



NAREOP PROCEDURES MANUAL

Revised July 2023
NATIONAL ASSOCIATION OF RETIRED EDUCATIONAL OFFICE PROFESSIONALS

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PROCEDURES MANUAL

The purpose of the National Association of Retired Educational Office Professionals (NAREOP) is to be dedicated to the achievement of professionalism and continued learning of retired educational office professionals to support and encourage attendance and participation in all retired professional activities and to be pro-active with public issues relating to education.

To accomplish these purposes, this Procedures Manual has been developed to assist the members of the Board of Directors in performing the duties of the office or position for which they have agreed to serve. Although some duties have been listed, they may be changed and others may be added as they become necessary. Any recommended change in duties should be submitted to the current President Elect who serves as Chairman of the Guidelines Committee. Any change will be submitted to the Board and general membership at the annual meeting for consideration and approval.

The NAREOP elected officers, as established in the Guidelines of NAREOP on July 20, 1995, and amended on July 18, 2006, will be President, President Elect, Vice President, Secretary and will serve as a Board along with the Immediate Past President. The Presidential Appointees will be: Assistant to the Vice President, Historian, Parliamentarian, Retiree Conference Liaison, Presidential Advisor, and Presidential Aide. The Standing Committees will be: Budget, Guidelines, Nominations and Elections, and Jackie and Anne L. Evans Scholarship.

The term of office for all Board members begins at the installation at the NAREOP Annual Meeting and continues until the next installation.

At the end of the term (at the NAREOP Annual Meeting in July), this Procedures Manual is to be passed on to the Board member who is assuming this position.

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DUTIES OF THE PRESIDENT

Article VII. Section 1 of the Guidelines of NAREOP states that the President responsibilities shall be:

- 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. Appoint an Assistant to the Vice President, Historian, Parliamentarian, Area Representatives, Retiree Liaison, and Presidential Aide.
- E. Serve as an ex officio of all committees except the Nominations and Elections Committee;
- F. Serve as Chairman of the Budget Committee;
- G. Assume responsibility for receiving bills of the Association and for disbursement only upon written order, (by voucher) properly drawn and approved by the President (such bills and disbursements shall be finalized by June 30);
- H. Present a printed Financial Report to the membership at the Annual Meeting;
- I. 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;
- J. Continue working with the Retiree Conference Liaison who was appointed while serving as President Elect;
- K. Attend all NAEOP Board Meetings. If the NAREOP President cannot attend the NAEOP meetings, it is necessary to find an alternate to attend. We need representation at all NAEOP board meetings;
- L. Serve as Retiree Ex-Officio to the NAEOP Board of Directors;
- M. Serve on the NAEOP Educational Foundation as the NAREOP Liaison.
- N. Provide consistent communication to the NAREOP members through a monthly or quarterly newsletter, as decided by the President;
- O. Carry the NAREOP flag during the flag ceremony at the NAEOP Annual Conference and Summit the year they conduct the NAREOP 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.
- P. Write an Annual Report to be included in the NAEOP Annual Conference Report.

To comply with Item J., work with the Retiree Liaison 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.

To comply with Item K., attend the first NAEOP Board Meeting at the Annual Conference in July, the second one in January; and the third one will be held the next July at the Annual Conference.

To comply with Item O., submit the report to the NAEOP National Office by their deadline date.

The President will sign, after proper scrutiny, all requests made by the members for disbursement of funds by use of the voucher system. Original receipts must accompany all requests. Signed vouchers should be copied for the Presidents records and copies sent to the NAREOP Custodian of Funds for payment.

The President will make arrangements with the Executive Board to vote on matters pertinent to the organization via electronic media (email) on issues that must be acted upon between National Conferences. The motion and vote shall be prepared by the Secretary and the President shall instruct that it be read into the minutes at the next National Conference.

Though not listed in the Guidelines, the President is encouraged to write articles for the LEARN to inform and encourage the regular members of NAEOP to join NAREOP when they retire.

The President will keep the NAEOP Board of Directors' Handbook and the NAEOP Educational Foundation, Inc. Handbook current by inserting all updates provided by the NAEOP National Office. The NAREOP President's Handbook is to be kept current.

