

**IDAHO ASSOCIATION OF EDUCATION OFFICE PROFESSIONALS
POLICIES AND PROCEDURES MANUAL
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FORWARD

The policies and procedures contained in this manual are the combination of what were the Idaho Association of Educational office Personnel (IAEOP) Constitution, Bylaws, Standing Rules and Handbook. 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 document.

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 and the Committee Chairmen of the Association. By using this guide, these persons may proceed with assurance that they are administering the work of the Association with continuity and sound procedures.

This Policies and Procedures Manual was approved by the Executive Board January 21, 1989. It is hoped that the review process of this document will be a continuous one, and that this document will be revised and updated. It shall be the responsibility of the Bylaws Committee of the Association to update this Manual annually with all additions, deletions, or revisions resulting from any long-term actions passed by the Executive Board during the fiscal year. This additions, deletions or revisions shall be sent to each Executive Board member prior to the Executive Board meeting immediately following the end of the fiscal year and shall be made a permanent part of each Policies and Procedures Manual.

Policies and Procedures Committee

Susan Driskell, Chairman
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May 4, 1989

Updated/Revised: August 1991 – April 1992

IAEOP 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.

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.

Updated/Revised: October 1997

GENERAL INSTRUCTIONS

1. Read and become familiar with the contents of the Bylaws and the Policies and Procedures Manual of the Association. As revisions are made, 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 revisions are made. This should be kept in your committee chairman notebook.
3. Maintain a file containing sample copies of programs, form letters, any special instructions, announcements and correspondence pertaining to your particular assignment. ***Give the file, notebook and this copy of the Manual to your successor in order to maintain continuity of the work of the position.***
4. A written report on the status and progress of the committee's work shall be submitted at each Executive Board meeting and/or at the President's request.
5. As an elected official and/or chairman of a committee, submit a written report at the Annual Meeting of the Association.
6. As an elected officer and/or chairman or a committee, you are responsible for performing the duties of your office or assignments in a professional manner at all times.
7. All correspondence sent in the name of the Association should be professional and error free.

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 educational systems 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 running for office, to chair a committee, or to make motions.

102.3 RETIRED MEMBERSHIP

Retired membership is open to office personnel 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 make motions, and to chair a committee; but do not have the right to run for office

102.4 HONORARY MEMBERSHIP

Honorary membership is bestowed by action of the Executive Board of the Association upon any person who has rendered exceptional service to the Association. All Past Presidents of the Idaho Association of Educational Office Professionals shall be granted Honorary status upon retirement from an educational organization. Honorary members are entitled to participate in all activities of the Association except the right to run for office and voting, 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	\$20.00
ASSOCIATE	\$15.00
RETIRED (1/2 Active Membership Dues).....	\$5.00
HONORARY	\$0.00

Any increase in the membership dues are set by the executive board.

Reference: IAEOP Bylaws, Article III

Adopted: January 21, 1989

Amending

Actions: Executive Board Action – 8/89, 10/97, 5/00

**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:

President	1 year
President-Elect	1 year
Vice President	2 years
Recording Secretary	2 years
Corresponding Secretary	2 years
Treasurer	2 years
Area Representatives	2 years
Immediate Past President	1 year

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:

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. Act as the official delegate of the Associate to the NAEOP Annual Meeting and Advisory Council immediately following term of office.
4. Set all regular and special meetings of the Executive Board, prepare the agenda for each, and notify each member of the Executive Board, the local presidents, special committee appointees, and IAEOP Past Presidents at least thirty days prior to each meeting date.
5. Issue call for Annual Meeting of the Association.
6. Serve as an ex-officio member of all committees except the Nominations and Elections Committee.
7. Approve all communications of a general nature sent out in the name of the Association.
8. Make periodic and coordinated reports to the Executive Board.
9. Communicate with committee chairman to keep informed on progress of committees.
10. Communicate with the Treasurer on the financial status of the Association.
11. Cooperate and coordinate with the President-Elect in planning programs of the Association.
12. Serve, or appoint a representative to serve, as Association liaison to IASA.
13. Review and submit for Executive Board approval the IASA Affiliation Contract.
14. Prepare President's message for each newsletter.
15. Contact executive board members who are not fulfilling responsibilities and recommend to the Executive Board if replacement is necessary.
16. The President will contact Executive Board members who are not fulfilling their responsibilities and recommend to the Executive Board if replacement is necessary.
17. Submit a written report annually for Association records.

PROPOSED TIME LINE FOR PRESIDENT:

April (or time of Annual Meeting)

- Send names of selected committee chairmen and appointments to Executive Board for approval prior to Annual Meeting.
- Installed as President.
- Announce chairmen of standing committees and appointments.
- Announce theme for coming year and next Annual Meeting.
- Meet with newly installed officers to set 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.

