



President's Message

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Welcome 2022!

I hope the holidays allowed you to connect with friends and family. As your EPOPO Board, we have done our best to stay connected with you, our members, and provide professional development through this strange and challenging year. We appreciate your patience and understanding as we adjusted to the challenges that arose.

There are some exciting things on the horizon as we strive to find ways to support members.

- **PODCAST:** Plug into JJ DiGeronimo's *Together We Seek* series at <https://www.togetherweseek.online>
- **BOOK CLUB:** NAEOP Book Club discussions begin January 4.
- **VIRTUAL:** In February, NAEOP is sharing the Virtual Summit on the 15th and 17th.
- **SOCIAL:** We are gathering ideas for a Spring/Summer EPOPO social event.
- **CONFERENCES:**
 - ◆ The Delaware association of Educational Office Professionals is hosting NE Area Professional Development Days May 17-19.
 - ◆ The annual NAEOP conference will be in Salt Lake City, UT from July 17-20.
 - ◆ Our annual EPOPO conference will be in Columbus on October 7.
- **RETIREES:** Our retirees might have special plans, too. Check the website and newsletters for details.

We need and appreciate your input for new ideas in how EPOPO can serve you. Please don't hesitate to reach out to any of your Board members with suggestions.

What will we make of the new year? I challenge you to just start where you are. Don't delay. Start now because the time will never be "just right." Create a modest goal or two and take a few solid baby steps forward. To share from a recent edition of Paul Wesselmann's *Ripples*, consider what it might be time to let go of, what it's important to hold onto, and what you are looking forward to?

It has been my pleasure to serve as your EPOPO President this past year. I look forward to my continued service in 2022. I hope EPOPO can be part of helping you meet your goals.



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Committee Reports

National Association of Educational Office Professional (NAEOP) - Katherine Reichley, CEOE



National Association of
Educational Office Professionals

One important aspect of NAEOP is their focus on **EDUCATION**. Professional development opportunities are plentiful starting in January. Sign up for all the ones listed below or just a few of them. Joining NAEOP allows you to attend for a lower price in most cases. Some are even free. You can find out more about NAEOP membership at <https://www.naeop.org/membership>.

Upcoming NAEOP Professional Development Opportunities

- *NAEOP Book Club January 4, January 11, and February 8, 2022: "Lunch With Lucille" by Annarose Ingarra-Milch; PSP credit for attending book discussions on the listed dates from 6-7 pm EST; flyer available at https://mcusercontent.com/c07df91167fec0304e033611/files/e24c9dfc-855a-24a5-aec3-ef52bdf4064d/Book_Club_Flyer_Lunch_with_Lucille.pdf*
- *Virtual Winter Summit February 15 & 17, 2022: 6 PSP hours; more information at <https://www.naeop.org/virtual-winter-summit>:
⇒ "Fearless Comeback: Make Your Bounce Back Your Bounce-Up" -Mj Callaway, CSP, CVP; 12-1:30 pm EST time slot both days
⇒ "Ripples of Connection: Cultivating Networking & Engagement Skills" - Paul Wesselmann, The Ripples Guy; 2-3:30 pm EST time slot both day*
- *Northeast Area Winter Conversations: Using JJ Digeronimo's podcasts (<https://jldigeronimo.com/podcast/>); free meetings from 7-8 pm on the following Thursdays; 1.25 PSP hours will be awarded per session; register at <https://forms.gle/TKAYncjVyhxravBV6>
⇒ January 20, 2022: "Are Your Talents Still Buried?" Podcast #13
⇒ February 24, 2022: "Perfectionism is a Trap" Podcast #17*
- *Northeast Area Professional Development Conference May 17-19, 2022: Atlantic Sands Hotel, Rehoboth Beach, Delaware; more details available [HERE](#); registration is open and people can book their hotel rooms*
- *NAEOP Annual Conference: July 17-20, 2022, in Salt Lake City, UT; registration information should be available in early February*
- *Affiliates continue to post their professional development opportunities at <https://www.naeop.org/pd-opportunities>*



Calling all EPO Members, we need your help on committees...



Committee Reports

NAEOP Professional Standards Program (PSP) - Katherine Reichley, CEOE



NAEOP members are eligible to participate in the Professional Standards Program (PSP). Certification is based on work experience, education and in-service credits, and participation in associations. At the minimum, you need the following:

- Four years of work experience, two must be in an educational institution or educational affiliated institution
- Education and in-service training measured either in clock hours or by degrees; if you have 210 hours, you can apply
- Association responsibility or participation points which are based on professional memberships, committee participation, and leadership roles

A complete description of the PSP program is available on the NAEOP website: <https://www.naeop.org/programs>. Your forms need to be signed by the State PSP Chair before they are submitted to the National Office. I look forward to working with you on this project. Please contact me at kreichley@otterbein.edu to get started.

Bylaws & Legislation - Katherine Reichley, CEOE

In the early fall, the Bylaws & Legislation Committee reviewed the EOPO Bylaws. We are making several suggestions as noted in the included document (pages 4 - 11). Our procedures require members have 30 days to review the changes before voting. You will receive an email when it is time to vote.

Thank you to the members of the Bylaws & Legislation Committee – Past Presidents Cathy Kerns and Mary Beth Smith.

Membership - Need a Director

Electronic membership cards will continue to be emailed to anyone who has joined or renewed their EOPO Membership. If you did not receive your EOPO card electronically, please contact Dana Hoffman, CEOE at 440.835.6303 or hoffmand@wlake.org.



