

ARTICLE I. NAME

The name of this Association shall be the Missouri Association of Educational Office Professionals.

The mission of MAEOP is to assist members to become more proficient through professional development opportunities, networking and through service to schools and communities.

ARTICLE II. OBJECTIVES

Section 1. To help members become more proficient and effective in their positions. (Revised 5/2013)

Section 2. To promote interest in the profession by encouraging participation in the professional activities of educational office professionals at all levels.

Section 3. To give greater and more effective service to schools and communities.

ARTICLE III. EMBLEM AND PUBLICATION

Section 1. The Emblem of the Missouri Association of Educational Office Professionals shall be a map of Missouri. In the upper right corner is imposed a torch, a quill divides the center of the map, and in the lower left corner are inscribed the initials, MAEOP, and below this is inscribed, Organized 1940.

Section 2. The official publication of the Missouri Association of Educational Office Professionals shall be a newsletter entitled the *MAEOP Show-Me Newsletter*. (Revised 5/2013) It shall be published and issued as directed by the Executive Board.

Section 3. Ownership of the Emblem and all publications shall be vested irrevocable in the Missouri Association of Educational Office Professionals, its successors or assigns.

ARTICLE IV. MEMBERSHIP

Membership in this Association shall be of three classifications: Active, Associate and Retiree. (5/2008)

Section 1. All office personnel engaged in secretarial, clerical, or similar occupations in educational systems of Missouri or organizations concerned with education shall be eligible for active membership in this Association upon payment of annual dues.

All active and retired members shall be eligible to vote and to have the right of the floor at meetings of this Association. Only active members employed full-time as educational office personnel shall be eligible to hold elective office. (4/82)

Section 2. Any former member of the Missouri Association of Educational Office Professionals who is ineligible for active membership may become an associate member entitled to all privileges of membership except the right to hold elective office. Associate members shall pay the same dues as active members. (4/82)

Section 3. The annual dues of each member for the fiscal year July 1-June 30 (5/2017) shall be determined by the Executive Board and payable to the treasurer of the Association. (5/2008)

Section 4. Membership in this Association shall be terminated by non-payment of dues, by resignation, or by other causes to be recommended by the Executive Board.

ARTICLE V. AFFILIATIONS

Local associations of educational office personnel/professionals, upon payment of amount determined by the Executive Board and paid annually to the treasurer of the Missouri Association of Educational Office Professionals, may affiliate with the State Association provided the president of the affiliating association is a member of the Missouri Association of Educational Office Professionals at the time of affiliation. Affiliation dues are payable July 1. (5/2017)

ARTICLE VI. OFFICERS AND THEIR DUTIES

Section 1. The officers of this Association shall be a president, president-elect, vice president, secretary, treasurer and two board members. All officers shall serve two-year terms. (5/2017)

Section 2. The president shall preside at all meetings of the Association and of the Executive Board. With the approval of the Executive Board, she/he shall appoint chairpersons of standing and special committees, except the nominating committee (see Article VII, Section 1). Members of standing and special committees shall be appointed by the president in consultation with committee chairpersons.

The president shall call all meetings of the Executive Board. She/He shall be an ex-officio member of all committees, except the nominating committee.

The president-elect shall be the official delegate to the Annual Convention of the National Association of Educational Office Professionals. In the event the president-elect cannot attend, the president shall appoint an alternate.

The president shall appoint a parliamentarian to be present at each meeting of the Association and of the Executive Board.

Section 3. The president-elect shall a) succeed the president, b) perform the duties assigned to her/him by the president with the approval of the Executive Board, c) preside and assume all duties and authority of the president in the absence of the president, and d) serve as chairperson of the Affiliations Committee.

In the event of a vacancy in the office of president, the president-elect shall become president and shall assume the duties and authority of the office for the unexpired term. She/he shall continue in office as president the following year.

In the event of a vacancy in the office of president-elect, the current nominating committee shall immediately nominate at least one candidate (5/2013) for the office of president-elect. Ballots bearing the name(s) of the candidate(s) shall be mailed or electronically sent to each active and retired member of the Association, such ballots shall be returned as directed by the nominating committee. All other vacancies shall be filled by appointment by the president with the approval of the Executive Board.

Section 4. The vice president shall a) preside in the absence of the president and president-elect, b) serve as Chairperson of the Membership Committee, and c) serve as an advisory member only to the Nominating Committee (5/2008).

Section 5. The secretary shall keep an accurate record of the proceedings of all meetings of the Association and the Executive Board. These records shall be indexed. In addition, she/he shall file in the official minute book, a) a copy of all amendments to the bylaws, and b) a copy of the Annual Report of elected officers, chairpersons of standing and special committees, and appointed officers. The secretary shall send copies of the minutes of all meetings to the Executive Board within three weeks after the conclusion of a meeting. The secretary shall search the records for information requested by officers and/or members and conduct the general correspondence of the Association as directed by the president and executive board.

Section 6. The treasurer shall a) be responsible for the funds of the Association and for keeping a record of all monies deposited and disbursed, b) disburse funds only upon written order signed by the president and treasurer of the Association, c) be chairperson of the budget committee, and d) keep an itemized account of receipts and disbursements and present a financial report at each regular meeting of the association and executive board.

Section 7. Board Members shall be assigned duties and responsibilities by the president with the approval of the executive board.

Section 8. An oral and a written report of the activities of the year shall be given by each officer and board member at the annual meeting.