August

- Conduct first Executive Board meeting.

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

- Conduct second Executive Board meeting.
- Set date 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 plans for Annual Meeting and prepare to send Conference brochure to all members of the Association and other interested persons as deemed necessary by the Executive Board.

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

- Following term of office, attend the NAEOP Annual Meeting and Advisory Council Meeting as the Association delegate.

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:

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.
5. Secure hotel site for conference two years out.
6. Select committee chairman and make appointments for term as President:
 - a) Contact prospective appointees.
 - b) Obtain approval of appointees from the Executive Board.
 - c) Announce committee chairmen and appointments immediately following installation as President.
7. Submit a written report annually for Association records.

PROPOSED TIME LIME 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.

January

- Attend third Executive Board meeting.
- Present tentative 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

- Print and prepare to mail Conference brochure.

March

- Mail Conference brochure four weeks prior to Conference.
- Purchase a gift (traditionally a plaque) to be presented to outgoing President at Annual Meeting.
- Secure consent from prospective committee chairman and appointments.

April

- Attend fourth Executive Board meeting.
- Announce any changes and pertinent information about Conference to Executive Board.
- Submit by mail committee chairman and appointments for Executive Board approval.
- 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:

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.
4. Attend NAEOP Annual Meeting if possible.
5. Work toward unification of NAEOP and local and state associations.
6. Submit a written report annually for Association records.

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:

1. Attend all regular and special meetings of the Association.
2. Keep accurate records of the proceedings of the Association and of each Executive Board meeting. Copies of the minutes of each meeting shall be sent to each Executive Board member, local president, special committee appointee, and IAEOP Past President within thirty days prior to the next scheduled meeting.

Executive Board/Regular Meetings:

- a) At Executive Board meetings, take roll, recording all present and/or absent.
 - 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.
 - e) Have minute book on hand at each meeting in the event any previous action taken needs to be clarified to membership.
 - f) Have a copy of the Bylaws of the Association and of the Policies and Procedures Manual at each meeting.
3. Provide the Conference Chair with the minutes of the last Annual Meeting for inclusion in conference packets.
 4. Provide Executive Board meeting minutes to the chairman 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:

1. Send notices of all meeting of the Executive Board to each Executive Board member as directed by the President.
2. Serve as Chairman of the Membership Committee.
3. Attend all regular and special meetings of the Association.
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.
6. Submit a written report annually for Association records.

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:

1. Serve as Chairman of the Budget/Finance Committee.
2. Attend all regular and special meetings of the Association.
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 each Executive Board meeting and at the Annual Meeting:
 - a) Reports should include both an actual cash balance report and a budget comparison.
 - b) At the first Executive Board meeting following the Conference, present a separate Conference financial report.
 - c) At the Annual Meeting, provide the membership with a financial report of the previous fiscal year and a current financial statement.
8. Close the books as soon as possible at the end of the fiscal year (June 30) and prepare financial records for audit.
9. Submit a written report annually for Association records.

203.7 AREA REPRESENTATIVES

Area Representatives shall be elected from the six geographic areas of the State as established by the Idaho Association of School Administrators (IASA) and as adopted by the Executive Board.

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:

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.
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 their represented regional area.
7. Disseminate Association materials and information to members and other interested persons within their represented regional area as directed and approved by the Executive Board.
8. Submit a written report annually for Association records.

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:

1. Serve as Chairman of the Nominations and Elections Committee.
2. Attend all regular and special Executive Board meetings of the Association.
3. Act in an advisory capacity upon request of the President.
4. Submit a written report annually for Association records.

Reference: IAEOP Bylaws, Article IV

Adopted: January 21, 1989

Amending Actions: Executive Board Action – 8/91, 10/97, 4/99

**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
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:

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. The President shall send written notice to each Executive Board member, local President, special committee appointee and IAEOP Past President, at least thirty days prior to each meeting date.
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, and affiliated association presidents shall be invited to Executive Board meetings to act in an advisory capacity. They will not have voting privileges.

Reference: IAEOP Bylaws, Article V
Adopted: January 21, 1989

Amending
Actions: Executive Board Action – 10/97

**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 -- 1st meeting of the year
Third weekend in October -- 2nd meeting of the year
Fourth weekend in January -- 3rd meeting of the year
April/May -- 4th meeting of the year held in
conjunction with the Annual Meeting
and 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. Notice of all Association meetings shall be mailed in sufficient time to reach each member at least thirty days in advance.
4. The order for transaction of business for meetings of the Association shall be as follows:
 - a) Call to Order
 - b) Call for Approval of Minutes
 - c) Communications
 - d) Treasurer's Report
 - e) Officer/Committee Reports
 - f) Special Reports
 - g) Old Business
 - h) New Business
 - i) Adjournment

Reference: IAEOP Bylaws, Article V, VI, XI
Adopted: January 21, 1989

Amending Actions: Executive Board Action – 4/99

**SECTION 500
RULES OF ELECTION**

**SECTION
501 DEFINED**

The elected officers of the Association shall be:

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

The Executive Board officers shall be installed at the Annual Meeting and shall assume their duties at the conclusion of the Annual Meeting.

