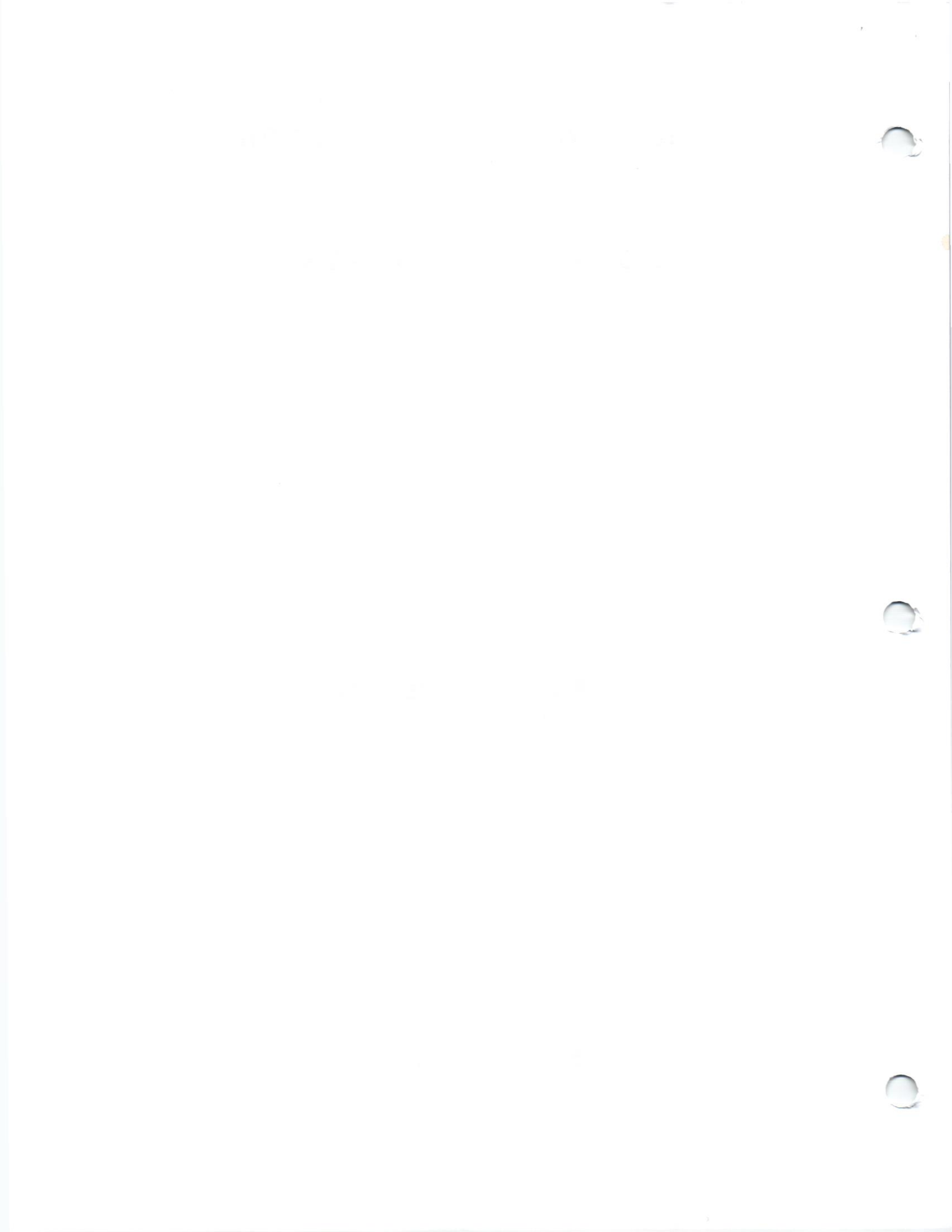


**INDEPENDENCE ASSOCIATION
OF
EDUCATIONAL OFFICE PROFESSIONALS**

**BYLAWS
AND
STANDING RULES**

REVISED MAY 08



INDEPENDENCE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BYLAWS REV. May 2008

ARTICLE I, NAME

This organization shall be known as the Independence Association of Educational Office Professionals.

