

BOISE STATE UNIVERSITY ASSOCIATION OF OFFICE PROFESSIONALS

Standing Rules

These Standing Rules are reviewed periodically and approved at the BSUAOP Executive Board. The month of the meeting at which they are approved is indicated in the footer (lower right corner of each page).

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 the next officer/committee chairs.

Membership/Dues

1. Active and Associate membership dues shall be \$10 per year.
2. All elected and appointed officers and committee chairs must be members in good standing.
3. Unless excused by the Executive Board, 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 Executive Board 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

1. The official newsletter of the Association shall be named THE KEYNOTER. The newsletter shall be published as a PDF file attached to the BSUAOP website a minimum of four times per year. Notices shall be e-mailed as a PDF to all classified and professional staff at BSU, and all honorary and associate members when each issue is posted. If members do not have e-mail, hard copies will be mailed.

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 may bear the expense of a guest meal for each prospective member invited to a luncheon by Area Representatives.
4. NAEOP dues and annual conference registration fees for delegates shall automatically be paid using the P-Card. 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. The President-Elect is also an important representative to the NAEOP conference. If the BSUAOP treasury or other funding assistance allows, her registration fees and membership dues will also be paid using the P-Card. Allowable expenses include conference registration, meal functions, lodging (double occupancy rate), airfare, and ground transportation to and from hotel. Dues may also be paid by each officer and then reimbursed by the BSUAOP treasury.
5. NAEOP and IAEOP conference registration fees for all other active members and Institute fees for anyone attending the conference (including delegates and President-Elect) may be available through scholarship application procedures.
6. Monetary Support for BSUAOP to attend the annual NAEOP conference shall be requested from the VP of Finance for expenditures of the President-Elect, PSP recipients and other award nominees. Monetary support received from the VP of Finance is not part of the Scholarship Committee awarding responsibilities, but shall be distributed by the Executive Board.
7. Plaques and awards for both the Administrator of the Year and Employee of the Year shall be ordered by the Scholarship and paid with a P-card, coding the expense to BSUAOP.
8. A plaque shall be ordered by the President Elect and paid with a P-card, coding the expense to BSUAOP. 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.

Scholarship/Award Guidelines

Scholarship criteria will be outlined on the Scholarship Application form and approved by the Executive Board. Priority consideration will be given to applicants who are committed to supporting the organization through their attendance at monthly luncheons and/or functions and their participation as an officer, committee chair or committee member.

Scholarship funds are obtained through the following resources:

50% of Holiday Auction proceeds

50 % of all Ways and Means proceeds

100% of carry over money not used the previous fiscal/academic year.

Scholarship funds will be divided into three categories: 1) 80% will be reserved for IAEOP/NAEOP annual conference attendance, 2) 10% for Boise State University classes, and 3) 10% other training courses/workshops offered by private or public training facilities (i.e. SkillPath, Fred Pryor, State of Idaho, etc.). Any number of scholarships for BSU classes can be awarded for up to \$100 per person per year provided not more than 10% of the total scholarship funds are used. Any number of scholarships for other training courses/workshops can be awarded for up to \$150 per person per year provided not more than 10% of the total scholarship funds are used. Any unused funds in these two categories that are not expended during the year can be used for IAEOP and NAEOP conference scholarships if needed.

Provided funds are available and not needed for scholarships to IAEOP and/or NAEOP, \$300 should be reserved for the annual Administrator of the Year and Office Professional of the Year awards (\$150 to each person).

Any funds remaining in the scholarship budget category at the end of the fiscal year will be considered carry over to the scholarship budget for the following year.

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).

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. The President shall be the official delegate to the Advisory Council at the IAEOP Annual Spring Conference. Conference Registration and annual dues will automatically be paid by use of the P-card and coded to the BSUAOP account for the President. In the event the President is unable to attend, the President-Elect shall be the official delegate.

Annual Events

1. A Professional Development Day shall be held in October each year.

2. A Holiday Auction shall be held in November each year, prior to the Thanksgiving holiday break.
- 3 A Bosses Breakfast shall be held in May of each year prior to the end of the Spring semester.

Bylaws Revision

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