

SCAEOP, INC. HANDBOOK



TABLE OF CONTENTS

ADMINISTRATOR OF THE YEAR COMMITTEE	11-12
AFFILIATIONS COMMITTEE	12-13
ANNUAL CONFERENCE COMMITTEE	13
AREA DIRECTORS	5-6
ASSOCIATION TIMELINE	24-26
BETTY BLANTON EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR COMMITTEE	14-15
BUDGET & FINANCE COMMITTEE	15
BYLAWS COMMITTEE	16-17
CHAPLAIN	17
COMMUNITY SERVICE COMMITTEE	17
DISTRICT LIAISONS	6
FIELD SERVICE	3-4
HISTORIAN	17
IMMEDIATE PAST PRESIDENT	9
LONG RANGE PLANNING COMMITTEE	17
MARIAN GARRETT STUDENT SCHOLARSHIP COMMITTEE	18
MEETING SITE COORDINATOR	7
MEMBER SCHOLARSHIP COMMITTEE	18-19
MEMBERSHIP RECORDER	7-8
MEMORIALS	23
MENTORING COMMITTEE	19
NEWSLETTER COMMITTEE	19
NOMINATING COMMITTEE	20-21
PARLIAMENTARIAN	21
PAST PRESIDENTS	10-11
PRESIDENT	2
PRESIDENT ELECT	3
PRESIDENTIAL ADVISORS/PRESIDENTIAL AIDES	9
PROFESSIONAL STANDARDS PROGRAM COMMITTEE	21-22
PUBLIC RELATIONS COMMITTEE	22
SECRETARY	4-5
TREASURER	8
USB FLASH DRIVES	23
VICE PRESIDENT	4
WAYS AND MEANS/VENDORS COMMITTEE	22-23
WEBSITE COORDINATOR	8-9

PRESIDENT

The PRESIDENT shall:

- Select the theme/vision for the year.
- Preside at all association and board meetings.
- Call special meetings.
- Prepare the agenda for board meetings.
- Appoint Chaplain.
- Appoint Community Service Chairman.
- Appoint Historian.
- Appoint Meeting Site Coordinator (four-year term appointed on even years - 2020).
- Appoint Membership Recorder (four-year term appointed on odd years - 2019).
- Appoint Mentoring Chairman.
- Appoint Presidential Advisor(s).
- Appoint Presidential Aide(s).
- Appoint Treasurer (four-year term appointed on even years - 2020).
- Appoint Website Coordinator (four-year term appointed on odd years - 2019).
- Appoint all Committee Chairmen (Bylaws Article X, Section 1) and such other committees as may be established by the president, using current board members when possible.
- Serve as ex-officio member of all committees, except the Nominating Committee.
- Approve all expenditures in accordance with the membership approved budget.
- Approve all requests for payment and/or reimbursements prior to submission to the treasurer. President is authorized to approve all properly documented expenditures as approved by a line-item budget and expenditures not to exceed \$100 for items not approved in a line-item budget. All other expenditures must be approved by the executive board.
- Submit article for each issue of the newsletter.
- Assist the annual conference chairman in planning and implementing all areas of the annual conference.
- Submit a report for the conference handbook.
- Appoint tellers and pages for annual conference business meeting.
- Assign seating at head table (if applicable) for each conference event (other than Installation Banquet) and provide place cards.
- Represent SCAEOP at the annual NAEOP Conference. SCAEOP shall assist in paying the presiding president's registration, travel and hotel expenses for the annual NAEOP Conference (current budget \$1500).
- Purchase a gift (using SCAEOP funds not to exceed \$50) representative of South Carolina to present to the new NAEOP President. Donations have been made to NAEOP Field Service or to the NAEOP Foundation.
- Secure funding and provide a theme basket for the NAEOP Conference special projects table (collect donations and purchase items for the theme basket).
- Designate state attire national conference (traditionally blue and white to represent the SC flag).
- Serve as flag bearer at the NAEOP Conference Opening Session and South Carolina delegate at the NAEOP Conference Advisory Council Meeting and Annual Business Meeting.
- Submit detailed travel request which includes receipts and documentation for all NAEOP Conference expenditures. Budgeted amount cannot be exceeded without board approval.

PRESIDENT ELECT

The PRESIDENT ELECT shall:

- Assume the duties and powers of the presidency in the absence of the President, and perform other duties as may be assigned by the Executive Board.
- Serve as the Field Service Program Chairman (see guidelines below).
- Become familiar with the handbook and duties of board members including timelines and forms.
- Serve as the Handbook Chairman.
- Review and revise the handbook annually requesting recommended changes from committee chairmen and using motions received from the secretary.
- Select a theme/vision for the annual conference which will be used throughout their presidential year.
- Communicate with the annual conference chairman concerning arrangements for the Installation Banquet (ensure theme is properly carried out and appropriate officials are invited to be on the program, i.e. installing officer, someone to conduct invocation, etc.).
- Provide a gift (approximate value \$40) for presentation to the outgoing President.
- Present the appointments for Annual Conference Chairman, Community Service Chairman, Chaplain, Historian, Mentoring Chairman, Parliamentarian, Presidential Advisor(s), Presidential Aide(s), and Committee Chairmen (Bylaws Article X, Section 1) using current board members when possible, for Executive Board approval by the last Executive Board Meeting of the current fiscal year. Website Coordinator and Membership Recorder are appointed every four years on odd years (2019). Meeting Site Coordinator and Treasurer are appointed every four years on even years (2020).
- Design and purchase exchange pins to take to the NAEOP Conference in July. The design of the exchange pin will be decided by the President Elect each year and approved by the board.
- Provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook if requested.
- Set the Executive Board Meeting dates and locations for the next year. Meetings to be held quarterly at a minimum. Retreats and special called meetings are optional.

