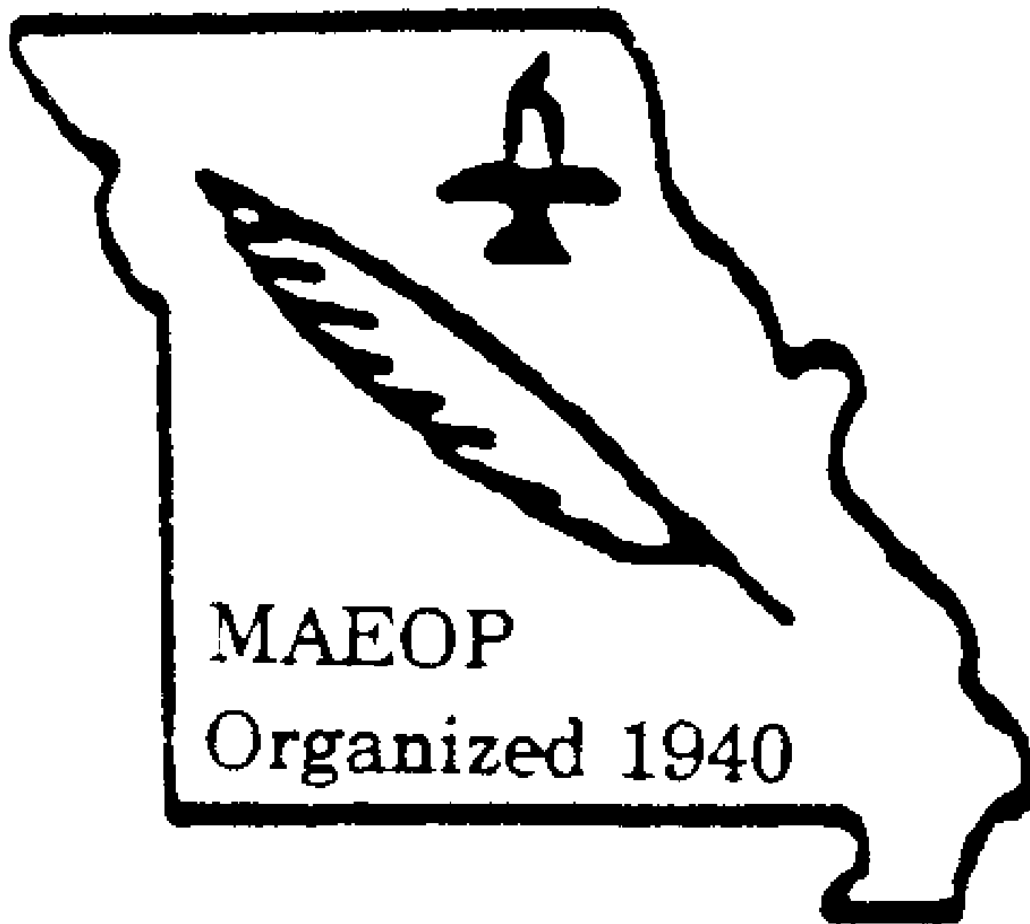


# MAEOP HANDBOOK



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

# FORWARD

This handbook has been prepared as a guide, not a set of rules, of the procedures and duties of officers and committee chairpersons.

This handbook is for you who accept positions of responsibility in the Missouri Association of Educational Office Professionals (MAEOP). Revisions will be made from time to time to update the handbook.

You will find this guide helpful and your experiences rewarding as you fulfill your responsibilities and work as a member of the Missouri Association of Educational Office Professionals.

Adopted: October 1963  
Revised: October 1965  
October 1970  
October 1975  
Amended: March 1978  
Revised: November 1981  
Amended: October 1985  
Revised: November 1994  
Revised: June 2001

Amended: May 2005  
Revised: March 2006  
Amended & Revised: May 2008  
Amended: May 2012  
Amended & Revised: May 2013  
Amended & Revised: March 2015  
Amended & Revised: May 2017  
Revised: October 2018  
Revised: October 2020

## A SHORT HISTORY OF MAEOP

In the spring of 1940, ten secretaries were called to Jefferson City to set in motion plans to organize the Missouri State Association of School Secretaries. This name was later changed to the Missouri Association of Educational Secretaries (MAES).

