

# **IDAHO ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

## **POLICIES AND PROCEDURES MANUAL**





**IDAHO ASSOCIATION OF EDUCATION OFFICE PROFESSIONALS  
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INDEX**

<b>FOREWORD</b> .....	5
<b>IAEOP PREAMBLE, PURPOSE, AND OBJECTIVES</b> .....	6
<b>GENERAL INSTRUCTIONS</b> .....	7
<b>SECTION 100      MEMBERSHIP</b>	
101    Eligibility .....	8
102    Classes of Membership .....	8
102.1    Active .....	8
102.2    Associate.....	8
102.3    Retired.....	8
102.4    Honorary.....	8
103    Member Dues .....	9
<b>SECTION 200      OFFICERS</b>	
201    Defined.....	10
202    Terms of Office.....	10
203    Duties of Officers.....	11
203.1    President.....	11
203.2    President-Elect.....	13
203.3    Vice President.....	14
203.4    Recording Secretary .....	15
203.5    Corresponding Secretary .....	15
203.6    Treasurer .....	16
203.7    Area Representatives.....	17
203.8    Immediate Past President.....	18
<b>SECTION 300      EXECUTIVE BOARD</b>	
301    Defined.....	19
302    Responsibilities.....	19
303    Meetings.....	19
<b>SECTION 400      ASSOCIATION MEETINGS</b>	
401    Types of Meetings.....	21
401.1    Annual Meeting .....	21
401.2    Executive Board Meetings.....	21
401.3    Special Meetings .....	21
402    Procedures for Conducting Business.....	21
<b>SECTION 500      RULES OF ELECTIONS</b>	
501    Defined.....	23
502    Nominations.....	23
503    Election Schedule.....	23
504    Candidate Requirements.....	24
504.1    President-Elect.....	24
504.2    Other Officers .....	24
504.3    Area Representatives.....	24
505    Voting Procedures.....	24

<b>SECTION 600</b>	<b>COMMITTEES</b>	
601	Defined.....	25
602	Committee Chair—General Instructions .....	25
603	Types of Committees.....	26
603.1	Affiliations .....	26
603.2	Awards.....	26
603.3	Budget/Finance.....	27
603.4	Bylaws .....	28
603.5	Conference Planning.....	29
603.6	Field Service .....	30
603.7	Membership.....	31
603.8	Nominations and Elections.....	32
603.9	Professional Standards Program.....	32
603.10	Publicity .....	33
603.11	Publications .....	34
603.12	Scholarships .....	35
603.13	Ways and Means.....	36
603.14	Web Site .....	36
604	Appointments .....	37
604.1	Auditor.....	37
604.2	Historian .....	37
604.3	IASA Liaison .....	38
<b>SECTION 700</b>	<b>ADVISORY COUNCIL</b>	
701	Defined.....	39
702	Responsibilities .....	39
703	Meetings.....	39
<b>SECTION 800</b>	<b>AFFILIATIONS PROGRAM</b>	
801	Purpose .....	40
802	Functions .....	40
803	Requirements .....	40
804	Benefits .....	40
<b>SECTION 900</b>	<b>AFFILIATIONS WITH PROFESSIONAL GROUPS</b>	
901	NAEOP.....	42
902	IASA .....	42
<b>SECTION 1000</b>	<b>FINANCE</b>	
1001	Defined.....	43
1002	Revenue .....	43
1003	Expenditures .....	43
1003.1	Procedures .....	43
1003.2	Designated Expenses.....	44
1003.3	Treasury-Allowable Expenses.....	44
<b>SECTION 1100</b>	<b>RECORD RETENTION GUIDELINES</b>	
1101	Defined.....	46
<b>APPENDICES</b>		
	Idaho Regions by County.....	47
	IAEOP Bylaws	

## FOREWORD

The policies and procedures contained in this manual are the combination of what were the **original Idaho Association of Educational office Personnel (IAEOP) Constitution (1972), Bylaws (1972), Standing Rules (1983), and Handbook (1983)**. When the revised Bylaws were approved by the members of the Association at the Annual Meeting on April 23, 1988, it became necessary to prepare a Policies and Procedures Manual which incorporated the balance of these original governing documents.

This Policies and Procedures Manual has been compiled for the purpose of establishing a uniform conception of the duties of the Officers, the Executive Board, the Committee Chairs, and the Special Appointments of the Association. By using this guide, these persons may proceed with assurance they are administering the work of the Association with continuity and sound procedures.

This Policies and Procedures Manual was approved by the Executive Board on January 21, 1989. It is hoped the review process of this document will be a continuous one, and this document will be revised and updated on a regular basis. Additionally, a comprehensive review of this document is encouraged on a periodic basis to ensure compliance with Association needs.

It shall be the responsibility of the Bylaws Committee of the Association to update this Manual as needed, with all additions, deletions, or revisions resulting from long-term actions passed by the Executive Board, adopted policies, procedures or practices, and member-approved amendments to the Bylaws.

These additions, deletions or revisions shall be submitted to the Executive Board to review, discuss and adopt. Once adopted, the updated section(s), or the entire document, shall be distributed as appropriate and shall be made a permanent part of each Policies and Procedures Manual.

Policies and Procedures Development Committee:

Susan Driskell, Chairman  
Joyce Stapleton  
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**NOTE:** *The italic type in this document reflects language which is either quoted directly from the Bylaws adopted in 1988 and its amendments or relates directly to the above mentioned Bylaws. Consequently, such language MAY NOT be changed in this document without first being amended in the Bylaws. Any amendments to the Bylaws language contained within this Manual should also be updated.* All regular type in this document reflects language which is adaptations of the former Constitution, Bylaws, Standing Rules, and Handbook, plus subsequent Board actions and adopted policies, procedures or practices of the Association.

Manual Adopted: January 21, 1989

Manual Updated/Approved:

August 1991 – April 1992  
October 1997  
April 1999  
May 2002  
August 2005-October 2008  
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## **IAEOP PREAMBLE, PURPOSE, AND OBJECTIVES**

### **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 recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of educational office personnel and the importance of the contributions made in such a position.*

### **PURPOSE**

*The purpose of the Idaho Association of Educational Office Professionals shall be to promote the advancement of education by improving the quality of service provided by educational office personnel within the State to institutions of learning and the profession.*

### **OBJECTIVES**

*The objectives of the Association shall be to provide professional growth opportunities; recognize educational office personnel as members of the educational team; and elevate the standards of office personnel in education.*

Reference: IAEOP Bylaws—Preamble and Article II

Manual Adopted: January 21, 1989

Amending Actions: Bylaws Amendment – 4/97

P&P Section Updated/Approved: 10/97, 8/05-10/08

## OFFICERS, COMMITTEE CHAIRS AND SPECIAL APPOINTMENTS

### GENERAL INSTRUCTIONS

1. Read and become familiar with the contents of the Bylaws and the Policies and Procedures Manual of the Association. As updates are made and distributed, replace the copy in this Manual.
2. Become familiar with the procedures of the particular assignment and replace or add pages of this Manual as updates are made and distributed. This should be kept in your officer, committee chair, or special appointment notebook.
3. Maintain a file containing sample copies of programs, form letters, any special instructions, announcements and correspondence pertaining to your particular assignment. **In order to maintain continuity of the work of the position, give the file, the officer, committee or special appointment notebook, and this copy of the Policies and Procedures Manual to your successor.**
4. Submit a written report on the status and progress of the committee's work at each Executive Board meeting and/or at the President's request.
5. Send appropriate information and forms in a timely manner for inclusion in the Association newsletter and for posting on the Association web site.
6. Perform the duties of your office or assignment(s) in a professional manner at all times.
7. Ensure correspondence sent in the name of the Association is professional and error free.
8. Submit a written report at the Annual Meeting of the Association.