This committee is in need of a director; this position is a Board Elected position and Board Meetings are conducted virtually. No traveling is involved when you commit to a position. Job description listed below...

F. Membership Director shall:

1. serve a two-year term – elected in odd numbered years
2. be chair of the Membership Committee as outlined in Article IX
3. report and declare a quorum at annual business meetings
4. keep a complete list of members of the Association
5. be a member of the Board of Directors, and
6. perform other duties as the President may delegate



Article IX. Section 6. Membership Committee shall:

- A. be responsible for promoting membership
- B. work closely with the National Association of Educational Office Professionals (NAEOP) State Membership Chair
- C. assist the Membership Director in keeping an up to date list of Association members

BYLAWS & LEGISLATION REVIEW

EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

Bylaws

2019 2021

ARTICLE I – NAME, LOGO, AND FISCAL YEAR

Section 1. The name of this organization shall be Educational Office Professionals of Ohio (hereafter referred to as the Association).

Section 2. The Official Logo of the Educational Office Professionals of Ohio shall be as shown:



Section 3. The newly elected President may design an easily recognizable emblem reflecting the presidential theme. The emblem does not replace the official Association logo.

Section 4. The fiscal year of the Association shall be June 1 through May 31.

ARTICLE II – MISSION STATEMENT, PURPOSE, AND AIM

Section 1. The Educational Office Professionals of Ohio is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth.

Section 2. The purpose and aim of the Association shall be to promote the professional growth of all those employed as office professionals in the educational systems of the State of Ohio. The Association shall remain neutral on all political issues.

ARTICLE III- MEMBERSHIP

Section 1. Active Membership shall be open to educational office employees in both private and public educational systems of Ohio, or in organizations related to education, upon payment of the annual membership dues. Active members shall be entitled to vote, hold office, serve on committees, and participate in discussions at the meeting of the Association.

Section 2. Associate Membership shall be open to persons who are not eligible to be active members, but who are interested in advancing the purpose of the Association and who have paid annual dues. Associate members shall have all the rights and privileges of active members except that of voting and holding office.

Section 3. Lifetime Membership may be awarded to a member of the Association in recognition for outstanding accomplishments. Lifetime members shall have all the rights and privileges of either active or retired members.

Section 4. Retired Membership shall be open to any retired educational office employee who has been a member of the Association and who has paid the annual dues. Retired members shall have all the privileges of active members except that of holding office. A retired member shall receive twenty-five percent (25%) reduction in conference registration fees.

Add "A. Length of membership will be recommended by the Board of Directors."

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Section 5. Honorary Membership may be bestowed upon persons in recognition of outstanding service to the Association. The Board of Directors, after a two-thirds (2/3) vote, shall recommend the candidate to the Association at an 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 the privileges of active members except that of making motions, holding office, or voting.

Section 6. Membership in this Association shall be terminated by nonpayment of dues, by resignation, or by other causes to be recommended by the Board of Directors.

Section 7. Effective June 1, 2011, the annual dues, shall be as follows:

- A. Active \$20.00
- B. Associate \$15.00
- C. Retired \$10.00

Section 8. Any member who has not paid the annual dues by the date of three months after the anniversary date of the member's membership year shall be considered delinquent and shall thereupon lose all benefits of membership until fully reinstated by payment of delinquent dues.

Section 9. Change in membership dues may be recommended by the Board of Directors and presented to the membership at the annual meeting for approval.

ARTICLE IV – AFFILIATION

Section 1. The Association shall be affiliated with the National Association of Educational Office Professionals (NAEOP) and shall annually budget a per capita fee for such affiliation.

- A. An Educational Office Professional of the Year and an Educational Administrator of the Year may be chosen and their nomination(s) submitted to NAEOP for national competition.
- B. Monies shall be budgeted annually to help defray the expenses incurred by the EOPO delegate and the alternate delegate to the NAEOP annual meeting.

Section 2. The President and at least three members of the Association shall be members of the National Association of Educational Office Professionals.

ARTICLE V – ALLIANCES

Section 1. The Association shall be allied with the Buckeye Association of School Administrators (BASA). ~~The President of the Association, or a designated member of the Board of Directors, shall attend BASA functions as deemed necessary and shall serve as a liaison with that organization. Remove 2nd sentence~~

Section 2. The Association shall be allied with the Ohio Association of Elementary School Administrators (OAESA).

Section 3. The Association shall be allied with the Ohio Association of Secondary School Administrators (OASSA).

Section 4. The Association shall be allied with the Ohio Coalition of Rural and Appalachian Schools (CORAS).

ARTICLE VI – ELECTED OFFICERS & THEIR DUTIES

Section 1. The officers of the Association shall be:

A. President shall:

- 1. serve a two year term **elected in odd numbered years**
- 2. preside at all meetings of the Association and the Board of Directors
- 3. call special meetings
- 4. with the approval of the Board of Directors, appoint the Marketing & Social Media Chair, Webmaster, and chairs of these committees:
 - i. Affiliations
 - ii. Auditing

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- iii. Awards
 - iv. Bylaws & Legislation
 - v. NAEOP & Professional Standards Program
 - vi. Scholarship
 - vii. Sunshine
 - viii Ways & Means, and
 - ix. Other committees as deemed necessary
5. authorize all payments from Association funds along with the Treasurer and scrutinize all requests for payment and initial, indicating approval or disapproval
 6. sign a signature card from the bank that authorizes the Treasurer and the President to both deposit receipts and sign checks for disbursement of funds
 7. serve as ex-officio of all committees except for Nominations & Elections and shall be notified of all meetings
 8. initiate on-line voting
 9. serve as the Immediate Past President for one year after term, and
 10. perform other duties as may be assigned by the Board of Directors.

