



NAREOP GUIDELINES MANUAL

REVISED JULY 2023
NATIONAL ASSOCIATION OF RETIRED EDUCATIONAL PROFESSIONALS

NATIONAL ASSOCIATION OF RETIRED EDUCATIONAL OFFICE PROFESSIONALS

NAREOP GUIDELINES

ARTICLE I. NAME

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

ARTICLE II. FISCAL YEAR

The fiscal year of NAREOP shall be August 1 through July 31, inclusive.

ARTICLE III. PURPOSE

The National Association of Retired Educational Office Professionals is dedicated to the achievement 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 educational growth.

ARTICLE V. MEMBERSHIP

Membership in NAREOP shall be in two classifications: Active and Associate.

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, the member shall be entitled to vote on all matters coming before NAREOP, may hold office (unless member is a former NAREOP President), 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.

ARTICLE VI. OFFICERS

Section 1. The elected officers of NAREOP shall be President, President Elect, Vice President, and Secretary who meet the requirements of Active membership and shall serve along with the Immediate Past President.

Section 2. Terms of office shall be one year.

Section 3. Officers shall be installed and assume their duties at the conclusion of the Annual 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, the Executive Board will appoint a replacement.

Section 9. A member who has never held the office of President of NAEOP may 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 Committee;
- e. Recommend to the Board, for its approval, person 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. Carry the NAREOP flag during the flag ceremony at the NAEOP Annual Conference and Summit the year they conduct the NAREOP Annual Meeting if the flag ceremony is held. Otherwise, the President will make arrangements for the flag, pole and stand to be posted on stage at the NAEOP annual conference.
- j. Prepare and submit a written Annual Report to be included in the NAEOP Conference Report; and
- k. Prepare a budget for the upcoming year. Present the budget to the Executive Board for approval before the conference. The Executive Board shall serve as the Budget Committee.
- l. Serve as ex-officio member of the NAEOP Board of Directors.
- m. Serve on the NAEOP Educational Foundation as the NAREOP Liaison.

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 President and be knowledgeable of the activities of the Association;
- e. 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;
- f. Perform any duties related to the Association as requested by the President and the Board;
- g. 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 Conference and Summit;
- d. Perform duties assigned by the President with approval of the Board.
- e. Serve on the Budget Committee.

Section 4. Secretary shall:

- a. Serve on the Budget Committee;
- b. Keep a written record of all meetings and activities.

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 with 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 items to raffle and schedule persons to work at the Ways and Means tables at the NAEOP Annual Meeting and Summit; 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 Parliamentarian shall be a member of NAREOP and/or shall be the NAEOP Parliamentarian; shall attend the Executive Board Meeting and Annual Meeting; and shall act as consultant on questions involving interpretation of these Guidelines and other rules of Parliamentary procedure.

Section 3. 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 Chairman. 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, classes, time of meetings, and other decisions that may arise.

Section 4. 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 5. 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.

ARTICLE X. COMMITTEES

NAREOP SHALL HAVE THE FOLLOWING STANDING COMMITTEES:

- A. Budget Committee;
- B. Guidelines and Procedures Manual Committee;
- C. Nominations and Elections Committee; and
- D. 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 electronic devices.

Section 1. The Budget Committee shall consist of the President, President Elect, Vice President, and Secretary. The President will serve as Chairman.

Section 2. The Guidelines Committee shall include the President elect as chairman and three members-at-large elected at the Annual Meeting.

Section 3. 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.

Section 4. The Jackie and Anne L. Evans Scholarship Committee Chairman (or Co-Chairmen) shall be 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 15 may be used to award the scholarship(s). The available fund balance shall be communicated to the Chairman

of the Jackie and Anne L. Evans Scholarship Committee by the Custodian of Funds no later than April 1.

A scholarship recipient may re-apply up to two additional times provided the scholarship application requirements are completed.

In the event a scholarship recipient and one guest can attend the Annual Retirees meeting, NAREOP will pay for their meal, effective 2013. Scholarship recipient(s) and one guest will be invited to attend the Annual Meeting of NAREOP. If there is a cost for the event (i.e., meal function), NAREOP will cover the cost. The funds for this cost will be covered through the Ways and Means account for NAREOP.

ARTICLE XI. AMENDMENTS

Any active member of the Association may propose amendments to the 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. 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 at the member's expense.

ARTICLE XII. PARLIAMENTARY PROCEDURE

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

Adopted: July 20, 1995

Amended:	July 18, 1996	July 23, 2004	July 10, 2012
	November 30, 1997	July 12, 2005	July 23, 2013
	June 1, 1999	July 18, 2006	July 11, 2017
	April 30, 2000	July 17, 2007	November, 2019
	May 1, 2001	March 5, 2010	July 18, 2023
	July 15, 2003	July 19, 2011	