

CONSTITUTION AND BYLAWS OF THE NEW HAMPSHIRE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the New Hampshire Association of Educational Office Professionals.

ARTICLE II

Purpose and Aim

The purpose of the Association shall be to advance the educational and professional interests and skills of office personnel, foster educational growth, develop a more efficient and professionally minded office personnel staff.

ARTICLE III

Membership

Section 1. Membership in this association shall be of FOUR classes: Active, Life Associate, and Honorary.

- A. All office personnel employed in educational systems of the State of New Hampshire or in organizations concerned with education shall be eligible for active or life membership in this Association upon payment of dues. Active and life members in good standing shall be entitled to vote, to hold office, and to participate in meetings of the Association.
- B. Former active members who have retired or entered fields of endeavor and who desire to keep in touch with the Association may become associate members with all privileges of active members except that of holding office, voting, or making motions.
- C. Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. The Executive Board, after a two-thirds (2/3) vote, shall recommend the candidate to the Association at an annual meeting. A majority vote of the members present shall be required to confer the honor. Honorary members shall be exempt from paying dues and shall have all privileges of active members except that of making motions, holding office, or voting.

Section 2. Membership in this Association shall be terminated by nonpayment of dues, by resignation, or other causes as deemed appropriate by the Executive Committee.

ARTICLE IV

Officers

Section 1. The officers of this Association shall be a President, a President-Elect, a Vice President, a Secretary, a Treasurer, and a Member-at-Large, all of whom shall be members in good standing and shall assume office immediately upon being declared elected.

- Section 2. The officers shall be elected at the Annual Meeting for a term of TWO years and no officer shall serve more than two consecutive full terms in the same office.
- Section 3. The Executive Committee shall consist of the officers and the immediate Past President, all of whom shall be members in good standing.
- Section 4. In the event any member of the Executive Committee becomes ineligible to hold office during the term, (s)he may serve until their term expires.
- Section 5. In case of a vacancy on the Executive Committee, the Executive Committee shall have the power to fill such a vacancy. In the office of President, the President-Elect shall succeed.

ARTICLE V

Committees

The President, with the approval of the Executive Committee, shall appoint annually, such standing and other committees as are necessary.

ARTICLE VI

Meetings

- Section 1. The Annual Meeting of the Association, when feasible, shall be held within the State of New Hampshire, at the same time as the New Hampshire Education Association Convention. There shall also be at least one other regular meeting to be held in the spring at a date and place to be determined by the Executive Committee. Notices of all meetings shall be sent out at least two weeks prior to such meetings to all members and educational office personnel in the state.
- Section 2. At the Annual Meeting of the Association, the annual reports shall be presented.
- Section 3. The President shall preside at the Annual Meeting. In the event of incapacitation, the President-Elect shall assume the duties. In the event of the absence of both of these officers, the Vice President shall preside. In the event of the absence of these three officers, the Executive Committee shall appoint a Chairman for the occasion.
- Section 4. Special meetings of the Association may be called by the President or Executive Committee. Notices of these meetings shall be sent out at least five days prior to the date fixed for such meetings and shall state the time, place and business for which they are called. No business shall be transacted at those meetings except that borne upon the notice.
- Section 5. Special meetings of the Executive Committee may be called by the President before a scheduled meeting or on that day.

ARTICLE VII

Affiliations

Area groups of educational office professionals throughout the state may petition the Executive Committee to affiliate with the NHAEO. The Executive Committee will bring the request to the members at a regular meeting.

ARTICLE VIII

Amendments

Amendments to this Constitution and to the Bylaws may be proposed in writing by any member of the Executive Committee. Such proposals, upon approval by the Executive Committee shall be submitted to the membership in writing at least two weeks prior to the Annual Meeting, by a two-thirds (2/3) vote of the members present.

BYLAWS

ARTICLE I

Meetings

Section 1. The order of business for the transaction of business at any meeting shall be as follows:

Call to Order
Roll Call of Members
Approval of Minutes
Approval of Treasurer's Report
Report of Committees
Reading of Communications
Unfinished Business
New Business
Adjournment

Section 2. All meetings of this Association shall be conducted according to parliamentary procedure as set forth in Roberts' Rules of Order (latest edition), and shall be guided by the Parliamentarian.

ARTICLE II

Duties of Officers

PRESIDENT

Section 1. The President shall: (a) preside at all meetings of the Association and of the Executive Committee; (b) appoint a parliamentarian and all chairmen of standing and temporary committees; and (c) be a member ex-officio of all appointed committees.

PRESIDENT-ELECT

Section 2. The President-Elect shall: (a) perform all duties assigned by the President with the approval of the Executive Committee; (b) succeed the President in office; and (c) preside in the absence of the President.