B. President-Elect shall:

1. serve a two-year term **elected in odd numbered years**
2. assist the President
3. discharge the duties of an absent President
4. be a member of the Board of Directors
5. serve as Historian of the Association
6. keep a digital history of the Association
7. keep a cumulative file of annual reports of all committees, and
8. perform other duties as the President may delegate

C. Vice President (Conference Chair) shall:

1. serve a two-year term **elected in odd numbered years**
2. discharge the duties of the President in the absence of the President and President-Elect
3. be a member of the Board of Directors
4. be Program Committee Chair by assembling a committee to plan, organize, and execute Association conference(s), and **add "budget," before "plan"**
5. perform other duties as the President may delegate

D. Secretary shall:

1. serve a two-year term – elected in odd numbered years
2. keep an accurate record of the proceedings of the
 - i. Association, and
 - ii. Board of Directors
3. conduct the correspondence as directed by the President
4. be a member of the Board of Directors, and
5. perform other duties as the President may delegate

E. Treasurer shall:

1. serve a two-year term – elected in even numbered years
2. sign a signature card from the bank that authorizes the Treasurer and the President to both deposit receipts and sign checks for disbursement of funds
3. receive and deposit all funds
4. issue receipts for deposits
5. process all payments from Association funds after authorized by the President
6. present a **current** financial report at each **Board** meeting of the Association
7. share the accounts of the Treasurer with the Auditing Committee at the close of each fiscal year or as requested by the Board of Directors
8. be Budget Committee Chair
9. annually prepare and present a budget for prior approval for the Board of Directors with the

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- Budget Committee and presents the budget at the annual meeting
10. be an ex officio member of all finance committees
 11. be a member of the Board of Directors, and 12. perform other duties as the President may delegate

F. Membership Director shall:

1. serve a two-year term – elected in odd numbered years
2. be chair of the Membership Committee as outlined in Article IX
3. report and declare a quorum at annual business meetings
4. keep a complete list of members of the Association
5. be a member of the Board of Directors, and
6. perform other duties as the President may delegate

G. Nominations & Elections Director shall:

1. serve a two-year term – elected in even numbered years
2. be chair of Nominations & Elections committee as outlined in Article IX
3. not nominate a candidate without his/her consent
4. be a member of the Board of Directors, and
5. perform other duties as the President may delegate

Section 2. Nominations & Elections

- A. The Nominations & Elections Committee shall present a slate of officers comprised of two candidates, if possible, for each office to be elected.
- B. The President-Elect shall be automatically named President at the close of the term of the President.
- C. In odd numbered years a President-Elect, Vice President, Secretary, and Director of Membership shall be elected. In even numbered years, a President-Elect, Treasurer, and Director of Nominations & Elections shall be elected.
- D. Eligible candidates for any Association office shall be nominated in writing according to the rules of the Nominations & Elections Committee. If necessary, electronic voting is acceptable. No candidate shall be nominated without the individual's consent.
- E. Ballots shall be distributed to each voting member according to the schedule established by the Nominations and Elections Committee. Names of other candidates may be written in. Completed ballots shall be returned as directed by the Nominations & Elections Committee. A plurality vote in each position shall elect.
- F. The term of the newly elected officers shall begin following their installation at the annual meeting.

...begin at the beginning of the upcoming fiscal year.

Section 3. Vacancies

- A. A vacancy in the office of President shall be filled by the President-Elect for the unexpired term.
- B. A vacancy in the office of the President-Elect shall be filled by the Vice President for the unexpired term.
- C. All other vacancies shall be filled by majority vote of the Board of Directors for the unexpired term of the office vacated.

ARTICLE VII – APPOINTED CHAIRS/MEMBERS OF BOARD OF DIRECTORS

Section 1. Appointments made by the President include:

- A. Affiliations Chair
- B. Auditing Chair
- C. Awards Chair
- D. Bylaws & Legislation Chair
- E. NAEOP State Membership & Professional Standards Program (PSP) Chair
- F. Marketing & Social Media Chair
- G. Scholarship Chair
- H. Sunshine Chair
- I. Ways & Means Chair
- J. Webmaster

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Section 2. Each committee chair shall:

- A. Be responsible for securing committee members
- B. Notify the President of Committee Meetings
- C. Submit a written report at the annual meeting and Board of Directors meetings
- D. Be expected to attend all Board of Directors meetings

ARTICLE VIII – BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the:

- A. Elected Officers
- B. Immediate Past President
- C. Chairs of Committees
- D. Marketing & Social Media Chair
- E. Webmaster
- F. President (or elected representative) of each Ohio Affiliation

Section 2. The Board of Directors shall:

- A. Perform the duties as described in these Bylaws and
- B. Conduct the affairs of the Association as determined by the membership and/or Board of Directors
- C. ~~Participate in at least three Board meetings and provide written report.~~ **C. Participate in each Board meeting in person or virtually and provide a written report for every Board meeting and the annual meeting.**

Section 3. Members of the Board of Directors may be reimbursed for expenses incurred in fulfilling their duties as set forth in the Bylaws and as established annually in the Budget.

