

**DISTRICT 9  
CONSTITUTION**

**North Carolina Association of Educational Office Professionals, Inc.**

**ARTICLE I**

**NAME**

The name of this organization shall be District 9 of the North Carolina Association of Educational Office Professionals, Inc. (NCAEOP)

**ARTICLE II**

**GOAL**

District 9 NCAEOP is dedicated to the achievement of the professionalism of educational office personnel and to the improvement of the quality of service provided for students, educators and the community. The association is pledged further to assist educational office personnel in participating effectively in public policy issues, which relate to education.

**ARTICLE III**

**MEMBERSHIP**

**Section 1.**

Membership in this organization shall be of five classifications: active, associate, institutional associate, honorary and retired.

**Section 2.**

Membership shall be limited to persons who are or have in the past been actively employed as office personnel or administrators in District 9 as defined by the North Carolina Association of Educational Office professionals. Honorary membership must be awarded as provided in the bylaws.

**ARTICLE IV**

**OFFICERS AND THEIR ELECTIONS**

**Section 1.**

The officers of this association shall be President, Vice President and Corresponding/Recording Secretary.

**Section 2.**

The Nominations Committee appointed by the President, representing the membership at large, shall present a slate of officers composed of two (2) candidates each for the offices of President, Vice President and Corresponding/Recording Secretary. The Nominating Committee will present the candidates to the board of directors for approval and to the membership at the Annual District Meeting.

**Section 3.**

Officers shall be elected, by the membership, at the Annual District Meeting by ballot. A valid membership card (or evidence of membership from the membership chairperson) must be shown prior to receiving a ballot.

**ARTICLE V**

**TREASURER (Appointed)**

Treasurer, as approved by the 1997-98 President and the 1997-98 Board of Directors, shall be appointed by the president and approved by the board of directors. An appointment to this office shall remain in effect for three (3) years, or until such time as he/she resigns the position.

**ARTICLE VI**

**BOARD OF DIRECTORS**

A Board of Directors consisting of the elected District Officers, the Immediate Past-President and all Local Presidents within the district shall have general oversight and supervision of the affairs of the association.

**ARTICLE VII**

**MEETINGS**

The Association shall hold an Annual District Meeting, and may hold special meetings, at such time and place as may be determined by the Board of Directors.

**ARTICLE VIII**

**AMENDMENTS**

Amendments to this Constitution may be proposed in writing by any member of the Association to the Chairperson of the Constitution and Bylaws Committee. On a majority vote of the Board of Directors, the

amendment/amendments shall be presented to the membership at the Annual District meeting. Such amendment/amendments shall become a part of this constitution when adopted by a majority vote of those present.

## **ARTICLE IX**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of **Roberts Rules of Order Newly Revised** shall govern the Association in all cases to which they are applicable.

## **ARTICLE X**

### **EFFECTIVE DATE**

Approved constitution changes shall become effective the next fiscal year upon approval by the membership.  
(November 11, 1987, November 13, 1997, May 1, 1998, October 19, 1999, October 17, 2000, October, 2005, October, 2008)

**DISTRICT 9  
BYLAWS**

**North Carolina Association of Educational Office Professionals, Inc.**

**ARTICLE I        NAME**

The name of this association shall be District 9 of the North Carolina Association of Educational Office Professionals, Inc. (NCAEOP)

**ARTICLE II        GENERAL OBJECTIVES AND GOALS**

District 9 of the NCAEOP, is dedicated to the achievement of professionalism of educational office personnel and to the improvement of the quality of service provided for students, educators, and the community. The Association is pledged further to assist educational office personnel in participating effectively in public policy issues, which relate to education.

**Section 1.**        To serve the needs of the members of the District 9 North Carolina Association of Educational Office Professionals, Inc. (NCAEOP) effectively by providing continuing educational and training opportunities.

**Section 2.**        To develop and disseminate a comprehensive body of knowledge about educational office procedures and responsibilities.

**Section 3.**        To represent the views of District 9 NCAEOP members and the Association before governmental bodies and in all other appropriate forums.

**Section 4.**        To encourage District 9 NCAEOP members to take active leadership roles in the Association and in educational and community endeavors.

