

**KERN ASSOCIATION
OF
EDUCATIONAL OFFICE PROFESSIONALS**



CONSTITUTION & BYLAWS

Updated and approved by the KAEOP Board of Directors: June 20, 2023

Approved by the Membership: June 30, 2023

CONSTITUTION
OF
KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

ARTICLE I – NAME

This organization shall be known as **KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**, herein referred to as **KAEOP**.

ARTICLE II – PURPOSE AND AIM

Section 1 The purpose of the KAEOP shall be

To promote professional interest in educational non-certificated positions in the offices of the educational institutions and allied groups within the County of Kern;

- To provide opportunities for training and advancement within the school system of the County of Kern;
- And to provide resources for administrators and office professionals for ideas and methods which will result in a finer and more efficient service to the schools and the community.

ARTICLE III – MEMBERSHIP

Section 1 Membership in KAEOP shall be one of the following five classifications: Active, Associate, Honorary, Retired and Subscribing.

Section 2 All persons engaged in clerical, secretarial, accounting, or other types of office work in educational institutions, systems, or organizations concerned with education in the County of Kern shall be eligible for active membership in the KAEOP.

Section 3 Active members in good standing shall be entitled to vote, to hold elective offices, and to participate in all business and social activities of the Association.

Section 4 Retired educational office professionals may continue membership in the Association upon the payment of dues as established in Article V of the Bylaws. In the event an Active and employed member is not available, a Retired member may be nominated and elected as President. A Retired member shall be entitled to all other privilege, as in Article III, Section 3.

Section 5 Members who are no longer working in the educational field, yet desire to keep in touch with the Association, may upon payment of annual dues become Associate Members and participate in all business and social activities of the Association. No voting or holding an office of the Association.

Section 6 Honorary memberships in the Association may be conferred by the Executive Board in recognition of service to the Association. Honorary

members are entitled to participate in all business and social activities of the Association shall be exempt from payment of dues. No voting or holding an office of the Association.

Section 7 Subscribing Members: The Association recognizes those employees of school districts in Kern County who are not working in the office capacity, who support its purpose by participation in its functions. Upon payment of dues, such members shall be entitled to benefits and privileges of the Association with the exceptions of voting rights and holding office.

Section 8 Membership in this Association shall be terminated by the nonpayment of dues, or by other causes determined by the Executive Board. Their years of service will commence anew with a lapse in paid membership dues.

With Board approval, a member, with a valid reason, shall be allowed to pay for a lapsed year, with a maximum of one (1) year, to keep a continuing service record.

ARTICLE IV – OFFICERS

Section 1 The elected officers of the Kern Association of Educational Office Professionals shall be: President, First Vice President - Programs, Second Vice President - Membership, Secretary and Treasurer.

Section 2 The Executive Board shall consist of the Elective Officers, the Parliamentarian (President), and the chairmen of standing committees who shall be appointed by the president to serve for a period of one year.

Section 3 The President, First Vice President - Programs, Second Vice President – Membership, Secretary, and Treasurer shall be elected annually in April with installation of officers in May/June.

Section 4 The slate of nominees, together with a biographical sketch, shall be submitted to the membership in March by inclusion in the K-NEWS publication or a separate communication. The selected slate of officers shall be presented at the April Board meeting with installation of officers in May/June.

Section 5 No member shall serve on the Executive Board in the same officer capacity for more than two (2) terms, without approval of the Executive Board.

ARTICLE V – COMMITTEES AND CHAIRMEN

Section 1 The President, with approval of the Executive Board, shall appoint annually such standing and other committees as are necessary. The standing committees include but are not limited to, the following: Awards, In-service, Publicity, Ways & Means, Budget, Audit, Hospitality, Legislation, Newsletter, Special Projects, Bosses Annual Event, Inspiration, Scholarship, Elections and Presidential Advisor. *(A full reference to standing committees is noted in the Bylaws, Article III – Committees.)*

Section 2 Each Committee Chairman shall advise the President of the time and place of the meetings of her committee and shall report results to the President and the Executive Board.

The Second Vice President – Membership shall confirm that each individual appointed to KAEOP committees is an active or retired member prior to appointment by the Executive Board.

A Certificate of Participation shall be awarded annually to each committee member at the conclusion of the year and presented at the Installation by the outgoing president.