ALL OF THESE HANDBOOKS ARE TO BE GIVEN TO THE INCOMING NAREOP PRESIDENT AT THE NEXT NAREOP ANNUAL MEETING (AT THE NAEOP ANNUAL CONFERENCE AND SUMMIT IN JULY).

DUTIES OF THE PRESIDENT ELECT

Article VII. Section 2 of the Guidelines of NAREOP states that the President Elect responsibilities 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. Serve as a member of the Budget Committee;
- D. Work with the President and be knowledgeable of the activities of the association;
- E. With instructions from the President, keep the Procedures Manual current. Perform any duties related to the Association as requested by the President and the Board;
- F. Be well informed of the Guidelines and assist the President when matters require Guidelines clarification.

The President Elect will work with the NAEOP Conference Chairman to select a Retiree Conference Liaison from the state responsible for the conference.

The President Elect will be responsible for chairing the Guidelines Committee and presenting recommended additions or changes to the NAREOP Procedures Manual. Additions or changes suggested by the membership must be submitted in writing to the President Elect.

DUTIES OF THE VICE PRESIDENT

Article VII. Section 3 of the Guidelines of NAREOP states that the Vice President responsibilities shall be:

- A. Preside in the absence of the President and President Elect;
 - B. Serve as a member of the Budget Committee;
 - C. Assume responsibility for overseeing the Ways and Means tables at the NAREOP Annual Conference and Summit; and
 - D. Perform other duties as assigned by the President, with approval of the Board.
1. Keep a tally of the ticket sales for each raffle and the amount received. A grand total of this information will be needed for insertion in the President's newsletter.
 2. Send a thank you letter to all donors and include a receipt for their donation. Be sure to list the amount of their check/cash. Reimbursement for the cost of the cards and postage is to be reimbursed by the NAREOP Custodian of Funds by way of approval and signed voucher by the President.
 3. Prior to the conference, all collected funds may be submitted to the current NAREOP President no later than July 1st. All funds will be credited to the fiscal year when received. (August 1st through July 31st).
 4. Develop a schedule for covering NAREOP's Ways and Means tables during the Annual Conference on all days the Marketplace is open. The Ways and Means table volunteers should be present in the room at least 15 minutes prior to opening. It is suggested that all volunteers cover the Ways and Means table assignments in two-hour slots. Be sure to include cell phone numbers on all schedules.
 5. It is suggested that a minimum of six (6) people be obtained for each time slot. The numbers suggested may be rearranged to fill the positions where needed at any given time.
 6. Contact the Executive Director at the National Office for a list of all NAREOP members attending the National Conference. From this list, the Vice President can contact members to help out at the Ways and Means tables during the hours open at the Marketplace.
 7. Funds received for Ways and Means projects after leaving the conference will be applied to the next fiscal year.
 8. All raffle tickets are to be shredded or burned. **DO NOT LEAVE THEM IN THE TRASH AT THE CONFERENCE.**
 9. Write a summary of the retirees "Ways and Means" to be submitted to the President for inclusion in her monthly or quarterly newsletter. Raffle winners should be included along with the item they won.
 - a. Fall Issue: Solicit donations of hand-made items and any other items (including cash donations) to be used for the raffles and submit a list of contributors with an article expressing appreciation for the donations. Write an article about the conference and the success of the Ways and Means. List the winners of the

raffles, silent auction(s), etc. State the net amount of all sales. Include a list of those who donated their time to cover the Ways and Means tables and make the fund raising a great success.

- b. Winter issue: Provide an electronic copy of the raffle tickets and send a listing of the items to the President for inclusion in the newsletter. Write another article encouraging donations and give information where the donations may be mailed. Provide tickets for the raffles.
- c. Spring issue: Repeat the raffle tickets in the President's newsletter and write an article encouraging additional donations. Again, remember to give information on where to mail donations (if desired) and the absolute deadline for receipt of donations.