**NOTE:** References to committee chair(s) are the result of Executive Board action on January 26, 2008, and impact this Manual and other Association materials. Any change to this position title in the Association Bylaws requires a member-approved amendment. *Therefore, any italic Bylaws references in this Manual shall remain as chairman or chairmen.*

Reference: IAEOP Handbook (1983 - latest edition 1984)

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action – 1/08

P&P Section Updated/Approved: 8/05-10/08

## **SECTION 100 MEMBERSHIP**

### **SECTION 101 ELIGIBILITY**

*Membership shall be open to persons interested in promoting the purpose and objectives of the Association.*

All persons engaged or who have been engaged in secretarial or clerical work in an educational system or organizations concerned with education shall be eligible for membership.

### **SECTION 102 CLASSES OF MEMBERSHIP**

*Membership in the Association shall be of four classes: Active, Associate, Retired, and Honorary. Membership classification shall be designated on published membership lists.*

#### **102.1 ACTIVE MEMBERSHIP**

*Active membership is open to those persons currently employed in areas of the educational system or organizations related to education. Active members are entitled to participate in all activities of the Association including the right to vote, to run for office, to chair a committee and to make motions.*

#### **102.2 ASSOCIATE MEMBERSHIP**

*Associate membership is open to those persons interested in advancing the purpose and objectives of the Association, but are not eligible for Active membership. Associate members are entitled to participate in all activities of the Association except the right to vote, to run for office, to chair a committee, or to make motions.*

#### **102.3 RETIRED MEMBERSHIP**

*Retired membership is open to those persons who have retired from an educational system or organization related to education. Retired members are entitled to participate in all activities of the Association including the right to vote, to chair a committee, and to make motions; but do not have the right to run for office.*

#### **102.4 HONORARY MEMBERSHIP**

*Honorary membership may be bestowed by vote of the Executive Board upon any person who has rendered exceptional service to the Association. Honorary members are entitled to participate in all activities of the Association except the right to vote, to run for office, to chair a committee, or to make motions.*

SECTION  
**103 MEMBER DUES**

Dues for each fiscal year, July 1 to June 30, shall be:

ACTIVE .....	\$25.00
ASSOCIATE .....	\$25.00
RETIRED (1/2 Active Membership Dues).....	\$12.50
HONORARY .....	\$0.00

Any increase in the membership dues is set by the Executive Board.

Active membership privileges shall terminate upon failure to pay dues for one year, upon resignation from the Association, or upon withdrawal from employment as an educational office employee. Associate and Retired membership privileges shall terminate upon failure to pay dues for one year.

When a past president of the Association retires as an Active or Associate member, the dues for Retired membership shall be waived. All privileges available to Retired members shall be retained for so long as the dues are waived.

At such time as determined by the Executive Board and following Board action, Honorary membership shall be bestowed to a retired past president of the Association.

By Board action, Honorary membership shall be bestowed to the NAEOP representative attending the Annual Meeting/Spring Conference of the Association.

Reference: IAEOP Bylaws—Article III

Manual Adopted: January 21, 1989

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Bylaws Amended – 4/02

P&P Section Updated/Approved: 10/97, 5/02, 8/05-10/08

**SECTION 200  
OFFICERS**

**SECTION  
201            DEFINED**

*The officers of the Association shall be President, President-Elect, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Area Representatives, and Immediate Past President.*

*These officers, as the Executive Board, shall conduct the business of the Association in accordance with the governing documents and the parliamentary authority adopted by the Association.*

**SECTION  
202            TERMS OF OFFICE**

The officers of the Association shall serve for the following terms:

<i>President</i>	<i>.....</i>	<i>1 year</i>
<i>President-Elect</i>	<i>.....</i>	<i>1 year</i>
<i>Vice President</i>	<i>.....</i>	<i>2 years</i>
<i>Recording Secretary</i>	<i>.....</i>	<i>2 years</i>
<i>Corresponding Secretary</i>	<i>.....</i>	<i>2 years</i>
<i>Treasurer</i>	<i>.....</i>	<i>2 years</i>
<i>Area Representatives</i>	<i>.....</i>	<i>2 years</i>
<i>Immediate Past President</i>	<i>.....</i>	<i>1 year</i>

1. *All officers shall be elected in the manner provided in the Rules of Election as described in this document.*
2. *The officers shall be installed during the Annual meeting and shall assume office at the conclusion of the Annual Meeting.*
3. *An officer elected or appointed to a two-year (2) term shall be deemed to have served one (1) term if that officer has served for a period of more than twelve (12) consecutive months in that position.*
4. *An officer who has served less than one (1) term in any office shall be eligible for election to that office for two (2) full terms.*
5. *Elected officials shall serve no more than two (2) consecutive terms in the same office.*
6. *In the event of the incapacity of any elected officer other than the President, the Executive Board may, at its discretion, elect a replacement or establish a nomination and election procedure.*
7. *If the Immediate Past President ceases to be an Active member of the Association, the Executive Board shall select, from among the former Presidents who are Active members of the Association, one to serve on the Executive Board until the next Annual Meeting.*

SECTION  
**203 DUTIES OF OFFICERS**

**203.1 PRESIDENT**

*The office of the President shall be filled by the President-Elect at the conclusion of the Annual Meeting.*

The responsibilities of the President shall be to

1. Preside at all meetings of the Association including both special and regular meetings of the Executive Board and the Annual Meeting.
2. Act as the official spokesman of the Association.
3. Set all regular and special meetings of the Executive Board; prepare the agenda for each; and provide notice to the Corresponding Secretary for distribution to members of the Executive Board, committee chairs, special appointments, affiliated association presidents, and IAEOP Past Presidents at least thirty days prior to each meeting date.
4. Issue call for Annual Meeting of the Association.
5. *Serve as an ex-officio member of all committees except the Nominations and Elections Committee.*
6. Ensure notebooks for officers, committee chairs and special appointments are kept up to date and are passed to each new assignment.
7. Provide orientation to Board members, committee chairs and special appointments at beginning of administrative year.
8. Approve all communications of a general nature sent out in the name of the Association.
9. Make periodic and coordinated reports to the Executive Board.
10. Communicate with board members and committee chairman to keep informed on progress of committees.
11. Communicate with the Treasurer on the financial status of the Association.
12. Cooperate and coordinate with the President-Elect in planning programs of the Association and in reserving meeting sites one year in advance for Executive Board meetings.
13. Serve, or appoint a representative to serve, as Association liaison to IASA.
14. Review and submit the IASA Affiliation Agreement for Executive Board approval.
15. Prepare President's message for each Association newsletter.
16. Contact and advise Executive Board members, committee chairs, and/or special appointments who are not fulfilling assigned responsibilities.

17. Make recommendations to Executive Board regarding any assignment changes or replacements as may be necessary.
18. Act as the official delegate of the Association to the NAEOP Annual Meeting and Advisory Council immediately following term of office as president.

#### PROPOSED TIME LINE FOR PRESIDENT:

##### March (prior to term as president)

- Send names of selected committee chairs and appointments to Executive Board for approval prior to Annual Meeting.

##### April (or time of Annual Meeting)

- Installed as President.
- Announce chairs of standing committees and appointments.
- Announce theme for coming year and next Annual Meeting.
- Meet with newly installed officers to announce location for Executive Board meetings in August.

##### July

- Plan and make notification of Executive Board meeting to be held in August.
- Work with Treasurer for completion of audit and presentation of budget at Executive Board meeting held in August.
- Work with new President-Elect to reserve meeting sites for Executive Board meetings during term as president (one year in advance).

##### August

- Conduct first Executive Board meeting.
- Ensure officers, committee chairs, and special appointees understand responsibilities and duties of appropriate assignments.
- Announce location for Executive Board meeting in October.

##### September

- Affiliate with NAEOP.
- Plan and make notification of Executive Board meeting in October.
- Plan articles for newsletter.
- Check with Affiliations, Awards and Scholarships Committees on application deadlines.
- Review IASA Affiliation Contract.

##### October

- Confer with President-Elect on preliminary schedule for Spring Conference.
- Conduct second Executive Board meeting.
- Announce location for Executive Board meeting in January.

##### December

- Check with Nominations and Elections Committee on status of ballot and election progress.
- Plan and make notification of Executive Board meeting in January.