ARTICLE VI – MEETINGS

- Section 1 There shall be a regular meeting of the Association once a month, as called.
- Section 2 The regular business meetings shall be held at such time and place as shall be selected by the President and approved by the Executive Board.
- Section 3 At the annual business meeting of the Association in May/June, annual reports from the Board and standing committee chairmen shall be presented and the newly elected officers and appointed chairmen shall be installed.
- Section 4 The President of the Association shall reside at all business meetings. In the absence of the President the First Vice President-Programs shall preside. In the event of the absence of both the President and First Vice President, the elected officers of the Executive Board shall be called upon to serve in the order named in Article IV, Section I, of this Constitution.
- Section 5 Special meetings of the Executive Board may be called by the President.
- Section 6 Four elected members of the Executive Board must be present to constitute a quorum. No action shall take place without an established quorum.

ARTICLE VII - AMENDMENTS

Proposed amendments of this Constitution and Bylaws shall be submitted in writing to the Executive Board for review/discussion at a board meeting.

Proposed amendments to the Constitution or Bylaws shall be submitted in writing by the Chairman of the By-Laws Committee to the Executive Board not less than 60 days prior to submission to the membership. The amendment shall be submitted in writing to the entire membership with a recommendation from the Executive Board not less than 30 days prior to the Annual Business meeting. Communication of the proposed amendments may be accomplished by a letter to all members included in the K-NEWS publication, or in case of an emergency, the vote may be by written ballot, email, or facsimile.

In the event prior notice was not given, this Constitution and Bylaws may be amended, as approved by the Executive Board, by an affirmative vote of the membership at the annual Business Meeting. A majority vote of all votes cast shall be required for adoption. The amendment shall become effective immediately.

Upon changes to the KAEOP By-Laws a copy shall be sent to CAEOP and NAEOP in a timely manner.

**BYLAWS
OF
KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

ARTICLE I – MEETINGS

Section 1

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

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. President's Report
5. Immediate Past President Report
6. Approval of Minutes
7. Secretary's Report
8. Treasurer's Report
9. Vice President – Programs Report
10. Vice President – Membership Report
11. Standing Committee Chairmen Report
12. Report from State Association (CAEOP) or National Affiliate (NAEOP)
13. Old Business
14. Unfinished Business
15. New Business
16. Adjournment and Announcement of Next Board Meeting

Section 2

All meetings of this Association shall be conducted according to accepted parliamentary procedures.

ARTICLE II – DUTIES OF OFFICERS

Section 1

The President shall:

- Preside at all meetings of the Association and of the Executive Board
- Shall call all Executive Board meetings
- Shall appoint all committee chairmen as indicated in Article III of the Bylaws
- Approve all communications sent out in the name of the Association
- Approve all printed materials prepared and distributed in the name of the Association
- Shall perform such other duties as directed by the Executive Board.

In the event that the office of President shall be vacated, the President Elect/First Vice President - Programs, shall perform the duties of the President.

Section 2

The First Vice President - Programs, shall:

- Be in charge of special events/programs
- Oversee all chairmen and committees

- Shall recommend names of committee members to the Executive Board for approval.

Section 3

The Second Vice President - Membership shall:

- Actively recruit new members
- Actively work to retain current members
- Mail annual renewal notices to members in a timely matter
- Receive membership dues and turn them over to the Treasurer in a timely manner for deposit and record-keeping purposes
- Promote and accept new membership applications through newsletters and special events
- Maintain a membership roster
- Present current membership information to the Executive Board monthly.

Section 4

The Secretary shall:

- Keep an accurate record of the proceedings of the Association and of the Executive Board
- Prepare all Association correspondence as directed by the Executive Board and President
- Maintain a file of all original documents for the Association with exception of those documents held by the Treasurer
- Maintain a file of all approved Minutes of “Executive Board meetings”, including a written copy as well as an electronic copy.
- Respond to member illness or family tragedy in an appropriate manner.

Section 5

The Treasurer shall:

- Disburse and deposit the funds of the Association in a timely manner, as the Executive Board shall direct.
 - All checks will have two signatures
 - Treasurer, Secretary, President, Immediate Past President as signers
 - No authorized signer of checks shall sign a check made payable to them.
- Present a report to the Executive Board at each scheduled meeting
- A yearly financial report shall be presented to members at the annual business meeting.

