

SECTION 10

Bylaws & Parliamentary Procedure

CONSTITUTION AND BYLAWS
OF THE GRANITE ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

ARTICLE I
NAME

The name of the organization shall be the Granite Association of Educational Office Professionals, hereinafter referred to as GAEOP or the Association.

ARTICLE II
PURPOSE

The purpose of GAEOP shall be to provide personal and professional growth, leadership, and service opportunities to all educational office professionals; to provide quality training; to provide continuous study of the challenges facing educational office professionals; to recognize achievements; and to foster good fellowship.

ARTICLE III
AFFILIATION

Section 1 GAEOP shall be an affiliated local association of the National Association of Educational Office Professionals, hereinafter referred to as NAEOP. ¹

Section 2 To ensure a continuing affiliation with NAEOP as required by the Constitution, GAEOP will pay dues for the president of GAEOP to be a member of NAEOP during the years he/she serves as president. In order to maintain the required number of members for NAEOP affiliation, GAEOP will also pay NAEOP dues for three additional GAEOP members.

1. Any local district, county, or state association of educational office employees, upon payment of \$35, plus 10 cents per local association member to the Treasurer of the National Association of Educational Office Professionals, may affiliate with NAEOP, provided the president and three other members of the affiliating association are members of NAEOP at the time of affiliation. –Article XI, Section I Bylaws National Association of Educational Office Professionals.

NAEOP Affiliation year is August 1 to July 31. Affiliation is \$35 plus 10 cents per member for each local member of the preceding year.

- New associations will pay \$35 plus 10 cents per charter member.
- Associations with local membership of 10 or less are required to have one person as an NAEOP member to affiliate.
- Associations with local membership of 20 or less are required to have an elected officer & one additional person as NAEOP members to affiliate.
- Associations with local membership between 20 and 50 are required to have an elected officer & two additional NAEOP members to affiliate.
- Associations with local membership over 50 are required to have an elected officer & three additional NAEOP members to affiliate.

ARTICLE IV
MEMBERSHIP

- Section 1 Membership shall be open to all educational office professionals interested in promoting the purpose of the Association.
- Section 2 Members of GAEOP shall be expected to support and promote strong fellowship; to provide professional growth opportunities; to provide exceptional service to the district and to the community; to provide an opportunity for a continuous study and resolution of the concerns of the educational office professional; and to promote GAEOP and NAEOP goals cooperatively; and to sustain their elected officers and board members.
- Section 3 There shall be three (3) classes of membership: Active, Retired, and Honorary. All shall be designated on published membership lists.
- Section 4 Active membership is open to office professionals (both contract and part-time/hourly employees) engaged in clerical or secretarial work in Granite School District. Members in good standing shall be entitled to vote, hold office, make motions, and to participate in all activities and discussion of GAEOP.
- Section 5 Retired membership shall be open to office professionals who have retired from Granite School District. Members in good standing shall be entitled to all the privileges of active members with the exception of voting, holding office, and making motions.
- Section 6 Honorary membership may be granted by the Executive Board or by vote of the majority of active members. Honorary members shall be entitled to all the privileges of active members with the exception of voting, holding office, and making motions, but shall be exempt from paying dues.
- Section 7 Membership in GAEOP shall be terminated by non-payment of dues, resignation, conduct which violates any or all parts of Article IV, Section 1 - 4, or action taken by the Executive Board.
- Section 8 GAEOP shall actively encourage its members to join and participate in NAEOP.

ARTICLE V
OFFICERS AND THEIR ELECTION

Section 1 The officers of GAEOP shall be President, President-elect, Vice President, Secretary, Treasurer, Historian, Membership Chairman, seven (7) Board Members representing Executive, Administration, Senior High, Junior High, East & West Elementary, Part-time and Immediate Past President. These officers, as the Executive Board, shall represent the educational office professionals of Granite School District and shall conduct business of GAEOP in accordance with the governing documents and the parliamentary authority adopted by the Association. Officers and Board Members shall be active members.

All officers shall be elected in the manner provided in Article VI of these Bylaws. Elected officers shall serve no more than two (2) consecutive terms in the same office, unless there is not another eligible candidate - Addressed in Election Rules

Section 2 The President-elect shall succeed to the office of the President at the conclusion of the President's term of office. In the event of a vacancy in the office of President, the President-elect shall assume the duties and authority of the office, as acting president, for the remainder of the term.

Section 3 If there is a vacancy in the office of President Elect, a special election may be held to fill the remainder of the term, or the opening may be put back on the ballot for the next election. If a special election is needed, members can nominate an eligible candidate and the special election will be emailed to the membership within thirty (30) days of the nomination.

Section 4 The Executive Board shall, by majority vote, have the power to fill, for the remainder of the term, any vacancies occurring among the offices, with the exception of the office of President and President-elect.

Section 5 With the approval of the Executive Board, the President may designate appointments to the Board. These appointments shall act in an advisory or support capacity but will have no voting privileges.

Section 6 Officers shall be elected for a term of two years, except for the Vice President, President-elect and Past President, whose term of office shall be for one (1) year.

Section 7 The responsibilities of each elected office shall be as written in the Policy and Procedure Manual.

Section 8 The Executive Board, by majority vote, may execute the right to request resignation from any Executive Board Member, due to conflict of interest or non-performance of duties.

