

BOISE STATE UNIVERSITY
ASSOCIATION OF OFFICE PROFESSIONALS

OFFICER'S HANDBOOK

Compiled Spring 1989 by the Manual Committee:

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BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS

Purpose

Boise State University Association of Office Professionals has been organized to assist its members in reaching a professional level of excellence, to promote positive attitudes, and to encourage further training in specific fields relevant to each member's responsibilities within the University.

In order to best present the Association's goals and guidelines for endeavors promoted, the following submission from NAEOP is reiterated:

"NAEOP recognizes the unique roles of educational office professionals and the important contributions they make to the educational profession. This recognition is exemplified in the Association's four-point program of SERVICE, INFORMATION, RECOGNITION, and FELLOWSHIP, and in the NAEOP Code of Ethics."

Code of Ethics

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 the educational office employee and the importance of the contribution made in such a position.

I. Commitment to the Position

We realize that our individual positions, diverse though they may be, exist for the common purpose of service to others. We realize, also, the trust implied by that purpose and accept, with dignity and pride, the obligations it imposes. In fulfilling our commitment to the position we shall:

Perform our duties with energy and enthusiasm, striving ever to improve and extend our competencies.

Be patient, fair, and helpful, using tact and restraint in dealing with others.

Make a praiseworthy personal impression in appearance, manner, and speech.

Use utmost discretion and sound judgment, acting only within the limits of our responsibility.

Remain loyal to those with whom we work, observing the highest ethical standards at all times.

II. Commitment to the Profession

We believe the quality of service rendered by educational office personnel directly influences the effectiveness of service rendered by the educational agency or institution as a whole. For that reason, we look to our professional association for leadership in raising the standards of educational office personnel and in preparing them to meet the challenge of a rapidly changing world. In fulfilling our commitment to the profession, we shall:

Become and remain active members of our professional associations, viewing such membership as an opportunity for personal development.

Encourage other educational office personnel to join their professional associations, recognizing that growth is essential to group strength and progress.

Acknowledge that a profession is held responsible for the conduct of its members, and realize that by our actions as individuals the profession may be judged.

Interest others in careers as educational office personnel, bringing into our ranks capable and efficient individuals.

Place service above personal convenience or pleasure, endeavoring always to be a credit to our profession.

III. Commitment to the Community

We consider of singular importance our right as citizens to share responsibility for the development of public policy: however, as educational office personnel, we acknowledge a special duty to join in formulating those courses of action that relate to education. In fulfilling our commitment to the community, we shall:

Acquire a working knowledge of the agencies or institutions we serve, realizing that others will look to us for information and guidance.

Exercise caution in making public statements, remembering that such may be given unusual weight because of our positions.

Take an active part, within limits prescribed by statute, ordinance, tradition, or good taste, in the improvement of educational opportunities for all, considering this not only our prerogative but our obligation.

(Adopted by NAEOP Board of Directors July 24, 1964, Seattle, Washington.)

PRESIDENT

The officers of the Association shall be **President**, President Elect, Vice President, Secretary, Treasurer, Immediate Past President and Area Representatives, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

The President shall preside at all meetings of the Association and of the Executive Board, shall call special meetings of the Executive Board, shall appoint committees as indicated in Article VIII of the Bylaws. The President shall be a member ex-officio of all committees except Nominations and Elections (BSUAOP Bylaws, Article VI, Section 1).

Responsibilities of President

1. Preside at all meetings of the Association and of the Executive Board, call special meetings, appoint committees. Serve as ex-officio member of all appointed committees except Nominations and Elections.
2. The President shall prepare an agenda for all meetings. The order of transaction of business shall be as follows:
 - Call to order
 - Roll Call
 - Approval of minutes
 - Communications
 - Report of the Treasurer
 - Reports of Committees
 - Unfinished business
 - New business
 - Adjournment
3. All meetings of the Association shall be conducted according to Parliamentary Procedures as set forth in Robert's Rules of Order, Current Edition.
4. Monthly meetings of the Association will be held September through May. Monthly meetings of the Executive Board will be held August through June. Summer meetings may be held at the discretion of the President according to needs of the Association to keep continuity of the Association.
5. Special meetings of the Executive Board may be called by the President.

Other Duties

1. Make periodic reports to the Executive Board.
2. Issue call for annual reports.
3. Keep a check on the budget (both revenues and expenditures).
4. Approve all communications sent out in the name of the Association (correspondence and newsletters).
5. Request committee Chairs to keep the President informed of their progress.
6. Act as official spokesman and representative for the Association. The President may appoint the President Elect or a member of the Executive Board to represent the President if unable to act in this capacity.

7. Act as official representative of the Association at the NAEOP Annual Conference and Advisory Council meeting.
8. Cooperate with President Elect and the Vice President in planning the Professional Development Day and the programs of the Association. All programs, speakers, materials, etc. must be approved by the President.
9. Make arrangements with outgoing Treasurer to close books and take necessary steps to have books audited at close of fiscal year.
10. Respond to Newsletter Editor's request for articles.

Timeline

April (before assuming office)

Select Chairs of standing and special committees. Get approval of Executive Board.

May

Select theme for coming year.
Plan installation at annual meeting.
Appoint committee Chairs after approval of Executive Board.

June

Make plans--meet with President Elect and Vice-President. Call transition meeting to be held in early June with both incoming and outgoing officers.

July

Attend NAEOP Advisory Council meeting (if at all possible) as an observer. Outgoing President is the official delegate from the Association to the NAEOP Annual Conference. The Outgoing President will accept any awards at the conference because they were awarded for her year's activities.

Plan for August Executive Board meeting (give notice of meeting at least two weeks in advance)

August

Hold Executive Board meeting (monthly or bi-monthly as deemed necessary). Historically, Executive Board meetings have been held on the fourth Tuesday of the month.

Write President's message for THE KEYNOTER to welcome BSU personnel back from summer.

September

Preside at September Luncheon Meeting. Reports at meeting should include:

- Treasurer's Report
- Auditor's Report (BSUAOP Bylaws, Article V, Section 2)
- Immediate Past President's report on NAEOP Conference
- Professional Development Day Report
- Professional Standards Program Report
- Library Representative Report
- Membership Committee Report
- Newsletter Committee Report (other months?)
- Ways and Means Committee Report
- Program Committee Report (programs for year; introduce speaker.

