

# 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 THREE classes:  
Active, Associate, and Retired.

Lifetime and Honorary memberships enacted prior to August 1,  
2025 will be grandfathered.

1. **ACTIVE MEMBERSHIP:** Open to all educational office professionals employed in an educational system or organization related to education. Members are eligible to vote on association business, serve on committees and hold office.
2. **ASSOCIATE MEMBERSHIP:** Open to all people who are not eligible for active membership. Associate members may serve on committees but are not eligible to vote on association business or hold office.
3. **RETIRED MEMBERSHIP:** Open to all people who are not eligible for active membership. Retired members may serve on committees but are not eligible to vote on association business or hold office.

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 the event 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. See By-Laws, Article III, Section I for standing committees.

## **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 Conference. Notice of conference/meetings shall be sent out 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.

**Section 6.** All meetings may be held remotely using electronic means as determined by the President or the Executive Committee.

## **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 three weeks prior to the Annual Meeting, by a two-thirds (2/3) vote of the members present.

### **BY-LAWS**

## **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.

#### **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: Finance, Bylaws, Membership, Nominations, Professional Development, Public Relations, 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 of officers shall be submitted by email in the form of a ballot to the members of the Association at least three weeks prior to the Annual Meeting at which time the vote will be validated.

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 FIFTY DOLLARS (\$50.00). (FISCAL YEAR – AUGUST 1 TO JULY 31.)

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

Section 3. The President, President-Elect and the Vice-President will be members of the National Educational Office Professional (NAEOP) organization. NHAEOOP will pay the annual dues on behalf of these officers.

## **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 may 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 January first and end December thirty-first of each year.

## **ARTICLE IX**

### **Affiliation**

Any local or regional association of Educational Office Professionals, upon payment of FIFTY DOLLARS (\$50.00) 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  
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