Mr. Lloyd W. King, State Superintendent of Schools, was interested and instrumental in the organization of this group, which held its first meeting on November 8, 1940 at the Muehlebach Hotel in Kansas City. The following officers were elected and installed for the fiscal year beginning November 1, 1940 and ending October 30, 1941:

President	Martha Painter
Vice President	Ruth F. Hopkins
Recording Secretary	Adeline Fangman
Corresponding Secretary	Rosa E. Torbeck
Treasurer	Daisy Newman
Executive Committee	Georgia Davis
(members at large)	Elizabeth Segelcke

There were 23 paid members at the end of the first fiscal year. The first check of \$5.00 was sent in to affiliate the Missouri State Association of School Secretaries with the National Association on August 21, 1941.

The first house organ for the Association appeared in 1941. Its editor was Jane Trogdon. The largest circulation for the magazine, *The Missouri Educational Secretary*, was in the early 1970's when our membership reached over 1,000!

Due to the expense of publishing and mailing the magazine, the Association voted and approved changing to a newsletter entitled *MAEOP Show-Me Newsletter* distributed mostly by electronic mail with a few copies sent by postal mail to members without access to a computer. (May 2013)

The name of the Association was eventually changed to the Missouri Association of Educational Office Personnel and then to the Missouri Association of Educational Office Professionals (MAEOP) to align with the National Association of Educational Office Professionals (NAEOP).

Jean DeBerry Fritsche from St. Louis County, who served as president of MAEOP for the 1959-61 term, went on to serve as NAEOP president in 1965-66. Her theme was, “*Key to Opportunity.*” To this date she is the only Missouri member ever to serve as National president.

MAEOP member, Margaret ‘Maggie’ Elder, was installed as the NAREOP (National Association of Retired Educational Office Professionals) President in 2006. Her theme was “Unlock the Future, with Keys from the Past”.

In 2014, Missouri’s Debbie Geib became the Executive Director of NAEOP. She was MAEOP President in 2009-2010, with the theme of ‘Back 2 Basics’.

In 2018, Missouri’s Kim Brannon was named the Olive T. Ritchie Educational Office Professional of the Year.

In 2020, Missouri’s Susan Brooker was named the Olive T. Ritchie Educational Office Professional of the Year.

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# **ELECTED OFFICERS**

## **President**

1. Assume office on July 1.
2. Preside at all meetings of the Association and of the Executive Board.
3. Appoint, with approval of the Executive Board, chairpersons of all standing and special committees except the Nominating Committee.
4. Appoint members of the standing and special committees after consultation with the committee chairperson.
5. Serve as an ex-officio member of all committees except the Nominating Committee.
6. Appoint a parliamentarian to be present at each meeting of the Association and each meeting of the Executive Board.
7. Approve all bills before they are paid by the Treasurer.
8. Sign with the Treasurer all papers pertaining to investments and withdrawals from investments.
9. Distribute handbooks to members of the Executive Board and to the chairpersons of all committees.
10. Prepare a list of names and addresses of officers, committee chairpersons, committee members and presidents of all affiliated associations. Send a copy to the Executive Board.
11. Send a list of committee members to the editor of the *MAEOP Show-Me Newsletter* for publication.
12. Call all meetings of the Executive Committee, at least two per year.
13. Prepare an agenda for each executive board meeting and send to executive board members at least two weeks prior to each meeting.

14. Keep the Executive Board informed.
15. Appoint an alternate as the official delegate to the annual convention of the National Association of Educational Office Professionals in the event the president-elect cannot attend.
16. Instruct all members of the Executive Board and committee chairpersons that written reports are to be presented at all business meetings, these reports to be filed with the Secretary.
17. Present an oral report for all business meetings and prepare a written report for the Secretary.
18. Be familiar with the bylaws.
19. Become a member of the National Association of Educational Office Professionals, if not already a member, within sixty days after being installed, with dues paid by MAEOP.
20. Be familiar with the guidelines for allowable expenses.
21. Keep the president-elect informed of the work you are doing and keep a file of correspondence and records (*electronic and paper*) to be transferred to the president-elect within one month after vacating office.
22. As soon as the newly elected officers are determined, send a list of their names and addresses to the President, Affiliations Chairperson and Executive Director of the National Association of Educational Office Professionals.
23. Allowable expenses for President.  
Budget item:
  - NAEOP dues.
  - Telephone calls necessary to conduct MAEOP business.
  - Postage, stationery and supplies.
  - Meals, lodging, and actual gas expense in connection with executive board, committee, affiliated association, and other meetings when invited as MAEOP president (if not paid by the



inviting group). This also includes trips for arrangements of the MAEOP Convention and Spring Workshop.