Affiliate with NAEOP and IAEOP (forms should arrive from these associations c/o of last year's president. If you don't receive by end of September, contact her.)

October

Preside at October Luncheon Meeting (which is held in conjunction with Professional Development Day).

Reports at meeting should include:

- Treasurer's Report
- Professional Development Day Chair's comments
- Library Representative Report
- Membership Committee Report
- Scholarship Committee Report
- Ways and Means Committee Report

Check with Scholarship/Awards Chair to see if plans are progressing for nominations for IAEOP Administrator of the Year and Office Professional of the Year by December 1 deadline.

November

Preside at November Luncheon Meeting. Reports at meeting should include:

- Treasurer's Report
- ACE Representative Report
- Historian Report
- Library Representative Report
- Membership Committee Report
- Ways and Means Committee Report
- Elect two members to Nominations and Elections Committee
(BSUAOP Bylaws, Article VII, Section 1).
- Program Committee Chair (to introduce speaker)

December

Deadline for Administrator/Office Professional of Year for IAEOP.

Preside at meeting and Christmas Auction working with Chair of the event. Reports at meeting should include:

- Scholarship/Awards Chair (to award spring scholarships)
- Holiday Decoration Contest Chair (to award prizes)

January

Preside at January Luncheon Meeting. Reports at meeting should include:

- Treasurer's Report
- Library Representative Report
- Ways and Means Committee Report
- Bylaws Committee Report (if changes are required)
- Program Committee Chair (to introduce speaker)

Check with Scholarship/Awards Chair to see if plans are progressing for nominations for NAEOP Administrator of the Year and Office Professional of the Year by March 1 deadline.

February

Preside at February Luncheon Meeting. Reports at meeting should include:

- Treasurer's Report
- Library Representative Report
- Ways and Means Committee Report
- Bylaws Committee Report (if changes are required)
- Program Committee Chair (to introduce speaker)
- Scholarship Committee Report

Remind Chair, Nominations and Elections Committee, to select nominees and obtain Board approval. Check with Chairs who will submit award nominations to NAEOP (Newsletter; Office Professional of the Year; Administrator of the Year) on progress. Nomination deadline is March 1.

March

Preside at March Luncheon Meeting. Reports at meeting should include:

- Treasurer's Report
- ACE Representative's Report
- Library Representative Report
- Bylaws Committee Report (announce results)
- Nominations and Elections Committee Report (Introduce candidates) President calls for additional nominations from floor.
- Membership Committee Report
- Program Committee Chair (to introduce speaker)

Remind membership of IAEOP Spring Conference in April.

Deadline for ALL NAEOP award nominations is March 1.

April

Preside at April Luncheon Meeting. Reports at meeting should include:

- Treasurer's Report
- Historian Report
- Library Representative Report
- Nominations and Elections Report (introduce winners)
- Ways and Means Committee Report
- Program Committee Chair (to introduce speaker)

Send correspondence to Executive Board. Committee Chairs to remind them to write year-end reports.

Send letter of appreciation to Executive Board Attend IAEOP Spring Conference

Send letter to BSU Department of Human Resources with copy of IAEOP Spring Conference brochure to obtain approval for professional leave for employees attending.

May

Preside at May Annual Meeting. Reports at meeting should include:

- Treasurer's Report
- Annual Report of each officer/committee chair
- Installation of Officers

Write President's annual report.

Preside over Bosses Breakfast--work with Chair. Reports for the meeting should include:

- Scholarship Committee Report (award summer and fall scholarships)
- Professional Standards Committee Report (acknowledge PSP recipients for the year)

Prepare Audit Committee for audit. Organize files to pass on to new President.

PRESIDENT ELECT

The officers of the Association shall be President, **President Elect**, Vice President, Secretary, Treasurer, Immediate Past President and Area Representatives, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

The President Elect shall perform the duties of the President in the event of the President's absence, fill a vacancy in the Presidency, and be Chair of the annual Professional Development Day (BSUAOP Bylaws, Article VI, Section 2).

Responsibilities of President Elect

1. Chair BSUAOP Professional Development Day (see duties of Professional Development Day Chair)
2. Plan upcoming year with President and Vice President as soon as possible following the Annual Meeting in May.
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Submit articles to the Editor of the Keynoter. Articles may include upcoming Professional Development Day, recap of Professional Development Day activities and experiences at state and national conferences.
5. Preside in absence of President.
6. Attend annual Spring Conference and the Advisory Board meeting of the Idaho Association of Educational Office Personnel, if possible.
7. Plan installation and upcoming year. Choose installing officer, theme, logo, colors, etc. Appoint Chairs of committees for upcoming year to announce and introduce at May meeting. Develop acceptance speech to present after installation.
8. Purchase plaque for outgoing president. (**Q's Trophy Cabinet has negatives of BSUAOP logo.**) Present the plaque (on behalf of the Association) to the outgoing President immediately after installation of officers at the annual meeting in May.
9. Attend the Annual Conference of the National Association of Educational Office Professionals, if possible. If President is unable to attend this conference, President Elect will attend as official representative of BSUAOP and act as official delegate at the Advisory Council meeting.
10. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the President Elect's handbook.
11. Prepare a brief verbal report for the annual meeting in May.
12. Attend transition meeting held during early June with both incoming and outgoing officers. Bring President Elect's binder, fully organized, to this meeting to give to the incoming President Elect.

VICE PRESIDENT

The officers of the Association shall be President, President Elect, **Vice President**, Secretary, Treasurer, Immediate Past President and Area Representatives, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

The Vice President shall be Chair of the Program Committee (BSUAOP Bylaws, Article VI, Section 3).

Responsibilities of Vice President

1. Chair Program Committee (see duties of Program Chair).
2. Plan upcoming year with President and President Elect as soon as possible following the Annual Meeting in May.
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Attend state and national conferences, if possible.
5. Submit articles to the Editor of the Keynoter. Articles may include upcoming monthly luncheon programs, recap of previous luncheon speaker's presentation, and experiences at state and national conferences. May also wish to survey membership via the Keynoter regarding topics of interest for monthly luncheons in the future and other information.
6. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Vice President's handbook.
7. Prepare a brief verbal report for the annual meeting in May.
8. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Vice President's binder, fully organized, to this meeting to give to the incoming Vice President.

