

BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS BYLAWS

Article I - Name

The name of the Association shall be Boise State University Association of Office Professionals.

Article II – Purpose

The purpose of this Association shall be to elevate the standards and promote professional growth of the office personnel within the University and to provide for a finer understanding of the relationship between the University and the community so that ever-increasing efficient service may be rendered to our educational system.

Article III – Affiliation

This Association shall annually affiliate with the National Association of Educational Office Professionals (NAEOP) and the Idaho Association of Educational Office Professionals (IAEOP).

Article IV - Membership

- Section 1 Membership shall be of three (3) classes: Active, Associate and Honorary.
- Section 2 All persons engaged as office personnel in the educational system of Boise State University shall be eligible upon payment of dues for active membership in the Association and be entitled to vote, to hold office, and to participate in all activities of the Association.
- Section 3 Members who are no longer engaged in educational work, but desire to keep in touch with the Association may, upon payment of annual dues, become Associate Members with all the privileges of the Active Member except that of holding office and voting.
- Section 4 Honorary membership in the Association shall be given with the approval of the Executive Board and shall be conferred by a majority vote of the Board. Honorary Members shall be entitled to all the privileges of the Active Member except that of holding office and voting. Honorary Members shall be exempt from paying dues.
- Section 5 Active and Associate memberships are determined by payment of annual dues (October 1 to September 30).
- Section 6 Withdrawal from employment at Boise State University shall transfer membership from Active to Associate status.

Article V - Officers

- Section 1 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.
- Section 2 The Executive Board shall consist of the officers of the Association (see Section 1). All shall have voting privileges during Executive Board meetings. Appointed committee chairmen shall attend Executive Board meetings but have no voting privileges.
- Section 3 Nominations for office shall be made by a nominating committee. (See Article VII, Rules of Elections.)

Article VI - Duties of Officers

- Section 1 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 this document. The President shall be a member ex-officio of all committees except Nominations and Elections.
- Section 2 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 Chairman of the annual Professional Development Day.
- Section 3 The Vice President shall be Chairman of the Program Committee.
- Section 4 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 correspondence of the Association as directed by the President.
- Section 5 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.
- Section 6 The Immediate Past President shall be Chairman of the Nominations and Elections Committee.
- Section 7 Area Representatives shall be elected from seven geographic areas established by the Executive Board. Area Representatives shall work within their areas to encourage participation in the Association.
- Section 8 The Executive Board shall have the power to fill any vacancies occurring among the officers for the remainder of the term, except the President, until the next election of officers.

Section 9 The Executive Board shall perform such other duties as may be imposed upon it by the Association.

Article VII - Rules of Elections

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

Section 2 The President Elect shall be voted into a two-year term: first year as President-Elect, second year as President.

Section 3 Because the previous President-Elect will fill the office of President automatically, no nominations for president will be needed on the ballot. If the President Elect cannot serve as President for any reason, nominees will be placed on the ballot for both President and President Elect. President Elect, Vice President, Treasurer and Secretary shall be elected annually for a term of one (1) year. Vice President, Treasurer and Secretary may succeed themselves in office for one additional term.

Section 4 Area Representatives shall be elected for a term of two (2) years. Four Area Representatives shall be elected on odd-numbered years (1, 3, 5 & 7) and three shall be elected on even-numbered years (2, 4, & 6). Area Representatives may appear on the ballot to succeed themselves in office for one additional two-year term. No member shall serve more than two (2) consecutive terms in the same office but may serve in the same office again, after a two-year break in service.

Section 5 Committee chairs serve at the discretion of the President and are not subjected to elections or limits of terms.

Section 6 The Nominations and Elections Committee shall present a suggested list of candidates to the general membership at the March meeting. Additional nominations may be submitted by the membership when the list of candidates is presented.

Section 7 All active members in good standing shall receive a ballot through campus mail. The candidates receiving the highest number of votes for each office shall be declared elected.

Article VIII - Committees and Appointments

Section 1 The Association shall have the following Standing Committees:
Membership
Newsletter
Nominations and Elections Program
Scholarship
Ways and Means

- Section 2 The duties of the Standing Committees shall be as follows:
- A. The Membership Chair 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 to be posted on the organization's website.
 - B. The Newsletter Committee is responsible for publishing a newsletter at least four (4) times a year. The official name of the publication shall be "The Keynoter."
 - C. The Nominations and Elections Committee shall comply with the regulations provided in Article VII of this document. The Immediate Past President shall be the Chairman of the Committee.
 - D. 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 Chairman of the Committee.
 - E. The Scholarship and Awards Committee shall be responsible for recommendation to the Executive Board for final approval of recipients of scholarships. Scholarships are available for any member in good standing for NAEOP, IAEOP and other conferences, for course work or for other education-related requests. Scholarship applications will be made available to the general membership at various intervals throughout the year. The Committee will determine application due dates and budgets for the various types of educational requests following the established guidelines. (See Standing Rules Scholarship/Award Guidelines)
 - F. The Ways and Means Committee shall devise money-making projects that will provide sources of income for the Association. The profits from the projects will be distributed between scholarships and operating expenses and used to help pay the expenses of the President of BSUAOP and the President of PALS to attend the IAEOP Spring Conference and the NAEOP National Conference each year. Distribution rates shall be determined by the board on a project-by-project basis and shall be delineated in the Standing Rules. (See Standing Rules Scholarship/Award Guidelines)
- Section 3 The President, with the approval of the Executive Board, shall appoint the Standing Committee Chairmen (with the exception of Program and Nominations and Elections) annually.
- Section 4 The Chairman of each committee shall select the members of the committee. The minimum number of members of each committee shall be three (3), the committee chairman and two (2) members-at-large. The Committee Chairman will submit these names, in writing, to the President by the August board meeting.

