

# PAEOP CONSTITUTION



## **Pennsylvania Association of Educational Office Professionals**

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*A Department of the Pennsylvania School Boards Association*

# **PAEOP CONSTITUTION**

***Effective April 21, 2023***

## ***Article I – Name***

The name of the organization shall be the Pennsylvania Association of Educational Office Professionals, a department of the Pennsylvania School Boards Association.

## ***Article II – Goal***

The goal of this association shall be to advance the educational interests of the Commonwealth of Pennsylvania through the services of educational office professionals, to cultivate a spirit of enthusiasm, understanding and good will among educational office employees, and through organization to pool our ideas and ideals toward a more efficient and professional staff.

## ***Article III – Membership***

***Section 1.*** Membership in this association shall consist of five classifications: active, associate, retired, honorary, and life. Active members must work or live in Pennsylvania to qualify for membership.

***Section 2.*** Active members shall be employed in an educational system or organization concerned with education, who have paid annual dues. Active members shall be entitled to vote, hold office, and participate in discussion.

***Section 3.*** Associate members shall be those persons who have resigned from educational service but wish to retain their membership by payment of annual dues. They shall have all the privileges of active members but may not vote or hold office.

***Section 4.*** Retired members shall be those persons who have reached retirement status. Retired members shall pay dues not to exceed half of the active membership dues. Retired members shall have all privileges of active members except that of holding an elected officer position. A retiree is a person who is considered retired according to his/her state retirement system. An officer retiring may complete his/her current term.

**Section 5.** Honorary membership may be bestowed upon approval by the majority of the executive board. Honorary members shall be exempt from paying dues and shall have all the privileges of active members, but may not vote nor hold office.

**Section 6.** Life membership is bestowed on all past presidents.

**Section 7.** Membership in this association shall terminate upon failure to pay dues for the current fiscal year.

#### ***Article IV – Officers***

**Section 1.** The officers of this association shall be immediate past president, president, president-elect, membership director, secretary, and treasurer, who shall comprise the executive committee, all of whom shall be members in good standing.

**Section 2.** The president-elect shall succeed the president. Before serving as treasurer, secretary or membership director, a candidate must have served at least two years on the executive board of the Pennsylvania Association of Educational Office Professionals. Before serving as president-elect, a candidate must have served at least two years in one of the following officer roles (treasurer, secretary, membership director or as member at large on conference planning committee for two years.)

#### ***Article V – Terms of Office***

**Section 1.** The term of office for the immediate past president, president, and president-elect shall be one two-year term.

**Section 2.** The term of office for the secretary, treasurer, and membership director shall be two years and they may be eligible to serve as many two-year terms as they desire. Anyone having held these offices in the past may run for reelection.

**Section 3.** The immediate past president shall serve two years as the association historian, and shall perform duties assigned by the president.

**Section 4.** The term of office for members representing the regions on the executive board shall be two years and they may be eligible to serve as many two-year terms as they desire.

**Section 5.** The term of office for the one elected member of the nominating committee shall be two years and they may be eligible to serve as many two-year terms as they desire.

**Section 6.** The term of office for the elected committee and award chairpersons (Affiliate, Constitution & By-Laws, Gertrude E. Kopf Award of Recognition, Hermine Solt Student Scholarship, Louise Henderson Nelson Member Scholarship and Professional Standards Program, Newsletter Editor, Ways & Means, and Webmaster) shall be two years and they may be eligible to serve as many two-year terms as they desire.

**Section 7.** Elections shall take place in even-numbered years. The executive board shall assume duties at the beginning of the fiscal year. (The fiscal year runs from July 1 through the following June 30.)

**Section 8.** The newly elected executive board shall be installed in the even-numbered years at the annual banquet.

#### ***Article VI – Duties of the Officers***

**Section 1.** President: (a) shall preside at all meetings of the association and the executive board; (b) shall appoint auditing committee members, and any ad hoc committees (c) shall be a member ex-officio of all appointed committees, and (d) shall attend, or appoint a representative to attend, the advisory council of the Pennsylvania School Boards Association.