**Section 5.**        To promote recognition of educational office personnel as professionals.

**Section 6.**        To foster public understanding of the contributions District 9 NCAEOP makes to education.

**Section 7.**        To work closely with allied organizations to advance the ideals of the educational profession.

**Section 8.**        To provide a forum for interaction and exchange of information and ideas among educational office personnel in the district.

**Section 9.**        To recognize the achievements of educational office personnel who have contributed to the advancement of education.

**Section 10.**        To encourage high standards of professional conduct among educational office personnel.

**Section 11.**        To help educational office personnel fulfill their responsibilities and successfully perform their roles.

**Section 12.**        To promote friendship, understanding and cooperation among all members of the Association.

**Section 13.**        To promote adequate and fair standards regarding the appointment, promotion, compensation and working conditions of educational office personnel.

**Section 14.**        To strive to make District 9 NCAEOP the best association for professional educational office personnel.

**ARTICLE III        MEMBERSHIP**

**Section 1.**        Membership in the Association shall be of five classifications: active, associate, institutional associate, honorary, and retired.

**Section 2.** Active members shall be office personnel in District 9 NCAEOP who have paid their annual state dues. Active members shall be entitled to vote, hold office and participate in discussions and activities of the Association. Active membership ceases when a member is no longer employed in an educational system or organization concerned with education within District 9.

**Section 3.** Associate members shall be former members who have entered other fields of endeavor; administrators, retired or currently employed; or, businesses and Institutions that support the Association, who have paid their annual dues. Associate members shall have all privileges of active members except that of holding office and voting.

**Section 4.** Retired members shall be former active members who have retired and have paid annual dues. Retired members shall have all the privileges of active members.

**Section 5.** Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. The Board of Directors, after a majority vote, shall recommend the candidate to the Association at any annual meeting. A majority vote of the members assembled 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.

#### **ARTICLE IV** **DUES**

**Section 1.** The district annual dues for all classes of membership will be set by the state guidelines of NCAEOP.

**Section 2.** Dues shall be received from the State Treasurer twice during the fiscal year at times to be determined by the State Board of Directors.

#### **ARTICLE V** **OFFICERS AND THEIR DUTIES**

**Section 1.** The officers of this Association shall be a President, Vice President and Corresponding/Recording Secretary and Treasurer. All candidates for office must have paid his/her annual state dues, be from the classification of active/retired, attended at least (2) District Meetings and be enrolled in the PSP Program.

**Section 2.** The President shall (1) preside at all meetings of the Association and the Board of Directors; (2) call special meetings of the Board of Directors at his/her discretion or upon the request of a majority of the directors; (3) serve as a member of the State Board of Directors; (4) appoint committees; (5) serve as an official representative of the Association at the meetings of educational bodies and other groups working toward the advancement of education; (6) be a member ex-officio of all committees except Nominating committee; and (7) recommend to the Board of Directors between elections except that of a vacancy in the office of President, the Vice President shall become President and shall assume the duties and authority for the unexpired term.

**Section 3.** The Vice President shall serve as chairperson of a Membership Committee. In the absence of the President, the Vice President shall be the presiding officer and shall assume all power and responsibilities of the office.

**Section 4.** The Corresponding/Recording Secretary shall keep an accurate record of the proceedings of the Association and the Board of Directors. In addition to these minutes, she/he shall file in the Official Minute Book (1) copy of all amendments to the Constitution and Bylaws, (2) all resolutions which are adopted by the Association and (3) a list of all members (active, associate, honorary and retired), and (4) search the records or information requested by the officers or members. She/he will have a roll call of all members of the Board of Directors at each meeting of the Board and keep a list of those present. She/he shall send a copy of the minutes of all meetings to the Board of Directors within three weeks after the date of the meeting.

#### **ARTICLE VI** **PRESIDENTIAL APPOINTEES AND THEIR DUTIES**

**Section 1.** Treasurer - The Treasurer shall be responsible for receiving the funds of the Association and shall disburse them only upon written order, properly drawn and signed by the President. He/she shall keep an up-to-date record of the

funds at all times and will submit a financial report at each meeting of the Board of Directors and membership. The financial records shall be audited at the close of a fiscal year. The Treasurer shall be an ex-officio member of the Financial Committee.