- Section 5 The President, with the approval of the Executive Board, shall appoint one member to each of the following positions annually:
- ACE Representative
 - Auditor
 - Historian
 - Library Representative
 - Professional Standards Program Representative
- A. 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.
- B. The Auditor shall audit the records of the Treasurer in June and submit a report to the membership no later than September.
- C. The Historian shall keep an accurate and complete yearbook of all Association activities.
- D. The Library Representative shall be responsible for advertising the BSU Albertson's Library acquisition program to the general membership and requesting suggestions for purchases using the Library money allotted to BSUAOP. Prior to ordering, all selections shall be approved by the Executive Board.
- E. 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. The PSP Representative shall provide members with information on how to enroll, provide or arrange for coaching, and submit each monthly program to NAEOP for approval towards PSP requirements.
- Section 6 The President may appoint special committees as necessary.
- Section 7 The President shall serve as an ex-officio member of all standing and special committees except the Nominations and Elections Committee.
- Section 8 Each Committee Chairman shall prepare an annual report in triplicate. Copies shall be submitted to the President and to the Secretary prior to the annual meeting in May. The third copy shall be placed in the committee handbook.

Article IX - Meetings

- Section 1 The suggested order of business for general or Executive Board meetings of the Association is as follows: Call to Order, Reading of the Minutes, Reports of Officers, Reports of Standing Committees, Reports of Special Committees, Unfinished Business from previous meeting, and New Business.
- Section 2 All meetings of this Association shall be conducted according to parliamentary procedures as set forth in the latest edition of Robert's Rules of Order.

- Section 3 Monthly meetings of the Association will be held September through May. Monthly meetings of the Executive Board will be held August through June.
- Section 4 The Annual Meeting of the Association shall be held in May.
- Section 5 Special meetings of the membership may only be called by a two-thirds (2/3) majority vote of the Executive Board.
- Section 6 Special meetings of the Executive Board may be called by the President.

Article X - Quorum

- Section 1 A simple majority of the elected members of the Executive Board shall constitute a quorum for the transaction of business.
- Section 2 Membership present shall constitute a quorum for the transaction of business at all regularly announced meetings of the Association.

Article XI - Amendments

- Section 1 Amendments to the Bylaws shall be submitted in writing to the President fifteen (15) days prior to presentation at a regular meeting of the Association, with written notice to the membership of its presentation.
- Section 2 Amendments shall be voted on at the first meeting following the presentation, with a written notice to the membership of the pending vote.
- Section 3 A two-thirds (2/3) vote of all voting members present shall be required for the passage of amendments.
- Section 4 The amendment shall become effective immediately following adoption.

Article XII - Indemnification

The Association shall indemnify any present or former officer or member of the Association, and their respective heirs, administrators, personal representatives, successors and assigns, against any and all costs and expenses, including, but not limited to, counsel fees, judgments paid and amounts paid in settlement (before or after legal proceedings are commenced), actually and reasonably incurred, in connection with the defense of any claim, action, suit or proceeding, whether civil, criminal, administrative or otherwise in nature, in which such person may be involved by reason of being or having been such officer or member of the Association, except in relation to matters as to which such officer or member shall be adjudged in any action, suit or proceeding to be liable for his own negligence or misconduct in the performance of a duty to the Association.

A conviction or judgment, whether based on a plea of guilty or nolo contendere or its equivalent, or after trial, in a criminal action, suit or proceeding shall not be deemed an adjudication of liability for

negligence or misconduct in the performance of a duty to the Association, if such officer or member acted in good faith and believed that such action was for the best interest of the Association with no reasonable cause to believe that the action was illegal.

The foregoing indemnification shall not be deemed exclusive of any other rights to which such officer or member may be entitled under any bylaw, agreement or otherwise. The Association, its officers, members or agents shall be fully protected in taking any action or making any payment under this Article XII, or in refusing to do so upon the advice of legal counsel.

Original Bylaws adopted in 1982.

Revised and approved by the BSUAOP on March 12, 1985 by unanimous voice vote.

Revised and approved by a unanimous voice vote of the membership on February 8, 1995.

Revised with the addition of Article XII, Indemnification - and approved by a unanimous voice vote of the membership in the Fall of 1998.

Revised May 10, 2005 by a vote of those in attendance at the May general meeting.