ARTICLE IX - STANDING COMMITTEES

Section 1. Affiliations Committee shall:

- A. be responsible for contacting interested educational office employees and sending affiliation information
- B. follow Article XII-AFFILIATION with EOPO for affiliating with EOPO
- C. consist of one member of the Affiliations Committee elected by the Board of Directors

Section 2. Auditing Committee or an accountant approved by the Board of Directors shall:

- A. audit the financial reports of the Treasurer
 - i. at the close of each fiscal year, or
 - ii. whenever the Treasurer position changes
 - iii. at the request of the Board of Directors
- B. report the findings to the Board of Directors

Section 3. Awards Committee, by a majority vote, shall:

- A. select the final recipient(s) for the
 - i. Jacquelyn S. Myers Educational Office Employee of the Year Award and
 - ii. Administrator of the Year Award based on the guidelines established by EOPO
- B. recommend the final recipient(s) for the award(s) to the Board of Directors for approval
- C. recommend to the Board of Directors for approval any additional awards they deem appropriate
- D. establish annually a budget as approved by the Board of Directors
- E. rely on the Board of Directors for final selection in the event of a tie

Section 4. Budget Committee shall:

- A. annually prepare a budget for presentation to and approval by the Board of Directors prior to the annual meeting.
- B. The budget shall be submitted to the Association for approval at the annual meeting.

Section 5. Bylaws & Legislative Committee shall:

- ~~B.~~ **A.** revise and keep the Bylaws of the Association up to date during odd years.
- ~~C.~~ **B.** Review Job Descriptions during even years.

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Section 6. Membership Committee shall:

- A. be responsible for promoting membership **through the Buckeye Bulletin and at conferences**
- B. work closely with the National Association of Educational Office Professionals (NAEOP) State Membership Chair
- C. assist the Membership Director in keeping an up to date list of Association members

Section 7. NAEOP State Membership & Professional Standards Program (PSP) Chair shall:

- A. be liaison officer with NAEOP for the Association
- B. be responsible for promoting NAEOP membership
- C. keep an up to date list of paid NAEOP members
- D. be ready to assist local Associations
- E. work closely with the President, Membership Director, and Affiliations Committee Chair

Section 8. Nominations & Elections Committee shall:

- A. secure a slate of officers to present to the membership by ~~printed~~ **(remove “printed”)** ballot (See Article VI Section 2)

Section 9. NAEOP State Membership & Professional Standards Program (PSP) Chair shall:

- A. have PSP applications and brochures available to help members attain PSP certification
- B. have PSP recertification information available to help members renew PSP certification

Section 10. Program Committee shall:

- A. organize conferences and workshops in conjunction with the Board of Directors

Section 11. Marketing & Social Media Chair shall:

- A. be responsible for publishing *The Buckeye Bulletin*. This marketing tool shall
 - 1. be published quarterly
 - 2. be distributed to all members of EOPO ~~and all honorary members~~ **Do not need to list honorary members**
 - 3. be distributed to the NAEOP Office, the NAEOP Northeast Area Director, and the Alliances
- B. submit articles, pictures, and dates of conferences/meetings to the ~~NES Connector~~ **...to the appropriate NAEOP person**

Section 12. Scholarship Committee, by a majority vote, shall:

- A. select the final scholarship recipient(s) based on the guidelines established by NAEOP
- B. recommend the final scholarship candidate(s) to the Board of Directors for approval
- C. be established annually in the budget as approved by the Board of Directors. In the event of a tie, the final selection shall be determined by a vote of the Board of Directors
- D. keep the names of the scholarships ~~are~~ as follows:
 - 1. Lila M. Van Sweringen Student scholarship and **“are” was supposed to be deleted before and must have been overlooked**
 - 2. Martha L. Leach Member Scholarship
- E. ~~pay monies~~ **authorized payment** to the recipient(s) only upon proof of admission to an institution of higher learning
- F. provide the student scholarship recipient(s) a one year paid membership to the Association
- G. **work with student scholarship recipient to submit application to NAEOP scholarship contest by deadline posted**

Section 13. Sunshine Committee shall:

- A. be responsible for sending cards, flowers, or donations as directed by the Board of Directors

Section 14: Ways & Means Committee shall:

- A. suggest ways of raising funds for the Association
- B. be responsible for the sale, distribution, and publicity of the items suggested.
- C. deposit profits generated into the scholarship fund

Section 15: Webmaster shall:

- A. be responsible for updating the website as needed

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B. be responsible for taking photos to upload to the website of board of directors, conferences and obtain photos from events not able to attend

Section 16. Each committee shall consist of a minimum of three members. With the approval of the Board of Directors, exceptions may be made depending on the function of the committee.

Section 17. A majority of the members of any committee shall constitute a quorum for the transaction of business for the committee.

Section 18. The President, with the approval of the Board of Directors, shall appoint such other committees as may be necessary.

ARTICLE X – MEETINGS

Section 1. The Association shall hold an annual meeting at such time and place to be determined by the Board of Directors **in person or virtually**

Section 2. The Association may hold special meetings at such time and place as may be determined by the Board of Directors

Section 3. Conferences may be held at such time and place as may be determined by the Board of Directors.

Section 4. Notices of annual meetings, special meetings, or conferences of the Association shall be posted on the website.

Section 5. The Board of Directors shall meet at least four times per year. Other meetings may be called by the President. Notice of such meetings shall be given to the Board of Directors.

