

UTAH ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

BYLAWS

ARTICLE I

NAME

The Association shall be known as the Utah Association of Educational Office Professionals (UAEOP).

ARTICLE II

MISSION STATEMENT & TAG LINE

The mission statement of UAEOP shall be “Supporting Utah Educational Office Professionals through professional development, networking, and recognition.

The tag line of UAEOP shall be “Learn · Connect · Grow”.

ARTICLE III

ORGANIZATION

- Section 1. The Executive Board must approve the use of the Association’s name.
- Section 2. The Association shall be governed by these Bylaws.
- Section 3. The fiscal year of the Association shall be April 1 through March 31 of the following calendar year.

ARTICLE IV

MEMBERSHIP

- Section 1. Membership shall be open to all educational persons and/or institutions interested in promoting the mission of the Association in the State of Utah.
- Section 2. There shall be five (5) classes of membership: Active, Honorary, Life, Retired, and Student. All members shall be so designated on published membership lists.
- Section 3. Rights, privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections.

- Section 4. Active membership is open to office pros in public and private schools and districts, colleges, universities, educational service districts, and state educational offices. Members in good standing shall be entitled to vote, hold office, make motions, and to participate in all activities of the Association. Once active membership is established, it may be maintained continuously (paid dues must be kept current) throughout the period of employment in the educational system, regardless of change in assignment.
- Section 5. Honorary memberships may be granted by the Executive Board or by vote of the majority of active members. Honorary members shall be entitled to all the privileges of active members with the exception of the right to vote and hold office, and shall be exempt from paying dues.
- Section 6. Life membership shall be granted to each President upon completion of the term of office. A life member shall have all the privileges of active members, but shall be exempt from paying dues.
- Section 7. Retired membership shall be open to office pros who have retired from an educational system and upon payment of special dues, become retired members. Members in good standing shall be entitled to vote, hold office, make motions, and to participate in all activities of the Association.
- Section 8. Student membership shall be granted for high school or college students upon payment of special dues. Student members shall have all the privileges of active members, with the exception of the right to vote and hold office.
- Section 9. The membership year shall begin April 1 of each year. Members whose current dues are not paid at the time of the annual election shall be INELIGIBLE TO HOLD OFFICE OR TO VOTE IN THE ANNUAL ELECTION.
- Section 10. Full membership privileges, including eligibility to apply for member scholarship, shall be denied upon failure to incur payment of dues before their anniversary date, upon resignation, or upon withdrawal from employment as described in Article IV, Section 4.
- Section 11. UAEOP shall actively encourage its members to join and participate in NAEOP and local associations, if applicable.

ARTICLE V

OFFICERS AND THEIR ELECTION

- Section 1. The officers of the Association shall be President, President Elect, Vice President, Secretary, Treasurer, and the Immediate Past President. The officers shall be expected to support and promote good fellowship; establish professional standards for the Association to provide an opportunity for continuous advancement of the educational office professional; and to sustain their elected officers and board members. These officers, as the Executive Board, shall conduct the business of the Association in accordance with the governing documents and the parliamentary authority adopted by the Association.
- Section 2. All officers shall be elected in the manner provided in Article VIII of these Bylaws.
- Section 3. Elected officers shall serve no more than two (2) consecutive terms.
- Section 4. In the event of the incapacity of any officer other than the President, the Executive Board, at its discretion, shall elect a replacement or establish a nomination and election procedure (to be completed within ninety [90] days of resignation or dismissal).
- Section 5. The President shall preside at all meetings of UAEOP and the Executive Board; shall call all special meetings, and shall advise on appointed committees.
- Section 6. The term of office of the President shall be two (2) years and shall be elected in even-numbered years (beginning with the 2006 elections).
- Section 7. The term of office of the President-Elect shall be one (1) year and shall be elected in odd-numbered years; this term being the second year of the President's term.
- Section 8. The Immediate Past President shall serve a one (1) year term; this term being the first year of the President's term.
- Section 9. Should a vacancy occur in the office of the President-Elect, the current Elections Committee shall be instructed to immediately nominate candidate(s) for the office of President-Elect. The election to fill the vacancy of said office shall be held by written ballot to be mailed to the membership within forty-five (45) days of the occurrence of the vacancy.
- Section 10. The President-Elect shall succeed to the office of the President at the conclusion of the President's term of office. In the event of a vacancy in

the second year of the office of President, the President-Elect shall assume the duties and authority of the office, as acting president, for the unexpired term.

- Section 11. The Vice-President shall be elected in odd-numbered years and shall serve a two (2) year term. In the event of a vacancy of the first year of the president's term, the vice-president shall assume the duties of the president until the Executive Board appoints a replacement for the president.
- Section 12. The Secretary and Treasurer shall be elected in even-numbered years and each shall serve a two-year (2) term.
- Section 13. The responsibilities of each elected officer shall be as written in the Policy and Procedure Manual.
- Section 14. The odd/even years of terms shall be effective after the 2006 fiscal year.

ARTICLE VI

EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the elected officers and the Immediate Past President, all being members in good standing. In the event the Immediate Past President ceases to be a member of UAEOP, the Executive Board shall select an appointee from among former presidents who are active members of UAEOP to serve until the next Annual Conference.
- Section 2. The Executive Board shall have the power to fill, for the unexpired term, any vacancies occurring among the offices, with the exception of the office of the President-Elect (see Article V, Section 7).
- Section 3. Each elected member of the Executive Board, except the President, shall be appointed to chair a standing committee.
- Section 4. The Executive Board will appoint Learn, Connect, Grow Co-Coordinators annually. These appointees shall attend board meetings and have voting privileges.
- Section 5. The Executive Board, along with the Learn, Connect, Grow Co-Coordinators shall appoint Standing Committee chairmen. These appointees shall have voting privileges.
- Section 6. The Executive Board shall perform the duties described in the Policies and Procedures Manual and shall conduct the affairs of the Association as

determined by the membership and/or the Executive Board.