**Section 2.** Parliamentarian - The Parliamentarian shall attend all Board meetings and the district meeting and shall act as consultant on questions involving interpretation of their bylaws and other rules by parliamentary procedure. The Parliamentarian shall occupy a seat near the presiding officer during the meeting.

**ARTICLE VII** **BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of the elected officers, the Immediate Past President and the Local Presidents within the district.

**Section 2.** The Board of Directors shall (1) direct the program and formulate policies concerning the Association and the general nature and scope of its activities; (2) approve the proposed budget; (3) fill by appointment all vacancies occurring on the Board of Directors between elections, except the offices of the President and Vice President; (4) meet a minimum of twice during the year, (5) be empowered to conduct business by mail, e-mail, or phone when necessary, and (6) meet at the call of the President or upon written request of a majority of the members of the board.

**Section 3.** In the absence of the local president at the District 9 Board of Directors' meeting, any current officer elected from that local by the local membership shall have the right to represent the local and vote.

**ARTICLE VIII** **ELECTION OF OFFICERS**

**Section 1.** The Nominations Committee, appointed by the President, representing the membership at large, shall present a slate of officers composed of two (2) candidates each for the offices of President, Vice President and Corresponding/Recording Secretary. The Nominations Committee will present the candidates to the Board of Directors for approval and to the membership at the Annual District meeting. To be eligible for any office the candidates must have paid his/her annual state dues, be from the classification of active/retires, a member of NCAEOP for the last two (2) consecutive years, attended at least two (2) district meetings, and be enrolled in the PSP Program.

**Section 2.** Officers shall be elected by the membership at the Annual District Meeting by ballot. A current membership card must be shown to the Nominating Committee prior to receiving a ballot. Evidence of membership by the Membership Chairperson may also be used for determining eligibility.

**Section 3.** The President 's ballot will be presented to the chairperson of the Nomination Committee in the case of a tie vote.

**Section 4.** Ballots will be counted by members of the Nomination Committee and the winner declared by the chairperson prior to the end of the meeting.

**Section 5.** District officers shall be elected for a term of one (1) year, and none shall serve more than two (2) consecutive terms in the same office. District officers shall consist of President, Vice President and Corresponding/Recording Secretary.

**ARTICLE IX** **COMMITTEES**

**Section 1.** Standing committees of District 9 NCAEOP shall be: Awards, In-service, Legislative, Membership, Professional Standards Program (PSP), and Publicity. Other committees may be appointed at the discretion of the President.

**Section 2.** The majority of the members of any committee shall constitute a quorum.

**Section 3.** The chairperson of each committee shall submit a written report to the Board of Directors and, if requested, to the Annual District meeting.

**Section 4.** All committees shall have the privilege of functioning by mail, e-mail, or phone.

**ARTICLE X**

**MEETINGS**

**Section 1.**

The Association shall hold an annual district meeting in the fall at such time and place as determined by the Board of Directors.

**Section 2.**

Other meetings may be held at a time and place to be determined by the Board of Directors.

**Section 3.**

Reports as called for by the President or by the Board of Directors, shall be presented at the Annual meeting.

**ARTICLE XI**

**QUORUM**

Members present at the annual meeting and shall constitute a quorum for the transaction of business. A majority of the members of the Board of Directors, and any appointed committee, shall constitute a quorum for the transaction of business.

**ARTICLE XII**

**PARLIAMENTARY AUTHORITY**

The rules contained In the current edition of **Robert's Rule of Order Newly Revised** shall govern the Association in all cases to which they are applicable.

**ARTICLE XIII**

**AMENDMENTS**

Amendments to these Bylaws may be proposed in writing by any member of the Association to the chairperson of the Constitution and Bylaws Committee. On a majority vote of the Board of Directors, the amendment shall be presented to the membership. Such amendment or amendments shall become a part of these Bylaws when adopted by a majority vote.

**ARTICLE XIV**

**FISCAL YEAR**

The fiscal year of the Association shall begin on the 1st day of May and end on the 30th day of April.

**ARTICLE XV**

**EFFECTIVE DATE**

Approved bylaws changes shall become effective the next fiscal year upon approval by the membership.

**(November 11, 1987, November 13, 1997, May 1, 1998, October 19, 1999, October 17, 2000, October 23, 2001, October, 2005, October, 2008)**