Section 6. At the meetings of the Board of Directors, a majority of the voting Board members shall constitute a quorum. In the absence of a quorum, (see Article XI) business can be discussed; however, voting shall not take place unless at least seven (7) voting members of the Board of Directors are present.

ARTICLE XI - QUORUM

Section 1. Excluding a meeting of the Board of Directors, which is defined in ARTICLE X Section 6, a majority of the members present at any meeting shall constitute a quorum for the transaction of business. The Membership Director shall report and declare the quorum.

Section 2. Online voting is permitted for urgent issues that occur between Board of Directors meetings as follows:

A. The President shall initiate an electronic message to the current Board and all Past Presidents with an explanation and rationale of the request.

B. The message shall have 48 hours allowed for discussion. 1. All responses require the sender to Reply All. 2. After 48 hours have elapsed, a majority of the responses from the Board of Directors shall be in agreement that the online vote is urgent and cannot wait until the next meeting of the Board of Directors without jeopardizing the integrity of the organization.

C. Then, the President shall proceed and include the original request to the current Board (~~and all Past Presidents~~) **(remove)** asking for a motion, a second, and voting will be open to eligible voters for the next 24 hours. Holidays (as defined in ORC 124.19), Saturdays and Sundays, will not count as part of the 72 hours. ... **"second, and allow voting to be open for the next 24 hours. ...**

1. All voting shall be done by Reply All.

D. The President shall send follow-up email with the results of the voting.

~~1. For Past Presidents that do not have access to email, a hard copy of all online voting correspondence shall be available to them.~~ **(remove)**

E. The President shall maintain a ~~printed~~ **(remove)** copy of all online voting correspondence and present at the next Board of Directors meeting to be made a part of the official minutes for approval.

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ARTICLE XII - AFFILIATION WITH EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

Section 1. In order to become affiliated with the Association, a group of ten (10) or more qualified personnel shall adopt and file Bylaws that are in accord with the general purposes of the Association and NAEOP. No later than thirty (30) days prior to the annual meeting of the Association, the group seeking affiliation must send to the Treasurer of the Association:

- A. a list of its elected officers.
- B. a complete roster of its active members, the President, and at least three others must be members in good standing of the Association, and
- C. an affiliation fee of \$20 plus 25 cents per member.

Section 2. A new affiliated chapter shall receive a gavel from the Association at the first annual meeting

Section 3. Each year thereafter, the affiliated chapter shall send to the Treasurer of the Association at least thirty (30) days prior to the annual meeting of the Association:

- A. a list of its elected officers,
- B. a complete roster of its active members, and
- C. the annual affiliation fee of \$20 plus 25 cents per member.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order, Newly Revised shall govern the conduct of all meetings of the Association, the Board of Directors, and the committees.

ARTICLE XIV – AMENDMENTS

Section 1. The Bylaws of the Association shall be reviewed every other year in even years and recommended revisions presented to the Board of Directors and membership for approval.

Section 2. Recommended amendments to the Bylaws may be submitted in writing by any member to the Bylaws and Legislative Committee Chair no later than December 31 of the odd numbered year (Example December 31, 2011 for 2012 review). **Should this be even years since bylaws are to be reviewed in odd year? Update example with December 31, 2022, for 2023.**

Section 3. Bylaws & Legislation Committee meets in January or February to review amendments submitted by members.

Section 4. Amendments recommended by the Bylaws & Legislative Committee shall be

- A. distributed to each voting member 30 days prior to the start of voting.
- B. completed ballots shall be postmarked no later than 15 days after voting begins.
- C. amendment(s) shall become a part of the Bylaws when adopted by two thirds (2/3) vote of the ballots or votes cast.
- D. when possible, voting is encouraged at the annual meeting of the Association provided:
 - a. voting members are given 30 days' notice of the proposed changes.
 - b. 50% of the membership is in attendance at the annual meeting.

Should be Roman numerals to match other Sections

APPROVALS/REVISION DATES

Adopted by Ballot/Vote Month 2021

Adopted by Vote May 2020

Adopted by Vote May 1, 2017

Adopted by Vote June 23, 2010

Adopted by Ballot May 1, 2006

Bylaws & Legislative Committee 2019: 2020:

Cathy Kerns

Mary Beth Smith

Katherine Reichley, Chair

Committee Reports

Ways & Means - Kelly Rocco, CEOE

Shop Online for EOPO Spirit Wear...

Visit EOPO website to purchase EOPO logoed products such as sweaters, blouses, polos, hand sanitizers, koozies, name badge real and pen . We encourage you to order something today! Show your EOPO spirit at your office and future EOPO Conferences. Items shown below cost \$2.00 each.



Visit https://www.customdepotusa.com/EOPO_c_140.html to place your order.

If you have any questions regarding Spirit Wear, please contact Kelly Rocco, CEOE, at krocco@osconline.org.



Scholarships - Darlene Lewis

The Educational Office Professionals of Ohio (EOPO), is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth. To uphold our mission, EOPO offers opportunities to recognize exemplary professionals and support growth in the field through Awards and Scholarships. Get Involved...participate in the Scholarship Committee Meeting on January 17, 2022. If you're interested email Darlene Lewis at LewisD@mtc.edu.