- Missouri basket/bag and items for NCAPDD Conference.

24. Presiding officer at MAEOP Convention.

Budget item:

- Meals, lodging, and actual gas expense.

25. Presiding officer at MAEOP Spring Workshop.

Budget item:

- Meals, lodging, and actual gas expense.

### **President-Elect**

1. Assume office on July 1.

2. Preside in the absence of the president.

3. In the event the office of president is vacated, assume the office of president and continue in office the following year.

4. Execute such duties as the president may request.

5. Be familiar with the bylaws.

6. Become a member of the National Association of Educational Office Professionals, if not already a member, within sixty days after being installed, with dues paid by MAEOP.

7. Make plans for the coming year.

8. Prior to being installed as president, appoint with the approval of the newly elected Executive Board, chairpersons of standing and special committees, except the Nominating Committee.

9. Appoint convention chairperson(s) and spring workshop chairperson(s) as early as possible.

10. Present to the budget committee any item for consideration for the next year's budget.
11. Attend all meetings of the Executive Board.
12. Make reports as directed by the president.
13. Serve as chairperson of the Affiliations Committee.
14. Be responsible for purchasing and presenting a gift to the president at the annual convention general business meeting.
15. Keep a permanent file of correspondence and records to be transferred to the successor within one month after vacating office.
16. Present an oral report at all business meetings and prepare a written report for the Secretary.
17. Serve as a delegate to the National Association of Educational Office Professionals Annual Conference.
18. Write a report of the National Convention to be printed in the *MAEOP Show-Me Newsletter*.
19. Allowable expense for President-Elect.  
Budget item:
  - NAEOP dues.
  - Telephone calls necessary to conduct MAEOP business.
  - Postage, stationary, and supplies.
  - Meals, lodging, and actual gas expense in connection with planning the next year's spring workshop and convention, visits to affiliated associations, or to organize new associations.
20. Delegate to NAEOP Convention.  
Budget item:
  - Amount determined by executive board and budget committee to be applied to registration fee and other conference expenses with receipts submitted to the President and Treasurer within 30 days of the conference.

- Responsible for Missouri basket/bag and items.
- Other expenses to be determined by that year's executive board.

## **Vice President**

1. Assume office on July 1.
2. Preside in the absence of the president and president-elect.
3. Serve as chairperson of the Membership Committee.
4. Serve as an *advisory member only* to the Nominating Committee.
5. Attend all meetings of the Executive Board.
6. Make other reports as directed by the President.
7. Keep a permanent file of correspondence and records to be transferred to the successor within one month after vacating office.
8. Present an oral report at all business meetings and prepare a written report for the Secretary.

## **Secretary**

1. Assume office on July 1.
2. Keep an accurate record of the proceedings of meetings of the Association and of the Executive Board.
3. Index minutes and assume responsibility for having minutes bound whenever necessary.
4. File in the official minute book:
  - a) A copy of all amendments to the bylaws.
  - b) All resolutions, which are adopted by the Association.
  - c) A copy of the annual report of elected officers, chairpersons of standing and special committees, and appointed officers.