ARTICLE VI
ELECTION RULES

- Section 1 Candidates for each vacant office must be nominated in writing. No candidate may be placed on the ballot without the candidate's consent.
- Section 2 There shall be no limit to the number of candidates that can be nominated and placed on the ballot for each position being voted upon.
- Section 3 Candidates for office must be active members of GAEOP for one (1) full year or longer by the date of nomination.
- Section 4 Candidates for the office of President-elect must have previously served as an elected member of the Executive Board and must have been a member of GAEOP for two (2) consecutive years.
- Section 5 Elections may be conducted by emailed ballot or at a designated GAEOP activity.
- Section 6 Emailed ballots shall be completed and returned to the chairman of the Nominations and Elections Committee. Candidates receiving the highest number of votes shall be declared elected. Ballots shall be retained by the Nominations and Elections Committee Chairman for a period of one (1) year.
- Section 7 The Executive Board shall be installed at the Annual Meeting – Professional Development Day held the week after school recesses. The newly elected officers will take office on July 1.
- Section 8 Elected officers shall serve no more than two (2) consecutive terms in the same office - unless there is not another eligible candidate.

ARTICLE VII
FINANCES

- Section 1 Dues for each fiscal year, July 1 to June 30, shall be:
- | | |
|---------|---------|
| Active | \$15.00 |
| Retired | \$ 5.00 |
- Dues are payable to GAEOP and should be sent to the Membership Chairman.
- Section 2 A review shall be conducted yearly by an independent Auditor. This review shall be done prior to July 1. Any charges incurred from the review shall be paid from the established budget.

ARTICLE VIII
QUORUM

- Section 1 A majority of the GAEOP membership present when assembled shall constitute a quorum for the transaction of business.
- Section 2 A majority of the membership of the Executive Board shall constitute a quorum for the transaction of business.

ARTICLE IX
GAEOP MEETINGS

- Section 1 An Annual Meeting of the general membership of GAEOP shall be held at a time and place determined by the Executive Board.
- Section 2 GAEOP may hold special meetings at a time and place determined by the Executive Board.
- Section 3 Written notices of GAEOP meetings shall be sent to each member at least ten (10) days prior to the date of such events. Information issued in the official publication of GAEOP will constitute written notice.

ARTICLE X
COMMITTEES

- Section 1 The standing committees of the Association shall be:

Advisory
Awards – “Going the Extra Mile”
Annual Meeting
Budget/Finance
Bylaws/Policy and Procedure
Holiday Party/Open House
In-service (up to 30 hours throughout year)
Mentoring Program
Nominations and Elections
Office Professional Development Day in May/or week after school recesses
Office Professionals Week (April)
Professional Standards Program (PSP)/Granite Certified Office Professionals (GCOP)
Publications ~ “The Link”
Public Relations/Social Media – Facebook, Weebly, etc.
Salary and Benefits/Meet & Confer
Scholarship – Office Professional/Student, GAEOP Member NAEOP Conference
Secretary Handbook – (Pink Book)
Ways and Means

The Executive Board may authorize special committees or appointments as may be necessary or appropriate.

- Section 2 Guidelines, duties and responsibilities for each standing and special committee shall be specified in the GAEOP Policy & Procedure Manual. (The Policy & Procedure Manual is available for review through the Executive Board.)
- Section 3 At the first meeting of the Executive Board following July 1, a chairman for each standing and special committee shall be appointed by the Executive Board.
- Section 4 The chairman of each committee shall submit a yearly report in writing.

ARTICLE XI **CONFERENCES**

GAEOP will send at least two (2) representatives to the NAEOP Annual Conference. The President and President-elect and/or one other active officer or one other active board member shall be chosen by the Board to represent GAEOP. During the odd years, the incoming President-elect can be the delegate to the Advisory Council at the NAEOP Annual Conference, unless otherwise stipulated.

ARTICLE XII **AMENDMENTS**

- Section 1 Amendments to this Constitution may be proposed in writing by any member of GAEOP and submitted to the Bylaws Committee Chairman. A draft copy shall be given to the Executive Board prior to the membership vote.
- Section 2 All members are to be notified in writing of proposed amendments at least ten (10) days prior to a GAEOP meeting or a specially requested meeting. An emergency meeting may be requested with five (5) days' notice. Such amendments may become part of this Constitution when adopted by a majority vote of the members assembled or by ballot.
- Section 3 The Bylaws/Policy and Procedures Committee, in cooperation with the Executive Board, shall maintain and keep current the Constitution and Bylaws of GAEOP.
- Section 4 The Bylaws/Policy and Procedures Committee shall review and/or revise assigned responsibilities of the Executive Board and shall maintain the Policy and Procedures Manual.

ARTICLE XIII
RATIFICATION

The Constitution shall be adopted by a majority vote of the members when assembled or by a ballot.

ARTICLE XIV
REPRESENTATION

The Granite Association of Educational Office Professionals shall be recognized by the Granite School District Board of Education as the representative Association for all District office professional employees pertaining to salary, fringe benefits, working conditions and employee concerns.

Copied:	November	1964
Amended:	December	1964
Amended:	August	1971
Amended:	April	1974
Amended:	September	1975
Amended:	August	1980
Amended:	August	1981
Amended:	April	1982
Amended:	August	1982
Amended:	March	1989
Amended & Copied:	August	1992
Amended:	April	1994
Copied:	May	1994
Amended:	May	1997
Amended:	January	2001
Copied:	June	2001
Amended:	October	2013
Amended:	April	2015
Amended:	April	2017
Amended:	May	2018
Amended:	February	2021