DUTIES OF THE SECRETARY

Article VII. Section 4 of the Guidelines of NAREOP states that the Secretary responsibilities shall be:

- A. Serve as a member of the Budget Committee;
- B. Keep a written record of all meetings and activities;
- C. Send copies of the minutes to the President.

To comply with item C, a copy of the minutes of the first Board Meeting at the NAREOP Annual Conference and Summit, and the Annual Meeting will be given to the President. Original copies of both meetings are to be retained by the Secretary as official records of NAREOP.

Payment vouchers will be distributed by the President to the board members. Board members should be reminded that original receipts are to accompany the form and are to be sent to the President for signature and submission to the NAREOP Custodian of Funds for payment.

Have ballots available at the NAREOP Annual Meeting in the event there are more than the required number of nominations for election of the following committees: three (3) Guidelines Committee members, and five (5) Nominations and Elections Committee members.

Prepare a Motion Form to destroy the ballots after the meeting.

All secretarial records and financial records are to be submitted to the incoming Secretary immediately after the accounting books have been closed.

DUTIES OF THE IMMEDIATE PAST PRESIDENT

Article VII. Section 5 of the Guidelines of NAREOP states that the Immediate Past President responsibilities shall be:

1. Serve as a resource person to the President; and
2. Serve as a resource person to the membership.

DUTIES OF THE ASSISTANT TO THE VICE PRESIDENT

Article IX. Section 1 of the Guidelines of NAREOP states that the Assistant to the Vice President responsibilities shall be:

1. Assist the Vice President in obtaining items to raffle.
2. Schedule persons to work at the Ways and Means tables at the NAREOP Annual Conference and Summit;
3. Assist with any other duties as deemed necessary by mutual agreement with the Vice President.

Refer to the job for the Vice President on Page 7.

DUTIES OF THE PARLIAMENTARIAN

Article IX. Section 4 of the Guidelines of NAREOP states that the Parliamentarian responsibilities shall be:

- A. Be a member of NAREOP or shall be a NAEOP Parliamentarian;
- B. Attend the NAREOP Board Meeting and the NAREOP Annual Meeting;
- C. Act as consultant on questions involving interpretation of these Guidelines and other rules of parliamentary procedure; and
- D. The Parliamentarian will use current edition of Robert's Rules of Order Latest Revised as the parliamentarian authority.

DUTIES OF THE PRESIDENTIAL ADVISOR

Article IX. Section 8 of the Guidelines of NAREOP states that the Presidential Advisor responsibilities shall be:

- A. Advising the NAREOP President to ensure harmony between NAEOP and NAREOP practices.
- B. Review all correspondence and documents to the membership from the President to ensure accuracy and truthfulness of information.

To comply with Item A., the Presidential Advisor must be a past NAREOP President.

DUTIES OF THE RETIREE CONFERENCE LIAISON

Article IX. Section 7 of the Guidelines of NAREOP states that the Retiree Conference Liaison responsibilities shall be:

- A. Working with the NAREOP President in the selection of menus, room set-ups for the board meeting and annual meeting, classes, time of meetings, and other decisions that may arise.

To comply with Item A., once the NAREOP President Elect becomes President, the Retiree Conference Liaison will work with the NAEOP Conference Chairman to ensure that all needs of the NAREOP membership in conjunction with menus, room set-ups, classes, time of meetings, and any other decisions that arise will be met.

DUTIES OF THE PRESIDENTIAL AIDE

Article IX. Section 9 of the Guidelines of NAREOP states that the Presidential Aide responsibilities shall be:

- A. Preparing materials for the execution and fulfillment of presidential responsibilities as requested by the NAREOP President.
- B. Assisting any other duties as deemed necessary by mutual agreement with the NAREOP President.

DUTIES OF THE BUDGET COMMITTEE

Article X. Section 2 of the Guidelines of NAREOP states that the Budget Committee responsibilities shall be;

- A. Consist of the President, President Elect, Vice President, and Secretary. The President will serve as Chairman. To comply with the stated item, the Budget committee will create a budget for the following year to be presented at the NAREOP Board Meeting and the Annual Meeting at the NAREOP Conference and Summit.