- d) Annual reports from affiliated associations.
5. Send copies of the minutes of all meetings to members of the Executive Board within three weeks following meetings either by mail or e-mail.
  6. After sending minutes to the Executive Board, send minutes to the Minutes Approval Committee Chairperson for review.
  7. Once minutes are approved by the Minutes Approval Committee, send minutes of annual convention and spring workshop business meetings to the editor for publication in the *MAEOP Show-Me Newsletter* AND Website Manager to post to the MAEOP website.
  8. Search the records for information requested by the officers and/or members.
  9. Handle, with dispatch, correspondence of the association and perform such duties as assigned by the president.
  10. Send copy of all correspondence to president and president-elect.
  11. Attend all meetings of the Executive Board.
  12. Make reports as directed by the president.
  13. Keep a permanent file of correspondence and records to be transferred to the successor within one month after vacating office.
  14. Be responsible for recorder, have available at all executive and general business meetings and pass on to the successor.
  15. Present an oral report at all business meetings and prepare a written report for the minutes.
  16. Allowable expenses for Recording Secretary.  
Budget item:
    - Minute book and binding of minutes.
    - Supplies and postage for mailing copies of minutes to members of the Executive Board, chairpersons of appointive and standing

committees, appointed officers, and presidents of affiliated associations. (May also send via e-mail.)

## **Treasurer**

1. Assume office on July 1.
2. Select a financial institution most convenient for the Treasurer and have signature cards for checking account signed by President and Treasurer.
3. Sign with the President all papers pertaining to investments and all papers pertaining to withdrawals from investments.
4. Deposit all funds of the Association.
5. Disburse funds only upon a written order properly signed by the President.
6. Keep a record of disbursements according to each category in the budget.
7. Act as chairperson of the Budget Committee.
8. Attend all meetings of the Executive Board.
9. Have accounts closed and books to the Auditing Committee for audit to be completed no later than February 1 prior to the Spring Workshop.
10. Present a financial report at each regular meeting of the Association and Executive Board.
11. Be responsible for sending affiliation dues to the National Association of Educational Office Professionals.
12. Keep a permanent file of correspondence and records to be transferred to the successor within one month after closing account and records.

13. Present an oral report at all business meetings and prepare a written report for the Secretary including the Treasurer's Report and Budget Recap.
14. Allowable expense for Treasurer.  
Budget item:
  - Bank charges.
  - Postage and supplies.

### **Board Members**

1. Assume office on July 1.
2. Perform such duties as assigned by the president.
3. Attend all meetings of the Executive Board.
4. Keep a permanent file of correspondence and records to be transferred to the successor within one month after vacating office.
5. Present an oral report at all business meetings and prepare a written report for the Secretary.

### **Immediate Past President**

1. Assume role of Immediate Past President on July 1 following term of presidency.
2. May serve as chairperson of the Nominating Committee upon approval by the Executive Board.
3. Provide support and assistance to president and executive board as needed.
4. Attend all meetings of the Executive Board.

5. Keep a permanent file of correspondence and records to be transferred to the successor within one month after vacating office.
6. Present an oral report at all business meetings and prepare a written report for the Secretary.
7. Recruit mentors for conference/workshop attendees that are attending their first conference or workshop.

## **STANDING COMMITTEES**

### **Affiliations**

1. Consists of three members appointed by the president with the president-elect as chairperson.
2. Prepare a list of presidents of affiliated associations and send a copy to the president.
3. The Affiliations Committee shall establish eligibility for affiliation, according to Article V of the MAEOP Bylaws.
4. Send notices to affiliated associations, collect affiliation dues and forward to the treasurer.
5. Contact interested persons engaged in clerical or secretarial work in educational systems of Missouri, or in organizations concerned with education, and assist them in organizing a group to become affiliated with the Missouri Association of Educational Office Professionals.
6. Keep a file of correspondence and records to be transferred to the new committee.
7. Present an oral report at all business meetings and prepare a written report for the Secretary.

### **Auditing**

1. Consists of three members, living in the same area as the treasurer, to be appointed by the president.
2. Present an up-to-date financial report at all business meetings.
3. Audit the accounts of the Treasurer after receipt of books, no later than November 1, prior to the Spring Workshop.



4. Present the audit to the association at the next business meeting and prepare a written copy to be given to the Secretary.