**Section 2.** President-Elect: (a) in the absence of the president, shall exercise all the powers and prerogative of the president; (b) shall serve as conference chairman, under the direction of the president, for the annual conference, and (c) shall assist the president as requested.

**Section 3.** Membership Director: Shall be responsible for coordinating statewide membership.

**Section 4.** Secretary: (a) shall keep an accurate record of the proceedings of the association; (b) shall conduct the correspondence of the association as directed by the president; (c) shall take and record minutes of the executive board meetings, planning committee meetings and executive committee meetings; (d) shall send copies of all meeting minutes to the executive board members, and (e) shall send all minutes to be bound every 10 years and to be kept at PSBA.

**Section 5.** Treasurer: (a) shall establish bank accounts at a statewide bank accessible to both the treasurer and president and retain signature cards that include treasurer OR president as authorized signors on the account; (b) shall disperse funds only upon receipt of a voucher approved by the president or the president-elect; (c) shall receive all membership funds; (d) shall sign all checks; (e) shall present a yearly detailed report in writing at the annual meeting of the association and give a short report at all other business meetings, and (f) shall receive the fees of the affiliate groups. An auditing committee, appointed by the president, shall audit the account of the treasurer at the close of each fiscal year.

**Section 6.** In the event an officer (president, president-elect, membership director, secretary or treasurer) cannot fulfill the duties of the office due to resignation, death or incapacity, the executive board will make an appointment to fulfill these duties as soon as possible. Any current or past executive board voting member will be eligible for this appointment.

#### ***Article VII – Executive Board***

**Section 1.** The executive board shall consist of the officers, all elected positions, and the designated representative from the Pennsylvania School Boards Association.

**Section 2.** The executive board shall have the power to fill any vacancies.

**Section 3.** The duties of the executive board shall be: (a) to establish the policies of the association, (b) to be responsible for the control and management of all properties belonging to the association, and (c) to meet on call of the president.

**Section 4.** Executive board members must attend the two scheduled annual executive board meetings. A request for absence from the meeting must be in writing and approved by the president. Absence from two consecutive meetings, without approval by the president, will be cause for dismissal from the executive board position.

#### ***Article VIII – Executive Committee***

**Section 1.** Members of the executive committee shall include: president, president-elect, membership director, secretary, treasurer, and immediate past president.

**Section 2.** Responsibilities of the executive committee include: (a) to act in emergency situations when time is a factor and the executive board cannot be convened; to make initial decisions and then obtain oral or written approval from the executive board, and (b) to explore options and make recommendations to the executive board.

**Section 3.** The executive committee shall meet prior to each planning committee meeting to discuss current and pertinent business. If immediate decisions are made of significant financial impact or significant adjustment to PAEOP's program or services, oral or written approval must be obtained from the executive board. A copy of the minutes of these meetings shall be sent to the executive board members.

### ***Article IX – Meetings***

**Section 1.** The annual meeting of the association shall be held at a place and time designated by the executive committee.

**Section 2.** Other meetings may be held at such time and place as may be designated by the president and approved by the executive board.

**Section 3.** At the annual meeting of the association, the annual reports shall be presented.

**Section 4.** The president shall preside at the annual meeting. In the absence of the president, the president-elect shall preside. In the event of the absence of both of these officers, the membership director shall preside.

**Section 5.** The president may call additional meetings of the executive board as needed.

**Section 6.** The executive board shall be notified at least four weeks in advance of meetings. This provision shall be waived in the event of any emergency as determined by the president.

### ***Article X – Funds***

**Section 1.** All requests for disbursement of funds shall be by voucher, accompanied by itemized bills, submitted to the president for approval, who in turn shall forward said voucher and bills to the treasurer for immediate payment. The president-elect shall approve the president's expenditures using the same procedure. The treasurer shall sign all checks. The President shall disburse funds if in the event the treasurer becomes

incapacitated. Vouchers should be authorized by the President-Elect for all funds disbursed to the President.