\$500 MARTHA L. LEACH MEMBER SCHOLARSHIP

Mrs. Leach was a co-founder of EOPO and this scholarship was named in her honor. The member scholarship is available for the purpose of assisting members of EOPO who 1) wish to continue their formal education, 2) wish to work toward a degree, or 3) are pursuing a Professional Standards Certificate through NAEOP. The nomination form is available on our [website](#) and must be submitted and postmarked by January 7, 2022 to Darlene Lewis, contact information on form.

\$1,000 LILA M. VAN SWERINGEN STUDENT SCHOLARSHIP

Mrs. Van Sweringen was a co-founder of EOPO and this scholarship was named in her honor. The student scholarship which is available to all Ohio students who attend Ohio High Schools and will be attending a post-secondary institution the fall after high school graduation. The scholarship will be awarded to one student who wishes to pursue an office-related career. The nomination form is available on our [website](#) and must be submitted and postmarked by January 7, 2022 to Darlene Lewis, contact information on form.

Committee Reports

Awards - Lunetta Clark

The Educational Office Professionals of Ohio (EOPO), is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth. To uphold our mission, EOPO offers opportunities to recognize exemplary professionals and support growth in the field through Awards and Scholarships. Lend a Hand...in participating on the Awards Committee.

Meeting is scheduled for February 4, 2022. If you're interested, email Lunetta Clark at lclark@chuh.org.



EDUCATIONAL ADMINISTRATOR OF THE YEAR AWARD

Any EOPO member may nominate to nominate a currently employed educational administrator based on his/her personal and professional accomplishments, contributions to education, etc. The nomination form is available on our [web-site](#) and must be submitted and postmarked by January 7, 2022 to Lunetta Clark, contact information on form.

JACQUALYN MYERS OFFICE PROFESSIONAL OF THE YEAR

This award is presented to a member who has been nominated by her/his peers based on her/his personal and professional accomplishments, membership activities, contribution to education, etc. The recipient must be a current member of NAEOP (our affiliated organization - National Association of Educational Office Professional) as well since the member may then be nominated for NAEOP's annual award. The nomination form is available on our [website](#) and must be submitted and postmarked by January 7, 2022 to Lunetta Clark, contact information on form.

Nominations & Elections - Need a Director

This committee is in need of a director; this position is a Board Elected position and Board Meetings are conducted virtually. No traveling is involved when you commit to a position. Job description listed below...



Article VI - Section 2. Nominations & Elections

- A. The Nominations & Elections Committee shall present a slate of officers comprised of two candidates, if possible, for each office to be elected.
- B. The President-Elect shall be automatically named President at the close of the term of the President.
- C. In odd numbered years a President-Elect, Vice President, Secretary, and Director of Membership shall be elected. In even numbered years, a President-Elect, Treasurer, and Director of Nominations & Elections shall be elected.
- D. Eligible candidates for any Association office shall be nominated in writing according to the rules of the Nominations & Elections Committee. If necessary, electronic voting is acceptable. No candidate shall be nominated without the individual's consent.
- E. Ballots shall be distributed to each voting member according to the schedule established by the Nominations and Elections Committee. Names of other candidates may be written in. Completed ballots shall be returned as directed by the Nominations & Elections Committee. A plurality vote in each position shall elect.
- F. The term of the newly elected officers shall begin following their installation at the annual meeting.

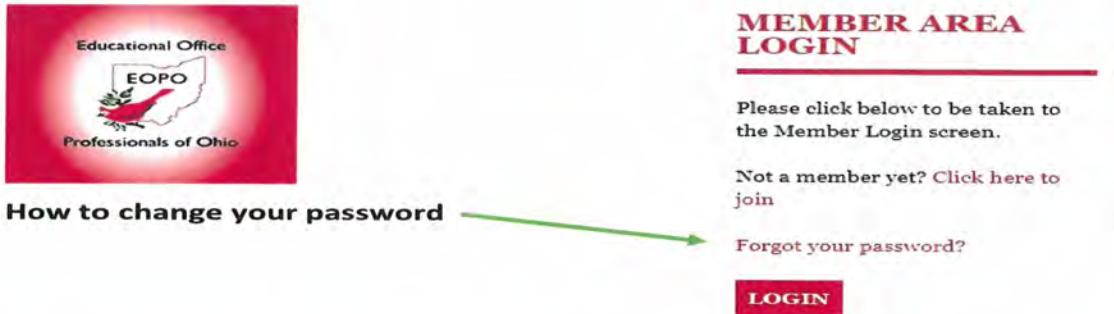
Article IX - Section 8. Nominations & Elections Committee shall:

- A. secure a slate of officers to present to the membership by ballot (See Article VI Section 2)

Committee Reports

Webmaster - Lori Dietz

The Board of Directors is asking members to login to the "Members Section" of the website, <http://eopo-oh.org> to verify your contact information so the member directory is correct. You can also visit the website daily to view Updated Items, Stories, Professional Developments and now Jobs and Ads. If you forgot your password please follow the instructions below. If you have questions or want to be featured on our website, please contact Lori Dietz at webmaster@eopo-oh.org.



MEMBER AREA LOGIN

Please click below to be taken to the Member Login screen.

Not a member yet? [Click here to join](#)

[Forgot your password?](#)

LOGIN

Enter the email address you used when you joined EPOO. And press **SUBMIT**.

QUICK LINKS **FORGOT YOUR PASSWORD?**

About Us
Calendar of Events

Please enter your email address and we will send you your username and a link to reset your password

Email: _____

SUBMIT

You will receive this message on the screen when you press submit. Wait for the email to arrive and follow the directions to change your password.