ARTICLE II, OBJECTS

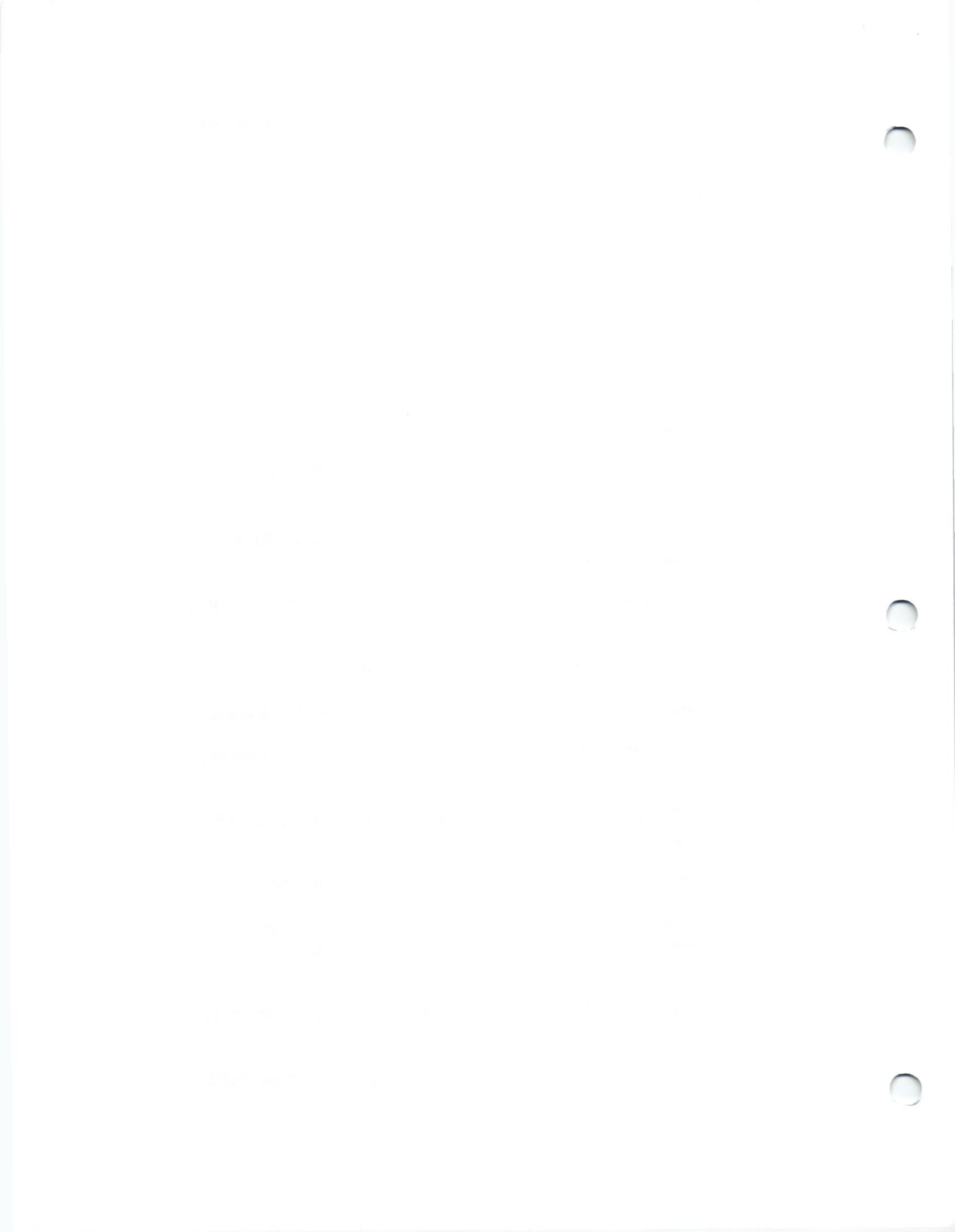
The objects of this Association shall be:

- Section 1. To help all members become more proficient and effective in their positions.
- Section 2. To promote interest in the profession by encouraging participation in local, state and national association activities.
- Section 3. To render a greater and more effective service to schools and communities.