**Section 2.** The president shall appoint an auditing committee, consisting of at least two members, who will audit the books at the close of each fiscal year and report at the following fall executive board meeting. The president may call a special audit any time it is deemed necessary.

## ***Article XI – Elections***

**Section 1.** Election shall be by anonymous written or electronic ballot and shall take place in even-numbered years.

**Section 2.** The nominating committee shall consist of the elected chair and at least two members who will be appointed by the president. The nominating committee chair shall work closely with the president-elect to identify candidates for the various board positions for the ballot.

**Section 3.** The nominating committee chair shall prepare a written list of candidates for each office to be filled. A review of all candidates by the Membership Director should happen prior to the election to confirm membership is in good standing. The nominating committee chair, with assistance from the webmaster or other officer, shall prepare the electronic ballot. {Note: the officers may ask the nominating committee to prepare a written ballot to be mailed to retirees.} The election should take place at least 60 days before the annual meeting. The votes shall be tabulated by the nominating committee, who shall notify the president and each newly elected person within 10 days.

## ***Article XII – Amendments***

Amendments to the constitution and bylaws of this association must be approved by the executive board. As a department of the Pennsylvania School Boards Association, the PSBA executive board must approve proposed changes to the constitution and bylaws of this association. Proposed changes shall be presented to, and approved by, the PAEOP executive board at the fall meeting. Proposed said changes shall be presented to, and approved by, the PSBA executive board following the PAEOP executive board fall meeting. The proposed changes shall be presented to the association members with annual meeting notice in the *PEP Talk* issue prior to the annual meeting. Such amendment(s) shall become part of the constitution and bylaws when adopted at the annual meeting by a two-thirds vote of the members present.

BYLAWS

*Article I – Parliamentary Procedure*

**Section 1.** The order of business shall be: call to order, approval of minutes, treasurer's reports, committee reports, communications, unfinished business, and new business.

**Section 2.** *Robert's Rules of Order, Newly Revised*, latest edition, shall govern all meetings.

*Article II – Committees*

**Section 1.** The president and/or executive board may create committees considered necessary.

**Section 2.** The committee chairs shall appoint all members to committees and shall fill all vacancies.

*Article III – Dues and Finance*

**Section 1.** The annual dues for each member shall be determined by vote of the membership at the annual business meeting after recommendation by the executive board and after having notification of the proposed dues through *PEP Talk*.

**Section 2.** A certificate and/or membership card will be issued by PSBA to each member upon payment of dues.

**Section 3.** Outgoing presidents become life members in the membership database as either active (still employed) or retired.

**Section 4.** Committee projects shall have the approval of the president and/or executive board. Receipts for these projects shall be deposited to the association account.

**Section 5.** The fiscal year shall begin July 1 and end June 30 of the following year.



#### ***Article IV – Affiliations***

***Section 1.*** The association shall be affiliated with the National Association of Educational Office Professionals and the treasurer is authorized to pay the fee.

***Section 2.*** The president of the Pennsylvania Association of Educational Office Professionals, or a member of the executive board as an alternate, shall represent the association at the Annual Meeting of The National Association of Educational Office Professionals with expenses, as budgeted, paid by the Pennsylvania Association of Educational Office Professionals.

***Section 3.*** The association encourages local organizations of educational office personnel to affiliate with the state organization. The president of such affiliated organization shall be a member of the Pennsylvania Association of Educational Office Professionals. Annual fee for the affiliate group shall be determined by vote of the membership at the annual business meeting following the usual procedure before voting. The fee of affiliated groups shall be sent to the treasurer.

#### ***Article V – Quorum***

***Section 1.*** Twenty-five members of this association shall constitute a quorum for the transaction of business at association meetings.

***Section 2.*** A majority of the committee membership shall constitute a quorum for the transaction of business.

***Section 3.*** A majority of the executive board members shall constitute a quorum at all executive board meetings. A majority shall be defined as one-half of the voting members plus one. In the event a quorum is not established at the executive board meeting, the necessary business of the organization shall be conducted by ballot.