**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 Chairman 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
Adopted: January 21, 1989

Amending
Actions: (dates)

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

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

SECTION 602 COMMITTEE CHAIRMAN – GENERAL INSTRUCTIONS

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

Responsibilities of the Chairman shall be:

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 a written report as requested by the President and/or Executive Board.
7. 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 chairman of this committee shall be the Vice President.

Responsibilities of the Affiliations Committee shall be:

1. Send out affiliation application forms to all local association presidents before October 1.
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. Prepare Certificate of Affiliation forms and present to affiliated association presidents.
 - e. Acknowledge affiliated associations at the Annual Meeting.
4. 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. Set the deadline immediately following the August Board meeting for return of nomination forms.
 - b. Send nomination forms and criteria for judging to Area Representatives and to local association presidents. (Only affiliated associations may submit nominations.)
 - c. Appoint independent committee for selection of Association's awards.

- d. Appoint additional judge in the event of a tie.
 - e. Report selection results at the Executive Board meeting in January.
 - f. 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.
 - c. Newsletter Rachael Maynard Award.
 - d. Louise Henderson Nelson Award.

603.3 BUDGET/FINANCE COMMITTEE

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

The chairman of this committee shall be the Treasurer.

This committee shall be composed of three members.

Responsibilities of the Budget/Finance Committee shall be:

- 1. Prepare the budget on the basis of the record of expenditures and costs of the past several years.
- 2. Prepare the budget in line with the decisions of the Executive Board relative to the program expenses, projects, publications and special services for the coming year.
- 3. Submit the preliminary budget for approval at the Executive Board meeting in August.
- 4. 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:

1. Receive all proposed amendments to the Association Bylaws:
 - a. All Proposed amendments shall be submitted in writing.
 - b. Review proposed amendments and present to the Executive Board for recommendation.
 - 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. Update the Policies and Procedures Manual annually including any revisions, additions, or deletions resulting from any long-term actions passed by the Executive Board.
4. Send copies of the revised portion of the Policies and Procedures Manual to each member of the Executive Board, committee chairmen and appointments be inclusion in their Manual.

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 chairman of this committee shall be the President-Elect.

Responsibilities of the Conference Planning Committee shall be:

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

- 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. Coordinate 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.

603.6 FIELD SERVICE COMMITTEE

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

Responsibilities of the Field Service Committee shall be:

- 1. Receive field service requests.
- 2. Contact the group requesting field service to establish date and place for meeting:
 - a. The requesting group shall provide the accommodations for the meeting and do all the 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 inservice 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 chairman of this committee shall be the Corresponding Secretary.

Responsibilities of the Membership Committee shall be:

1. Update and have printed the membership application insert for the Association brochure. (If necessary to have commercial printing, obtain two or more bids.)
2. Seek ways to advertise for membership.
3. 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.
4. Prepare articles for each Association newsletter along with membership applications to be placed in the newsletter.
5. Send names of new members to be printed in the Association newsletter.
6. Keep an accurate, updated list of membership, posting data in an active file.
7. Deposit membership fees with the Treasurer and send membership cards to members.
8. Provide an updated membership list to the Executive Board at least twice a year.
9. Provide a complete membership list to each Conference participant and, upon request, to members not in attendance.
10. Give printed list to the Conference Chair for inclusion in Conference packets.

603.8 NOMINATIONS AND ELECTIONS COMMITTEE

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

The chairman 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:

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. Set deadline of no later than December 10 for return of the same.
2. Provide election information to the Association newsletter for nomination of candidates for open offices.

3. Present a ballot to the Executive Board for its 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 chairman 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 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 chairman 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:

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.
5. Maintain a roster of all Idaho PSP recipients and the level of their certificate.
6. Communicate with local association PSP chairmen regarding local applications.
7. Verify only those applications meeting all PSP requirements.
8. Encourage local association PSP chairmen and Area Representatives to acquaint superintendents and administrators with the Program.

602.10 PUBLICITY COMMITTEE

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

Responsibilities of the Publicity Committee shall be:

1. Work with the Conference Planning Committee to publicize the Conference and Annual Meeting of the Association.
 - a. Obtain Conference information from the Conference 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.
 - 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.

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:

1. Plan the theme, objectives, articles, special features, format and style of the Association newsletter.
2. Estimate and secure the amount of material needed to fill the number of pages planned:
 - a. Secure information and news from local 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.
3. Use bulk mailing rates as available.
 4. Keep the newsletter mailing list current with the help of the Membership Committee.
 5. Send Association news to IASA for inclusion in its newsletters.

