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)