

**TRI-CITY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS  
CONSTITUTION AND BY-LAWS**

**CONSTITUTION**

**Article I**

**Name**

The organization shall be known as the Tri-City Association of Educational Office Professionals, (hereinafter referred to as the "Association").

**ARTICLE II**

**Purpose**

The purpose of the Association shall be:

- a. To elevate the professional standards of the Association;
- b. To render more efficient services to the Tri-City schools, colleges and community;
- c. To incorporate ideas and ideals through an affiliation with the Virginia Association of Educational Office Professionals (VAEOP) and the National Association of Educational Office Professionals (NAEOP);
- d. To perpetuate the Four-Point Program of the National Association of Educational Office Professionals-information, service, fellowship, and recognition through socio-professional activities.

**ARTICLE III**

**Membership**

**Section I. Active Membership**

- a. Active membership in the Association shall be open to educational office personnel in any educational system, or organization related to education, in the Tri-City area upon the payment of annual dues;
- b. Active members shall be eligible to hold elected office and chair standing committees after membership of at least one year;
- c. Active members shall be eligible to chair special committees, to serve on any committee and to vote at any time after joining the Association.

**Section II. Associate Membership**

- a. Associate membership in the Association shall be open to retired and former educational office personnel residing in the Tri-City area upon payment of special dues;
- b. Associate members shall have all of the privileges of the Association except that of holding elected office or chairmanship of standing committees;
- c. Associate members shall be eligible to chair special committees, to serve on any committee and to vote.

**Section III. Honorary Membership**

- a. Honorary membership may be bestowed on persons ineligible for active or associate membership in recognition of outstanding interest in, and support and service to the Association;
- b. Candidates for Honorary membership shall be screened by the Executive Board and recommended to the Association for approval during the March meeting. A two-thirds vote of members present at the March meeting shall be required to approve a candidate;
- c. Honorary membership, including a certificate of recognition, shall be conferred during Bosses Night;
- d. Honorary members shall be exempt from paying membership dues and shall have all privileges of the Association except that of making motions, holding office or voting.

ARTICLE IV  
**Officers and Their Election**

**Section I.** The officers shall be President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Chaplain and Parliamentarian.

**Section II.** During the election year, a Nominating Committee of three persons will be appointed by the President at the February meeting for the purpose of selecting a slate of officers and reporting at the April meeting. There may be nominations from the floor provided the consent of the nominee has been secured.

**Section III.** The term of office shall be for two years, except for the office of treasurer. The Treasurer may hold office for two consecutive terms. The Treasurer may not serve again until absence has been for one term. No other officer shall serve two consecutive terms in the same office; however, after being absent from that office for one term, the officer shall be eligible to serve that office another term. To be eligible to serve on the Executive Board, one must have been a member for at least one year. Officers shall enter upon the discharge of their duties on July 1.

## **ARTICLE V Standing Committees**

**Section I.** There shall be the following standing committees: Budget, Remembrance and Hospitality, In-service Training, Membership, Professional Standards Program, Scholarship, Publicity, and Ways and Means. Historian, Social Media, Area Coordinators and Special Committees shall be appointed as needed.

**Section II.** There shall be an Executive board consisting of the elected officers and the chairmen of the standing committees. This Board shall have general supervision of all business and interests of the Association, specify the duties of the committees and fill vacancies on the Executive Board not provided for in the Constitution.

## **ARTICLE VI Amendments**

This Constitution may be amended at any meeting of the Association by two-thirds of the members present and voting, provided the proposed amendment has been submitted in writing to the members at least two weeks prior to the meeting.

## **BY-LAWS**

### **ARTICLE I Duties of Officers**

- Section I.** It shall be the duty of the president to preside at all meetings of the Association and perform all other duties pertaining to the office. She shall appoint special committees and shall be ex-officio member of all committees except the nominating committee.
- Section II.** The president-elect shall succeed to the office of president upon the expiration of the president's term. The president-elect shall serve as chairman of the program committee.
- Section III.** In the absence of the president, the vice-president shall perform the duties of the president. In case of a vacancy in the presidency, the vice-president shall succeed at once to the office of president for the remainder of the unexpired term.
- Section IV.** The recording secretary shall keep accurate minutes of the meetings of the Association. She shall notify all committee members of their appointment.
- Section V.** The corresponding secretary shall issue notices of all meetings, conduct all official correspondence as directed by the Association. She shall keep a record of the attendance at each meeting and submit a list of absentees to the Hospitality Chairman.
- Section VI.** The treasurer shall receive all monies of the Association and deposit them in an approved bank. She shall collect all dues and keep an accurate account of the receipts and disbursements. She shall payout all funds when authorized by the Association. A detailed report in writing shall be presented at each meeting. The treasurer shall render a written report and present the treasurer's books for audit at the close of each year.

### **ARTICLE II Dues and Memberships**

- Section I.** The membership year shall run from July 1<sup>st</sup> through June 30<sup>th</sup>. Annual dues for the Tri-City Association of Educational Office Professionals shall be no less than \$4.00 per year for active members and one-half of the annual dues amount for associate members. A late payment fee of \$10.00 will be assessed all dues paid after October 31<sup>st</sup>. Retired Life membership dues shall be \$50.00.
- Section II.** Members of the Tri-City Association of Educational Office Professionals shall be encouraged to exercise their rights to join and participate in other educational, professional and civic associations.
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**ARTICLE III**  
**Meetings-Regular and Annual**

**Section I.** There shall be seven regular meetings each year-October, November/December combined, January, February, March, April and June. There shall be an Annual Meeting in September and Bosses' Night and Installation Service in June.

**Section II.** Special meetings may be called at the discretion of the president, or by her upon the request of a quorum.