

Incorporated under the non-profit laws of the State of Washington, Articles of Incorporation dated May 25, 1977; and recognized as a non-profit organization by the Internal Revenue Service.

**BY-LAWS**

**ARTICLE I NAME**

The name of the organization shall be Bellevue Association of Educational Office Professionals.

**ARTICLE II PURPOSE**

The purpose for which this Association is organized is to study and discuss the interests of the educational office personnel of the Bellevue Public Schools; to aid in professional development and to promote professional activities among its members; and to pool ideas and ideals toward a finer service to the school district and to the community.

**ARTICLE III MEMBERSHIP**

Section 1 All persons engaged in administrative, office and/or instructional support work in the Bellevue School District No. 405, shall be eligible for membership in the organization, Bellevue Association of Educational Office Professionals (hereinafter referred to as BAEOP.) This group may also include substitute office personnel.

Section 2 Membership shall be three categories, active, associate and retired.

Section 3 The term of membership shall be twelve months commencing in September and continuing through August of the following calendar year.

Section 4 Those eligible for active membership, after payment of regular dues, as voted by the general membership, shall be considered members in good standing, and shall be entitled to vote, to hold office, to be committee chairpersons, and to participate in all activities of BAEOP.

Section 5 Former members of BAEOP who are no longer employed by the school district, upon payment of annual dues as voted by the membership, may become members with all the privileges of the active members except that of serving on the Board. This group also may include former substitute office personnel.

Section 6 The dues, as voted by the membership, shall be used to carry on the business of BAEOP. Additional assessment may be made subject to the approval of a majority of the members in good standing.

Section 7 Full membership privileges in the organization shall terminate upon withdrawal from employment as an office employee in the Bellevue School District No. 405.

Section 8 BAEOP shall automatically be affiliated each year with the National Association of Educational Office Professionals (NAEOP) and the Washington Association of Educational Office Professionals (WAEOP). This will be done prior to November 1 of each year.

Section 9 BAEOP shall pay the annual dues for the president of BAEOP to BAEOP, NAEOP and WAEOP during the BAEOP President's term of office.

**ARTICLE IV OFFICERS AND TRUSTEES**

Section 1 The Officers of BAEOP shall be: Co-Presidents (2); Vice President, Secretary; and Treasurer all of whom shall be members in good standing. They shall assume office on June 1st, following elections and continue through to May 31 of the following year. These officers shall comprise the Executive Board.

Section 2 Three (3) trustees or members-at-large shall be elected to represent the general membership, in addition to those elected to serve as officers of the Executive Board. The trustees, so elected, all of whom shall be members in good standing, shall be members of the Board of Directors.

Section 3 Election of officers and trustees (as described in Article IV, Section 1 and 2) shall take place at the annual meeting, held in the spring, the actual date to be set by the Board of Directors. If a change of meeting date is required, a notice shall be sent to all members ten days prior to the meeting. The chairperson of the Nominating/Elections Committee shall present to the organization a slate of officers and trustees. Nominations also may be accepted from the floor of the meeting, provided prior consent has been given by the person being nominated. A majority vote of those casting ballots is required to validate the election. In the event of a multiple nomination for any office each position shall be voted on separately by written ballot. The officers and trustees shall be elected for a period of one year.

Section 4 All voting shall be overseen by the Nominating/Elections Committee, the form of voting to be decided upon by the committee with the approval of the Board of Directors.

**ARTICLE V BOARD OF DIRECTORS**

Section 1 The Board of Directors shall consist of the elected officers, the three (3) trustees elected from the general membership at large, who shall assist the elected officers as directed; and the past president. Said persons, so elected, shall serve as voting members of the Board of Directors. The voting members of the Board of Directors shall be responsible for the management of the organization in matters not otherwise designated to the general membership, in keeping with its aims and purposes and in accordance with these By-Laws.

Section 2 Ex-officio members of the Board of Directors, who shall serve without a vote, shall include the chairpersons of the following standing committees, all members in good standing:

- By-Laws
- Budget
- Membership
- Nominating/Elections
- Professional Standards
- Selective Fund
- Workshop/In-service

Said members shall be appointed by the President with the approval of a majority of the elected officers and trustees. They shall attend meetings of the Board of Directors and shall advise the Board on matters relating to program, policy and finance, but without a vote. They will be appointed for a term of one year and may be re-appointed to additional term(s).