##### January

- Conduct third Executive Board meeting.
- Finalize slate of officers for upcoming election.
- Validate selection of Awards and Scholarships recipients.

- Finalize plans for Annual Meeting

#### March

- Announce election results.

#### April (or time of Annual Meeting)

- Conduct fourth Executive Board meeting held prior to, but in conjunction with, the Annual Meeting.
- Preside over Annual Meeting and Conference until its conclusion.
- Install new officers.

#### July

- Attend the NAEOP Annual Meeting and Advisory Council Meeting as the Association delegate (following term of office as president).

### **203.2 PRESIDENT-ELECT**

*The President-Elect shall be elected annually and shall serve a one-year term, assuming office at the conclusion of the Annual Meeting.*

Responsibilities of the President-Elect shall be to

1. Perform duties of the President in the absence of the President.
2. *Serve as Chairman of the Conference Planning Committee.*
3. *Assume duties and authority of the President for the unexpired term of the President in the event of a vacancy in the office of President.*
4. Attend all regular and special meetings of the Association.
  - Respond to all notifications of meetings
  - Submit a written report to the president and recording secretary
5. Communicate monthly with the president.
6. Secure hotel site for conference two years out and for Executive Board meetings during term as president (one year out).
7. *Select committee chairman and make appointments for term as President:*
  - a. Contact prospective appointees.
  - b. Obtain approval of appointees from the Executive Board, prior to Executive Board meeting in conjunction with the Annual Meeting.
  - c. Announce committee chairs and appointments immediately following installation as President.

#### PROPOSED TIME LINE FOR PRESIDENT-ELECT

#### April (or at the time of the Annual Meeting)

- Installed as President-Elect.

### July

- Attend NAEOP Annual Meeting if possible.

### August

- Attend first Executive Board Meeting
- Coordinate with Executive Board on plans for Conference.

### October

- Attend second Executive Board meeting.
- Report to Executive Board on progress of Conference planning.
- Present tentative Conference schedule including workshops, speakers and menus for Executive Board approval.
- Present recommendation for conference facility for two years out for board approval.

### January

- Attend third Executive Board meeting.
- Present final Conference schedule including workshops, speakers and menus for Executive Board approval.
- Set registration fees, meal prices, in coordination with Executive Board.
- Provide Conference publicity.

### February

- Prepare, print and mail Conference brochure.

### March

- Purchase a gift (traditionally a plaque) to be presented to outgoing President at Annual Meeting.
- Secure consent from prospective committee chairs and appointments.
- Submit committee chairs and special appointments to Executive Board for approval.

### April

- Attend fourth Executive Board meeting.
- Announce any changes and pertinent information about Conference to Executive Board.
- Installed as President at Annual Meeting.

## **203.3 VICE PRESIDENT**

*The Vice President shall be elected in odd-numbered years and shall serve a two-year term, assuming office at the conclusion of the Annual Meeting.*

Responsibilities of the Vice President shall be to

1. Perform duties of President in the absence of both the President and the President-Elect.
2. *Serve as Chairman of the Affiliations Committee.*
3. Attend all regular and special meetings of the Association.
  - Respond to all notifications of meetings
  - Submit a written report to the president and recording secretary
4. Attend NAEOP Annual Meeting if possible.
5. Work toward unification of NAEOP and local and state associations.

## **203.4 RECORDING SECRETARY**

*The Recording Secretary shall be elected in even-numbered years and shall serve a two-year term, assuming office at the conclusion of the Annual Meeting.*

Responsibilities of the Recording Secretary shall be to

1. Attend all regular and special meetings of the Association.
  - Respond to all notifications of meetings
2. Keep accurate records of the proceedings of the Association and of each Executive Board meeting.

Executive Board/Regular Meetings:

- a. At Executive Board meetings, take roll, recording all present.
  - b. Take minutes of the meeting – recording the business transacted.
  - c. The minutes shall state the resolution, the name of the individual making the motion, the second, and the results of the vote.
  - d. Attach all reports to the official minutes, including membership list provided by Membership Committee.
  - e. Include copy of Annual Meeting/Spring Conference schedule, list of attendees and Association directory with official minutes of Annual Meeting.
  - f. Have minute book on hand at each meeting in the event any previous action taken needs to be clarified to membership.
  - g. Have a copy of the Bylaws of the Association and of the Policies and Procedures Manual at each meeting.
3. Submit copy or file of final minutes to Corresponding Secretary in timely manner for inclusion in Board meeting notices sent thirty (30) days prior to next scheduled meeting.
  4. Provide the Conference Planning Committee Chair with the minutes of the last Annual Meeting for inclusion in conference packets.
  5. Provide minutes of all Association meetings to the chair of the Bylaws Committee.

## **203.5 CORRESPONDING SECRETARY**

*The Corresponding Secretary shall be elected in odd-numbered years and shall serve a two-year term, assuming office at the conclusion of the Annual Meeting.*

Responsibilities of the Corresponding Secretary shall be to

1. Send notices of all meetings of the Executive Board as directed by the President.

- a. *Notify* each Board member, committee chair, special appointment, IAEOP past president, and affiliated association president *within thirty (30) days prior to the scheduled meeting.*
  - b. Include date, time and location of meeting, meeting agenda, and copy of final minutes of the previous Executive Board meeting.
  - c. Will notify president of members who have responded to notification.
2. *Serve as Chairman of the Membership Committee.*
  3. Attend all regular and special meetings of the Association.
    - Respond to all notifications of meetings
    - Submit a written report to the president and recording secretary
  4. Send and receive correspondence of the Association as directed by the President and the Executive Board.
  5. Report all communications to the Executive Board.

### **203.6 TREASURER**

*The Treasurer shall be elected in even-numbered years and shall serve a two-year term, assuming office at the conclusion of the Annual Meeting.*

Responsibilities of the Treasure shall be to

1. *Serve as Chairman of the Budget/Finance Committee.*
2. Attend all regular and special meetings of the Association.
  - Respond to all notifications of meetings
  - Submit a written report to the president and recording secretary
3. Select a bank for deposit of Association monies and secure necessary signature cards.
4. Recommend investment options and invest idle monies of the Association as directed by the Executive Board.
5. Deposit and disburse Association monies as authorized by the Executive Board:
  - a. All deposits shall be properly receipted and reconciled.
  - b. All disbursements shall be documented with receipts, vouchers, and the proper authorized signatures.
6. Present a proposed budget for Executive Board approval at the first Executive Board meeting of the new fiscal year.
7. Present financial reports at Executive Board meetings and at the Annual Meeting:
  - a. At each Executive Board meeting, reports shall include the following:
    - 1) Treasurer's Report: actual cash balance report, with quarterly transactions including revenue, receivables, expenditures, and payables.

- 2) Budget/Finance Report: financial report, with budget/actual year-to-date totals and including three-year comparisons.
- b. At the first Executive Board meeting following the Conference, present a separate Conference financial profit/loss report.
- c. At the Annual Meeting, provide the membership with the following reports:
  - 1) Treasurer's Report: financial statement for current fiscal year, with actual cash balance and including composite year-to-date financial activity
  - 2) Budget/Finance Report: financial report, with budget/actual totals for previous fiscal year and including budget information for two previous years.
8. Close the books as soon as possible at the end of the fiscal year (June 30) and prepare financial records for audit. As applicable, work with immediate past treasurer to ensure timely completion of books and reports.

### **203.7 AREA REPRESENTATIVES**

*Area Representatives shall be elected from the six geographic areas established by the Executive Board.*

The Executive Board shall use the geographic areas established by the Idaho State Department of Education (SDE). For Association purposes and because Bingham County is split by the SDE, all districts located in Bingham County shall be represented in Area V.

*Regions I, III, and V Area Representatives shall be elected in odd-numbered years and shall serve for a two-year term, assuming office at the conclusion of the Annual Meeting.*

*Regions II, IV and VI Area Representatives shall be elected in even-numbered years and shall serve for a two-year term, assuming office at the conclusion of the Annual Meeting.*

Area Representatives shall act as liaison between the Association and their represented regional areas.