ARTICLE III, MEMBERSHIP

Membership in the Association shall be of two classifications: active and associate.

- Section 1. All persons affiliated with the Independence School District are eligible for membership in this Association upon payment of dues.
- Section 2. Dues. The annual dues of an active member shall be \$5.00 for the fiscal year, July 1 to June 30.
- Section 3. New employees shall be eligible for membership at any time.
- Section 4. After termination of employment in the field of education, any person who has been a member of this Association shall be eligible for associate membership.
- Section 5. The annual dues of associate members shall be \$1.00 for the fiscal year, July 1 to June 30.
- Section 6. Associate members shall have the same privileges of active members except the right to vote or hold office.



ARTICLE IV, OFFICERS AND THEIR DUTIES

- Section 1. The elected officers of this Association shall be President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. All officers shall serve a one-year term not to exceed two consecutive terms.
- Section 2. The President shall preside at all meetings of the Association and of the Executive Board. The President shall be aware of the bylaws and standing rules.
- Section 3. With approval of the Executive Board, the President shall appoint the chairmen of the Audit Committee, Bylaws Committee, Professional Development Committee, Professional Standards Committee, and Special Committees. The Nominating Committee shall be appointed by the President in consultation with committee chairmen. The President shall also appoint a Historian.
- Section 4. The President shall call all meetings of the Executive Board and shall be an ex-officio member of all committees except the Nominating Committee.
- Section 5. The President shall be the official delegate of the Association to the state and national conventions and workshops. In the event the President cannot attend, the President shall appoint an alternate.
- Section 6. The Vice-President shall (a) perform the duties assigned by the President with the approval of the Executive Board, (b) preside in the absence of the President, and (c) serve as Program Chairman.

In the event of a vacancy in the office of President, the Vice-President shall become President and shall assume the duties and authority of the office for the unexpired term.

- Section 7. The Recording Secretary shall keep an accurate record of the proceedings of the Association and the Executive Board. These records shall be indexed. In addition, the Recording Secretary shall file with the official minutes: (a) a copy of all amendments to the Bylaws, (b) all resolutions which are adopted by the Association, and (c) reports of officers and committee chairmen.

The Recording Secretary shall search the records for information requested by officers and members.

- Section 8. The Corresponding Secretary shall: (a) send notices of all meetings and conduct the correspondence of the Association, (b) keep the names and addresses of all members and furnish each member with a directory, and (c) serve as Chairman of the Membership Committee.

- Section 9. The Treasurer shall be responsible for: (a) receiving the funds of the Association, (b) keeping a record of all monies deposited for the Association, (c)

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keeping an itemized record of receipts and disbursements, and (d) presenting a financial report at each regular meeting.

The Treasurer shall be chairman of the Budget/Finance Committee. The accounts of the Treasurer shall be audited at the close of the fiscal year by the Audit Committee.

Section 10. Each officer and committee chairman shall keep a permanent file of correspondence and records which shall be transferred to each successor within one month after vacating office.

Each officer and committee chairman shall submit a written report at the end of the fiscal year which shall be incorporated in the minute book.

ARTICLE V, ELECTIONS

Section 1. The Nominating Committee shall by ballot, present a slate of officers to the membership 30 days prior to the last regular meeting of the Association.

Section 2. Officers shall be installed at the last regular meeting of the Association.

Section 3. Officers shall assume their duties July 1.

ARTICLE VI, MEETINGS

Section 1. The Association shall hold four regular meetings during the year, one meeting per quarter, dates to be determined by the Executive Board.

Section 2. One fifth of the membership of the Association shall constitute a quorum at any regular meeting.

