

Tentative Revision for Consideration

The following is the proposed draft of the revised NYSAEOP By-Laws. Please review the information and be prepared to vote on these changes at the Annual Meeting to be held at the Woodcliff Hotel on October 24, 2009. If you have any questions on any of the suggested changes, please contact any Executive Board member, or ask your question from the floor at the Annual Meeting.

Please note: Additions to the previously approved document have been made as follows:

Strike-thru (~~example~~) are words that the Board proposes be deleted.

Bold (**example**) are words that the Executive Board proposes be added.

Reasoning (*example*) after each suggested change explains the Executive Board's recommendations for changes.

NYSAEOP BY-LAWS

Article I- Meetings

Section 1. The order of business for regular meetings of the NEW YORK STATE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS shall be as follows:

- A. Call to order
- B. Roll call
- C. Approval of agenda
- D. Approval of minutes
- E. Appointment of minutes Approval Committee
- F. Report from Secretary
- G. Report from Treasurer
- H. Report from President
- I. Report from Vice President
- J. Report from Directors
- K. Report from Committee Chairs
- L. Open Discussion
- M. Unfinished Business
- N. New Business
- O. Other Business
- P. Adjournment

Section 2. All meetings of this Association shall be conducted according to parliamentary Procedures as set forth in Roberts' Rules of Order, Revised.

Section 3. Notices of regular and special meetings of the Association shall be ~~mailed~~ **sent** by the Secretary or President so as to reach each member at least two weeks in advance of such meeting.

Reasoning: In order to reduce postage costs, the Executive Board will be utilizing email and website postings as much as possible so not all documents/correspondence will be mailed.

Article II- Duties of Officers

Section 1. The President shall preside at all meetings of the Association and of the Executive Board and shall appoint all committees as provided in Article VII of the Constitution. The President shall be a member ex-officio of all appointed committees.

Section 2. The Vice President shall perform the duties of the President in the absence of the President ~~and President-elect~~ and shall serve as ~~Chairman of the Membership Committee~~ **Conference Chair for 2 years preceding being installed as President.**

Reasoning: There is a specific position on the Board for the Chair of the Membership Committee. In addition, the Vice President is to serve as the Conference Chair, but mention of this was not included in previous versions of the by-laws.

Section 3. The Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, a register of the members of the Executive Board of the Association sends notices of all meetings, as directed, And conduct the correspondence of the Association.

Section 4. The Treasurer shall deposit all funds as the Executive board directs and shall disburse them only upon a ~~written~~ directive from the President **and approval of the Executive Board.** The Treasurer shall receive all monies, issue receipts, and shall present a report at each meeting of the Association except for conference related expenses. **At year end the Treasurer shall turn all books over to the Audit Committee for review.**

Reasoning: Funds are only to be disbursed with the approval from the full Board, not just the President. At the close of each year, for the protection of the Treasurer and the Association, it is recommended that all books be audited.

Section 5. The Chair of the Conference committee shall receive, deposit, and disburse all conference funds, issue receipts, and present a final report upon closure. The Chair shall perform all other duties as described in the conference guidelines. **Upon completion of the conference, all books shall be turned over to the Audit Committee for review.**

Reasoning: At the conclusion of each conference, for the protection of the Conference Chair and the Association, it is recommended that all books be audited.

Section 6. The Executive Board shall have the power to fill any vacancies occurring among the officers for the unexpired term of office. The Executive Board shall perform such other duties as required by the organization.

Section 7. The Regional Directors shall disseminate information regarding the Association and its activities to educational office professionals in their respective areas. Directors will:

- Promote and maintain NYSAEOP membership
- Help organize local groups
- Aid in setting up workshops or in-service training programs
- Forward news about local educational office professionals to the appropriate Association officers and to the Empire News
- Serve as members of the Membership Committee
- Encourage membership in NAEOP and participation in the Professional Standards Program (PSP)

Section 8. The duties of the Liaison to NAEOP shall serve as coordinator between state, County, and local associations, and the National Association of Educational Office Professionals.

Article III- Committees

Section 1. The committees shall be Nominations, Audit, Membership, ~~Affiliations~~ **Public Relations, Scholarship, Empire News, Constitution/By-Laws**, Conferences, and such other committees as designated by the President.

Reasoning: These are the current committees that serve on the Executive Board.

Section 2. It is recommended that a Committee Chair be a member of this Association for at least one year immediately preceding appointment. If a vacancy occurs prior to the end of a Committee Chair's term, an appointment will be made for the remainder of the term.

Article IV- Elections

Section 1. The Nominations Committee shall present a ballot/slate of officers at the Annual Meeting for Vice-President, Secretary, Treasurer, and Regional Directors (elected positions). The slate shall be submitted in writing to the members of the Association at least 30 days prior to the annual meeting. Additional nominations will be accepted from the floor.

Section 2. Candidates for Vice-President must have served as a member of the Executive Board at least one year immediately preceding nomination.

Section 3. Candidates for Secretary and Treasurer must have been a member of the Association for one year immediately preceding nomination.

Section 4. Nominating Committee is to submit article for Winter ~~(February)~~ *Empire*

News listing elected positions that are open and/or available. Those interested in being nominated for an open position should contact Nominating Committee Chair. Nominating Committee will then submit ballot/slate for publication in the Summer (~~July~~) Empire News- Conference Edition.

Reasoning: Due to varying publication dates, specific months of publication have been removed.

Section 5. Election shall be held at the Annual Meeting. A majority of all votes cast shall be necessary for election.

Revisions ~~10/04~~ **10/09**