

**FAIRFIELD COUNTY ASSOCIATION OF EDUCATIONAL OFFICE  
PROFESSIONALS (FCAEOP)  
BYLAWS**

**Preamble**

As educational office employees, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We believe in professional dedication, in the uniqueness and value of the profession and the individual, in diversity and equality. We believe potential can be developed. We believe in lifelong learning, a caring environment, and shared vision.

**Article I—Name**

**Section 1.** The name shall be the Fairfield County Association of Educational Office Professionals.

**Article II—Mission—Purpose—Objectives**

**Section 1.** The mission of the Fairfield County Association of Educational Office Professionals is to attain excellence by working together, strengthening relationships, developing leaders and encouraging life-long learning through professional development and educational opportunities.

**Section 2.** To serve the needs of the members of FCAEOP effectively by providing continuing educational and training opportunities.

**Section 3.** To encourage FCAEOP members to take active leadership roles in the Association and in educational and community endeavors.

**Section 4.** To help educational office personnel fulfill their responsibilities and successfully perform their roles.

**Section 5.** The Fairfield County Association of Educational Office Professionals shall affiliate with other educational organizations and associations, which share the same goals and objections.

**Section 6.** To promote recognition of educational office persons as professionals.

**Section 7.** To foster public understanding of the contributions FCAEOP makes to education.

**Section 8.** To provide a forum for interaction and exchange of information and ideas among educational office personnel in public schools, community and technical colleges, institutes, colleges and universities.

**Section 9.** To promote friendship, understanding and cooperation among all members of the FCAEOP.

**Section 10.** To encourage high standards of professional conduct among educational office professionals.

**Section 11.** To recognize the achievements of educational office professionals who have contributed to the advancement of education.

**Section 12.** To represent the views of FCAEOP members and the Association before governmental bodies and in all other appropriate forums.

**Article III—Membership**

**Section 1.** Membership in the Fairfield County AEOP shall consist of five classifications: Associate, Associate Plus, Active, Institutional/Business or Corporate, and Retired.

**Section 2.** Membership shall be open to persons interested in promoting the purposes of the Association.

**Section 3.** The Associate membership is open to persons who are office professionals but do not work for an educational institution or for educational office professionals who just want to participate in local activities here in Fairfield County. This membership will have all rights and privileges of active membership except they do not have any voting privileges and cannot hold an elected office in the association.

**Section 4.** The Associate Plus membership is open to persons who are office professionals but do not work for an educational institution or for educational office professionals who want to participate in the local (Fairfield County AEOP) and state (SC Association of Educational Office Professionals) associations. This membership will have all rights and privileges of active membership except they do not have any voting privileges and cannot hold an elected office in the Association.

**Section 5.** The Active membership is open to all educational office professionals. Active membership has voting privileges and they can hold an elected office in this position. Payment of the membership allows membership in both local and state associations (Fairfield County AEOP and SCAEOP).

**Section 6.** The Institutional/Business or Corporate membership is open to all higher learning educational institutions, or businesses/corporations who endorse the objectives of the association. Membership benefits include four issues of the national magazine, the opportunity to send a non-voting representative to meetings, conferences and institutes at the same registration cost of active members, and membership in Fairfield County AEOP, SCAEOP and NAEOP

**Section 7.** The Retired membership is open to any FCAEOP member who has retired from the educational office work. Retired members will have the same rights and privileges as active members except that of holding an office. This membership includes membership in the FCAEOP and SCAEOP.

#### **Article IV—DUES**

**Section 1.** The annual dues for all classes of members shall be established by the membership by the highest number of votes cast. The membership year is from July 01 – June 30.

**Section 2.** Non-payment of dues shall result in that member being removed from the membership.

**Section 3.** Members who have been removed from membership for non-payment of dues may be reinstated upon payment of dues for the current year.

#### **Article V—RESIGNATION**

**Section 1.** A member may resign by writing to the Secretary and the resignation accepted by the Executive Board. The Secretary in writing will notify the member of the action of the Executive Board.

#### **Article VI – OFFICERS AND THEIR DUTIES**

**Section 1.** The officers of the FCAEOP shall be a President, President-Elect, Vice President, Secretary and Treasurer who meet requirements of membership. The term of office for the President, President-Elect, Vice President, Secretary, and Immediate Past President shall be one year. The term of office for the treasurer shall be two years.

**Section 2.** The President shall (1) preside at all meetings of the Association and the Executive Board, (2) call special meetings of the Executive Board at his/her discretion or upon the request of the majority of the Board, (3) appoint annually chairmen of standing and special committees; (4) serve as an official representative of the

Association at the meetings of educational bodies and other groups working toward the advancement of education; (5) be a member ex-officio of all committees except the Nominating Committee; (6) recommend the Executive Board, for their appointment, persons to fill any vacancy occurring on the Executive Board between elections except that of a vacancy in the office of President. In the event of a vacancy in the office of President, the President-Elect shall become President and shall assume the duties and authority for the unexpired term; (7) approve all expenditures in accordance with the membership-approved budget; and (8) perform other duties as may be assigned by the Executive Board.

**Section 3.** The President Elect shall (1) succeed the President; (2) perform the duties assigned by the President with the approval of the Executive Board; (3) chair the Field Service Program; (4) perform other duties as may be assigned by the Executive Board; (5) preside in the absence of the President. In the event of the vacancy in the office of President, the President Elect shall become President, and shall assume the duties and authority for the unexpired term.