QUICK LINKS **MEMBER AREA**

About Us
Calendar of Events

Your login information will arrive by email.

Members Log In

EPOO - Educational Office Professionals of Ohio
ID:

Membership Application

Educational Office



Professionals of Ohio

EDUCATIONAL OFFICE PROFESSIONALS OF OHIO



Name _____
Last First MI

Mailing Address:

City State Zip + 4

School/District Name: _____

County _____ Position _____

Phone # (Work) _____ (Home) _____

Fax # (Work) _____ (Home) _____

Email (Work) _____ (Home) _____

Birth Month and Day _____

I heard about EOPO through _____

Member of the National Assn of Educational Office Professionals (NAEOP)? Yes No

CEOE Certification? Yes No

Please send information about NAEOP Yes No

New \$20.00

Renewal \$20.00

Associate \$15.00

Retired \$10.00

(Membership is one full year from membership date)

Mail To:

Kathy Fordos, Treasurer
19702 Lorain Road
Fairview Park, OH 44126

Professional Development Opportunities

• EPO Annual Conferences

- ◆ October 7, 2022 - Columbus, OH (*Conference Planning Committee Meeting on January 10th. Help by participating with the planning. Email Coleen Vogelgesang at CVogelgesang@mariemontschools.org*)
- ◆ October 6, 2023 - Cleveland, OH

• NAEOP

- ◆ Northeast Area of NAEOP Virtual Thursdays - January 10, 2022 & February 24, 2022 (7-8pm)
- ◆ Looking for ways to discover and embrace your best assets! Join the NAEOP Book Club as you read and discuss Lunch with Lucille, by author and opening NAEOP Virtual Summit speaker, Annarose Ingarra-Milch. Purchase the book at Barnes and Noble or Amazon.
 - January 4, 2022, 6pm EDT (Pages 1-84, 1st Diamond)
 - January 11, 2022, 6pm EDT (Pages 85-150, 2nd & 3rd Diamond)
 - February 8, 2022, 6pm EDT (Pages 151-197, 4th Diamond and Silver Chain)
- ◆ May 17-19, 2022 Northeast Area Professional Development Day in Rehoboth Beach, Delaware (see separate attachment flier for more details)
- ◆ July 17 - 20, 2022 Annual Conference in Salt Lake City, Utah (see separate attachment flier for more details)



• American Society of Administrative Professionals:

- ◆ They continue to post weekly freebies and great articles. Here are links to some on [Setting and Maintaining Boundaries](#) and [Approaches to Networking](#). Check them out.
- ◆ **FREE** resource regarding empathy in the workplace. High empathy leads to success in the workplace, stronger relationships, and better quality of life. It's one of our fall conference speakers. Check her out, click on the link. <https://www.youtube.com/watch?v=PqHwUBTFv3Q>

Happy Birthday to you in 2022...



JANUARY

- Kim Hood - 5th
- Alice Cooper - 8th
- Bonnie Armitage - 14th
- Jeanette Jordan - 15th
- Tina Campbell - 27th

FEBRUARY

- Cathy Gorski - 1st
- Darlene Lewis - 1st
- Leanne Long - 8th
- Mary Beth Smith - 16th
- Evelyn Urbin - 16th
- Coleen Vogelgesang - 18th

MARCH

- Yvonne Daycak - 4th
- Sharon Finn - 6th
- Donita Smith, CEOE - 11th
- Veronica Dudek - 14th
- Lisa Zuk - 21st
- Tracy Deal - 25th
- Kisha King - 26th
- Dean Young - 27th

Important 2021 Dates to Remember...

- January 1 - Happy New Year!
- January 7 - Deadline for Awards & Scholarship
- January 10 - Conference Planning Committee Meeting (to participate, email Coleen Vogelgesang at CVogelgesang@mariemontschools.org)
- January 17 - Scholarship Committee Meeting (to participate, email Darlene Lewis at LewisD@mtc.edu)
- January 17 - Martin Luther King Day (No School)
- January 31 - Vote on revised Bylaws in this issue of newsletter
- February 4 - Awards Committee Meeting (to participate, email Lunetta Clark at l_clark@chuh.org)
- February 21 - President's Day (No School)
- March 14 - Board Meeting (ZOOM)
- March 18 - Newsletter Articles due to Lisa Zuk



2021-2022 Board of Directors



President

Dana Hoffman, CEO
Westlake City School District
Administrative Assistant to Superintendent
hoffmand@wlake.org



Retiree Committee Chair

Michele Newton
Retired
micheleanewt@gmail.com



President-Elect

Lisa Zuk
Westlake City School District
Administrative Assistant to Dir. Business Affairs
zuk@wlake.org



Webmaster Chair

Lori Dietz
Polaris Career Center
Executive Assistant to Superintendent
webmaster@eopo-oh.org



Vice President

Coleen Vogelgesang, MPA
Mariemont City School District
Executive Assistant to the Superintendent
cvoelgesang@mariemontschools.org



Scholarship Chair

Darlene Lewis
Marion Technical College
Administrative Assistant
lewisd@mtc.edu



Secretary

Kristine Kozlowski, CEOE
ESC of Northeast Ohio
Project Assistant for Student Wellness Dept.
secretary@eopo-oh.org



Marketing & Social Media Chair

Lisa Zuk
Westlake City School District
Administrative Assistant to Dir. Business Affairs
zuk@wlake.org



Treasurer

Kathy Fordos
Metzenbaum Center
Administrative Assistant, Passport Program
treasurer@eopo-oh.org



Ways & Means Chair

Kelly Rocco, CEOE
Ohio School Council
Program Manager
krocco@osconline.org



Membership Director

Available



Sunshine Chair

Lucy Morgan
Bethel Tate Local School District
Budget Specialist
contactlmorgan@gmail.com



Past President & PSP Chair

Katherine G. H. Reichley, CEOE
Otterbein University
Email: kreichley@otterbein.edu



Awards Chair

Lunetta Clark, CEOE
Cleveland Hts.-University Hts. C.S.D.
lclark@chuh.org



Nominations & Elections

Available



About Educational Office Professionals of Ohio (EOPO)

WHAT IS EOPO?