603.12 SCHOLARSHIP COMMITTEE

The Scholarship Committee shall work to promote the Association's Student Scholarship and the NAEOP Marion T. Wood Scholarship programs.

Responsibilities of the Scholarship Committee shall be:

1. Provide for selection of the Association Student Scholarship recipient:
 - a. Set the deadline immediately following the August Board meeting for return of nomination forms.
 - b. Send nomination forms and criteria for judging to Area Representatives and local association presidents. (Only affiliated associations may submit a nomination.)
 - 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.
2. Submit the Association's 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 to be submitted to NAEOP by March 15.

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:

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 local associations.
7. Contact Area Representatives and Local Presidents regarding items for auction at Annual Conference.

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:

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:

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.

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:

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, Article VIII, XII
Adopted: January 21, 1989

Amending
Actions: Executive Board Action – 1/90, 4/90, 1/91, 10/91, 10/97, 10/99

**SECTION 700
ADVISORY COUNCIL**

**SECTION
701 DEFINED**

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

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.

**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
Adopted: January 21, 1989

Amending
Actions: Executive Board Action – 10/97

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:

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. The affiliation fee shall be \$5.00 plus \$.10 per capita on previous year's active membership (new association, current membership).
2. The president and two additional members of the local association requesting affiliation must be Active members of the Association at the time of application.
3. If the local association has less than twenty members, only the president and one member must be Active members of the Association.
4. A certificate of affiliation will be issued each fiscal year.

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
Adopted: January 21, 1989

Amending
Actions: Executive Board Action – 1/90, 4/90, 10/91

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's liaison with IASA.

Reference: IAEOP Bylaws, Article X
Adopted: January 21, 1989

Amending
Actions: (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

The sources of revenue of the Association shall consist of:

1. Membership dues
2. Affiliations dues
3. Conference fees
4. Ways and Means
5. Interest
6. Contributions
7. All funds taken in will be used for operating expenses except when advertised as scholarship funds. Board approved, designated fundraisers (i.e., 50/50 drawings, auctions, etc.) will be assigned to the scholarship fund.

SECTION
1003 EXPENDITURES

1003.1 PROCEDURE

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

Vouchers shall be submitted to the Treasurer for signatures.

Payment will 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
3. Conference
4. NAEOP
5. Ways & Means
6. IAEOP Student and Member Scholarship

1003.3 TREASURY-ALLOWABLE EXPENSES

Expenses paid as the condition of the treasury allows shall consist of:

1. Board travel:
 - a. Executive Board members, committee chairmen, appointments, Idaho Past Presidents and/or local affiliate presidents requested to attend Executive Board meetings shall be reimbursed for transportation receipts. Lodging will be provided. When deemed essential by the Executive Board, other lodging arrangements may be reimbursed. Lunch will be provided for Executive Board meetings when necessary.
 - 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 Travel – The Association will pay/reimburse expenses for President and Past President to attend National Conference. Eighty percent of the President’s costs will be paid, one hundred percent of the Past-President’s costs will be paid. These costs will include travel, lodging, conference fees and meals.
4. Field Service – Expenses for the team shall be reimbursed for supplies, gasoline, lodging and meals for each team member.
5. Professional Development – This shall be determined by Executive Board action.

6. IASA Liaison – IASA Liaison Representative requested to attend the IASA Annual Meeting shall be reimbursed for travel, lodging and meal expenses.
7. Allowable expenses for Award Recipients at Annual Conference will include cost of dinner for two (recipient and guest).
8. Idaho Past President Association Dues – Affiliation dues for the IPPA will be waived for the Idaho Association of Educational Office Professionals. IAEOP will pay IPPA affiliation dues to the National Association of Educational Office Professionals.

Reference: IAEOP Bylaws
Executive Board Action 1/85, 1/85, 10/85, 5/87, 4/88

Adopted: January 21, 1989

Amending
Actions: Executive Board Action – 4/90, 8/93, 10/97, 1/98, 4/99, 8/99

SECTION 1100
RECORD RETENTION GUIDELINES

SECTION
1101 GUIDELINES

Official IAEOP files will fall under three categories: Committee, Budget and Association Minutes. Committee files shall be retained for two years; Budget records shall be retained for five years; and Association Minutes shall be kept permanently.

Reference: IAEOP BYLAWS
Adopted: January 1989

Amending Actions: Executive Board Action – 10/97

Idaho Regions by County

Region I:	Boundary Benewah Bonner Kootenai Shoshone
Region II:	Latah Clearwater Idaho 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 BearLake Caribou Franklin Oneida Power Bingham
Region VI:	Bonneville Lemhi Butte Clark Custer Fremont Jefferson Madison Teton