- Be responsible for collecting all membership dues from the Second Vice President – Membership in a timely manner for depositing and record-keeping purposes.
 - All revenue received will be immediately turned over to the Treasurer for depositing and record-keeping purposes.
- Submit an annual budget to the Executive Board for approval no later than April 15 of each year.
 - The proposed budget will be published in the K-NEWS for members and will be approved by the general membership at the annual Business Meeting.

Section 6

The Historian shall:

- Be responsible for maintaining a pictorial and narrative history of all Association activities, including copies of all publications, notices and newspaper articles
- Be responsible for taking photographs at all Association activities:
 - Should the Historian not be able to attend all events, it will be her responsibility to designate someone to assume the responsibilities in his/her absence.
- Present a pictorial/narrative album to the outgoing President at the end of his/her term in May/June at the Installation Banquet

Section 7

The Executive Board shall:

- Have the power to fill any vacancies occurring among the officers until the next annual meeting
- Assist the First Vice President - Programs and the Chairman/Chairmen of the annual Bosses Luncheon Committee in preparing the programs for the meetings of the Association, and shall perform such other duties as may be imposed upon it by the organization.

ARTICLE III – COMMITTEES

Section 1

The standing committees of the Association may consist of In-service, Historian, Awards, Publication, Ways & Means, Budget, Audit, Hospitality, Legislation, Newsletter, Poster Contest, Special Projects, Bosses Annual Event, Inspiration and Scholarship.

- Each committee shall consist of a sufficient number of members to satisfactorily perform its duties.
- The President will submit the name of a qualified member to serve as Audit Chairman to the Executive Board for approval.

Section 2

The In-service Committee shall:

- Plan a local workshop
- Promote institutes, classes or correspondence courses
- Supply bibliographies and reference materials as accumulated
- Compile a record of requests and needs

Section 3

The Publication Chairman shall:

- See that publicity concerning meetings, speakers and special events is distributed to the news media.
 - The President may have the option of assigning publicity and publications to either the First Vice President – Programs or the Newsletter Chairman.

Section 4

The Ways and Means Chairman shall:

- Be in charge of the fund-raising projects for the year
- Present fund-raising ideas to the Executive Board for approval prior to initiating.

Section 5

The Hospitality Chairman shall:

- Encourage members to attend all Association meetings and activities
- Act as a greeting committee.

Section 6

The Legislation Chairman shall:

- Be concerned with all State and local legislation pertaining to school matters
- Keep members informed through articles in the K-NEWS
- Reports shall be made to the Executive Board
- Provide articles for the Association publications.

Section 7

The Newsletter Chairman shall:

- Compile, produce and distribute publications devoted to the affairs of the Association, and at the direction of the Executive Board.
 - -No less than three (3) publications per year. -

Section 8

The Special Projects Committee shall:

- Be in charge of all special projects the Association undertakes.

Section 9

The Bosses Luncheon Committee shall:

- Be responsible for planning the annual program honoring bosses
- Coordinate with other committees
 - Scholarship, Poster Contest Awards, Awards

Section 10

The Inspiration Chairman shall:

- Be responsible for seeing that an inspiration is presented at each Association activity and Executive Board meeting.

Section 11

The Scholarship Committee shall:

- Award at least one scholarship annually according to the scholarship rules and regulations of this Association.
 - Minimum amount per scholarship - \$100.00
- Consist of four (4) members – two (2) members of the Association at large and two Kern County school administrators.

Section 12

The Nominations Chairman shall:

- Submit the names of members to serve on the nominating committee for Executive Board approval in February
- Prepare and present a slate of officers to the President and the Executive Board by the March Board meeting.

Section 13

The Awards Chairman shall:

- Mail information to all school site professionals (classified/certificated) concerning the nominations of Educational Administrator and Office Professionals of the Year
 - elect a committee to evaluate nominations and select a winner:
 - the judging committee shall consist of a minimum of three (3) members, to include a one (1) school administrator, one (1) certificated person, one (1) classified person and one (1) alternate.
- The Awards Committee Chairman shall not participate in any of the selection process, other than to provide information on nominated individuals to the judging committee.
- The Awards Chairman will also be responsible for obtaining appropriate awards for both categories to be presented at the Annual Bosses Event.

Section 14

The chairman of each committee shall submit a yearly report for the annual meeting of the Association in May/June.

ARTICLE IV – ELECTIONS

Section 1

An invitation for members to indicate their interest in serving as a Board member shall be presented to membership in December/January of each year. The invitation will also be extended to members in the January newsletter.