The Educational Office Professionals of Ohio (EOPO) is a professional organization for all educational office personnel in Ohio. It is not a bargaining unit and does not enter into negotiations with any educational system.

WHAT IS THE PURPOSE OF EOPO?

The purpose of the Educational Office Professionals of Ohio is to promote professional growth to all persons employed as office personnel in an educational organization in the State of Ohio.

WHO MAY BELONG?

Any person employed in an educational office in the State of Ohio or anyone retired from an educational office position is invited to join EOPO.

HOW DID EOPO COME ABOUT?

A nucleus of interested educational office personnel from all over Ohio, spearheaded by Martha Leach and Lila Van Sweringen, met in Cuyahoga Falls on May 13, 1978. A name and purpose for the organization were chosen, and EOPO became a reality.

BENEFITS OF MEMBERSHIP:

- **Marketing & Social Media** - *The Buckeye Bulletin*, a quarterly publication to members
- **Martha L. Leach Member Scholarship** - a \$500 scholarship awarded annually to a qualifying member pursuing higher education
- **Peer Recognition** - *Jacquelyn S. Myers Office Professional of the Year Award* presented to a member nominated by his/her peers based on personal and professional accomplishments
- **Administrator Recognition** - *Educational Administrator of the Year Award* presented to a currently employed educational administrator nominated on the basis of his/her personal and professional achievements and contributions in education.

POPS - Past Ohio Presidents

President: Katherine G.H. Reichley, CEOE
Otterbein University
1 S. Grove St. - Westerville, OH 43081
PH: 614.823.1173
Email: kreichley@otterbein.edu

EOPO BOARD MEETINGS

All board meetings are open to the membership.
Check the website for specific dates and places.

Past Ohio Presidents

2019-21 Katherine Reichley, CEOE, Otterbein University
2017-19 Mary Beth Smith, Great Oaks Career
2016-17 Cathy Kerns, CEOE, Logan-Hocking Schools
2014-16 Katherine Reichley CEOE, Otterbein Univ.
2012-14 Bonnie Armitage, Otsego Local
2011-12 Cindy Goga CEOE, ESC of Cuyahoga County
2009-11 Donita Smith CEOE, Great Oaks Career
2008-09 Bonnie Armitage, Otsego Local
2007-08 Donita Smith, Great Oaks Career
2006-07 Cindy Goga, ESC of Cuyahoga County
2004-06 Leanne Long, ESC of Cuyahoga County
2003-04 Audrey Bonar, Rolling Hills Local
2002-03 Judi Ross, Great Oaks Career
2001-02 Betty Gillespie, Lancaster City
2000-01 Betty Zillick, Hamilton County ESC
1999-00 Esther Nesselroad CEOE, Fort Frye Local
1998-99 Dorothy Campbell CEOE, Centerville City
1997-98 Cathy Kerns CEOE, Lancaster City
1996-97 Helen Uhlenhake, St. Henry Consolid. Local
1995-96 Cathy (Buchanan) Hubbard, Great Oaks
1994-95 Diane Bennett, Reynoldsburg City
1993-94 Sue Logsdon, Buckeye Central Local
1992-93 Shelva Givins CEOE, Perry Local
1991-92 Esther Nesselroad, Fort Frye Local
1990-91 Barbara Ondrik, Wadsworth City*
1989-90 Jacquelyn Myers, Ohio Dept. of Education*
1988-89 Rachel Myers CEOE, Perkins Local*
1987-88 Shirley Keske-Thoburn, Reynoldsburg City
1986-87 Ruth Regula, Rocky River City
1985-86 Rosemary Wallace, Cleveland City*
1984-85 Wilma Kemper, Kettering City*
1983-84 Alice Lahman, Wood County ESC*
1981-83 Judi Ross, Great Oaks Career
1980-81 Lila Van Sweringen, Cuyahoga Falls City*
1978-80 Martha Leach, Kettering City
National President 1989-90*

MISSION

Educational Office Professionals of Ohio is dedicated to promoting professionalism through developing skills, enhancing knowledge, and encouraging growth.



ALLIANCES:

Buckeye Association of School Administrators
Ohio Assoc. of Elementary School Administrators
Ohio Assoc. of Secondary School Administrators
Coalition of Rural & Appalachian Schools



National Association of
Educational Office Professionals

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (NAEOP)

The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.
521 First St., PO Box 10 - Milford, NE 68405 - Phone: 316-942-4822, website: www.naeop.org
EOPO supports the NAEOP Professional Standards Program Certification (PSP).
For more information about joining NAEOP or their programs, please contact Katherine Reichley, CEOE at kreichley@otterbein.edu