

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  
(Revised May 5, 2020)

**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 professionals and support staff 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 employment in the Bellevue School District No. 405, shall be eligible for membership in Bellevue Association of Educational Office Professionals (hereinafter referred to as BAEOP). This group may also include substitutes, past members, and retired members.

**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. This group may also include current or former substitutes and retired members.

**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 when dues are not kept current.

**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 both BAEOP Co-Presidents during their term of office for BAEOP, NAEOP and WAEOP.

**ARTICLE IV OFFICERS AND TRUSTEES**

**Section 1** The Officers of BAEOP shall be: Co-Presidents; Co-Vice Presidents; Co-Secretaries; and Co-Treasurers, all of whom shall be members in good standing. They shall assume office on September 1st, following elections and continue through to August 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 corporation. The trustees, all of whom shall be members in good standing will serve as 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 annually. A slate of nominees will be presented at the Spring General Membership meeting and the election will be held at the Year-End meeting. Nominations may also be accepted from the floor, providing prior consent has been given by the person being nominated. A majority vote of those casting ballots is required to validate the election. Officers and Trustees will be elected for a two-year term, with elections being staggered as follows.

<i>Elections in odd years</i>	<i>Elections in even years:</i>
President (single position) or Co-President #1	Co-President #2
Vice President (single position) or Co-Vice President #1	Co-Vice President #2
Secretary (single position) or Co-Secretary #1	Co-Secretary #2
Treasurer (single position) or Co-Treasurer #1	Co-Treasurer #2
Trustee #1 and Trustee #3	Trustee #2

**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, and the past president. All of whom shall serve as voting members of the Board of Directors and shall be responsible for the ongoing business of BAEOP.

- Section 2** Ex-officio members of the Board of Directors, shall include the chair or co-chair of the following committees, all being members in good standing:
- Awards
  - By-Laws
  - Membership
  - Nominating/Elections
  - Professional Standards Program
  - Program
  - Scholarship
- Said members shall be appointed by a co-president and they may attend meetings of the Board of Directors to advise them on matters relating to their respective committee. They will be appointed for a term of one year and may be re-appointed for additional term (s).
- Section 3** Special committees may be formed as deemed necessary. The appointment of the committee chair shall be made by a co-president. The committee chair will be an ex-officio member of the Board of Directors and may attend Board meetings.
- Section 4** The chair or co-chair of each standing or special committee will select committee members, as appropriate. New committees shall be formed as soon as possible after the election, so that committees are ready to function with the new officers after the beginning of the year.
- Section 5** 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 6** 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 for approval prior to being voted on by the general membership. Written or electronic 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 amended bylaw(s) shall become effective after ratification at the next general membership meeting.

**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 quarterly general membership meetings, Fall, Winter Spring and Year-end. The Board of Directors will meet eight times each year or as deemed necessary by the board.
- Section 4** Notice to membership of all general membership meetings, shall be given not less than ten days prior to such meeting(s).
- Section 5** Special meetings, requiring immediate action by the general membership, may be called by the co-presidents with 48-hour notice. Special meetings of the Board of Directors may be called by the co-presidents with 48-hour 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 co-presidents shall preside at all meetings of BAEOP and the Board of Directors; shall call special meetings as deemed necessary; and shall appoint committee chairpersons as stipulated in Article V, Sections 2 and 3. The co-presidents shall be ex-officio member of all appointed committees. The co-presidents or an alternate representative may be granted expenses, or a portion thereof, for state and/or national meetings, 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 co-presidents shall safely and systematically keep all books, papers, records, and documents belonging to the association, 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** A co-vice president shall perform the duties of the co-president as stated in Section 1, in the event both co-presidents are absent. They would also serve as an ex-officio member on committees as appointed by the co-president.

The co-vice presidents shall serve as co-chairs of the program committee and as ex-officio members on committees as appointed by the co-presidents.

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

The co- secretaries shall take care of all correspondence and assist the co-presidents as needed. Ten days prior to a general meeting, the secretary shall send written notice of such meeting to all members.

**Section 4**

One co-treasurers shall deposit the funds as directed by the Board of Directors and disburse them upon signed request of the co-presidents. A change of signatures for officers shall be made by September 15. The co-treasurer shall receive all dues from the membership chairperson and any additional funds received from events and/or fundraising activities, which will be deposited to the BAEOP General Fund.

One co-treasurer will present a financial statement at the general membership meetings and at regular board meetings. They will also be responsible for 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 final approval at the annual year-end 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 co-president(s) . 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 a vacancy in the office of the co-president, the ~~vice~~ other co-president shall assume the duties and authority of the office for the remainder of the term.

**Section 7**

Should a vacancy occur in the office of co-vice president, the other co-vice president shall assume the duties and authority of the office for the remainder of the term.

**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 for the membership meetings of the organization and shall perform other duties as may be required.

**Section 9**

The co-presidents may represent the association at the annual WAEOP and/or NAEOP Conference. If one of the co-presidents is unable to attend, the Board of Directors may appoint ~~one~~ an alternate delegate to serve in their place. An elected officer will be given first consideration.

**ARTICLE IX**

**COMMITTEES**

**Awards** – The Awards committee will announce the awards to be presented each Spring; receives applications; determines if each nominee qualifies; arranges for nominations forms to be reviewed by committee; notifies winners; and present awards at the annual meeting.

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

**Membership** - The Membership Committee shall be responsible for collection of dues and issuing of membership receipts verification.. All dues shall be deposited a co-treasurer to the BAEOP General Fund; Promotion of active membership in BAEOP shall also be the committee's responsibility.

**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. It shall provide information and encouragement for members wishing to qualify for National Professional Standards Certification.

**Program** -The program committee shall plan, with assistance from the Board of Directors, to provide professional development opportunities for BAEOP members by planning in-service workshops to be held in the district.

**Scholarship**: The Scholarship Committee will announce BAEOP Scholarships to be awarded each Spring; receive applications; determine if each application meets the criteria; have applications reviewed by committee; notify applicants; present recognition at the annual meeting.

## 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. Twenty percent of the full board shall constitute a quorum for business at a board meeting. When conducting an electronic vote, a quorum would be determined as the majority of members responding.

## 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.

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.

Subsequent ratification dates:

Revised September 26, 1996

Revised May 26, 2005

Revised May 10, 2007

Revised May 29, 2008

Revised May 30, 2013

Revised April 6, 2017

Revised April 25, 2019

Revised May 5, 2020