- Section 7. A minimum of three (3) meetings of the Executive Board shall be held during each fiscal year. Special meetings of the Executive Board may be called at the discretion of the President.
- Section 8. The President shall send notices of all meetings.
- Section 9. The Executive Board shall assist in preparing programs of the meetings of UAEOP and shall perform such other duties as may be imposed upon it by the Association.
- Section 10. Past Presidents of UAEOP, Committee Chairmen of UAEOP, and Affiliated Presidents may be invited to attend Executive Board Meetings in an advisory capacity.
- Section 11. At meetings of the Executive Board, a simple majority of the elected Board members shall constitute a quorum.

ARTICLE VII

MEETINGS

- Section 1. The annual meeting of UAEOP shall be at a time and location determined by the Executive Board.
- Section 2. Special meetings of the membership may be called by a two-thirds (2/3) vote of the Executive Board.
- Section 3. A minimum of three (3) meetings of the Executive Board shall be held during the fiscal year. Special meetings of the Executive Board may be called at the discretion of the President, or at the request of a majority of the members of the Executive Board.
- Section 4. Written notice of regular meetings shall be received at least fifteen (15) days in advance. Notice of special meetings shall be received at least ten (10) days in advance or five (5) days for an emergency meeting.
- Section 5. At meetings of the Association, a simple majority of the Association's voting members in attendance shall constitute a quorum. The total members in attendance shall be reported and a quorum declared.
- Section 6. The Order of Business for regular UAEOP meetings may be as follows:
1. Call to Order
 2. Approval of Minutes
 3. Communications
 4. Reports of Officers

5. Reports of Committees
 - I. Standing
 - II. Special
6. Unfinished Business
7. New Business
8. Announcements
9. Adjournment

Section 7. The Annual Meeting and special meetings shall be self-supporting.

ARTICLE VIII

ELECTION RULES

Section 1. The Nominations and Elections Committee shall be chaired by the President-Elect/Immediate Past President or two appointed members.

Section 2. The Nominations and Elections Committee shall seek a record consisting of at least two (2) nominees for each vacant position, whenever possible.

Section 3. NO candidate may be placed on the ballot without the candidate's consent.

Section 4. Candidates for office shall be members of the Association and shall have been a member for one (1) full year or longer by the date of nomination.

Section 5. Candidates for the office of President-Elect must have served previously as an elected or appointed member of the Executive Board for at least two (2) years; must have been a member of the Association for three (3) consecutive years prior to candidacy; and must have attended two (2) Annual Conferences within three (3) years prior to nomination.

Section 6. The ballots for the selected officers shall be mailed to each Active, Life, and Retired member in good standing of UAEOP on or before January 1 of each year. The ballot shall be officially closed by January 15 and all ballots shall be returned to the Chairman of the Elections Committee on or before that date.

Section 7. Elections shall be by written or electronic ballot. A majority of all votes cast shall be necessary to elect.

Section 8. Candidates receiving the highest number of votes shall be declared elected.

Section 9. Executive Board members shall be introduced at the Annual Meeting and shall assume their duties April 1.

Section 10. Time restrictions shall begin after the 1995/1996 fiscal year.

ARTICLE IX

STANDING COMMITTEES

Section 1. The structure of the Standing Committees may be:

The President will oversee the activities of the Executive Board and Learn, Connect, Grow Co-Coordiators.

The President-Elect or Immediate Past President will be responsible for:

- Conferences
- Nominations and Elections

The Vice President will be responsible for:

- Membership

The Secretary will be responsible for:

- Bylaws/Policy & Procedures
- Minutes

The Treasurer will be responsible for:

- Audit
- Ways & Means

The Learn Co-Coordiators will coordinate the activities of:

- Conferences
- Professional Development

The Connect Co-Coordiators will coordinate the activities of:

- Fellowship
- History
- Mentoring
- Publicity/Marketing
 - The BuzzLine
 - Social Media
 - Website

The Grow Co-Coordiators will coordinate the activities of:

- Awards
- PSP
- Recognition
- Scholarship

Section 2: The Learn, Connect, Grow Co-Coordinator, with the approval of the Executive Board will appoint committee members for each committee.

Article X

Affiliation

The Association shall be an affiliated state association of the National Association of Educational Office Professionals (NAEOP). The Treasurer or President shall submit the NAEOP affiliation forms for the coming year no later than 60 days after receipt from the National Office.

Article XI

Amendments

Amendments to the Bylaws may be proposed in writing by any member of the Association and submitted to the Secretary. A draft on proposed amendments shall be presented to the Executive Board for recommendation prior to the membership for vote.

All members are to be notified in writing or electronically of proposed amendments at least ten (10) days prior to the Annual Conference. Such amendments may become part of the bylaws when adopted by a majority vote of the members present.

Adopted: November 6, 1993
Revised: November 11, 1995
Revised: November 2, 1996
Revised: November 8, 1997
Revised: November 7, 1998
Revised: November 6, 1999
Revised: February 21, 2003
Revised: September 30, 2006
Revised: February 1, 2007
Revised: March 10, 2007
Revised: March 14, 2015
Revised: November 13, 2015