SECRETARY

The officers of the Association shall be President, President Elect, Vice President, **Secretary**, Treasurer, Immediate Past President and Area Representatives, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

The Secretary shall keep an accurate record of the proceedings of the Association and the Executive Board meetings, and shall send to the President and the Executive Board a copy of the minutes of each meeting within fifteen (15) days after the meeting. She shall also conduct the correspondence of the Association as directed by the President (BSUAOP Bylaws, Article VI, Section 4).

Responsibilities of Secretary

1. Attend all meetings of the Executive Board and the monthly meetings of the Association.
2. Keep an accurate record of the monthly meetings of the

Association and of the Executive Board. Minutes of meetings should include all persons present and/or absent, discussions, actions, motions made and seconded, and by whom, using official minutes format. Attach printed committee reports to original minutes and place in official minutes book.

Send minutes of each meeting to the President (or presiding officer) for corrections/approval within five (5) working days.

Send approved minutes to each member of the Executive Board and Committee Chairs within five (5) working days after receiving feedback from the President.

3. Maintain active "Action File" of association motions and actions. File originals with official minutes book. Distribute copy to each officer and committee Chair for binders.
4. Send agendas of Executive Board meetings to the Executive Board members and Committee Chairs as directed by the President.
5. Have Minute Book and Action File on hand at each meeting in the event any previous action taken can be clarified to membership upon request.
6. Have copy of Handbook of Association at each board and regular meeting.
7. File end-of-year written reports received from officers and committee Chairs with the official minutes of the Annual Meeting as a permanent record of the association.
8. Submit a monthly report to the editor of the Keynoter listing major actions of the Executive Board.
9. Send get well cards to members who are ill, sympathy cards to members who have suffered losses of family members, and other cards as appropriate. Send congratulatory notes on behalf of Association to office personnel who have received promotions or retired.
10. Purchase appropriate stationery/cards and submit receipt to Treasurer for repayment.
11. Attend state and national conferences, if possible.

12. Prepare annual written report, in triplicate. Forward one copy to the President for official files; place one copy in the official minutes book; and place one copy in the Secretary's handbook.
13. Prepare a brief verbal report for the annual meeting in May.
14. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Secretary's binder and all official historical documents, fully organized, to this meeting to give to the incoming Secretary.

TREASURER

The officers of the Association shall be President, President Elect, Vice President, Secretary, **Treasurer**, Immediate Past President and Area Representatives, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

The Treasurer shall receive all monies, disburse funds as directed by the Executive Board, and present a monthly report to the Executive Board and Association meetings (BSUAOP Bylaws, Article VI, Section 5).

Responsibilities of Treasurer

1. Upon taking office, secure necessary signature cards and signatures. Both the President and the Treasurer are authorized to write checks.
2. Receive and deposit all revenue received by the Association through dues, luncheons, fund raisers, etc., crediting appropriate fund categories.
3. Process expenses when received (must be accompanied by a receipt); debit appropriate fund categories in ledger. Funds shall be distributed as needed to pay expenses and award scholarships. All payments must be authorized by the Executive Board.
4. Maintain account activity records using attached ledger format.
5. Attend all meetings of the Executive Board and the monthly meetings of the Association.
6. Prepare a Treasurer's Report for the monthly meetings of the Association, for each Executive Board meeting, and for each issue of the Keynote.
7. Coordinate reservations for monthly luncheon meetings as follows:
 - a. Receive names of those attending luncheon meetings from Area Representatives.
 - b. Prepare a list of names to verify attendance/payment for lunch.
 - c. Collect money at luncheon, select notify President the Luncheon. If unable to attend the another person to collect money and of person chosen.
 - d. Send a copy of actual attendance (catered and brown bag) to Secretary and PSP Chair.
 - e. Send a letter to those who made a reservation for a catered lunch who did not attend to request payment for the meal. Exception would apply if someone were to request a catered meal on the date of the luncheon on an "as available" basis. Requests at the luncheon for a catered lunch will be substituted first to cases of personal/family emergency wherein the party with the reservation was unable to attend and secondly to cases of earliest notification to the Treasurer of a cancellation. Note: The Board feels that in cases of office emergencies that the employee should request his/her department pay the luncheon fee.
8. Work with Christmas Auction, Professional Development, and Bosses Breakfast Committee Chairs to aid in setting up reservation and collection methods, collect monies, and payment of expenses.

9. Attend state and national conferences, if possible.
10. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Treasurer's handbook.
11. Prepare a brief verbal report for the annual meeting in May.
12. Close out records as soon as possible after the Installation Luncheon and submit checkbook and revenue/expense records to Auditor by June 1.
13. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Treasurer's binder, fully organized, to this meeting to give to the incoming Treasurer.

IMMEDIATE PAST PRESIDENT

The officers of the Association shall be President, President Elect, Vice President, Secretary, Treasurer, **Immediate Past President** and Area Representatives, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

The Immediate Past President shall be Chair of the Nominations and Elections Committee (BSUAOP Bylaws, Article VI, Section 6).

Responsibilities of Immediate Past President

1. Chair the Nominations and Elections Committee (see duties of Nominations and Elections Chair).
2. Attend all meetings of the Executive Board and the monthly meetings of the Association.
3. Attend state and national conferences, if possible.
4. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Immediate Past President's handbook.
5. Prepare a brief verbal report for the annual meeting in May.
6. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Immediate Past President's binder, fully organized, to this meeting to give to the Immediate Past President.

AREA REPRESENTATIVE

The officers of the Association shall be President, President Elect, Vice President, Secretary, Treasurer, Immediate Past President and **Area Representatives**, all of whom shall be members in good standing and shall be installed at the annual meeting, assuming office immediately following installation (BSUAOP Bylaws, Article V, Section 1).

Area Representatives shall be elected from the six geographic areas established by the Executive Board. Area Representatives shall work within their areas to encourage participation in the Association (BSUAOP Bylaws, Article VI, Section 7).

The Executive Board shall consist of the officers of the Association. All shall have voting privileges during Executive Board meetings (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

Responsibilities of Area Representative

1. Attend all meetings of the Executive Board and the monthly meetings of the Association.
2. Act as the liaison between BSUAOP Executive Board and the office personnel in regional area.
 - a. Maintain a list of office personnel in area. Encourage non-members to join.
 - b. Review the HR REVIEW (publication of the Human Resources Department) monthly for information on new employees. If there is a new office employee in your area, contact him/her **and invite him/her as the Association's guest to the next Luncheon Meeting**. During initial contact, give him/her a brochure with membership information and the latest copy of the KEYNOTER.