Section 3. The order of business shall be as follows:

- Call to Order
- Approval of the Minutes
- Report of the Treasurer
- Reading of Communications
- Unfinished Business
- New Business
- Adjournment

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ARTICLE VII, EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the elected officers, historian, and the Immediate Past President.
- Section 2. The Executive Board shall: (a) direct each program, (b) fill by appointment all vacancies occurring on the Executive Board between elections, except that of the office of President, (c) elect chairman and members of the Nominating Committee, and (d) select a place for deposit of the funds of the Association.
- Section 3. The Executive Board shall meet at the call of the President, or upon written request of one-third of the members of the Executive Board.
- Section 4. Four members of the Executive Board shall constitute a quorum.

ARTICLE VIII, FISCAL YEAR

- Section 1. The fiscal year shall be July 1 to June 30.

ARTICLE IX, COMMITTEES

There shall be eight standing committees of the Association.

- Section 1. The Nominating Committee, composed of members from at least four different departments (elementary, secondary, nutrition services, transportation, facilities, central office, and other support staff), shall be appointed by the president. A member shall resign from the committee when becoming a candidate for election to office. Vacancies shall be appointed by the president.
- Section 2. The Audit Committee shall be appointed by the President with the approval of the Executive Board. The duty shall be to audit the accounts of the Treasurer thirty days after the close of the fiscal year.
- Section 3. The Budget Committee shall be appointed by the President with the approval of the Executive Board. The duties shall be to prepare a budget for the fiscal year end, and after approval by the Executive Board, submit it for adoption at the first regular meeting. The Treasurer shall serve as chairman of the Budget/Finance Committee.

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- Section 4. The Bylaws Committee shall be appointed by the President with the approval of the Executive Board. The duties shall be to: (a) perfect proposed amendment and/or amendments and (b) file a copy of the proposed amendment and/or amendments with the Executive Board.
- Section 5. The Membership Committee shall be appointed by the President with the approval of the Executive Board. The duty shall be to promote membership in this Association. The Corresponding Secretary shall serve as Chairman of the Membership Committee.
- Section 6. The Professional Standards Committee shall be appointed by the President with the approval of the Executive Board. The duty shall be to act as liaison between national, state and local associations. The Committee shall be responsible for verifying records of members applying for PSP certification.
- Section 7. The Professional Development Committee shall be appointed by the President with the approval of the Executive Board. The Professional Development Committee shall be composed of representatives from the elementary, secondary, transportation, food service, facilities services, central office and other office support staff areas. The duty shall be to develop and implement a professional development plan to support the goals of I.A.E.O.P. All requests for use of PDC funds shall be approved by the Professional Development Committee.
- Section 8. Special committees shall be appointed by the President with the approval of the Executive Board.

ARTICLE X, PARLIAMENTARY AUTHORITY

- Section 1. The rules contained in the Robert's RULES OF ORDER REVISED shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XI, AMENDMENTS

Amendments to these Bylaws shall be proposed in writing by an active member of this Association to the chairman of the Bylaws Committee. The Executive Board shall designate the meeting at which the proposed amendment will be discussed and a vote taken. Adoption of an amendment requires approval by two-thirds of the total votes cast for said amendment.

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deals with the general
principles of the
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The second part
describes the
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arrangement.

The third part
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The fourth part
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compares them
with the
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predictions.

The fifth part
concludes the
report.

The second part of the report
deals with the details of the
method.

The third part
describes the
experimental
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The fourth part
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compares them
with the
theoretical
predictions.

The sixth part
concludes the
report.

The seventh part
deals with the
conclusions.

The eighth part
describes the
experimental
arrangement.

The ninth part
contains the
results of the
experiments.

The tenth part
discusses the
results and
compares them
with the
theoretical
predictions.

The eleventh part
concludes the
report.

The twelfth part
deals with the
conclusions.

STANDING RULES

1. Flowers in the amount of \$30.00 or a donation to the IAEOP Scholarship shall be sent to members in case of death of an immediate family member; i.e., spouse, children, and parents or in laws.
2. Cards shall be sent to members in case of illness.
3. Flowers in the amount of \$30.00 shall be sent to members in case of hospitalization.
4. Upon retirement, members shall be recognized by a gift from the Association of \$50.00

Revised – 3/2008

