibilities of the office. The term of office of Vice-President shall be two years. In the event of a vacancy in the office of Vice-President, the Board of Directors shall fill the term.

Section 5. The Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she shall file a copy of all amendments to the Constitution and Bylaws; (2) all resolutions which are adopted by the Association; and (3) a list of all members, including associate, retired, and honorary members. The term of office shall be for two years. In the event of a vacancy in the office of Secretary, the Board of Directors shall fill the term.

Section 6. The Treasurer shall be responsible for receiving the funds of the Association, and shall disburse them only upon written order. The Treasurer shall keep an up-to-date record of funds on hand at all times and shall submit a financial report at each meeting of the Board of Directors and membership. The Treasurer shall complete the tax report annually to maintain the non-profit status. The Treasurer will turn all records over to the Board of Directors upon request. The President (or designee) and Treasurer shall co-sign all checks. The term of office shall be for two years. In the event of a vacancy in the office of Treasurer, the Board of Directors shall fill the term.

Section 7. The Immediate Past-President shall serve on the Board of Directors as an advisor. It shall always be the President from the preceding year. The term of Immediate Past-President shall be for two years. In the event of a vacancy in the office of Immediate Past-President, the position will not be filled.

ARTICLE VI. Board of Directors

Section 1. The Board of Directors shall consist of all elected officers.

Section 2. The duties of the Board of Directors shall be to direct the program and formulate policies and activities concerning the Association, and serve in an advisory capacity to the President.

ARTICLE VII. Elections

Section 1. A Nominating Committee appointed by the President, with one being from the Board of Directors and three members of the Association, shall present a slate of officers to the membership committee at the spring/end-of-year meeting. Nominations shall also be made from the floor. The officers shall be elected by the membership at the spring/end-of-year meeting. The duties of the new officers shall become effective April 1.

ARTICLE VIII. Committees

The President will appoint a Chairman from the membership to serve terms which run concurrently with said officers, for each committee. Committee members will be appointed by the President and each chairman may appoint others as needed.

Section 1. Nominating Committee: The Nominating Committee shall serve in the capacity described in Article VII.

Section 2. Membership/Hospitality Committee: The Membership/Hospitality Committee shall be responsible for the recruiting of members and welcoming guests and prospective members to all Association functions. The Vice- President shall chair this committee.

Section 3. Program/In-service/PSP/Meeting Coordination Committee: This committee shall be responsible for special programs (such as speakers, etc.) for meetings when deemed advisable. This committee shall promote PSP and interest in certification and provide

information relative to the program.

Section 4. Scholarship and Awards Committee: This committee shall (1) prepare information on scholarship, (2) supply guidelines and application forms to schools (3) appoint impartial judges to determine local winners, (4) report recipient to local, district, and state committees (submit application). This committee shall (5) submit guidelines for selection of EOP and Administrator of the Years, (6) appoint judges to select the EOP and Administrator of the Year before the spring meeting, (7) announce recipients and arrange for obtaining appropriate awards.

Section 5. Constitution and Bylaws Committee: This committee shall review the Constitution and Bylaws and recommend any changes to the membership.

Section 6. Special Projects: This committee shall investigate ways and means of raising funds for the scholarship fund and for the Association.

Section 7. Audit/Finance: This committee shall appoint someone to audit the books annually. Also, this committee will recommend additional general accepted accounting practices as deemed necessary.

Section 8. Legislative: This committee will keep members informed of any local, state or national legislative news regarding education office professionals.

Section 9. Publication: The Publication Committee shall be responsible for the publication of the bi-annual newsletter, webpage maintenance, bulletin board design. All materials from this committee will be available to all members and non-members as requested.

Section 10. Policy and Procedure: This committee shall oversee all policy and procedure, be familiar with protocol for meetings and a representative of the committee shall serve as parliamentarian, if necessary.

Section 11. Affiliation: This committee will update members on any affiliating web sites or organizations that may deem helpful to professional growth.

Section 12. Special committees may be appointed by the President at his/her discretion.

ARTICLE IX. Quorum: Members present at any given meeting shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors, or any appointed committee, shall constitute a quorum for the transaction of business.

ARTICLE X. Parliamentary Authority: The rules contained in the current edition of Roberts Rules of Order shall govern the Association in all cases to which they are applicable.

ARTICLE XI. Amendments: Amendments to these Bylaws may be proposed in writing by any member of the Association to the Chairman of the Constitution and

Bylaws Committee by the spring meeting. On majority of votes of the Board of Directors, the amendment shall be presented to the membership. Such amendment or amendments shall become a part of these Bylaws when adopted by a majority of the membership.

ARTICLE XII. Effective Date: the Bylaws shall become effective May 12, 2017.