Section 2

The slate of nominees together with a biographical sketch shall be mailed to the membership in March.

Section 3

The selected slate of officers shall be presented to the Board at the April meeting with installation of officers in May/June.

ARTICLE V – DUES

The annual dues of each active member shall be \$20.00. Persons whose dues are not paid at the time of the annual election shall be ineligible to hold office. Subscribing members shall pay \$10.00. Retired members shall pay \$10.00 annual dues. Honorary members are exempt from payment of dues. Associate members shall pay the same as active members.

Membership dues shall be payable for the calendar year January 1 through December 31 and payable within 30 days of receipt of notice. If dues are unpaid, members will be dropped from the active roster. Members joining during the calendar year will pay the full amount unless otherwise approved by the Board.

ARTICLE VI – DISSOLUTION

Should KAEOP find itself in the situation of dissolution, it must be done by a majority vote of the current active members. Upon passage of the dissolution and after all money owed by the association is paid the remaining balance of monies shall be sent by cashier's check to the state affiliate, California Association of Educational Office Professionals (CAEOP) along with a letter of dissolution stating the official dissolution date approved by the Executive Board, a copy of the most recent bank statement and a copy of the most recent 90-day Treasurer's Report. This must be done within thirty days of dissolution.

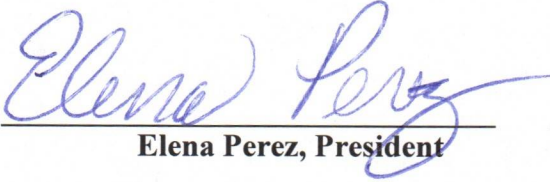
KERN ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

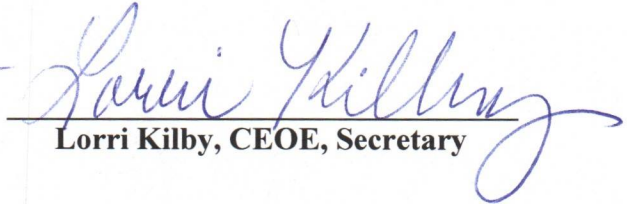
STANDING RULES

- All Committee Chairmen shall be current members of KAEOP.
- The Executive Board shall assist the First Vice President – Programs and Chairman of the Annual Bosses Luncheon committee in preparing the program for the meeting of the Association and shall perform such other duties as may be imposed upon it by the organization.
- The annual budget, as approved by the Executive Board, shall be presented for adoption at the annual business meeting.
- An amount shall be budgeted annually for conference expenses for the President or a delegate. Funding for other board members to attend the annual state conference may be provided according to the approved budget and action by the Executive Board.
- Each retiring President shall receive an appropriate gift to be presented at the Installation Program. The Immediate Past President will be responsible for the selection and purchase of the gift.
- The Immediate Past President shall serve as Chairman of the Installation Program.
- A majority of the membership of any committee shall constitute a quorum for the transaction of business of the committee.
- Any of the foregoing committees, except those listed in Article V of the Constitution may be discontinued or others added by a majority vote of the Executive Board.
- Each elected officer and standing committee chairman shall maintain a procedure book. He/She shall be responsible for his/her successor receiving it.
- KAEOP shall maintain an active interest in the youth of Kern County.
- Board member attendance is mandatory at all regular Board meetings. In the event a member misses two (2) consecutive Board meetings without a reasonable excuse, as determined by the President, they may be replaced.
- KAEOP shall pay annual State and National dues on an annual basis in order to maintain affiliate membership in good standing. The amounts as billed by these organizations will be approved for payment by the Executive Board.

(These standing rules may be amended on recommendation of the Executive Board by a majority vote at any regular meeting).

This certifies that the revised Constitution and Bylaws of the Kern Association of Educational Office Professionals was approved by the Board of Directors at their regular meeting of June and approved by the general membership at the annual Business Meeting held on June 20, 2023 by email.


Elena Perez, President


Lorri Kilby, CEOE, Secretary

Updated and approved by the KAEOP Board of Directors: January 26, 2023
Updated and approved by the KAEOP Board of Directors: November 15, 2018 *
Updated and approved by the KAEOP Board of Directors: May 28, 2015 *
Updated and approved by the KAEOP Board of Directors: December 10, 2014 *
Updated and approved by the KAEOP Board of Directors: October 15, 2013 *

Approved by the Membership: June 30, 2023
Approved by the Membership: October 23, 2014 *
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