Responsibilities of the Area Representatives shall be to

1. Represent the Association, upon the request of local associations, at local and regional meetings and/or workshops.
2. Attend all regular and special meetings of the Association.
  - Respond to all notifications of meetings
  - Submit a written report to the president and recording secretary
3. Represent their regional areas on the Executive Board and at all Executive Board meetings.
4. Assist persons or groups in their represented regional area in forming local associations.
5. *Serve as chairman of a standing committee as appointed.*

6. Coordinate and cooperate with the Membership Committee and the Affiliations Committee in promoting membership to eligible persons within the represented regional area.
7. Disseminate Association materials and information to members and other interested persons within the represented regional area as directed and approved by the Executive Board.

### **203.8 IMMEDIATE PAST PRESIDENT**

*The Immediate Past President shall serve as a member of the Executive Board from the time the new President is installed in office until the following Annual Meeting.*

Responsibilities of the Immediate Past President shall be to

1. Serve as Association delegate to the NAEOP Annual Meeting immediately following term of office as President.
2. *Serve as Chairman of the Nominations and Elections Committee.*
3. Attend all regular and special Executive Board meetings of the Association.
  - Respond to all notifications of meetings
  - Submit a written report to the president and recording secretary
4. Complete NAEOP Affiliation form for the Idaho Past Presidents Association (IPPA) and submit to Association treasurer for payment.
5. Act in an advisory capacity upon request of the President.
6. Provide updated status information on past presidents of the Association for Retired (with dues waived) and Honorary members to the Membership Committee.
7. Submit names of past presidents of the Association for Executive Board approval of Honorary membership as needed.

Reference: IAEOP Bylaws—Articles IV, V, VI

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action –10/97, 4/99, 4/01, 10/01, 4/07

P&P Section Updated/Approved: 8/91-4/92, 10/97, 4/99, 8/05-10/08

## **SECTION 300 EXECUTIVE BOARD**

### **SECTION 301      DEFINED**

*The Executive Board governs the Association in accordance with the adopted documents and the parliamentary authority of the Association. The Executive Board of the Association shall consist of the following Association officers:*

*President  
President-Elect  
Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer  
Area Representatives (6)  
Immediate Past President*

*The President may make appointments to the Executive Board. These appointments may act in an advisory or support capacity, but shall have no voting privileges.*

### **SECTION 302      RESPONSIBILITIES**

*Responsibilities of the Executive Board shall be to*

1. *Conduct the business of the Association.*
2. *Fill any vacancies occurring on the Executive Board for the unexpired term of the office.*
3. *Act on requests for regional meetings/workshops held under the auspices of the Association.*

### **SECTION 303      MEETINGS**

1. *A minimum of two Executive Board meetings shall be held during each fiscal year.*
2. *Special meetings of the Executive Board may be called at the discretion of the President or at the written request of three members of the Executive Board.*
3. *Written notice shall be sent to each Executive Board member, committee chair, special appointment, affiliated association president, and IAEOP Past President at least thirty days prior to each meeting date. The notice shall include the date, time, location, and agenda of the meeting.*
4. *A simple majority of the members of the Executive Board shall constitute a quorum for the transaction of business.*

5. *Past Presidents of the Association, committee chairmen (other than elected officers), special appointments, and affiliated association presidents may be invited to Executive Board meetings in an advisory capacity. They will not have voting privileges.*

Reference: IAEOP Bylaws—Article IV, V, VI

Manual Adopted: January 21, 1989

Amending Actions: (dates)

P&P Section Updated/Approved: 8/05-10/08

**SECTION 400  
ASSOCIATION MEETINGS**

**SECTION  
401      TYPES OF MEETINGS**

**401.1      ANNUAL MEETING**

1. *The Annual Meeting of the Association shall be called in the spring at the discretion of the President with the approval of the Executive Board.*
2. *The Annual Meeting shall be self-supporting.*
3. During the Annual Meeting, Association business shall be conducted and the officers shall be installed.

**401.2      EXECUTIVE BOARD MEETINGS**

1. *A minimum of two meetings of the Executive Board shall be held during each fiscal year.*
2. The preferred meeting schedule for the Executive Board shall be  

Second weekend in August	-- 1 <sup>st</sup> meeting of the year
Third weekend in October	-- 2 <sup>nd</sup> meeting of the year
Fourth weekend in January	-- 3 <sup>rd</sup> meeting of the year
April/May	-- 4 <sup>th</sup> meeting of the year held in conjunction with the Annual Meeting and Spring Conference
3. *A simple majority of the members of the Executive Board shall constitute a quorum for the transaction of business.*

**401.3      SPECIAL MEETINGS**

1. Special meetings of the membership may only be called by a two-thirds favorable vote of the Executive Board.
2. Regional meetings and/or workshops held under the auspices of the Association shall have prior approval of the Executive Board.
3. All printed materials for regional meetings and/or workshops approved by the Executive Board and held under the auspices of the Association shall be reviewed by the President.

**SECTION  
402      PROCEDURE FOR CONDUCTING BUSINESS**

1. *All meetings shall be conducted according to parliamentary procedures as set forth in ROBERT'S RULES OF ORDER, Latest Edition.*
2. *At meetings of the Association, a simple majority of the Association's voting members in attendance shall constitute a quorum.*

3. *Written notices of all Association meetings shall be made to each member at least thirty days prior to the date of such events.*
4. The order for transaction of business for meetings of the Association shall be as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Agenda
  - d. Approval of Minutes
  - e. Communications
  - f. Treasurer's Report
  - g. Officer/Committee Reports
  - h. Special Reports
    - 1) Special Appointments
    - 2) NAEOP Report
  - i. Unfinished Business
  - j. New Business
  - k. Adjournment

Reference: IAEOP Bylaws—Articles V, VI, and XI

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action – 4/99

P&P Section Updated/Approved: 4/99, 5/02, 8/05-10/08

**SECTION 500  
RULES OF ELECTION**

**SECTION  
501            DEFINED**

*The elected officers of the Association shall be*

<i>President</i>	<i>President-Elect</i>
<i>Vice President</i>	<i>Recording Secretary</i>
<i>Corresponding Secretary</i>	<i>Treasurer</i>
<i>Area Representatives – Regions I, II, III, IV, V, VI</i>	

*The Executive Board officers shall be installed at the Annual Meeting and shall assume their duties at the conclusion of the Annual Meeting. The Immediate Past President is an officer of the Executive Board.*

**SECTION  
502            NOMINATIONS**

*The Nominations and Elections Committee shall seek a slate consisting of two nominees for each vacant position.*

*All nominations shall be made in writing.*

*No candidate may be placed on the ballot without the candidate's consent.*

**SECTION  
503            ELECTION SCHEDULE**

- 1. The office of President shall be filled by the preceding President-Elect at the conclusion of the Annual Meeting.*
- 2. The President-Elect shall be elected annually.*
- 3. The Vice-President shall be elected in odd-numbered years and shall serve a two-year term.*
- 4. The Recording Secretary shall be elected in even-numbered years and shall serve a two-year term.*
- 5. The Corresponding Secretary shall be elected in odd-numbered years and shall serve a two-year term.*
- 6. The Treasurer shall be elected in even-numbered years and shall serve a two-year term.*
- 7. Area Representatives from Regions I, III, and V shall be elected in odd-numbered years and shall serve a two-year term.*
- 8. Area Representatives from Regions II, IV, and VI shall be elected in even-numbered years and shall serve a two-year term.*

SECTION  
**504 CANDIDATE REQUIREMENTS**

**504.1 PRESIDENT-ELECT**

*Candidates for President-Elect shall*

1. *Be an Active member of the Association.*
2. *Have served previously as an elected member of the Executive Board.*
3. *Have been an Active member of the Association for three consecutive years prior to candidacy.*
4. *Have attended two Annual Meetings within three years prior to nomination.*

**504.2 OTHER OFFICERS**

*Candidates shall*

1. *Be an Active member of the Association.*
2. *Have been an Active member for one year or longer.*