Personally take the new employee to the meeting and introduce him/her during introduction time of the meeting.

If you note in the HR REVIEW that an employee has moved from your area to another, contact the Area Representative of that area so she can welcome the employee to that area.
 - c. Report information and activities of members to appropriate committee and/or officer as follows:
 - 1) illness, births, deaths, etc. to **Secretary** so card may be sent.
 - 2) send names of new office personnel to **Membership Chair** to encourage membership as well as any deletions, omissions, corrections, etc. of current members.
 - 3) active and interested members in area to **Nominations/Elections Committee Chair**.
 - 4) news about members and area happenings to **THE KEYNOTER Editor**.
 - 5) **all pertinent news to President**.
 - d. Receive Luncheon reservations
 - 1) **Each month**, receive reservations for monthly meeting by reservation deadline stated on event flyer.
 - 2) **Call Treasurer with names of reservations --both catered and brown bag- -by NOON THURSDAY.**
4. During second year of term, chair a standing committee.

Promote, in cooperation with the Membership Chair, membership for those eligible office personnel who do not presently belong to the Association. Advocate to get people involved.

5. Submit articles to THE KEYNOTER as appropriate.
6. Attend state and national conferences, if possible.
7. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Area Representative's handbook.
8. Prepare a brief verbal report for the annual meeting in May.
8. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Area Representative's binder, fully organized, to this meeting to give to the incoming Area Representative.

ACE REPRESENTATIVE

The Association of Classified Employees (ACE) Representative shall be responsible for representing the Association at the monthly ACE meetings and reporting to the Association about these meetings (BSUAOP Bylaws, Article VIII, Section 5-A).

The ACE Representative is appointed by the President, with the approval of the Executive Board. The Ace Representative must be a current member of BSUAOP and, if available, a current member of the ACE Executive Board.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

Responsibilities of Chair

1. Attend meetings of Association of Classified Employees (ACE) and represent BSUAOP at these meetings.
2. Report ACE activities of interest to BSUAOP Board and membership by:
 - a. giving verbal report of ACE activities at BSUAOP Executive Board meetings.
 - b. giving verbal report at appropriate Luncheon meetings, c. writing articles on ACE activities for the THE KEYNOTER.
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the ACE Representative's handbook.
5. Prepare a brief verbal report for the annual meeting in May.
6. Attend transition meeting held during early June with both incoming and outgoing officers. Bring ACE Representative's binder, fully organized, to this meeting to give to the new ACE Representative.

AUDITOR

The Auditor shall audit the records of the Treasurer in June and submit a report to the membership no later than September (BSUAOP Bylaws, Article VIII, Section 5-B).

The Auditor is appointed by the President, with the approval of the Executive Board. The Auditor must be a current member of BSUAOP.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

Responsibilities of Chair

1. Audit records of the Treasurer and report findings.
 - a. In June, obtain from Treasurer: bank statements, check book, ledger accounts, vouchers.

Suggested procedure:
 - 1) Reconcile bank statements with check book balance.
 - 2) Check vouchers for approval by President and proper entry into account book.
 - 3) Verify all checks written against vouchers.
2. Prepare four (4) copies of a written report by September 1. Forward one copy to the President for the official files; one copy to the Secretary for the official minutes book; one copy to the Treasurer for the Treasurer's books; and place one copy in the Auditor's handbook.
3. Return books to newly elected Treasurer.
4. Report verbally on the results of the audit to the general membership at the regular meeting in September.
5. Attend all meetings of the Executive Board and the monthly meetings of the Association.

HISTORIAN

The Historian shall keep an accurate and complete annual record book of all Association activities (BSUAOP Bylaws, Article VIII, Section 5-C).

The Historian is appointed by the President, with the approval of the Executive Board. The Historian must be a current member of BSUAOP.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

Responsibilities of Chair

1. Keep an accurate and complete annual history book of all BSUAOP activities.
 - a. Collect items of interest and of historical value pertaining to BSUAOP. Clip newspaper/newsletter items, take pictures at meetings and conferences, collect meeting programs and handouts at meetings.
 - b. Place items attractively and permanently in history book.
2. Display history book at appropriate events.
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Historian's handbook.
5. Prepare a brief verbal report for the annual meeting in May.
6. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Historian's binder and history books, fully organized, to this meeting to give to the new Historian.

LIBRARY REPRESENTATIVE

The Library Representative shall be responsible for the selection of appropriate books for purchase through the BSU Library using the monies set aside by the Library for BSUAOP. All selections shall be approved by the Executive Board prior to ordering (BSUAOP Bylaws, Section 5-D).

The Library Representative is appointed by the President, with the approval of the Executive Board. The Library Representative must be a current member of BSUAOP.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

Responsibilities of Chair

1. Order books, pamphlets, and professional newsletters (e.g., **The Office Professional**) of interest to BSUAOP members for the BSU Library.
 - a. Receive requests of suggested purchases from the membership.
 - b. Present recommendations to BSUAOP Executive Board and receive approval for purchases.
 - c. Order items for Library using established BSU Library procedures. Note: The BSU Library has given BSUAOP a budget of \$250 per year for BSU Library acquisitions.
 - d. When item is received by the Library, notify membership by 1) bringing latest holdings to monthly luncheon meetings, and 2) writing articles about new acquisitions for the **KEYNOTER**. Include Call Numbers for easy retrieval by membership. Articles or reports may also include excerpts from new books and **The Office Professional**.
2. Maintain a listing (in bibliography style and including call numbers) of all acquisitions.
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Library Representative's handbook.
5. Prepare a brief verbal report for the annual meeting in May.
6. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Library Representative's binder, fully organized, to this meeting to give to the new Library Representative.

MEMBERSHIP COMMITTEE

The Membership Committee shall collect dues and send membership renewal notices to past members, determine the eligibility of members to vote, promote membership, and maintain a current membership roster (BSUAOP Bylaws, Article VIII, Section 2-A).

