

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

NAREOP GUIDELINES

ARTICLE I. NAME

The name of the Association shall be National Association of Retired Educational Office Professionals (NAREOP).

ARTICLE II. FISCAL YEAR

The fiscal year of NAREOP shall be July 1 through June 30, inclusive.

ARTICLE III. PURPOSE

The National Association of Retired Educational Office Professionals is dedicated to the achievement of professionalism of retired educational office professionals, to support and encourage attendance and participation in all retired professional activities and in public issues, which relate to education.

ARTICLE IV. GOALS AND OBJECTIVES

Section 1. To serve the needs of the members by providing continuing educational opportunities, fellowship and service;

Section 2. To encourage members to take active leadership roles in the field of education and in community endeavors; and

Section 3. To encourage high standards of professional conduct and continue educational growth.

ARTICLE V. MEMBERSHIP

Membership in NAREOP shall be in three classifications: Active, Associate and Honorary.

Section 1. Active membership shall be open to an individual who was formerly employed in an educational system or organization related to education. Upon payment of NAREOP dues, shall be entitled to vote on all matters coming before NAREOP, may hold office, serve on committees, and participate in discussion and activities of the Association.

Section 2. Associate membership shall be open to an individual interested in advancing the purpose of NAREOP, but who is not eligible to be an Active member. They shall have all rights and privileges of Active members, except those of voting and holding office.

Section 3. An Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. A majority vote of the members assembled shall be required to confer this honor.

ARTICLE VI. OFFICERS

Section The elected officers of NAREOP shall be President, President Elect, Vice President, and Secretary/Treasurer who meet the requirements of Active membership and shall serve along with the Immediate Past President.

Section 2. Term of office shall be one year.

Section 3. Officers shall be installed and assume their duties at the conclusion of the meeting.

Section 4. If for any reason, an elected officer notifies the Nominations and Elections Committee Chairman prior to installation that they cannot serve their term, the runner-up shall be declared the winner and shall be installed at the Annual Meeting.

Section 5. If a vacancy occurs in the office of President, the President Elect will succeed to the office of President.

Section 6. If a vacancy occurs in the office of President Elect, the Vice President will succeed to the office of President Elect, and the Executive Board will appoint a replacement Vice President.

Section 7. If a vacancy occurs in the office of Vice President, the Executive Board will appoint a replacement Vice President.

Section 8. If a vacancy occurs in the office of Secretary/Treasurer, the Executive Board will appoint a replacement.

Section 9. A member who has never held the office of President of NAREOP shall hold the office of President.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. The President shall:

- a. Provide general leadership of the Association;
- b. Preside at all meetings of the Association and the Executive Board;
- c. Appoint chairmen of committees with approval of the Board except as otherwise noted in these Guidelines;
- d. Serve as ex officio member of all committees except the Nominations and Elections Commi

- e. Recommend to the Board, for its approval, persons to fill any vacancy occurring on the Executive Board between elections, except that of a vacancy in the office of President, as delineated in Article VI., Section 5., of these Guidelines;
- f. Continue working with the Retiree Conference Liaison who was selected while serving as President Elect;
- g. Attend NAEOP Board Meetings as possible;
- h. Appoint a Retiree Conference Liaison to the NAEOP Board of Directors;
- i. Prepare and submit an article for each issue of The BEAM;
- j. Carry the NAREOP flag during the flag ceremony at the NAEOP Annual Conference and Institute the year they conduct the NAREOP Annual Meeting; and
- k. Prepare and submit write an Annual Report to be included in the NAEOP Annual Conference Report.

Section 2. The President Elect shall:

- a. Succeed to the office of President at the conclusion of the President's term of office or in the event of resignation or incapacity of the President;
- b. Preside in the absence of the President;
- c. Attend the NAEOP Board Meetings, if the President is unable to attend;
- d. Work with the NAREOP Retiree Conference Liaison to determine the service project and the NAREOP Retiree Tour that will be used at the NAEOP Annual Conference and Institute during which the President Elect serves as President;
- e. Work with the President and be knowledgeable of the activities of the Association;
- f. Chair the Guidelines Committee and recommend additions or changes for both the NAREOP Guidelines and NAREOP Procedures Manual to the President, Board and General membership for approval to keep both documents current;
- g. Perform any duties related to the Association as requested by the President and the Board; and
- h. Be well informed of these Guidelines and the Procedures Manual and assist the President when matters require clarification.

Section 3. The Vice President shall:

- a. Preside in the absence of the President and President Elect;

- b. Be a member of the Budget Committee;
- c. Accept donated items for the Ways and Means tables at the NAEOP Annual Conference; maintain good written records of the donations; send thank you letters on behalf of NAREOP to those who donated items; schedule volunteers, oversee the Ways and Means tables at the NAEOP Annual Conference and Institute; and
- d. Perform duties assigned by the President with approval of the Board

Section 4. The Secretary/Treasurer shall:

- a. Serve as Chairman of the Budget Committee;
- b. Keep a written record of all meetings and activities;
- c. Send copies of the minutes to the President and the Newsletter Editor for inclusion in *The BEAM*;
- d. Assume responsibility for receiving the funds of the Association and for disbursement only upon written order, properly drawn and approved by the President (such bills and disbursements shall be finalized by June 30);
- e. Ensure that the financial records are audited at the close of the fiscal year; and
- f. Prepare and present a printed Treasurer’s Report to the membership at the Annual Meeting.

Section 5. The Immediate Past President shall:

- a. Serve as a resource person to the President; and
- b. Serve as a resource person to the membership.

Article VIII. EXECUTIVE BOARD

The Executive Board shall consist of the elected officers and the Immediate Past President. The President may appoint chairmen of the Standing Committees and Area Representatives to attend Board meetings with no voting power. The Board shall have administrative control of the affairs, funds, and property of NAREOP.

