

# EDUCATIONAL OFFICE PROFESSIONALS OF OHIO

## Bylaws

2023

### 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.

- 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.  
A. Length of membership will be recommended by the Board of Directors.
- 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, 2024, the annual dues, shall be as follows:  
A. Active \$25.00  
B. Associate \$20.00  
C. Retired \$10.00
- Section 8. D. Past Ohio Presidents (POPs) \$10  
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 or 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).
- 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:  
a. Affiliations  
b. Auditing

- c. Awards
  - d. Bylaws & Legislation
  - e. NAEOP & Professional Standards Program
  - f. Scholarship
  - g. Sunshine
  - h. Ways & Means, and
  - i. 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 two years 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 budget, plan, organize, and execute Association conference(s), and
  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
    - a. Association, and
    - b. 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 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, 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 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
- K. Retiree Chair

- 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 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
    - 1. at the close of each fiscal year, or
    - 2. whenever the Treasurer position changes
    - 3. 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
    - 1. Jacquelyn S. Myers Educational Office Employee of the Year Award and

- 2. 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:
- A. revise and keep the Bylaws of the Association up to date during odd years.
  - B. Review Job Descriptions during even years.
- 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 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
    - 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 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 as follows:
    1. Lila M. Van Sweringen Student scholarship and
    2. Martha L. Leach Member Scholarship
  - E. authorize 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
  - 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
- 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 in person or virtually. 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 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 asking for a motion, a second, and allow voting to be open for the next 24 hours. Holidays (as defined in ORC 124.19), Saturdays and Sundays, will not count as part of the 72 hours.
    1. All voting shall be done by Reply All.
  - D. The President shall send follow-up email with the results of the voting.
  - E. The President shall maintain a 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.

## **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).
- 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:
    - 1. voting members are given 30 days' notice of the proposed changes.
    - 2. 50% of the membership is in attendance at the annual meeting.

**APPROVALS/REVISION DATES**

Adopted by Vote March 2024

Adopted by Vote March 2022

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**

**2023:** Past President Dana Hoffman and Board of Directors

**2021:** Cathy Kerns  
Mary Beth Smith  
Katherine Reichley