VICE PRESIDENT

Section 3. The Vice President shall preside in the absence of the President and the President-Elect. The Vice President shall be responsible for providing the program and arranging for the site for the Annual Meeting in the Fall.

RECORDING SECRETARY

Section 4. The Secretary shall enter in the proper minute books all resolutions and proceedings of meetings, whether of the Association or of the Executive Committee.

The Secretary shall also: (a) issue all notices of meetings; (b) conduct correspondence relating to the Association; (c) receive copies of all correspondence conducted by the Executive Committee including press releases; and (d) serve on the Public Relations Committee.

TREASURER

Section 5. The Treasurer shall: (a) receive all monies payable to the Association; (b) pay all Bills as approved by the President; (c) report at each meeting of the Association the condition of the treasury; (d) arrange for the audit of records at the end of the term of office; and (e) serve on the Budget Committee.

MEMBER-AT-LARGE

Section 6. The Member-at-Large shall perform such duties as assigned by the President.

EXECUTIVE COMMITTEE

Section 7. The duties of the Executive Committee shall be as follows:

- a. To propose policies of the Association
- b. To be responsible for the relations of the State Association to the National Association of Educational Office Professionals
- c. To take charge of, control and manage all property belonging to the Association
- d. To make a report of its proceedings to the Association at the Annual Meeting
- e. To supervise all finances of the Association
- f. To discharge responsibilities indicated in the Constitution and Bylaws.

ARTICLE III

Committees

Section 1. The standing committees of this Association shall be: Budget, Bylaws, Membership, Nominations, Professional Service Activities, Public Relations, Workshops, Scholarship and Ways and Means.

Section 2. Temporary committees may be established by the President, as approved by the Executive Committee, when deemed necessary.

Section 3. All committees shall be subject to the call of their respective chairman.

Section 4. The chairman of each committee shall submit a yearly report at the Annual Meeting of the Association.

ARTICLE IV

Elections

Section 1. Every second year the Nominating Committee shall present a slate at the Annual Meeting for the following: President, President-Elect, Vice President, Secretary, Treasurer, and Member-at-Large. The slate shall be submitted in writing to the members of the Association at least two weeks prior to the Annual Meeting, at which time voting will take place.

Further nominations may be made from the floor.

Section 2. All elections shall be by ballot unless a voice vote is called.

ARTICLE V

Dues

Section 1. The dues of active members for each fiscal year shall be FIVE DOLLARS (\$5.00). (FISCAL YEAR – MAY 1 TO APRIL 30.)

Section 2. The dues of life members shall be FIFTY DOLLARS (\$50.00), payable in one amount or in payments of \$20.00, \$20.00, and \$10.00, within a three-year period.

Section 3. The dues of associate members for each fiscal year shall be one-half (1/2) the current membership dues.

ARTICLE VI

Delegates

Section 1. The Association may send one delegate to the annual meeting of the National Association of Educational Office Professionals. Such delegate shall be selected by the Executive Committee with preference given to the President of this Association.

Section 2. The Association shall pay all or part of the expenses of the delegate, the amount to be determined by the Executive Committee.

Section 3. Recognizing that attendance at the National Conference is a valuable learning experience, other officers interested in attending the annual conference of NAEOP may request full or partial funding, the amount to be determined by the Executive Committee. Preference will be given to the President-Elect and Vice President.

ARTICLE VII

Quorum

Section 1. To transact any business duly presented at any announced meeting of the Association will require a majority vote of the members present.

Section 2. To transact committee business shall require a majority vote of those committee members present.

ARTICLE VIII

Fiscal Year

The fiscal year of the Association shall begin October first and end September thirtieth of each year.

ARTICLE IX

Affiliation

Any local or regional association of Educational Office Professionals, upon payment of FIFTEEN DOLLARS (\$15.00) annually to the Treasurer of the New Hampshire Association of Educational Office Professionals, may affiliate with the Association providing the President and three (3) other members of the affiliating association are members of the New Hampshire Association of Educational Office Professionals at the time of the affiliation.

ARTICLE X

Dissolution

In the event of the dissolution of the New Hampshire Association of Educational Office Professionals, any funds remaining in our treasury after all contracted bills are paid shall be given to the National Association of Educational Office Professionals Foundation for the MARION T. WOOD SCHOLARSHIP FUND.

Adopted:	January, 1940
Revised:	October, 1953
	October, 1969
	October, 1981
	October, 1982
	October, 1984
	October, 1985
	October, 1993
	May, 1995
	May, 1996
	May, 1998
	October, 2000
	October, 2009