Section 9. No member shall be elected to serve as president, president-elect, vice president, secretary, treasurer, or board member for more than one term in the each office. Past Presidents may be nominated to a position they have not filled previously, as long as no other member is willing to be nominated for that same position. Utilizing past presidents to complete a ballot should be the final option used. (5/2017)

Section 10. Within sixty days of being installed, if not already a member, the president and president-elect shall become members of the National Association of Educational Office Professionals with dues paid by MAEOP. (5/05)

Section 11. Each officer, board member and committee chairperson shall keep a permanent file of correspondence and records, which shall be transferred to her/his successor within one month after vacating office.

ARTICLE VII. ELECTIONS

Section 1. The nominating committee shall be composed of a chairperson and four other members to be elected by the executive board with the vice president (membership committee chair) as an advisory member only. The nominating committee a) shall prepare a ballot with at least one name (5/2013) for each office to be filled, after such, candidate(s) shall have been declared eligible by the membership chairperson, b) in the event the president-elect is unable to assume the presidency, provision shall be made on the ballot for the election of a president, c) a member shall resign from this committee when becoming a candidate for the election of office, d) vacancies, with the exception of president and/or president-elect, shall be filled by the executive board, e) ballots shall be mailed or electronically sent by January 15 to each active and retired member of the association and returned as directed by the nominating committee, f) no ballot shall be counted which is postmarked or electronically returned later than January 30, g) duplicate ballots shall not be furnished or counted, h) space shall be provided for write-in candidates, i) a plurality of all votes cast shall be necessary to elect, and j) run-off election tie breaker shall be determined by secret ballot of the current Executive Board. (5/2008)

The president, executive board, and all candidates shall be notified within 45 days from January 30 of the results of the election.

Section 2. The newly elected officers and board members shall be installed at the Annual Spring Workshop of the Association and shall assume office on July 1. (5/2017)

ARTICLE VIII. MEETINGS

Section 1. The annual convention of the association and other meetings may be held at such times and places as shall be determined by the executive board.

Section 2. Twenty percent (20%) of active members and retirees of this association shall constitute a quorum for the transaction of business. (5/2012)

Section 3. The order of business at any meeting of the Association shall be as follows:

Call to Order

Approval of Minutes

Report of Treasurer

Reports of Officers and Board Members

Reports of Standing Committees

Reports of Special Committees

Reading of Communications

Unfinished Business

New Business

Adjournment

ARTICLE IX. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers (president, president-elect, vice president, secretary, treasurer, two board members) and the immediate past president.

Section 2. The Executive Board shall a) direct the program and formulate policies concerning the Association and the general nature and scope of its activities, b) approve the proposed budget, c) perform such other duties as may be designated by the membership of the Missouri Association of Educational Office Professionals, d) fill, by appointment, all vacancies occurring on the executive board between elections, except the offices of the president and president-elect, e) in the absence of the president, president-elect, and vice president, the executive board shall appoint a chairperson for the meeting, f) be empowered to conduct business by electronic or postal mail (5/2013) when necessary, g) select a place for deposit of the funds for the Association, h) elect the chairperson and members of the nominating committee, and i) meet at the call of the president or upon written request of one-third of the members of the Executive Board.

Section 3. Five (5) members of the executive board shall constitute a quorum.

ARTICLE X. COMMITTEES

Section 1. Standing committees shall be:

Affiliations

Auditing

Budget

Bylaws

Membership

Nominating

Section 2. The duties of the Affiliations Committee shall be to a) establish eligibility for affiliation, b) secure renewals, and c) solicit new affiliations.

Section 3. The duties of the Auditing Committee shall be to audit the accounts of the treasurer, after receipt of books, no later than November 1 prior to the Spring Workshop. (5/2017)

The Committee shall be chosen from members living in the same area as the treasurer.

Section 4. The duties of the Budget Committee shall be to a) prepare the annual budget for the ensuing year for approval by the executive board, b) prepare copies of the budget for distribution to the General Assembly at the annual meeting, and c) include in the budget the affiliation fee to the National Association of Educational Office Professionals.

Section 5. The duties of the Bylaws Committee shall be to a) process amendment and/or amendments following the prescribed procedure in Article XI of the bylaws, b) report the results to the president, the executive board, and the general membership, c) file with the secretary a copy of the adopted amendment and/or amendments signed by the members of the bylaws committee.

The committee shall revise the bylaws upon request of the executive board.

Section 6. The duties of the Membership Committee shall be to a) establish eligibility for membership, b) secure renewals, and c) solicit new members.

Section 7. The duties of the Nominating Committee shall be to conduct the elections as prescribed in Article VII, Section 1.

Section 8. A majority of the members of a committee shall constitute a quorum for the transaction of business of the committee. The committees are empowered to conduct business by electronic or postal mail (5/2013) when necessary.

Section 9. The chairperson of each standing committee shall submit a written and oral report of the activities of the year of that committee at the annual meeting of the Association.

ARTICLE XI. AMENDMENTS

Section 1. Amendments to the bylaws shall be: a) submitted in writing to the chairperson of the bylaws committee, with a copy to the president, b) drafted by the bylaws committee, who will present the draft to the executive board at the next regularly scheduled meeting for discussion and final drafting, c) mailed by the chairperson of the bylaws committee through mail or electronically sent to all active and retired members for their vote, and d) considered adopted upon receiving a favorable vote of two-thirds of the votes cast. (5/95)

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Robert's Rules of Order, latest edition, shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Revised: March 28, 1968
Adopted: November 1968
Amended: May 15, 1977
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Amended: October 1985
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Amended & Revised: May 2015
Amended & Revised: May 2017**