## **Budget**

1. Consists of three members appointed by the president with the treasurer as the chairperson.
2. Prepare copies of the annual budget for the ensuing year for approval by the Executive Board.
3. Prepare copies of the proposed budget for distribution and presentation for adoption at the annual convention.
4. Show balances (both beginning and anticipated) on the budget.
5. Include in the budget the affiliation fee to the National Association of Educational Office Professionals.
6. Include in the budget the amount for NAEOP dues for the president and president-elect.
7. Include in the budget, if financially feasible, \$100 each year for the President's Educational Project, the recipient to be determined by the president with the approval of the Executive Board.
8. Keep a file of correspondence and records to be transferred to the new committee.
9. Present an oral report at all business meetings and prepare a written report for the Secretary.
10. Allowable expense for Budget Committee.  
Budget item:
  - Postage and supplies

## **Bylaws/Handbook**

1. Consists of three members appointed by the President.
2. Present to the Executive Board, amendments to bylaws submitted in writing by an active member of the association.
3. Process amendment(s) following the prescribed procedure in Article XI of the bylaws.
4. File with the Secretary a copy of the amendment(s) signed by the members of the Bylaws Committee, which indicates the adoption or rejection of the proposed amendment.
5. Update MAEOP Handbook as needed to reflect adopted bylaw amendments and/or changes in current practices of the Association.
6. Keep a file of correspondence and records to be transferred to the new committee.
7. Present an oral report at all business meetings and prepare a written report for the Secretary.
8. Allowable expense for the Bylaws Committee.  
Budget item:
  - Postage and supplies necessary in printing and mailing the new bylaws and future proposed amendments.

## **Membership**

1. Consists of four members: the vice president as chairperson and three members appointed by the president.
2. Establish eligibility for active, associate, retiree or honorary membership according to Article IV of the MAEOP Bylaws.
3. Work on membership immediately after July 1, including sending renewal reminders to current and former members. (5/2013)

4. Request presidents of affiliated associations to appoint one person to assist with state membership.
5. Send copies of the bylaws to new members upon request.
6. Keep the president and the editor of the *MAEOP Show-Me Newsletter* informed of the names and addresses of members.
7. Keep a permanent file of correspondence and records to be transferred to the new committee.
8. Present an oral report at all business meetings and prepare a written report for the Secretary.
9. Allowable expense for the Membership Committee.  
Budget item.
  - Postage and supplies for promoting membership and mailing of membership cards.

### **Nominating**

1. Consists of chairperson and four members to be elected by the Executive Board with the Vice President (Membership Committee Chair) as an advisory member only.
2. Conduct the election as prescribed in Article VII, Section I of the bylaws.
  - a. Prepare a ballot with at least one name for each office to be filled, after candidates have been declared eligible by the membership chairperson.
  - b. No member shall be elected to serve as president, president-elect, vice president, secretary, treasurer, or board member for more than one term in 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. (May 2017)

- c. 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.
  - d. A member will resign from the Nominating Committee when becoming a candidate for election to office.
  - e. Vacancies, with the exception of president and/or president-elect, shall be filled by the executive board.
  - f. Mail or electronically send (through an anonymous process, not email) ballots by January 15 to each active and retired member of the Association with directions for returning ballot to the Nominating Committee.
  - g. No ballots postmarked or electronically returned later than January 30 will be counted.
  - h. Print on ballot that duplicate ballots shall not be furnished.
  - i. Provide space on the ballot for write-in candidates.
  - j. Declare those candidates elected who have a plurality of the votes cast.
  - k. Run-off election tie breaker shall be determined by secret ballot of the current executive board.
3. Prepare a biographical sketch of each candidate to be included with the ballot.
  4. Notify the President, Executive Board and all candidates of the results of the election within 45 days from January 30.
  5. A complete report of the results of the election, including names of all candidates, number of votes for each, and names of successful

candidates, is to be filed in the minutes of the Association. This report shall be signed by all members of the Nominating Committee.

6. Be responsible for the installation of the new officers and extend the courtesy to the President of selecting the installing officer.
7. Keep a file of correspondence and records to be transferred to the new committee.
8. Present an oral report at all business meetings and prepare a written report for the Secretary.
9. Allowable expense for the Nominating Committee.  
Budget item:
  - Telephone calls, postage and supplies for contacting prospective candidates, and printing and mailing of ballots.
  - Installation expenses including:
    - Engraved charms for each officer.
    - Gifts for new officers.
    - Incidental expenses of the installation service.