**504.3 AREA REPRESENTATIVES**

*Candidates shall*

1. *Be an Active member of the Association.*
2. *Have been an Active member for one year or longer.*
3. *Be employed in the geographic area from which they are a candidate.*

SECTION  
**505 VOTING PROCEDURE**

1. *All elections shall be conducted by mail ballot:*
  - a. *Ballots shall be mailed to each voting member of the Association by February 15.*
  - b. *Ballots shall be returned to the Nominations and Elections Committee Chair by March 15.*
2. *Candidates receiving the majority of votes shall be declared elected.*
3. *Ballots shall be retained by the Nominations and Elections Committee Chairman for a period of one year.*

Reference: IAEOP Bylaws—Article VII

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action – 1/08

P&P Section Updated/Approved: 8/05-10/08

## SECTION 600 COMMITTEES

### SECTION 601 DEFINED

*The standing committees of the Association shall be*

*Affiliations  
Awards  
Budget/Finance  
Bylaws  
Conference Planning  
Field Service  
Membership*

*Nominations and Elections  
Professional Standards Program  
Publicity  
Publications  
Scholarships  
Ways and Means  
Web Site*

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

### SECTION 602 COMMITTEE CHAIR – GENERAL INSTRUCTIONS

*The chairman of each committee, unless otherwise specified in the Bylaws or the Policies and Procedures Manual, is selected by the President with the approval of the Executive Board.*

Selections for committee chairs are made as President-Elect and submitted for approval prior to assuming the office of President.

Past Association experience and performance as well as general knowledge pertinent to the committee's activity shall be considered in chair selection.

Responsibilities of the Chair shall be to:

1. Work with the Executive Board and committee members on the specified purpose and scope of the committee's work.
2. Serve as liaison between the Executive Board and any outside groups or agencies concerned.
3. *Obtain Executive Board approval of committee members.*
4. Assign duties and responsibilities to committee members.
5. Organize a calendar or time schedule for implementation of committee goals.
6. Submit appropriate information and forms for inclusion in the Association newsletter and for posting on the Association web site.
7. Submit a written report as requested by the President and/or Executive Board.
8. Submit a written report at the Annual Meeting.

SECTION

**603 TYPES OF COMMITTEES**

**603.1 AFFILIATIONS COMMITTEE**

The Affiliations Committee shall work to promote the affiliation program with local associations.

*The chairman shall serve as presiding officer of the Advisory Council meeting.*

The chair of this committee shall be the Vice President.

Responsibilities of the Affiliations Committee shall be to

1. Send out affiliation application forms to all local association presidents before October 1, with return deadline: postmarked by December 10.
2. Promote the affiliation program with local associations.
3. Accept applications:
  - a. Determine if affiliation membership requirements are met.
  - b. Submit affiliation applications to Executive Board for approval.
  - c. Forward the affiliation fees to the Treasurer.
  - d. Verify affiliation requirement and deadline for associations submitting Awards' and Student Scholarship nominations.
  - e. Prepare Certificate of Affiliation forms and Presidential Gavel pins and present to affiliated association presidents.
  - f. Acknowledge affiliated associations at the Annual Meeting.
4. Maintain, update and distribute the Handbook for Local Association Presidents.
5. Promote affiliation with NAEOP.

**603.2 AWARDS COMMITTEE**

The Awards Committee shall have charge of the selections for appropriate awards.

Responsibilities of the Awards Committee shall be to

1. Provide for selection of the Association's Administrator of the Year and Office Professional of the Year Awards recipients.
  - a. Send nomination forms and criteria for judging to Area Representatives and to local association presidents, with return deadline: postmarked by January 10.
  - b. Verify affiliation requirement and deadline for associations submitting awards nominations (Affiliations Committee).

- c. Verify membership requirement for Office Professional of the Year nominees (Membership Committee).
  - d. Appoint independent committee for selection of Association's awards.
  - e. Appoint additional judge in the event of a tie.
  - f. Report selection results at the Executive Board meeting in January.
  - g. Inform recipients of selection and invite them to attend Conference Awards Banquet.
2. Submit necessary nomination forms for applicable NAEOP awards:
- a. NAEOP Administrator of the Year Award – preceding year's Association Administrator of the Year Award recipient is submitted.
  - b. NAEOP Olive T. Richie Educational Office Professional of the Year Award – preceding year's Association Office Professional of the Year Award recipient is submitted.

### **603.3 BUDGET/FINANCE COMMITTEE**

The Budget/Finance Committee shall have general charge of the budget of the Association.

The chair of this committee shall be the Treasurer.

This committee shall be composed of three members.

Responsibilities of the Budget/Finance Committee shall be to

1. Prepare the budget on the basis of the record of actual financial activity of the past several years.
  - a. Examine condition of treasury at beginning of fiscal year to determine payment of treasury-allowable expenses.
  - b. Make recommendations to the Board as necessary to modify amount of designated expenditures.
  - c. A budget line item for Scholarships shall be established with fiscal year beginning fund balance of approved scholarships amounts.
    - 1) All revenue and expenditure activities shall be included in line-item activity.
    - 2) Balances in excess of approved scholarships amounts at the close of the fiscal year may be transferred to the Association general operating budget.
  - d. Submit the preliminary budget for approval at the Executive Board meeting in August.

- e. Prepare the final budget in line with the decisions of the Executive Board relative to the program expenses, projects, publications and special services for the coming year.
2. Monitor approved budget and actual activity to ensure financial responsibility and fiscal management of the Association.
3. Confer with the President in order to keep informed of the financial obligations of the Association.

#### **603.4 BYLAWS COMMITTEE**

The Bylaws Committee shall maintain and keep current the Bylaws of the Association and the Policies and Procedures Manual. This shall be done in cooperation with the President and the Executive Board.

This committee shall consist of at least two or more members.

Responsibilities of the Bylaws Committee shall be to

1. Receive all proposed amendments to the Association Bylaws:
  - a. *All proposed amendments shall be submitted in writing.*
  - b. *Review proposed amendments and present report to the Executive Board for recommendation prior to presentation to the membership for vote.*
  - c. *The proposed amendment(s) with the recommendation of the Executive Board shall be provided to the membership no later than thirty days prior to the Annual Meeting.*
  - d. *Voting on the proposed amendment(s) shall be by mail ballot to the membership and be returned within three weeks.*
  - e. *A two-thirds favorable vote of returned ballots shall be required for adoption of all proposed amendments.*
2. *Present in proper form all member-approved amendments to the Executive Board at the Annual Meeting.*
3. Maintain IAEOP Minutes Summaries (five-year increments) as reference for Association meetings and documentation for updates to Policies and Procedures Manual.
  - a. Review minutes of Association meetings as received from the Recording Secretary.
  - b. Update the "IAEOP Minutes Summaries" (appropriate five-year worksheet) on a yearly basis with actions and important points from Association meetings, including meeting date, governing action, description, area of responsibility, and comments.
  - c. Distribute current five-year file to members of the Executive Board, committee chairs and special appointees for inclusion in assignment notebooks.

4. Update the Policies and Procedures Manual as needed, including any revisions, additions, or deletions resulting from long-term actions passed by the Executive Board, adopted policies, procedures or practices, and member-approved amendments to the Bylaws.
  - a. Use IAEOB Minutes Summaries and member-approved Bylaws Amendments as reference to make necessary updates.
  - b. Include date of Board action and remove any dates which are no longer applicable to Manual information (dues, affiliation fees, etc.)
  - c. Present proposed Manual updates to Executive Board to review, discuss and adopt.
  - d. Add date of approved Manual updates for each "P&P Section" affected by revisions, additions or deletions to the Manual during the update process.
  - e. Include date of latest approved Manual updates in document footer.
  - f. Send copies of revised portion(s) of the Policies and Procedures Manual to Executive Board members, committee chairs and special appointments for inclusion in their Manual and to be posted on the web site.
5. Maintain and preserve committee documentation files of changes to the Association governing documents, including all reviewed minutes, Bylaws amendment proposals, each updated Bylaws, and each updated P&P Manual.
6. Provide copy of Association Bylaws to the Conference Planning Committee for inclusion in Annual Meeting/Spring Conference packets.
7. Maintain the "IAEOB Orientation Booklet" for elected officers, committee chairs and special appointments.
  - a. Review and revise booklet with necessary corrections resulting from updates to the Bylaws or Policies and Procedures Manual.
  - b. Provide computer file to President for timely distribution to elected officers, committee chairs and special appointments.