**Section 4.** The Vice President shall (1) serve as Membership Recruiting Chairman; (2) preside at meetings in the absence of the President or President Elect assuming all power and responsibilities of the office; (3) perform other duties as may be assigned by the Executive Board. In the event of a vacancy, the Executive Board shall appoint a Vice President.

**Section 5.** The Secretary shall keep an accurate record of the proceedings of the Association and the Executive Board. In addition to these minutes, she/he shall (1) record all amendments to the Bylaws; (2) record all resolutions that are adopted by the Association; (3) search all records for information requested by officers or members; (4) email copies of the minutes of all meetings to the Executive Board within six weeks after the conclusion of a meeting; (5) process membership applications; (6) perform other duties as may be assigned by the Executive Board. In the event of a vacancy, the Executive Board shall appoint a Secretary.

**Section 6.** The Treasurer shall (1) have custody of all Association funds; (2) make disbursements only as authorized by the membership approved budget and presidential signature; (3) keep accurate records on a current basis; (4) make regular reports to the Executive Board; and (5) perform other duties as may be assigned by the Executive Board. In the event of vacancy/resignation, the President, with the approval of the Executive Board, shall appoint the Treasurer.

**Section 7.** The Immediate Past President shall serve for one year as an advisor and a voting member of the Executive Board.

**Section 8.** Each officer, upon retiring from office, shall deliver within 30 days to the successor all monies, accounts, record books, papers, or other property belonging to the organization. The president-elect shall coordinate this activity.

## **ARTICLE VII – PRESIDENTIAL APPOINTEES AND THEIR DUTIES**

Section 1. Parliamentarian. The Parliamentarian shall attend all Board meetings and meetings of the FCAEOP and shall act as consultant on questions involving interpretation of the bylaws and other rules by parliamentary procedure. The Parliamentarian shall occupy a seat near the presiding officer during the meeting.

## **ARTICLE VIII – ELECTION OF OFFICERS**

Section 1. The Nominating Committee shall consist of a Chairman and two members. The President shall appoint the Chairman, and two members will be elected from the general membership.

**Section 2.** The candidate receiving the highest number of votes shall be elected officers.

**Section 3.** The Nominating Committee shall seek a slate of officers composed of two (2) candidates each for the offices of President-Elect, Vice President, and Secretary.

**Section 4.** Nomination for any office may be made by a member or by self-nomination. No candidate may be placed on the ballot without the candidate's consent. A report on nominations shall be presented to the Executive Board for information prior to presentation to the membership for vote.

**Section 5.** Online ballots containing the nominations, along with vital information of the nominees, shall be available on the FCAEOP website to all eligible members of the association by May 1. Paper ballots shall be available upon request. A majority of all votes cast shall elect. In the event of a tie for any office, a run-off election shall be held. Written notices of meetings, conferences, institutes, and special meetings shall be given to each member at least thirty (30) days prior to the date for such events.

**Section 6.** Installation of Officers will take place at the final FCAEOP event in June and officers will assume office on July 1.

## **ARTICLE IX – EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the elected officers, the Immediate Past President, Treasurer and Parliamentarian.

**Section 2.** The Executive Board shall (1) direct the program and formulate policies concerning the Association and the general nature and scope of its activities; (2) approve the proposed budget; (3) fill by appointment all vacancies occurring on the Executive Board with the exception of President and President-Elect; (4) meet prior to, during and following the annual state meeting; (5) meet at the call of the President or upon written request of a majority of the members of the Board; (6) FCAEOP shall operate within the framework of a balanced budget for all accounts.

## **ARTICLE X – COMMITTEES**

**Section 1.** The standing committees shall be Special Projects, Public Relations, Fundraising, Community Service, Membership, Nominations and Elections, Bylaws, Special Events and Budget.

**Section 2.** The President may authorize special committees.

**Section 3.** The Executive Board shall specify guidelines, duties and responsibilities for each standing and each special committee.

**Section 4.** The chair of each standing committee and each special committee shall be appointed by the President with the approval of the Executive Board.

**Section 5.** The chair of each committee shall submit a written report at the Executive Board meetings and, if requested, at the monthly meeting of the membership.

**Section 6.** Any committee shall have the privilege of functioning by mail, email or phone.

**Section 7.** A majority of the members of any committee constitutes a quorum.

## **ARTICLE XI - MEETINGS**

**Section 1.** The Association shall hold a monthly meeting at such time and place as may be determined by the Executive Board.

**Section 2.** The Association may hold special meetings at such time and place as may be determined by the Executive Board.

## **ARTICLE XII – QUORUM**

A majority of members represent a quorum in order to transact business.

## **ARTICLE XIV – FISCAL YEAR**

The fiscal year of the Association shall begin on the first day of July and end on the 30<sup>th</sup> day of June.

## **ARTICLE XV – AMENDMENTS**

Amendments to these Bylaws may be proposed in writing by any member of the Association to the Chairman of the Bylaws Committee by November 1. On majority vote of the Executive Board, the amendment shall be presented to the membership at the next called meeting. Such amendment or amendments shall become a part of these Bylaws when adopted by a majority vote.

## **ARTICLE XVI – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the FCAEOP in all cases to which they are applicable.

## **ARTICLE XVII – EFFECTIVE DATE**

The Bylaws became effective August 1, 2017 with the transition of iDAP into the Fairfield County Association of Educational Office Professionals.