## **SPECIAL COMMITTEES AND OFFICERS**

### **District Coordinator**

1. Appointed by the president.
2. Coordinate the activities of the District Directors.
3. Meet with the directors as soon as possible and outline plans for the coming year.
4. Contact each affiliation president informing them of the name of the director in their district.
5. Keep in touch with District Directors and give them help and assistance where needed.

6. Inform the President and Affiliations Chairperson of the work you are planning and doing.
7. Keep a file of correspondence and records to be turned over to the new District Coordinator when vacating office.
8. Present an oral report at all business meetings and prepare a written report for the Secretary.
9. Allowable expense for District Coordinator.  
Budget item:
  - Actual gas expense for travel.

### **District Directors**

1. The state is divided into districts as approved by the Executive Board.
2. District Directors to be appointed by the president after consultation with the District Coordinator.
3. Act as liaison between the members, the local association and the state association.
4. Some suggested duties of the District Directors to help coordinate the affiliated associations in each district are:
  - Attend meetings of the local associations.
  - Encourage state membership of members in local affiliations.
  - Install officers of local associations.
  - Contact the president of all local associations in the district and offer to help in any way with the activities of the association.
  - Help in organizing new local associations.
5. Inform the President, Affiliations Chairperson and District Coordinator of the work you are planning and doing.
6. Request the president of each affiliated association to appoint a reporter to submit articles for publication in the *MAEOP Show-Me Newsletter*.
7. Keep a file of correspondence and records to be turned over to the new District Coordinator.

8. Present an oral report at all business meetings and prepare a written report for the Secretary.
9. Allowable expense for District Director.  
Budget item:
  - Actual gas expense for travel.

### **Historian**

1. Appointed by the President.
2. Keep historian's book. Use pictures, articles, copies of the *MAEOP Show-Me Newsletter*, and other items of interest.
3. Add a chapter each year to the written history of the Association.
4. Present an oral report at all business meetings and prepare written report for the Secretary.
5. Allowable expense for Historian.  
Budget item:
  - Scrapbook and supplies for same.
  - Camera and supplies.

### **Legislative**

1. Chairperson and members of committee appointed by the president.
2. Attend Public Education Employee Retirement System (PEERS) meetings. If unable to attend, be in contact with PEERS office to keep up to date on any upcoming legislation affecting support staff or retirees.
3. Report any changes in benefits and other educational legislation to the membership at meetings and/or by submitting articles to the *MAEOP Show-Me Newsletter*.
4. Keep a file of correspondence and records to be turned over to successor.

5. Present an oral report at all business meetings and prepare a written report for the Secretary.
6. Allowable expense for Legislative Committee members:  
Budget item:
  - Actual gas expense for travel.

### **MAEOP Show-Me Newsletter Editor**

1. Editor appointed by the President.
2. Edit and send issues of the *MAEOP Show-Me Newsletter* to members in good standing, Commissioner of the State Department of Education, North Central Area Director, and National Association of Educational Office Professionals President.
3. Submit articles for publication to the editors of the *NES Connector* (NAEOP member publication).
4. The *MAEOP Show-Me Newsletter* is to be published two times a year with the Fall issue distributed at least one month after the annual convention and the Spring issue distributed at least one month after the spring workshop. Deadline dates for each issue to be set by the editor.
5. Notify presidents of the affiliated associations, reporters and executive board members of the deadline dates, allowing plenty of time for submission of articles.
6. Keep a file of correspondence and records to be turned over to the new editor.
7. Present an oral report at all business meetings and prepare a written report for the Secretary. Include a copy of each issue of the *MAEOP Show-Me Newsletter* with each report.



## **Minutes Approval**

1. Consists of three members appointed by the president.
2. Edit and approve the minutes of the annual convention and spring workshop meetings.
3. Keep a file of correspondence and records to be turned over to the new committee.
4. Present an oral report at all business meetings and prepare a written report for the Secretary.