### **603.5 CONFERENCE PLANNING COMMITTEE**

A conference will be held each spring in conjunction with the Annual Meeting of the Association, at which time Association business will be transacted and officers will be installed.

The chair of this committee shall be the President-Elect.

Responsibilities of the Conference Planning Committee shall be to

1. Plan the annual Conference:
  - a. Set Conference date for the following year, obtain Executive Board approval, and sign facility contract with hosting facility at least one year in advance of the Conference.
  - b. Secure conference location for two year's out and obtain Executive Board approval.

- c. Solicit suggestions for topics and presenters.
  - d. Select topics to be addressed in workshops.
  - e. Contact, either personally or through other members, prospective presenters.
  - f. Provide program information to appropriate persons for program production, for publication and mailing, and for posting on the Association web site.
  - g. *The Conference brochure and announcement of the Annual Meeting shall be sent to all Association members and other interested persons no later than thirty days prior to the Conference date.*
  - h. Committee members should be available during the Conference to assist the chairman in handling various duties connected with the smooth conduct of the Conference.
2. Plan and monitor the Conference financing:
- a. *The Conference shall be self-supporting.*
  - b. Consideration of the budget shall be given and expenses governed accordingly.
  - c. Presenters' fees to be paid (if any) shall be determined by the committee with the approval of the Executive Board.
  - d. Travel and housing may be provided for out-of-area presenters when they are not paid from other sources.
  - e. Conference fees should be kept to a minimum and shall include registration fee, meal costs and membership dues for the upcoming year.
3. Coordinate and provide oversight of preparation of packets for distribution at the Spring Conference.
4. Coordinate conference event:
- a. Work with President to ensure smooth running of Conference and Annual Meeting.
  - b. Serve as liaison with facility personnel for planned meals and workshop needs.

### **603.6 FIELD SERVICE COMMITTEE**

The Field Service Committee shall work toward the promotion of the Association and the National Association of Educational Office Professionals.

Responsibilities of the Field Service Committee shall be to

- 1. Receive field service requests and initiate field service opportunities.
- 2. Contact the group requesting field service to establish date and place for meeting:
  - a. The requesting group shall provide the facilities for the meeting, local advertising and planning.

- b. The host group shall make arrangements for accommodations for the visiting field service team.
  - c. Host associations or regions shall be encouraged to help defray as much of the expenses incurred as possible.
3. Make available a team to conduct in-service workshops.
  4. Send written communications to affiliated association presidents on a quarterly basis.

### **603.7 MEMBERSHIP COMMITTEE**

The Membership Committee shall promote increased Association membership and shall pass on the eligibility of members to vote.

The chair of this committee shall be the Corresponding Secretary.

Responsibilities of the Membership Committee shall be to

1. Update and maintain supply of Association brochure
  - a. Work with Executive Board to update brochure information as needed.
  - b. Keep membership application form current to insert in Association brochure.
2. Prepare articles for each Association newsletter along with membership applications to be placed in the Association newsletter and posted on the Association web site.
3. Deposit membership dues with the Treasurer and provide membership packet.
  - a. Provide membership information and complete list to Conference Planning Committee for inclusion in Association directory and/or Conference packets.
  - b. Supply completed membership card and Association pin (new members only) for Conference packet.
  - c. Mail membership packet to members not attending Conference: membership card, membership directory or list, and Association pin (new members only).
4. Plan follow-up campaign for memberships not renewed:
  - a. Check current membership list against previous year's file.
  - b. Include copy of membership form with renewal message.
5. Keep updated list of retired past presidents of the Association for inclusion as Association members, with dues waived for Retired members, or as Honorary members.
6. Keep an accurate, updated list of membership (including all Honorary members), posting data in an active file.
7. Maintain inventory of Association pins for membership purposes.

8. Provide an updated membership list to the Executive Board at least twice a year.
9. Verify membership requirements for Awards and Scholarships Committees as requested.

### **603.8 NOMINATIONS AND ELECTIONS COMMITTEE**

*The Nominations and Elections Committee shall comply with the regulations provided in the Bylaws – Article VII and the Rules of Election of the Policies and Procedures Manual.*

The chair of this committee shall be the Immediate Past President.

The committee shall consist of two or more members.

Responsibilities of the Nominations and Elections Committee shall be to

1. Solicit nominees for office:
  - a. Send out letters by October 1 to affiliated association presidents and the Executive Board asking for possible nominees for offices to be elected.
  - b. Include deadline: postmarked no later than January 10.
2. Provide election information for nomination of candidates for open offices to the Association newsletter and for posting on the Association web site.
3. Present a ballot to the Executive Board for approval at the January Board meeting:
  - a. Work with the Membership Committee to determine eligibility of candidates to hold office.
  - b. Verify willingness of nominees to run for office.
4. Mail ballots by February 15 to each voting member in good standing of the Association:
  - a. Ballots shall contain the nominations and candidate synopsis.
  - b. Ballots shall be returned to the chair by March 15.
5. Count the ballots and validate the election.
6. Notify officers-elect and the Executive Board of election results.
7. Send letter to other candidates thanking them for their willingness to run for office.

### **603.9 PROFESSIONAL STANDARDS PROGRAM**

The Professional Standards Program Committee shall promote and encourage participation in the program by all members of the Association.

The chair of this committee shall hold PSP certification and shall be thoroughly versed in the NAEOP Professional Standards Program.

Responsibilities of the PSP Committee shall be to

1. Assist members in their procurement of certification.
2. Conduct workshops for those members interested in the Program.
3. Assist interested persons in understanding the Program and have necessary brochures available.
4. Publicize the Program in the Association newsletter and on the Association web site.
5. Maintain a roster of all Idaho PSP recipients and the level of their certificate.
6. Communicate with local association PSP chairs regarding local applications.
7. Verify only those applications meeting all PSP requirements.
8. Encourage local association PSP chairs and Area Representatives to acquaint superintendents and administrators with the Program.

### **603.10 PUBLICITY COMMITTEE**

The Publicity Committee shall work with the Executive Board and committee chairs in creating interest by publicizing the activities of the Association and local associations.

Responsibilities of the Publicity Committee shall be to

1. Work with the Conference Planning Committee to publicize the Conference and Annual Meeting of the Association.
  - a. Obtain Conference information from the Conference Planning Committee on finalized plans.
  - b. Develop news releases and public services announcements with Conference information and contact person.
  - c. Submit news releases and public service announcements to local media sources for publicity purposes.
  - d. Supply same announcements to Area Representatives for release in their represented regions.
2. Submit Association news and information to available media sources for Association publicity.
  - a. Obtain information from the Awards Committee on recipients of the Association Administrator and Office Professional of the Year.
  - b. Obtain information from Scholarships Committee on recipient of the Association Student Scholarship and recipient(s) of the Member Professional Development Scholarship.
  - c. Develop news articles on each recipient including name, place of employment, and background information.

- d. Work with Area Representatives to submit articles to local media sources in each recipient's area of residence.
3. Work with the Executive Board, committee chairs, and special appointments to ensure information and updated forms are provided in a timely manner for inclusion in the Association newsletter and posting on the Association web site.

### **603.11 PUBLICATIONS COMMITTEE**

The Publications Committee shall compile, edit, publish and distribute a minimum of three newsletters a year.