The Chair of the Membership Committee is appointed by the President, with the approval of the Executive Board. The Membership Chair and committee members must be a current members of BSUAOP.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2). Appointed committee chairs shall attend Executive Board meetings but have no voting privileges.

Responsibilities of Chair

1. Promote membership.
2. Attend all meetings of the Executive Board and the monthly meetings of the Association. Provide a current membership roster at each meeting.
3. Choose a minimum of two (2) members for the Membership Committee from the membership-at-large. Submit names of committee members to President, prior to August 1, for approval by the Executive Board at the first Board meeting in August. Members of the Committee must be current members of BSUAOP.
4. Write articles for THE KEYNOTER as appropriate.
5. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Membership Committee Handbook. Annual report should include final membership roster as of May 1.
6. Prepare a brief verbal report for the annual meeting in May.
7. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Membership Committee binder, fully organized, to this meeting to give to the new Membership Committee Chair.

Timeline

June/July

1. Revise membership brochure and membership form, if needed. Bring final proof to August Board Meeting for approval.
2. Select committee members (see # in responsibilities). August
 1. Prepare and print membership cards with signature of Membership Chair.
 2. After board approval of the membership brochure and membership form, print appropriate number and forward to Human Resources for inclusion in new employee packets. Retain enough copies for use by Executive Board Members during the year.

September

1. Write membership article for September issue of THE KEYNOTER. Include membership promotion and a membership blank. Forward to THE KEYNOTER Editor by deadline.
2. Prepare and send membership renewal notices to all past BSUAOP members.
3. Contact BSU Bookstore and arrange for donation of door prizes to be given away at each Luncheon meeting.

Monthly

1. As new memberships are received:
 - a. collect dues; forward dues to Treasurer
 - b. send membership card to new member.
 - c. send bylaws to members on request. Suggestion: When sending membership card to new member, include a note that says "If you would like a copy of the BSUAOP Bylaws, please call me at X---- and a copy will be sent to you." (Current copy of Bylaws is in the Membership Chair's Handbook.)
2. Send names of all memberships received monthly to THE KEYNOTER Editor.
3. Maintain a current membership list. Distribute copies at each Executive Board meeting and send to officers and committee chairs not in attendance.
4. Maintain membership lists from prior years.
5. Print labels for monthly flyers, THE KEYNOTER, ballots, and other events, as needed.

Monthly Luncheons

1. Prepare name tags to be used at monthly meetings.
Suggestion: prepare a permanent name tag to be used by members at each meeting. Keep them in a box for members to return them at the end of the meeting for use at next meeting. For non-members, prepare disposable name tags.
2. Choose method of giving away door prize and be responsible for giving it away during meeting. Write thank you's to BSU Bookstore Representative for door prize donation or put a note on the door prize asking the winner to write a note of appreciation for the donation.

May

1. Prepare annual reports (#5 and #6 above).

June

1. Attend transition meeting (#7 above).
 - d. Print THE KEYNOTER on color of paper chosen by the President.
 - e. Send September issue of THE KEYNOTER to all classified office employees on campus, associate and honorary members, BSUAOP Advisor, and BSU President. Send subsequent issues of THE KEYNOTER only to members (active, associate, and honorary), BSU President, and members not yet

renewed for one year.

f. Send a copy of THE KEYNOTER to The Idaho Gem editor and to NAEOP Northwest Director.

2. **By March 1**, submit (in cooperation with Executive Board) three copies of one issue of THE KEYNOTER to NAEOP Rachel Maynard Award for Excellence in Communication Newsletter contest. Choose issue that meets the most requirements for the award (see attached form).
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Choose a minimum of two (2) members for the Newsletter Committee from membership-at-large. Submit names of committee members to President, prior to August 1, for approval by the Executive Board at the first Board meeting in August. Members of the Committee must be current members of BSUAOP.
5. Maintain official Newsletter Binder with a copy of each issue.
6. Send article, after approval by Executive Board, to editor of The Idaho Gem and to the NAEOP Northwest Director for the section on local affiliates. Article should speak to what is happening with BSUAOP. Deadlines to submit articles to state are
7. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for official minutes book; and place one copy in the Newsletter Committee's handbook.
8. Prepare a brief verbal report for the annual meeting in May.
9. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Newsletter Committee's binder, fully organized, to this meeting to give to the incoming Chair of the Newsletter Committee.

NOMINATIONS AND ELECTIONS COMMITTEE

Nominations for office shall be made by a nominating committee (BSUAOP Bylaws, Article V, Section 2).

The Nominations and Elections Committee shall comply with the regulations provided in Article VII of the Bylaws. The Immediate Past President shall be the Chair of the Committee (BSUAOP Bylaws, Article VIII, Section 2-C).

The Nominations and Elections Committee shall consist of three (3) members, one (1) shall be the Immediate Past President who will be Chair, and two (2) from the membership-at-large who are elected at the November meeting of the Association (BSUAOP Bylaws, Article VII, Section 1).

Responsibilities of Chair

1. Prepare a ballot with two names per office (if possible) to present to the general membership for election of officers.
2. Attend all meetings of the Executive Board and the monthly meetings of the Association.
3. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Nominations and Elections Committee Chair's Handbook.
4. Prepare a brief verbal report for the annual meeting in May.
5. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Nomination and Elections Chair's binder, fully organized, to this meeting to give to the new Nominations and Elections Chair (Immediate Past President).

Timeline

November

1. In conjunction with the President, coordinate election of two members-at-large to the Nominations and Elections Committee (see BSUAOP Bylaws, Article VII, Section 1) during November meeting.

January

1. Begin process of choosing candidates for election.
 - a. Obtain current list of paid members from Membership Chair. Only current members of BSUAOP may run for office.
 - b. Receive input from Executive Board officers regarding prospective candidates.
 - c. Contact each prospective candidate and obtain his/her consent to be placed on ballot. Be prepared to explain all duties that will be expected of the candidate if elected.
 - d. Ask for a short biographical sketch to be used with ballot.

February

1. Prepare ballot to present to Executive Board for approval at February Board meeting.

March

1. At March Luncheon meeting:
 - a. Introduce candidates running for office.
 - b. President will call for additional nominations from the floor.
 - c. Explain that only members as of that date will be eligible to vote and encourage payment of dues during

meeting.

Alternative: Announce candidates running for office in the KEYNOTER and ask members to call with additional nominations.