## **National Association of Educational Office Professionals (NAEOP) State Membership Chairperson**

1. Appointed by the president-elect (*must be a member of NAEOP*).
2. Work with the National Membership Chairperson to stimulate National Association of Educational Office Professionals (NAEOP) membership and Professional Standards Program (PSP) participation in Missouri. Maintain records of Missouri membership in NAEOP. Work with National representative in planning and preparing for PSP activities, national conventions, regional workshops, national institutes, etc., as called upon by the National representative. In general, serve as liaison between the national and state associations.
3. Work with the State PSP Chairperson.
4. Keep a file of correspondence and records to be turned over to the new chairperson.
5. Present an oral report at all business meetings and prepare a written report for the Secretary.
6. Allowable expense for NAEOP State Membership Chairperson:  
Budget item:
  - Postage

## **Parliamentarian**

1. Appointed by the President.
2. Attend all meetings of the Association and the Executive Board.
3. Be familiar with the bylaws and Robert's Rules of Order, latest edition.
4. Keep a file of correspondence and records to be turned over to the new parliamentarian.
5. Present an oral report at all business meetings and prepare a written report for the Secretary.

## **Professional Standards Program (PSP)**

1. Appointed by the President (*must be a member of NAEOP*).
2. Be well informed about the Professional Standards Program.
3. Possess a PSP certificate or in the final process of securing one.
4. Work with the National Chairperson of the Professional Standards Program Committee and NAEOP PSP Registrar.
5. Have PSP material available to distribute and display at state conventions and workshops.
6. Contact local affiliated associations to stimulate interest in PSP among the local members.
7. Work with the NAEOP State Membership Chairperson.
8. Keep a file of correspondence and records to be turned over to the new chairperson.
9. Present an oral report at all business meetings and prepare a written report for the Secretary.

10. Allowable expense for State PSP Chairperson.  
Budget item:
  - Postage.

### **Promotions**

1. Consists of six members appointed by the President.
2. To promote MAEOP through the sale of items.
3. Purchase, with the approval of the president, and sell the items.
4. Keep inventory and cost accounting.
5. Forward monies collected to the Treasurer for deposit.
6. Keep a transfer inventory file to be turned over to the new chairperson.
7. Present an oral report at all business meetings and prepare a written report for the Secretary.
8. Allowable expense for Promotions Committee.  
Budget item:
  - Advance allowance for the purchase of MAEOP items for resale as approved by the Executive Board.

### **Screening National Office Professional & Administrator**

1. Appointed by the President.
2. Be familiar with the guidelines and requirements of nominees for NAEOP Educational Administrator of the Year and the Olive T. Ritchie Educational Office Professional of the Year.
3. Secure qualified nominees for each at the annual fall convention.

4. Assist nominees with the nomination materials, if needed.
5. Obtain check(s) for the appropriate entry fee from the treasurer prior to the deadline for submittal.
6. Mail, or make sure nominees are mailing, their nomination packet(s) prior to the specified deadline.
7. Report the names of the recipients at the conference following notification and present our nominees with a certificate of recognition.
8. Keep a file of correspondence and records to be turned over to the new chairperson when vacating office.
9. Present an oral report at all business meetings and prepare a written report for the Secretary.

### **North Central Area**

1. Appointed by the president (*must be a member of NAEOP*).
2. Serve as liaison between the NAEOP North Central Area Director and the Missouri Association of Educational Office Professionals (MAEOP).
3. Work with NAEOP State Membership Chairperson to promote NAEOP membership and attendance at North Central Area and National conferences.
4. Be informed of date(s) and location(s) for upcoming North Central Area Professional Development Day (NCAPDD) conferences.
5. Attend NCAPDD and prepare a summary of conference to report back to MAEOP members.
6. Submit article to the editor of the *MAEOP Show-Me Newsletter* for publication.

7. Keep a file of correspondence and records to be turned over to successor.
8. Present an oral report at all business meetings and prepare a written report for the Secretary.

### **Convention Chairperson(s)**

1. Appointed by the President-Elect.
2. Select hotel and make tentative arrangements immediately after appointment, with approval from the President. Have all arrangements, reservations, etc., in writing.
3. Appoint chairperson for each session or area of responsibility.
4. Send detailed list of responsibilities and duties to each chairperson.
5. Plan and hold committee meetings as early as possible to outline plans. Request a written outline from each chairperson.
6. Set a deadline date for reservations and a refund date for cancellations.
7. Prepare a budget for approval by president to be used as a guide for the chairpersons.
8. Registration fees for members and non-members will be designated by the Executive Board, with difference between the two being the current rate for annual membership dues.
9. Secure a list of office personnel in the state for publicity purposes. Have publicity sent out at least one month prior to convention.
10. Send publicity to superintendents in the state. Request labels from Department of Elementary & Secondary Education (DESE) or MSBA.
11. Have the program printed in its entirety in the Fall issue of the *MAEOP Show-Me Newsletter*.

