

**RICHLAND COUNTY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS
(RCAEOP)
BYLAWS**

ARTICLE I

NAME - MISSION - PURPOSE - FISCAL YEAR

SECTION 1. NAME

The name of this organization shall be the Richland County Association of Educational Office Professionals, hereinafter referred to as RCAEOP.

SECTION 2. MISSION

The mission of RCAEOP is to promote a high degree of integrity, professionalism, pride, teamwork, and respect of its diverse membership through networking, information, and educational opportunities.

SECTION 3. PURPOSE

RCAEOP was formed for the purpose of improving the quality of service to the schools of Richland County. To this end RCAEOP shall strive to elevate the standards of office professionals, and other support staff, in education by the exchanging and pooling of information, ideas, and ideals, and by providing professional growth activities, thereby increasing the ability of office professionals, and other support staff, to contribute to more positive educational experiences for students.

SECTION 4. FISCAL YEAR

The fiscal year of RCAEOP shall be July 1 through June 30 of the following calendar year.

ARTICLE II

AFFILIATIONS

SECTION 1. AFFILIATIONS

RCAEOP shall affiliate with the South Carolina Association of Educational Office Professionals, the National Association of Educational Office Professionals, and other educational organizations and associations approved by the Executive Board.

ARTICLE III

MEMBERSHIP

SECTION 1. CLASSIFICATIONS OF MEMBERSHIP

There shall be five classifications of membership: Active, Associate, Retired, Honorary, and Corporate.

SECTION 2. ACTIVE MEMBERSHIP

Active membership in RCAEOP shall be open to educational office professionals, or other support staff, in any educational system or organization related to education in Richland County who have paid annual dues. Active members shall be eligible to vote on all matters coming before the

Association, to serve on committees, and to hold office.

SECTION 3. ASSOCIATE MEMBERSHIP

Associate membership in RCAEOP shall be open to persons interested in advancing the purposes of the organization but who are not eligible to be active members and who have paid annual dues. Associate members shall have the rights and privileges of active members except that of voting and holding office.

SECTION 4. RETIRED MEMBERSHIP

Retired membership shall be open to any educational office professional, or other support staff, who has been a member of RCAEOP. The purpose of this group shall be to work for the mutual interests of its members and the association, and to encourage attendance and participation at meetings and conferences. Retired members shall have the same rights and privileges as active members except that of holding office.

SECTION 5. HONORARY MEMBERSHIP

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

SECTION 6. CORPORATE MEMBERSHIP

Corporate membership shall be open to all businesses and corporations which share the objectives of RCAEOP. The corporate members shall receive a subscription to the quarterly newsletter. Corporate members shall not have the privilege of voting or holding office.

SECTION 7. ANNUAL DUES

The annual dues for all classes of members shall be established by the membership.

ARTICLE IV BUDGET

SECTION 1. BUDGET

The Treasurer shall be responsible for presenting a proposed budget to the Executive Board for their approval prior to the close of the fiscal year.

ARTICLE V OFFICERS – QUALIFICATION - TERMS OF OFFICE

SECTION 1. OFFICERS

The officers of RCAEOP shall be president, president elect, vice president, secretary, and treasurer.

SECTION 2. QUALIFICATION

To qualify for nomination to an elected office, a nominee shall be an active member whose membership annual dues are current. The president, president elect, vice president, secretary, and treasurer shall also be members of the South Carolina Association of Educational Office Professionals and National Association of Educational Office Professionals.

SECTION 3. TERMS OF OFFICE

The terms of office for president, president elect, and vice president shall be one (1) year and each shall serve one (1) term. The offices of secretary, and treasurer shall be two (2) years and each shall serve one (1) term. The president elect shall succeed to the presidency at the end of the one year term. No member shall hold more than one office at a time.

ARTICLE VI EXECUTIVE BOARD

SECTION 1. COMPOSITION OF THE EXECUTIVE BOARD

The Executive Board shall consist of the officers of RCAEOP and the immediate past president.

SECTION 2. DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall direct the program and formulate policies of the association; submit a line-item budget to the general membership for approval; select a delegate to represent the association at the annual conference of the National Association of Educational Office Professionals and other meetings at which representation may be deemed necessary; and perform other duties as may be imposed by the association. The executive board will provide minutes and/or a written report of their discussions for the membership in a timely manner following any formal meeting of the executive board.

SECTION 3. DUTIES OF THE PRESIDENT

The president shall preside at all meetings of the association and of the Executive Board; call all special meetings; assign all committee chairpersons; serve as ex-officio member of all committees except the nominating committee; approve all expenditures in accordance with the membership-approved budget; and perform other duties as may be assigned by the Executive Board.