2. Contact Membership Chair for labels of current members as of March Luncheon meeting to be used for mailing ballots.
3. Prepare ballot and candidate synopsis to be mailed to each member by March 15. Provide space for write-in votes. Determine April 1 as deadline for receipt of ballots. Do not furnish duplicate ballots. Ballots received after April 1 will not be counted.

April

1. After April 1, meet with committee to count ballots and validate the election.
2. Notify President of election results.
3. Notify each candidate of election results by phone.
4. Notify Editor of THE KEYNOTER of election results.
5. Send letter to each candidate thanking them for allowing their name to be submitted for office.
6. Announce and introduce winners at the April Luncheon meeting.

May

1. Prepare annual reports (#3 and #4 above).

June

1. Attend transition meeting (#5 above).

PROFESSIONAL STANDARDS PROGRAM REPRESENTATIVE

The Professional Standards Program (PSP) Representative shall endorse and maintain the ideals and standards of this organization by encouraging members to maintain a high level of performance in their work by enrolling in the NAEOP Professional Standards Program (BSUAOP Bylaws, Article VIII, Section 5-E).

The PSP Representative is appointed by the President, with the approval of the Executive Board. The PSP Representative must be a current member of BSUAOP and must hold a PSP Certificate.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2).

Responsibilities of Chair

1. Encourage members to enroll in NAEOP Professional Standards Program (PSP).
 - a. Become informed on the rules of eligibility and methods of application for certificate.
 - b. Order PSP brochures and other program information from the NAEOP National Office and distribute to interested members.
 - c. Develop a certificate for each monthly meeting and Professional Development Day workshop and distribute to attendees (members and non-members). Certificate should include BSUAOP name, date, program title, number of hours, line for name of participant.
 - d. After determining interest in PSP program at **September** meeting, hold meeting or PSP workshop in **October or November** for interested members. Follow up on that meeting in order that members may receive certificates at IAEOP Annual Spring Conference and/or at the Annual Meeting of NAEOP in July.
 - e. Maintain card file on all members. Record membership years, committees served, Chairship's held, offices held, meetings attended, state and national conferences attended, and other information as appropriate. Include similar information from state and national committees, offices, etc. Each month, receive from Treasurer a listing of all persons attending monthly meetings and the Professional Development Day workshops attended and record on card file.
 - f. Obtain final membership list in May for PSP Binder.
 - g. Submit Form IV from Professional Standards Program Booklet to National Office for all monthly meetings and special workshops to obtain approval as inservice training. If possible, submit yearly schedule of monthly meetings for approval in **September**.
2. Attend all meetings of the Executive Board and the monthly meetings of the Association.
3. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Professional Standards Program Representative's handbook.
4. Prepare a brief verbal report for the annual meeting in May.
5. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Professional Standards Program Representative's binder, fully organized, to this meeting to give to the new Professional Standards Program Representative.

PROGRAM COMMITTEE

The Program Committee shall provide meaningful speakers and workshop leaders for the monthly meetings of the Association, upon approval of the Executive Board. The Vice President shall be the Chair of the Committee (BSUAOP Bylaws, Article VIII, Section 2-D).

Responsibilities of Chair

1. Arrange program/speaker, menu, time, place, and announcements for monthly Association meetings.
2. Attend all meetings of the Executive Board and the monthly meetings of the Association.
3. Choose a minimum of two (2) members for the Program Committee from the membership-at-large. Submit names of committee members to President, prior to August 1, for approval by the Executive Board at the first Board meeting in August. Members of the Committee must be current members of BSUAOP.
4. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Program Chair's handbook.
5. Prepare a brief verbal report for the annual meeting in May.
6. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Program Committee binder, fully organized, to this meeting to give to the new Program Committee Chair.

Timeline

June/July

1. Choose committee members (#3 above).
2. Determine topics of interest to members of BSUAOP and contact speakers for regular Association meetings.
 - a. Regular meetings are held in September, November, January, February, March, and April. (Traditional speaker for September: BSUAOP Advisor.) Only the invited speaker is offered complimentary lunch and presents between 12:15 and 1:15.
 - b. Determine date, time, place of each meeting.
The second Tuesday from 11:30-1:30 is the traditional time for Association meetings. Place is optional.
 - c. Reserve meeting rooms. Rooms must be reserved in advance (at the beginning of the academic year, if possible). For off-campus meetings, reservations should be made far enough in advance to guarantee the room for the date requested. Also make arrangements for Annual Meeting (place, menu, etc.) to be held on the third or fourth Tuesday in May as determined by the Executive Board. No program is necessary; installation of officers is held during this meeting and is planned by the President Elect.
3. Prepare Calendar of Events
 - a. Present Calendar of Events to Executive Board at August meeting for approval.
 - b. After approval, prepare an attractive flyer with date, time, place, and program/presenter information. Include a statement "Mark your calendars now for these events."

Individual monthly flyers will be sent to only members two weeks prior to each event with reservation information. One monthly flyer will also be sent to each mail drop on campus. Non-members wishing to receive a monthly flyer by campus mail, should contact an area representative." (List area reps and phone numbers.)

- c. Send Calendar of Events to THE KEYNOTER Editor for inclusion in September newsletter that goes out to all classified employees.

Each month

1. Make arrangements for monthly luncheon

- a. Select menus, determine price of luncheon (add \$.50 per plate and charge \$.50 for each brown bag attendee to offset speaker's lunch).

Menu arrangements should be made at least three weeks in advance. Marriott requires at least one week (prefers two weeks) advance notice. Off-campus facilities are more flexible.

- b. Make all arrangements for implementation of meetings, e.g., audio-visual aids, podium, and table arrangements.
- c. Call to remind speaker(s) of date, time, and place of meeting. Obtain introductory information about speaker(s).

2. Two weeks before each monthly meeting, prepare and send flyer.

- a. Prepare attractive flyer with date, place, time, and program. Include speaker's name, topic, and a description of the topic. Give reservation deadline and list of area representatives.
- b. Receive approval of flyer from President or the Executive Board.
- c. Receive labels from Membership Chair and send.

3. Make reservations

- a. Receive total count (including speaker(s) from Treasurer and call the count in to Marriott Food Service office by appropriate deadline.

4. Send information to News Services on upcoming meetings for inclusion in monthly calendar of events by the 10th of the month preceding event.