12. Keep in touch with committee chairpersons and have periodic meetings.
13. Keep the president informed.
14. Include MAEOP responsibility statement in program (e.g., *MAEOP will not be held responsible for accidents which might occur while you are in attendance at this conference*).
15. Make final arrangements with the hotel.
16. See that a record of the convention is included in the Historian's book.
17. Submit a final financial report and remit any funds due the Association to the Treasurer within sixty (60) days after the close of the convention and prior to the Spring Workshop; copy of this report to be sent to the Executive Board and to be published in the *MAEOP Show-Me Newsletter*.
18. Keep a file and prepare a brief but comprehensive summary for the next convention chairperson(s).
19. Present an oral report at all business meetings and prepare a written report for the Secretary.
20. Allowable expense for Convention Chairperson(s).  
Budget item:
  - Advance allowance - \$1,000

### **Spring Workshop Chairperson(s)**

1. Appointed by the president-elect.
2. Workshop to be held in the spring of the year.
3. Select hotel and make tentative arrangements immediately after appointment, with approval from the President. Have all arrangements, reservations, etc., in writing.

4. Appoint chairperson for each session or responsibility.
5. Send detailed list of responsibilities and duties to each chairperson.
6. Plan and hold committee meetings as early as possible to outline plans. Request a written outline from each chairperson.
7. Set a deadline date for reservations and a refund date for cancellations.
8. Prepare a budget for approval by President to be used as a guide for the chairpersons.
9. Registration fees for members and non-members will be designated by the Executive Board, with the difference between the two being the current rate for annual membership dues.
10. Secure a list of office personnel in the state for publicity purposes. Have publicity sent out at least one month prior to Spring Workshop.
11. Send publicity to superintendents in the state. Request labels from Department of Elementary & Secondary Education (DESE) or MSBA.
12. Have the program printed in its entirety in the Winter issue of the *MAEOP Show-Me Newsletter*.
13. Keep in touch with committee chairpersons and have periodic meetings.
14. Keep the president informed.
15. Include MAEOP responsibility statement in program (e.g., *MAEOP will not be held responsible for accidents which might occur while you are in attendance at this conference.*)
16. Make final arrangements with the hotel.
17. See that a record of the conference is included in the Historian's book.

18. Submit a final financial report and remit any funds due the Association to the treasurer within sixty (60) days after the close of the conference prior to the Fall Convention; copy of this report to be sent to the Executive Board and to be published in the *MAEOP Show-Me Newsletter*.
19. Keep a file and prepare a brief but comprehensive summary for the next workshop chairperson(s).
20. Present an oral report at all business meetings and prepare a written report for the Secretary.
21. Allowable expense for Workshop Chairperson(s).  
Budget item:
  - Advance allowance - \$1,000

### **Website Manager**

1. Assume office on July 1.
2. Work with Website Committee to develop and improve website as needed.
3. Keep website updated as needed.
4. Obtain information for updates from Executive Board, Committee Chairs, and Convention and Workshop Chairs.
5. Post updates on a timely basis.
6. Answer inquires about website or forward questions to appropriate individual.
7. Make reports as directed by the president.
8. Keep a permanent file of correspondence including changes for website and transfer to the successor within one month after vacating position.



9. Present an oral report at all business meetings and prepare a written report for the secretary.

## **Bond**

The Vice President, Treasurer, Convention and Workshop Chairpersons and Promotions Chairperson are bonded as approved by the Executive Board.

# BYLAWS

## 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

Revised: November 1981

Amended: October 1985

Amended: May 1995

Amended: June 2001

Amended: May 2005

Revised: March 2006

Amended & Revised: May 2008

Amended: May 2012

Amended & Revised: May 2013

Amended & Revised: May 2015

Amended & Revised: May 2017