Responsibilities of the Publications Committee shall be to

1. Plan the theme, objectives, articles, special features, format and style of the Association newsletter.
2. Use the following guidelines for content schedule and submission deadlines:
  - a. Content schedule:  
June – recap of conference information and feature a Board member spotlight  
October – Association deadlines, NAEOP deadlines and a Board member spotlight  
February – upcoming conference information, nominations and elections information, and a Board member spotlight  
April – short update on elections, as well as a Board member spotlight. This issue will be placed in conference packets instead of mailing
  - b. Submission deadlines: May 15, September 15, January 15, and March 15
3. Estimate and secure the amount of material needed to fill the number of pages planned:
  - a. Secure information and news from Association officers, committee chairs, special appointments, and affiliated associations.
  - b. Use the newsletter for meeting notices and reports of the Executive Board.
  - c. Solicit news and articles from the general membership.
  - d. Distribute Association publications and literature to NAEOP officers.
  - e. Disseminate NAEOP information via the newsletter to Association members.
4. Use bulk mailing rates as available.
5. Keep the newsletter mailing list current with the help of the Membership Committee.
6. Send Association news to IASA for inclusion in its newsletters.
7. Submit necessary nomination forms to NAEOP for the Rachael Maynard Award for Excellence in Communication.

## **603.12 SCHOLARSHIPS COMMITTEE**

The Scholarships Committee shall work to promote the Association Student Scholarship, the Association Member Professional Development Scholarship, and the NAEOP Marion T. Wood Scholarship programs.

Responsibilities of the Scholarships Committee shall be to

1. Provide for selection of the Association Student Scholarship recipient:
  - a. Send nomination forms and criteria for judging to Area Representatives and local association presidents, with return deadline: postmarked by January 10.
  - b. Verify affiliations requirement and deadline for associations submitting student scholarship nominees (Affiliations Committee).
  - c. Appoint independent committee for selection of Association's nominee.
  - d. Report selection results at the Executive Board meeting in January.
  - e. Inform recipient of selection and invite the recipient to the Conference Awards Banquet.
  - f. Notify the recipient's affiliated association president of the scholarship selection.
  - g. Send notification of selection results to other nominees and to appropriate affiliated association president(s)
2. Submit the Association nominee for the NAEOP Marion T. Wood Student Scholarship:
  - a. Current year's Association Student Scholarship recipient is submitted.
  - b. Work with the recipient and affiliated association president to complete necessary NAEOP application forms for submitting to NAEOP by March 15.
3. Provide for selection of Association Member Professional Development Scholarship recipients:
  - a. Send nomination forms and criteria for judging to Area Representatives and local association presidents, with return deadline: postmarked by January 10.
  - b. Verify scholarship membership-criteria requirement with the Membership Committee.
  - c. Appoint independent committee for selection of recipient(s).
  - d. Report selection results at the Executive Board meeting in January.
  - e. Inform recipient(s) of selection results and reimbursement schedule.
  - f. Submit documented requisition to treasurer for reimbursement payment to each recipient at Conference Awards Banquet.

### **603.13 WAYS AND MEANS COMMITTEE**

The Ways and Means Committee shall promote fund-raising projects for the Association.

Responsibilities of the Ways and Means Committee shall be to

1. Obtain Executive Board approval for fund-raising projects.
2. Maintain an inventory of Association merchandise for sale.
3. Keep an accurate account of all purchases and sales for the Association.
4. Forward Ways and Means monies to the Treasurer in a timely manner.
5. Plan and provide maintenance of the Hospitality Room at the Conference.
6. Promote Association Ways and Means and have an inventory available for sale through affiliated associations.
7. Contact Area Representatives and affiliated association presidents regarding items for auction and door prizes at Conference.
8. Add Association disclaimer to any alcoholic beverage given as door prize or raffle item.
  - a. Include statement: The winner of the alcoholic beverage is NOT to consume the beverage prior to returning home.
  - b. Include statement: Recipient must be 21 years of age to receive this prize.
  - c. Obtain signature of winner confirming notification was given.

### **603.14 WEB SITE COMMITTEE**

The Web Site Committee shall design, construct and maintain the web site to advertise and promote the activities and the administration of the Association.

Responsibilities of the Web Site Committee shall be to

1. Work with the Executive Board, committee chairs, and special appointees to secure necessary information and forms in a timely manner.
  - a. Post Association meeting schedules, including Executive Board meetings, any special meetings, and the Annual Meeting/Spring Conference schedule.
  - b. Include Association activities and administrative functions: Affiliations, Awards, Membership, Publications, Scholarships, Ways and Means, and other such content as directed by the Executive Board or President.
2. Research and make recommendation to Executive Board regarding web host options and web site renewal.
3. Update information and forms on web site on a regular basis.
4. Provide all forms in format necessary for download and use as needed, including options for online Conference Registration and Membership Application.

5. Include internet links as appropriate to the purpose and objectives of the Association.
6. Submit necessary nomination forms to NAEOP for the Past Presidents Council Web Site Award.

## SECTION

### **604 APPOINTMENTS**

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

*The chairman of each special committee shall be appointed by the President with the approval of the Executive Board.*

#### **604.1 AUDITOR**

The Auditor shall audit the accounts of the Association at the close of each fiscal year (June 30).

The Auditor may appoint an Audit Committee to assist in auditing the Association's financial records.

Responsibilities of the Auditor shall be to

1. Coordinate with the Treasurer in deciding a time and place convenient for auditing the financial records.
2. Obtain from the Treasurer the bank statements, check book, ledger accounts and vouchers.
3. Reconcile bank statements with the check book balance.
4. Check vouchers for approval by President and proper account itemized billing.
5. Verify all checks against vouchers.

#### **604.2 HISTORIAN**

Responsibilities of the Historian shall be to

1. Maintain a history of the Association by gathering pictures, articles and other information of Association events and membership participation.
2. Make resume' of Association projects and accomplishments.
3. Incorporate use of pictures and programs when possible.
4. Place information – pictures, articles, news clippings – in the Association History Book.
5. Display History Book at Association meetings.
6. Provide pictures and information for inclusion on the Association web site.

### **604.3 IASA LIAISON**

The President, or appointed representative, shall serve as liaison to the Idaho Association of School Administrators.

Responsibilities of the IASA Liaison shall be to

1. Represent the Association at all IASA meetings.
2. Submit printed material to the Association President for approval prior to distribution to IASA.
3. Report to Executive Board all pertinent information from IASA meetings.
4. Report on relevant Association events to the IASA.

Reference: IAEOP Bylaws—Articles V, VIII, X, XII

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Amending Actions: Executive Board Action – 1/90, 4/90, 1/91, 1/94, 10/97, 2/98, 4/99, 10/99, 4/00, 1/01, 4/01, 4/03, 1/07, 4/07, 1/08  
Bylaws Amended – 4/08

P&P Section Updated/Approved: 8/91-4/92, 10/97, 8/05-10/08

## **SECTION 700 ADVISORY COUNCIL**

### **SECTION 701            DEFINED**

*There shall be an Advisory Council composed of one delegate from each affiliated association, and all past presidents of the Association.*

*Delegates to the Advisory Council shall be Active members of the Association and shall serve as delegates of only one affiliated association of which the delegate is a member.*

### **SECTION 702            RESPONSIBILITIES**

Responsibilities of the Advisory Council shall be to

1.    *Make recommendations to the Executive Board for programs for the promotion of the Association.*
2.    *Advise the Executive Board on matters concerning the Association.*
3.    Suggest, promote, coordinate and support projects co-sponsored by the Association, NAEOP and affiliated local associations.
4.    Provide means for an exchange of ideas.
5.    Share reports of affiliated association presidents (or representative).

### **SECTION 703            MEETINGS**

*The Chairman of the Affiliations Committee shall preside over the Advisory Council meeting.*

*The Advisory Council may meet at the time and place of the Annual Meeting. At meetings of the Advisory Council, fifty percent of the total number of affiliated associations shall constitute a quorum.*

Reference: IAEOP Bylaws—Article IX

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action – 8/97

P&P Section Updated/Approved: 10/97, 8/05-10/08

## **SECTION 800 AFFILIATIONS PROGRAM**

### **SECTION 801 PURPOSE**

The purpose of the Affiliations Program is to provide an opportunity for the Association and its local associations to join together to promote the advancement of education through professional development.