At the meetings 1. Speaker(s)

- a. Greet and entertain speaker(s) during luncheon.
- b. Introduce speaker(s).
- c. Provide an evaluation form for all persons attending each meeting. Form should include evaluation of speaker(s) and a space for suggestions for topics/speakers of future meetings.

After each meeting

1. Send thank-you note to speaker(s).
2. Write, or appoint committee member to write, article about the monthly meeting and submit to the editor of the Keynoter by appropriate deadline.

3. Compile results of evaluation. File in Program Committee's Handbook for future reference and report the results at the next Executive Board Meeting.

May

1. Prepare annual reports (#4 and #5 above).

June

1. Attend transition meeting (#6 above).

SCHOLARSHIP/AWARDS COMMITTEE

The Scholarship Committee shall be responsible for the awarding of scholarships to qualified members following the established guidelines and presenting their recommendations to the Executive Board for final approval. (BSUAOP Bylaws, Article VIII, Section 2-F).

The Chair of the Scholarship Committee is appointed by the President, with the approval of the Executive Board. The Chair and committee members must be a current members of BSUAOP.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2).

Responsibilities of Chair

1. Implement member scholarship program and award scholarships.
2. Coordinate Office Professional of the Year and Administrator of the Year awards at BSUAOP, IAEOP, and NAEOP levels.
3. Attend all meetings of the Executive Board and the monthly meetings of the Association.
4. Choose a minimum of two (2) members for the Scholarship/Awards Committee from the membership-at-large. Submit names of committee members to President, prior to August 1, for approval by the Executive Board at the first Board meeting in August. Members of the Committee must be current members of BSUAOP.
4. Write articles for THE KEYNOTER as appropriate.
5. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Scholarship/Awards Committee Handbook.
6. Prepare a brief verbal report for the annual meeting in May.
7. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Scholarship/Awards Committee binder, fully organized, to this meeting to give to the new Scholarship/Awards Committee Chair.

Timeline for Scholarships

June/July

1. Choose committee members (#3 above)

August/September

1. Review scholarship criteria and forms. Revise if necessary and bring to September Board Meeting for approval.

After approval, print sufficient forms for the year for distribution as necessary.

2. Set application deadline scholarship for spring scholarships.
3. Write article for THE KEYNOTER announcing that scholarships are available to members only for Spring Semester. Article should contain deadline date and where scholarship forms are available. Article should also announce winners of fall and summer scholarships.

4. Immediately after deadline:

- a. Meet with committee members to study submitted scholarship forms and make decisions on recipients based on budget for the year. Scholarship monies are derived from the Annual Christmas Auction. **Money collected at Christmas Auction in December is used for awards for the following fall, spring, and summer.** Amount used each semester is determined by the Scholarship Committee with approval of the Executive Board.

Scholarship awards may also be made for IAEOP and NAEOP conferences, and selected workshops. Committee creates criteria for such awards with approval of Executive Board. Criteria must include membership, activities, number of times scholarship has been previously received, and offices held.
- b. Bring recommendations for scholarship awards to Executive Board meeting for approval.
- c. Notify each recipient of scholarship by congratulatory letter. Inform recipients of time and place award will be made.
 - 1) Spring scholarships--Awarded at Christmas Party in December
 - 2) Summer and Fall scholarships--Awarded at Bosses Breakfast in May
- d. Obtain checks, payable to Boise State University, from Treasurer for the approved amounts.
- e. Make arrangements with Christmas Party Committee Chair and Bosses Breakfast Committee Chair to be on program to award scholarships.

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5. At end of each semester

- a. Check with each scholarship winner to make sure class was attended and appropriate grade was received. If award winner did not meet guidelines (i.e., class was dropped or grade received was below guidelines), or if the class was cancelled, receive returned money and deposit with Treasurer.
- b. Keep accurate accounting of scholarship budget.
Accounting should show dates, recipients, courses taken, amount of award, etc. Scholarship Committee Chair should report balance of budget at each Executive Board Meeting.

January

1. Follow same procedure as listed for August/September for summer and fall scholarships awards.

May

1. Prepare annual reports (#5 and #6 above).

June

1. Attend transition meeting (#7 above).

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Timeline for Awards

June/July

1. Choose committee members (#3 above)

September

1. Receive forms from the President for IAEOP and NAEOP Awards. Forward appropriate sections to the recipients of previous Spring's choices of BSUAOP Office Professional of the Year and BSUAOP Administrator of the Year to complete and return to you. Complete sections of the form to be completed by Association. Obtain President's signature on appropriate form. Obtain entry fees from Treasurer. Submit by deadline dates. (Usual deadlines: IAEOP–December 1; NAEOP–March 1)

November

1. Submit nominee forms to IAEOP (Due December 1).
2. Submit nominee forms to NAEOP (Due March 1.) January
1. Develop or revise forms for members to submit nominees for BSUAOP Office Professional of the Year and BSUAOP Administrator of the Year. Note: For Office Professional of the Year nominees must be members in good standing. Only members in good standing may submit nominations for these awards.
2. Write article for the February issue of THE KEYNOTER announcing that nominations are being accepted for the awards. Article should list who may nominate, criteria for nominations, deadline date (March 15), and where nomination forms are available.

After March 15

1. Meet with committee members to study nominations and make recommendations on recipients. Bring recommendations to March Executive Board Meeting for approval.
2. Notify person who made nomination for each successful nominee. Ask him/her to make sure the winner will be at the Bosses Breakfast where the presentation will be made. If possible, the winners should be kept secret until the time of presentation.

April

1. Order plaques for each winner. Q's Trophy Cabinet has information on previously purchased plaques.
2. Forward plaques to President who will make the presentations at the Bosses Breakfast.

May

1. After the presentation has been made, write to each of the other nominators and thank them for submitting a nominee and tell them who received the award.
2. Compile information on each nominee to forward to next year's Scholarship/Awards Chair to be used in state and national competition during that year.
3. Prepare annual reports (#5 and #6 above).

June

1. Attend transition meeting (#7 above).

WAYS AND MEANS COMMITTEE

The Ways *and* Means Committee shall devise a money making project that will provide a source of income for the Association. The profits from this project will be used to help pay the expenses of the President of BSUAOP to attend the NAEOP National Conference each year (BSUAOP Bylaws, Article VIII, Section 2-G).