Section 3 Special committees may be formed as deemed necessary. The appointment of the committee chair shall be made by the president with the approval of a majority of the Board of Directors. The committee chair will be an ex-officio member of the Board of Directors and will attend Board meetings without a vote. Committees so appointed may be dissolved by a majority vote of the Board of Directors when the assigned task is completed.

Section 4 The chairperson of each standing or special committee shall form a committee, as appropriate, which consists of not less than (3) members. New committees shall be formed as soon as feasible after the election meeting in the spring so that committees are ready to function with the new officers as soon after the beginning of the fiscal year as possible.

Section 5 The president, with the approval of the Board of Directors, may appoint a member in good standing to serve as a representative of BAEOP to other agencies as requested. The person so appointed shall attend Board meetings as an ex-officio member without a vote.

Section 6 The president, with the approval of the Board of Directors, may appoint additional members in good standing to serve as ex-officio members of the Board of Directors for the purpose of carrying out specific responsibilities to the Board in the interest of the general membership. Those so appointed shall be non-voting members of the Board.

Section 7 Necessary expenses, not provided for in the budget, may be allocated by the Board of Directors to a maximum of \$250 during a fiscal year.

Section 8 The fiscal year shall be from September 1 through August 31 of the following business year.

**ARTICLE VI            AMENDMENTS**

Amendments to the Articles of Incorporation and/or By-laws must be submitted to the Board of Directors 30 days prior to the date of balloting on the measure. Written or printed notice of the proposed amendments shall be given to all members in good standing at least ten days prior to the voting date. To approve amendments, a two-thirds vote of members casting ballots shall be required. The amendment shall become effective immediately following its adoption.

**ARTICLE VII           MEETINGS**

Section 1            The order for transaction of business for regular meetings of BAEOP shall be as follows:  
                          A. Call to Order  
                          B. Approval of Minutes  
                          C. Reports of Officers and Standing Committees  
                          D. Unfinished Business  
                          E. New Business  
                          F. Adjournment

Section 2            The Parliamentary authority of the organization shall be Robert's Rules of Order Revised.

Section 3            There shall be at least two business meetings during the year - the annual general membership meeting in the spring and at least one other general membership meeting. The Board of Directors will meet two weeks prior to the business meetings and whenever deemed necessary by the president.

Section 4            Notice of general membership of annual meetings shall be given by the secretary not less than ten days in advance of such meeting(s).

Section 5            Special meetings, requiring immediate action by the general membership, may be called by the president with 48-hour notice. Special meetings of the Board of Directors may be called by the president with 48-hours notice.

Section 6            General membership and annual meetings shall be held at a location set by the Board of Directors and accessible to the general membership.

**ARTICLE VIII        DUTIES OF OFFICERS**

Section 1            The president shall preside at all meetings of BAEOP and the Board of Directors; shall call special meetings of BAEOP and the Board of Directors; and shall appoint committee chairpersons as stipulated in Article V, Sections 2, 3, and 5. The president shall be an ex-officio member of all appointed committees. The president may be granted expenses, or a portion thereof, for state and/or national meetings, for her/ himself or her/his representative, upon presentation of the proper vouchers. The request for reimbursement of expenses must be made within 60 days of the state and national meetings.

The president shall safely and systematically keep all books, papers, records, and documents belonging to the corporation, or in any way pertaining to the business thereof, except the books and records incidental to the duties of the treasurer.

The president will file an Annual Report along with the required filing fee with the State of Washington following the annual elections.

Section 2 The vice president shall perform the duties of the president as stated in Section 1 in the event of the president's absence and serve as an ex-officio member on committees as appointed by the president.

The vice president shall serve as chairperson of the program committee and as an ex-officio member on committees as appointed by the president.

Section 3 The secretary shall keep an accurate record of the proceedings of BAEOP, and meetings of the Board of Directors. The secretary shall have available for members a copy of the minutes of the business meetings as soon as possible after each meeting. She/He shall serve as an ex-officio member on committees as appointed by the president.

The secretary shall take care of all correspondence and assist the president. Ten days prior to a general meeting, the secretary shall send written notice of such meeting to all members.