### **SECTION 802 FUNCTIONS**

The functions of the program are to

1. Promote the purpose, goals and ideals of the Association and NAEOP.
2. Suggest, promote, coordinate and support projects co-sponsored by the Association, NAEOP and affiliated associations.
3. Provide means for an exchange of ideas.

### **SECTION 803 REQUIREMENTS**

1. Complete affiliation application and return by deadline: postmarked by December 10.
2. The affiliation fee shall be \$10.00 plus \$.20 per capita on previous year's active membership (new association, current membership).
3. The president and two additional members of the local association requesting affiliation must be Active members of the Association at the time of application.
4. If the local association has less than twenty members, only the president and one member must be Active members of the Association.
5. Affiliation fee for the Idaho Past Presidents Association (IPPA) shall be waived, and IPPA shall receive all benefits of an affiliated association.
6. A certificate of affiliation and Presidential Gavel pin will be issued each fiscal year and distributed at the Membership Luncheon during the Annual Meeting/Spring Conference.

### **SECTION 804 BENEFITS**

As an affiliate, each local association will be eligible to:

1. Designate a delegate to the Association Advisory Council.

2. Submit agenda items for the Association Advisory Council meeting held in conjunction with the Annual Meeting.
3. Submit nominations for officers of the Association.
4. Submit one nomination each for the Association Office Professional of the Year and Administrator of the Year Awards.
5. Submit one nomination for the Association Student Scholarship.
6. Request a field service visit from the Field Service Committee.

Reference: IAEOP Bylaws—Article X

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action – 1/90, 4/90, 4/99, 8/04

P&P Section Updated/Approved: 8/91-4/92, 10/97, 8/05-10/08

**SECTION 900**  
**AFFILIATIONS WITH PROFESSIONAL ORGANIZATIONS**

**SECTION**  
**901            NAEOP**

The Association shall affiliate annually with the National Association of Educational Office Professionals.

The President and three Active members of the Association must be current members of NAEOP.

**SECTION**  
**902            IASA**

The Association shall affiliate annually with the Idaho Association of School Administrators (IASA) upon Executive Board approval of the contractual agreement.

The President, or appointed representative, shall serve as the Association liaison with IASA.

Reference: IAEOP Bylaws—Article X

Manual Adopted: January 21, 1989

Amending Actions: (dates)

P&P Section Updated/Approved: (dates)

## **SECTION 1000 FINANCE**

### **SECTION 1001      DEFINED**

All monies shall be budgeted and expended to promote the purpose of the Association.

The Association shall be self-supporting.

The Budget/Finance Committee shall have general charge of the budget of the Association.

### **SECTION 1002      REVENUE**

1. The sources of revenue of the Association shall consist of:
  - a. Membership dues
  - b. Affiliations dues
  - c. Conference fees (includes registration fee, meal costs and membership dues for upcoming year).
  - d. Ways and Means
  - e. Interest
  - f. Contributions
2. All funds taken in shall be used for operating expenses except when advertised as scholarship funds. Board-approved, designated fundraisers (50/50 drawings, auctions, etc.) may be assigned to the Scholarship Fund.
3. All requests for refund of conference fees, less membership dues and handling fee, after the cancellation deadline shall be decided by the Executive Board on a case-by-case basis.

### **SECTION 1003      EXPENDITURES**

#### **1003.1      PROCEDURE**

Bills submitted for payment must be in writing on the Association approved voucher.

Vouchers shall be submitted to the Treasurer for signatures.

Payment shall be made upon approval of the Executive Board.

## **1003.2 DESIGNATED EXPENSES**

Expenses paid as designated by the budget shall be approved by the Executive Board and shall consist of:

1. General operations of the Association
2. Newsletter and Web Site
3. Conference
4. NAEOP
5. Ways & Means
6. IAEOP Student Scholarship
7. IAEOP Member Professional Development Scholarship

## **1003.3 TREASURY-ALLOWABLE EXPENSES**

Condition of the treasury shall be reviewed at the beginning of each fiscal year. Expenses paid as the condition of the treasury allows shall consist of:

1. Board travel:
  - a. Executive Board members, committee chairs and special appointments, requested to attend Executive Board meetings shall be reimbursed for transportation receipts.  
  
Lodging shall be provided. When deemed essential by the Executive Board, other lodging arrangements may be reimbursed.
  - b. Reimbursement for expenses shall not be made for the Executive Board meeting held in conjunction with the Annual Meeting.
2. Conference expenses:
  - a. The President and President-Elect shall stay at the location of the Annual Meeting and Conference. When deemed essential by the Executive Board, other members of the Board shall stay at the location of the Annual Meeting and Conference.
  - b. Registration fees, meals and lodging expenses for the President and President-Elect to attend the Annual Meeting and Conference shall be paid by the Association.  
  
When deemed essential by the Executive Board, other members of the Board may have all or part of registration fees, meals and lodging expenses paid to attend the Annual Meeting and Conference.
3. NAEOP Representation – The Association shall pay/reimburse expenses for the Immediate Past President (as the Association delegate) to attend the NAEOP Conference. These costs shall include travel, lodging, conference fees and meals and shall be paid/reimbursed at 100%.

4. Field Service – Expenses for the team shall be reimbursed for supplies, gasoline, lodging and meals for each team member.
5. IASA Liaison – IASA Liaison Representative requested to attend the IASA Annual Meeting shall be reimbursed for travel, lodging and meal expenses.
6. Allowable expenses for Association Awards and Student Scholarship recipients at the Annual Meeting and Conference shall be as follows:
  - a. Expenses for Awards recipients shall include cost of dinner for two (2) (recipient and guest).
  - b. In the event the Office Professional of the Year is registered for the Conference, the cost shall include dinner for two (2) (guests).
  - c. Expenses for the Student Scholarship recipient shall include the cost of dinner for two (2) (recipient and guest).
7. Idaho Past President Association Dues – Affiliation dues for the IPPA shall be waived for the Association. The Association shall pay IPPA affiliation dues to NAEOP.

Reference: IAEOP Standing Rules (1983 - latest edition 1985) and IAEOP Handbook (1983 - latest edition 1984) Executive Board Action 5/87, 4/88

Manual Adopted: January 21, 1989

Amending Actions: Executive Board Action – 1/90, 4/90, 1/91, 1/94, 1/98, 4/99, 8/99, 4/00, 4/07, 10/07, 1/08

P&P Section Updated/Approved: 8/91-4/92, 10/97, 4/99, 8/05-10/08

**SECTION 1100  
RECORD RETENTION GUIDELINES**

**SECTION  
1101 GUIDELINES**

1. Official Association files shall fall under three categories:
  - a. Permanent Retention – these records shall be retained permanently.
    - 1) Association Minutes and Membership Lists
    - 2) Bylaws Committee Files
    - 3) Historian Records
  - b. Five-year retention - Budget records shall be retained for a minimum of five years as required by the IRS, with older records being rotated out.
  - c. Two-year retention – these files shall be retained for a minimum of two years, with older files being rotated out.
    - 1) Other Committee Files
    - 2) Special Appointment Files
2. Refer to assigned officer, committee or appointment sections within this Manual for specific record responsibilities.

Reference: Executive Board Recommendation – 8/97

Manual Adopted: January 21, 1989

Amending Actions: (dates)

P&P Section Updated/Approved: 10/97, 8/05-10/08

### Idaho Regions by County

Region I	Boundary Benewah Bonner Kootenai Shoshone	Region II	Clearwater Idaho Latah Lewis Nez Perce
Region III	Ada Adams Boise Canyon Elmore Gem Owyhee Payette Valley Washington	Region IV	Blaine Camas Cassia Gooding Jerome Lincoln Minidoka Twin Falls
Region V	Bannock Bear Lake *Bingham Caribou Franklin Oneida Power	Region VI	*Bingham Bonneville Butte Clark Custer Fremont Jefferson Lemhi Madison Teton

\*NOTE: On April 19, 2001, the Executive Board adopted the six geographic areas as established by the Idaho State Department of Education (SDE) for the Area Representatives of the Association. For Association purposes and because Bingham County is split by the SDE, all districts in Bingham County shall be represented in Area V.