Revenue should also be generated to assist, as much as possible, with the expenses of the President-Elect to attend the NAEOP National Conference as an alternate delegate.

The Chair of the Ways and Means Committee is appointed by the President, with the approval of the Executive Board. The Chair and committee members must be a current members of BSUAOP.

Appointed committee Chairs shall attend Executive Board meetings but have no voting privileges (BSUAOP Bylaws, Article V, Section 2).

Responsibilities of Chair

1. Provide a source of income for the Association.
 - a. Determine fund-raising activities for the year and present to the Executive Board for approval at the August Board meeting.
 - b. Keep accurate accounting of all monies received from Treasurer for purchase of products and all monies deposited with Treasurer from sale of products.
 - c. Keep accurate accounting of all inventory.
2. Attend all meetings of the Executive Board and the monthly meetings of the Association.
3. Choose a minimum of two (2) members for the Ways and Means Committee from the membership-at-large. Submit names of committee members to President, prior to August 1, for approval by the Executive Board at the first Board meeting in August. Members of the Committee must be current members of BSUAOP.
4. Encourage all members to participate in money-making activities by:
 - a. Writing articles regarding money-making activities for THE KEYNOTER, b. Announcing money-making activities at all appropriate Association meetings.
5. Prepare annual written report, in triplicate. Forward one copy to the President for official files; one copy to the Secretary for the official minutes book; and place one copy in the Ways and Means Committee's Handbook.
6. Prepare a brief verbal report for the annual meeting in May.
7. Attend transition meeting held during early June with both incoming and outgoing officers. Bring Ways and Means Committee binder, fully organized, to this meeting to give to the incoming Ways and Means Committee Chair.

BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS

Bylaws Committee Report, 1997-98

No changes were made to the BSUAOP Bylaws. However, a suggestion was made for an indemnification clause to be added to the Bylaws. This change will be presented to the membership in Fall 1998.

Updates were made to the Standing Rules as a result of Executive Board Action the past two years. Historical pages for the Officer's Handbooks were updated.

Respectfully submitted,

Jackie Fuller, CEOE Chair, Bylaws Committee

BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS

Standing Rules

These Standing Rules were reviewed and approved at the BSUAOP Executive Board Meeting on February 27, 1996. Additions/amendments to the Standing Rules made after this date indicate the date of the Executive Board Meeting in which such action was taken.

Annual Meeting

1. The Annual Meeting of the Association shall occur in May.
2. Officers and Committee Chairs shall present a verbal report to the membership at the Annual Meeting and prepare a written report in triplicate. One copy is forwarded to the President for the official files; one copy to the Secretary for the official minutes book; and one copy for the Officer's Handbook to be forwarded to next officer/committee Chair.

Membership/Dues

1. Active and Associate membership dues shall be \$7 per year.
2. All elected and appointed officers and committee Chairs must be members in good standing.
3. Unless excused by the Board of Directors, all elected officers of the Association are required to attend at least seventy-five percent (75%) of the Board meetings and the monthly meetings. The Board of Directors may appoint a qualified member of the Association to complete the term of office if an officer does not comply with the attendance requirement.

Newsletter

The official newsletter of the Association shall be named THE KEYNOTER. The newsletter shall be published a minimum of four times a year. Copies shall be sent to members, members not yet renewed for one year, and honorary members.

Expenses/Reimbursements

1. All expenses of the Association must be approved by the Executive Board.
2. All expenses must be documented with either a receipt or invoice for payment.
3. The Association shall bear the expense of a guest meal for each prospective member invited to a luncheon by Area Representatives.
4. NAEOP dues shall be paid for the President and the President Elect at the IAEOP Spring Conference. This enables the Association to meet national affiliation requirements for delegates to the NAEOP Annual Meeting in July and provides national membership during the full term of office. Dues shall be paid by each officer and then reimbursed by the Association's treasury.

5. Delegate expenses (see Delegate to National and State Conferences).
6. Framed certificates for First, Second, and Third Place Award for the Holiday Decorating Contest shall be ordered/made by the Holiday Decorating Contest Chair and be paid by the Association.
7. Plaques for both the Administrator of the Year and Employee of the Year shall be ordered by the Scholarship Chair from Q's Trophy Cabinet and invoiced to the Association.
8. A plaque shall be ordered by the President Elect from Q's Trophy Cabinet and invoiced to the Association. The President Elect shall present the plaque at the Annual Meeting to the outgoing President upon the termination of her presidency.
9. A local account will be established with Boise State University for purposes of maintaining the treasury, depositing income, and paying expenses. (Executive Board Meeting, August 12, 1997)

Affiliation

1. BSUAOP shall affiliate each year with the National Association of Educational Office Professionals (NAEOP) and the Idaho Association of Educational Office Personnel (IAEOP). BSUAOP shall maintain current affiliation requirements.
2. BSUAOP will pay IAEOP and NAEOP affiliation fees for Past Association Leaders of BSUAOP (PALS). (Executive Board Meeting, October 22, 1996 and March 3, 1998)

Delegate to National and State Conferences

1. The Immediate Past President (outgoing President) shall be the official delegate to the NAEOP Annual Conference. In the event the Immediate Past President is unable to attend, the current President shall be the official delegate.
2. Expenses of the delegate will be allowed hi the amount commensurate with the distance to be traveled and the condition of the treasury. Reimbursement will be for Annual Conference only (not Institute expenses). Primary support will come from Ways and Means and, upon the approval of the Executive Board, secondary support at the discretion of the Board can come from scholarship fund, membership dues, and/or other sources of income.

Reimbursement will include conference registration, meal functions, lodging (double occupancy rate), airfare, and ground transportation to and from hotel.

3. The President shall be the official delegate to the Advisory Council at the IAEOP Annual Spring Conference. In the event the President is unable to attend, the President-Elect shall be the official delegate.

Annual Events

1. A Bosses Breakfast shall be held during finals week in May of each year.
2. A Holiday Auction shall be held during the month of December each year.
3. A Holiday Decoration Contest shall be held the month of December each year.
4. A Professional Development Day shall be held in the month of October of each year.

Bylaws Revision

In the event the BSUAOP Bylaws need revision, the President will appoint a Bylaws Chair to coordinate the revisions. The Bylaws Chair will follow the guidelines in the Officers Handbook.