Section 4 The treasurer shall deposit the funds as the Board of Directors directs and disburse them upon written order drawn and signed by the president. A change of dual signatures for offices shall be effected by September 15. The treasurer shall receive all dues from the membership chairperson and shall deposit these monies in BAEOP General Fund.

The treasurer shall present a financial statement at the annual meeting and at regular meetings of the Board of Directors, and shall be a member of a budget committee, which shall consist of the treasurer and two other members of the Board, who shall be charged with preparation of an annual budget. Said proposed budget for the coming fiscal year shall be approved by the Board of Directors before it is presented to the general membership for approval at the annual spring meeting.

Section 5 The three (3) trustees-at-large, elected from the general membership, shall be appointed to committees as ex-officio members as determined by the president. They also may be appointed to serve in a special capacity or perform special duties as determined by the Board of Directors.

Section 6 In the event of vacancy in the office of the president, the vice president shall assume the duties and authority of the office for the unexpired term. Should the vice president serve in the capacity of the president for more than one-half of a one-year term, s/he shall be considered as having served a full term.

Section 7 Should a vacancy occur in the office of vice president, with more than one-half term remaining, the current Nominations/Elections Committee shall be instructed to

immediately nominate candidate(s) for the office of vice president. An election to fill the vacancy in the office of vice president shall be held, following procedures as outlined in Article IV, Section 3. Should less than one-half term remain, this office will be filled at the annual election.

Section 8 The Board of Directors shall have the power to fill any vacancy occurring among the officers, except as stated in Article VIII, sections 6 and 7, until the next regular election. The Board of Directors shall assist in preparing programs of the meetings and conferences of the organization and shall perform such other duties as may be required.

Section 9 One delegate, the incoming president, may represent the organization at the NAEOP Annual Conference. If the incoming president is unable to attend, the Board of Directors may appoint one alternate delegate to serve in her/his place. An elected officer will be given first consideration.

## **ARTICLE IX COMMITTEES**

By-Laws - The By-Laws Committee will be charged with keeping the Article: of Incorporation and By-laws up-to-date.

Budget – The Budget Committee shall be responsible for preparation of an annual budget.

Membership - The Membership Committee shall be responsible for collection of dues and issuing of membership receipts. The Membership Committee will determine eligibility of members prior to voting on any issue. All dues monies shall be deposited by the treasurer in the BAEOP general fund; Promotion of active membership in BAEOP shall also be the committee's responsibility, including orientation activities.

Nominating/Elections - The Nominating/Elections Committee shall comply with the regulations provided in Article IV of BAEOP by-laws. The Nominating Committee will prepare a slate of officers and trustees for the coming year, providing for representation from all areas as early as possible. The slate will be presented to the general membership at its spring meeting.

Professional Standards - The Professional Standards Committee shall keep informed on the national and state organizations, their workshops and conventions, scholarships, and other items pertaining to the benefit of the organization. It shall provide information and encouragement for members wishing to qualify for National Professional Standards Awards.

Selective Fund - The Selective Fund Committee shall participate in the selection of proposed local projects for the year with the approval of the BAEOP Board of Directors.

Workshop/In-service - The committee shall plan with the Board of Directors for professional opportunities for the members as deemed necessary; plan

for participation in local, state, and/or national workshops, conventions, and conferences; cooperate with the program chairperson (vice president) in arranging in-service type programs to be held in the district; be responsible for bringing to the Board of Directors the membership's recommendations for expenditures required for any in-service activities and keep accounts of any in-service funds.

**ARTICLE X QUORUM**

Twenty percent of the members in good standing shall constitute a quorum for the transaction of any business at a general membership meeting.

**ARTICLE XI FISCAL REVIEW**

The fiscal condition of the organization shall be reviewed at the end of the fiscal year, August 31, and a report submitted to the Board of Directors within 120 days. The review may be conducted by a committee consisting of not less than two regular members, not more than one of whom shall be a member of the Board of Directors at the time of appointment or by an outside auditor. The review committee, or auditor, shall be appointed by the president with the approval of a majority of the Board of Directors.

**ARTICLE XII DISSOLUTION**

In the event of dissolution, the Association will abide by its Articles of Incorporation as filed with the State of Washington under its non-profit laws.

Revised September 26, 1996

Revised May 26, 2005

Revised May 10, 2007

Revised May 29, 2008