DUTIES OF THE GUIDELINES COMMITTEE

Article X. Section 3 of the Guidelines of NAREOP states that the Guidelines Committee responsibilities shall be:

- A. Be chaired by the President Elect.
- B. Conduct a review each year to determine if changes are necessary.
- C. Review current NAREOP Guidelines and NAREOP Procedures Manual and present recommended changes to the President. Recommended changes will be presented for discussion and approval by the Board and the membership during the annual meeting.

To comply with the stated item:

1. The Guidelines Chairman will receive proposed amendments from the President.
2. Suggested additions or changes to the Guidelines from the general membership must be submitted in writing to the Chairman of the committee.
3. The Chairman will prepare a report to be presented at the NAREOP Board Meeting and the NAREOP Annual Meeting.

DUTIES OF THE NOMINATIONS AND ELECTIONS COMMITTEE

Article X. Section 4 of the Guidelines of NAREOP states that the Nominations and Elections Committee responsibilities shall be:

- A. Consist of five members, elected by the membership at the Annual Meeting (a Chairman shall be selected by the committee from its membership).
- B. Present a slate of officers, two for each office, if possible, for President Elect, Vice President, and Secretary;
- C. Submit a copy of the slate of potential officers to the President for inclusion in the fall or monthly newsletter; and

- D. All ballots, either by electronic media or US Mail must be returned to the Nominations and Elections Chairman by February 15.

To comply with Item B., the Nominations and Elections Committee will solicit members to run for office for President Elect, Vice President, and Secretary.

To comply with Item C:

1. The Nominations and Elections Chairman will request a list of NAREOP retired members.
2. The Nominations and Elections Chairman will submit/send a slate of officers, two for each office, if possible, to the President for inclusion in the monthly or winter issue of the newsletter or by the deadline date of January 1. Elected members of the NAREOP Nominations and Elections Committee will assist the Chairman in finding viable candidates for each position.
3. The Nominations and Elections Chairman will send the final slate of officers to the NAREOP President for preparation of the ballot to be mailed to members with no access to electronic media and to prepare the online balloting process. This slate of officers will be submitted to the NAREOP President no later than December 15.
4. The Nominations and Elections Chairman will prepare the slate of nominees, together with a biographical sketch, which shall be submitted to the membership in March by inclusion in the President's Newsletter or by separate communication via email or U.S. Mail.
5. The Nominations and Elections Chairman will contact the candidates informing them of their election or defeat.
6. The Nominations and Elections Chairman will submit the final vote outcome to the President to be published in the spring or monthly edition of the newsletter and the LEARN.

DUTIES OF THE JACKIE AND ANNE L. EVANS SCHOLARSHIP COMMITTEE

Article X. Section 5 of the Guidelines of NAREOP states that the Jackie and Anne L. Evans Scholarship Committee responsibilities shall:

- A. Chairman/Chairmen shall be appointed by the NAREOP President.
- B. Offer the scholarship through advertisement on the NAREOP website to a grandchild or great-grandchild of a NAREOP member in good standing who meets the scholarship requirements.
- C. Award the scholarship annually provided funds are available. A formula of no more than 2/3 of the balance in the account on April 1 may be used to award the Jackie and Anne L. Evans Scholarship.
- D. The scholarship monies shall be in a separate account within the NAREOP accounts.

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

Applications for the scholarship will be available from the Jackie and Anne L. Evans Scholarship Committee Chairman and online. NAREOP members can submit their request in writing and mail to the Chairman, or submit an email request.

Once a request for an application is received, the Chairman will confirm that the NAREOP member is current with their dues.

Completed applications are to be returned to the Scholarship Committee Chairman.

The Scholarship Committee Chairman will procure a panel of judges to select a winning candidate from the completed applications.

When a candidate has been selected, the Scholarship Committee Chairman will notify the NAREOP President.

The Scholarship Committee Chairman will write letters to all applicants and inform them if they have been selected, or not selected, for the scholarship.

The Scholarship Committee Chairman will announce the winner at the NAREOP Annual Meeting held during the NAREOP Annual Meeting and Summit.