ARTICLE IX. PRESIDENTIAL APPOINTEES AND THEIR DUTIES

Section 1. The Assistant to the Vice President shall assist the Vice President in obtaining item to raffle and schedule persons to work at the Ways and Means tables at the NAEOP Annual Conference and Institute; assist at the Evans Scholarship Committee table, if necessary, and assist with any other duties as deemed necessary by mutual agreement with the Vice President.

- Section 2.** The Historian shall collect and preserve all historical data and memorabilia of NAREOP.
- Section 3.** The Memorial Chairman shall conduct, at the Annual Meeting, a Celebration of Life in memory of deceased NAREOP members and immediate family members.
- Section 4.** The Parliamentarian shall be a member of NAREOP or shall be the NAEOP Parliamentarian; shall attend the Annual Meeting; and shall act as consultant on questions involving interpretation of these Guidelines and other rules of Parliamentary procedure.
- Section 5.** The *BEAM* editor will be responsible for publishing a minimum of three issues annually of the NAREOP newsletter. The number of issues will be recommended by the Board as the budget for NAREOP is developed and based on available funding for printing and mailing. The issues will be accessible on the NAREOP website.
- Section 6.** The Area Representative will be responsible for recruiting new NAREOP members; contacting members who have not paid their current membership dues; and recruiting members to assist at the NAREOP Ways and Means tables.
- Section 7.** A Retiree Conference Liaison (“Liaison”) will be selected from the state responsible for the NAEOP Annual Conference and Institute, if one is available. If no retiree is available from the elected state, a Liaison will be appointed. The Liaison shall be selected by the newly elected NAREOP President Elect in conjunction with the NAEOP Conference Chairman. The Liaison will work with the President Elect to select a service project and retiree tour. Once the President Elect becomes President, the Liaison will work with the NAEOP Conference Chairman in the selection of any menus, room set-ups for the board meeting and annual meeting, service project presentation, classes, time of meetings, and other decisions that may arise.
- Section 8.** The Presidential Advisor shall advise the NAREOP President to ensure harmony between NAEOP and NAREOP practices. The Presidential Advisor must be a past NAREOP President.
- Section 9.** The Presidential Aide shall assist the NAREOP President in preparing materials for the execution and fulfillment of presidential responsibilities and shall assist with any other duties as deemed necessary by mutual agreement with the President.
- Section 10.** The Shirt Administrator will research information regarding the purchase of NAREOP shirts/sweaters at the request of the President and deliver the information to the membership. The Shirt Administrator shall conduct sales and disbursement of shirts /sweaters with proceeds given to the Secretary/Treasurer.

ARTICLE X. COMMITTEES

NAREOP SHALL HAVE THE FOLLOWING STANDING COMMITTEES;

- A. Audit Committee;
- B. Budget Committee;
- C. Guidelines Committee;
- D. Nominations and Elections Committee; and
- E. Jackie and Anne L. Evans Scholarship Committee;

Ad hoc committees may be appointed as needed. Committees shall have the privilege to function by mail and/or by electronic devices.

Section 1. The Audit Committee shall consist of three active members, a Chairman appointed by the President and two members elected at the Annual Meeting. The Audit Committee shall be responsible for reviewing the financial reports as submitted for review by the NAEOP Executive Director.

Section 2. The Budget Committee shall consist of the Vice President, Secretary/Treasurer, and a member appointed by the President from the membership. The Secretary/Treasurer will serve as Chairman.

Section 3. The Guidelines Committee shall include the President Elect as Chairman and three members-at-large elected at the Annual Meeting.

Section 4. The Nominations and Elections Committee shall:

- a. Consist of five members, elected by the membership at the Annual Meeting (a chairman shall be selected by the committee from its membership at the conclusion of the Annual Meeting and prior to the installation of officers);
- b. Present a slate of officers, two for each office, if possible, for President Elect, Vice President, and Secretary/Treasurer;
- c. Submit a copy of the slate to the newsletter Editor for inclusion in the Winter Issue of *The BEAM*; and
- d. Include ballots in the Winter Issue of *The BEAM* for return to the Nominations and Elections Chairman by March 1.

Section 5. The Jackie and Anne L. Evans Scholarship Committee shall consist of at least five members; with the Chairman appointed by the President. A grandchild or greatgrandchild of a NAREOP member in good standing who meets the scholarship requirements shall be eligible to apply for the scholarship. Each year up to two (2) scholarships of \$1,000.00, each may be awarded provided funds are available. A formula of no more than 2/3 of the balance in the account on May 30 may be used to award the scholarship(s). This scholarship is a one-time award for the winner. Only applicants who have not received this award may apply. In the event a scholarship recipient and one guest can attend the Annual Retirees meeting, NAREOP will pay for their breakfast, effective 2013.

ARTICLE XI. AMENDMENTS

Any active member of the Association may propose amendments to these Guidelines, in writing, to the Chairman of the Guidelines Committee or the NAREOP President. The proposed amendment shall be presented to the NAREOP Board and membership at the annual meeting for information, discussion and approval. A notice of the changes to the Guidelines will be published in the Fall Issue of *The BEAM*. The full script will be available on the NAREOP website for complete review and available for NAREOP members to request a copy via US Postal Service.

ARTICLE XII. PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order Latest Revise shall be the parliamentary authority.

Adopted: July 20, 1995

Amended : July 18, 1996

November 30, 1997

June 1, 1999

April 30, 2000

May 1, 2001

July 15, 2003

July 23, 2004

July 12, 2005

July 18, 2006

July 17, 2007

March 5, 2010

July 19, 2011

July 10, 2012

July 23, 2013

July __, 2016