SECTION 4. DUTIES OF THE PRESIDENT ELECT

The president elect shall assist the President; assume the duties and responsibilities of the presidency in the absence of the president; and perform other duties as may be assigned by the Executive Board.

SECTION 5. DUTIES OF THE VICE PRESIDENT

The vice president shall preside at meetings in the absence of the president and president elect; and perform other duties as may be assigned by the Executive Board.

SECTION 6. DUTIES OF THE SECRETARY

The secretary shall keep accurate and permanent records of the proceedings and transactions of all meetings, and shall submit copies of such records to the membership as directed by the Executive Board; and perform other duties as assigned by the Executive Board.

SECTION 7. DUTIES OF THE TREASURER

The treasurer shall have custody of all association funds, making reimbursements only as authorized by the membership-approved budget and presidential signature; keep a complete and accurate record of all financial transactions of the association; make regular reports to the Executive Board and membership; and perform other duties as assigned by the Executive Board.

SECTION 8. DUTIES OF THE IMMEDIATE PAST PRESIDENT

The immediate past president shall serve for one year as an advisor and a voting member of the Executive Board.

ARTICLE VII VACANCIES

SECTION 1. To fill a vacancy in the office of President, the President Elect shall assume the duties of the President for the unexpired term plus one year.

SECTION 2. To fill a vacancy in the office of President Elect, the Vice President shall assume the duties of the President Elect for the unexpired term plus one year.

SECTION 3. All other vacancies shall be filled by majority vote of the Executive Board. A person so elected shall serve the unexpired term of the predecessor in office.

ARTICLE VIII NOMINATIONS AND ELECTIONS

SECTION 1. NOMINATIONS

Nomination for any vacant office may be made by a member or by self-nomination. No candidate may be placed on the ballot without the candidate's consent. Candidates for any office shall be active members of RCAEOP, shall also be members of SCAEOP and NAEOP, and employed full time as office professionals, or other support staff, in an educational system. A candidate shall have been a member for at least two (2) consecutive years immediately preceding nomination.

SECTION 2. NOMINATING COMMITTEE

The nominating committee shall consist of a chairman and two members.

SECTION 3. DUTIES OF THE NOMINATING COMMITTEE

The nominating committee shall present to the Executive Board a slate of at least two candidates for President Elect, Vice President, Secretary and Treasurer. After the slate of officers has been approved by the Executive Board, online ballots containing the nominations, along with vital information of the nominees, shall be available on the RCAEOP web site to all eligible members of the association.

Candidates receiving the highest number of votes for each office shall be declared elected. In the event of a tie for any office, a run-off election shall be held.

ARTICLE IX COMMITTEES

SECTION 1. STANDING COMMITTEES

The standing committees of RCAEOP shall be administrator of the year, bylaws, community service, fundraising, membership/recruitment, newsletter/public relations, nominations and elections, office professional of the year, professional growth, refreshments, scholarship, social media/marketing, and website.

The Executive Board may appoint any other such committee as may be deemed necessary to carry out the purposes, objectives, and business of RCAEOP. The Executive Board shall determine the purposes, functions, duties, number of members, and the manner of appointment/election for all committees.

ARTICLE X MEETINGS

SECTION 1. MEMBERSHIP MEETINGS

RCAEOP shall meet monthly at such time and place as may be determined by the Executive Board. RCAEOP may hold special meetings at such time and place as may be determined by the Executive Board. Business may be transacted at any meeting if the membership receives a five (5) day notice of the meeting. At all meetings the voting members present shall constitute a quorum.

SECTION 2. CONFERENCES

Conferences and/or professional development days may be held at such time and place as may be determined by the Executive Board.

SECTION 3. EXECUTIVE BOARD MEETINGS

The Executive Board shall meet at least quarterly. At the meeting of the Executive Board, a majority of the Board members present shall constitute a quorum.

SECTION 4. PARLIAMENTARY AUTHORITY

All meetings of the association shall be conducted according to the parliamentary procedures as set forth in Robert's Rules of Order.

ARTICLE XI AMENDMENTS TO BYLAWS

SECTION 1. AMENDMENTS

Amendments to the bylaws shall be submitted in writing to the Bylaws Committee Chairman. A report on proposed amendments shall be presented to the Executive Board for information prior to

presentation to the membership for vote. Proposals of the Bylaws Committee shall be provided to the membership no later than thirty (30) days prior to the scheduled voting.

SECTION 2. VOTING METHOD

Voting on amendments to the bylaws shall be by electronic voting. Proposed amendments shall require approval of two-thirds (2/3) of those members voting.

Adopted: April 4, 2006
Amended: September 6, 2012
September 23, 2014
September 25, 2015
April 5, 2019
November 1, 2021
May 6, 2022