FIELD SERVICE PROGRAM

The Field Service Program provides assistance to SCAEOP affiliates, local associations who want to affiliate, and groups who want to organize new associations for educational office professionals. Affiliates can request elected board members to serve as speakers, installation officers and workshop leaders.

Affiliates will complete an online Field Service Request Form and submit a donation to the SCAEOP Field Service Fund. The field service chairman and president will review the online form, make decisions about field service visits and report to the Executive Board in a timely manner.

The Field Service Chairman shall ask elected board members to act as speakers and workshop leaders. Board members' presentations and photos will be highlighted on the SCAEOP website.

VICE PRESIDENT

The VICE PRESIDENT shall:

- Serve as Membership Recruiting Chairman.
- Encourage and promote growth in the state and national associations.
- Work with the Area Directors in the recruiting of new members and in securing renewals from current members.
- Supervise promotional activities, such as membership drives or contests among the members and area directors, to encourage growth in SCAEOP.
- Promote membership at the SCASA seminars by providing membership brochures and any other pertinent information to all persons attending.
- Submit a membership recruiting report at the annual meeting, as well as at each Executive Board meeting.
- Serve as state membership contact person for the National Association of Educational Office Professionals (NAEOP) and work to promote NAEOP on the state level. All NAEOP membership materials are sent to the Membership Recorder's address and they will disseminate to the Vice President and President each year.
- Provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook if requested.

SECRETARY

The SECRETARY shall:

- Determine if a quorum is present at all board meetings.
- Take minutes of all board meetings and the annual conference business meeting. Ensure each page header of the minutes will have the meeting title, logo, meeting date and page numbers. The minutes of the annual conference business meeting are prepared for inclusion in the Annual Conference Handbook for approval by the general membership at the Annual Meeting each year.
- Record motions, including the name of the maker and seconder.
- Type and send a rough draft of minutes to the President, President Elect and Parliamentarian for their review within one month of the conclusion of the meeting.
- Provide reviewed minutes to elected officers and committee chairmen as requested by the President within six weeks of the conclusion of each meeting.
- Amend the minutes as needed.
- Sign the approved minutes and secure the signature of the President.
- Retain motion forms. Motion forms in duplicate are used for all meetings of the association. The white copy of the motion is to remain with the secretary and the

minutes of each meeting. The yellow copy is to be given to the President Elect who will update the Handbook as needed.

- Pass on all the minutes and motions to the new Secretary each year. According to the Incorporation guidelines, the minutes need to be kept in a safe place. They can be scanned and put in folders labeled with the year on a flash drive.

AREA DIRECTORS

The AREA DIRECTORS shall:

- Promote membership renewals and encourage prospective members to join SCAEOP.
- Encourage districts/local groups to form affiliates. Have affiliate applications available when meeting with groups to form new affiliates and/or direct potential affiliates to the website to download affiliate application.
- Disseminate information to district liaison/area received from the Executive Board and general business meetings (via email, attending local meetings, etc.).
- Promote the purpose of the association through publicity among members, administrators, coworkers, and community.
- Hold an annual area meeting or professional development activity, with the help of the district liaisons, inviting all educational office professionals from all districts in the area to encourage new memberships, and publicize the mission, goals and purpose of the association.
- Welcome new members in the area (via email, card, letter, etc.) upon notification of membership from Membership Recorder.
- Serve as chairman of a committee as assigned by the President.
- Attend all Executive Board meetings or send an area representative.
- Submit a report of area/committee activities at each Executive Board meeting.
- Provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook if requested.
- Provide information and photos for the association website regarding area/committee.
- Keep a permanent file of correspondence, activities, and records of area to transfer to successor after vacating office.

Area 1	Calhoun, Dorchester, and Orangeburg Counties
Area 2	Aiken, Bamberg, and Barnwell Counties
Area 3	Clarendon, Lee, Sumter, and Williamsburg Counties
Area 4	Chesterfield, Darlington, Dillon, and Marlboro Counties
Area 5	Kershaw and Richland Counties
Area 6	Chester, Fairfield, and Lancaster Counties
Area 7	Cherokee and Spartanburg Counties
Area 8	Abbeville, Greenwood, Laurens, and Newberry Counties
Area 9	Berkeley and Charleston Counties
Area 10	Anderson 1 and 2 Counties
Area 11	Edgefield, Lexington, McCormick, and Saluda Counties

- Area 12 Florence and Marion Counties
- Area 13 Greenville County
- Area 14 Allendale, Beaufort, Colleton, Hampton, and Jasper Counties
- Area 15 Georgetown and Horry Counties
- Area 16 Union and York Counties
- Area 17 Anderson 3, 4, 5, Oconee and Pickens Counties

SCHEDULE FOR ELECTION YEAR BY AREA				
Area	Year	Year	Year	Year
1	2017	2019	2021	2023
2	2017	2019	2021	2023
3	2017	2019	2021	2023
4	2017	2019	2021	2023
5	2018	2020	2022	2024
6	2018	2020	2022	2024
7	2018	2020	2022	2024
8	2018	2020	2022	2024
9	2017	2019	2021	2023
10	2017	2019	2021	2023
11	2017	2019	2021	2023
12	2017	2019	2021	2023
13	2018	2020	2022	2024
14	2018	2020	2022	2024
15	2018	2020	2022	2024
16	2018	2020	2022	2024
17	2018	2020	2022	2024

DISTRICT LIAISONS

DISTRICT LIAISONS shall:

- Disseminate information regarding association scholarships, awards, annual conference, special projects, etc., to other educational office professionals in their school district.
- Receive all board correspondence.
- Be a non-voting member of the board. District liaisons will have a voice but not a vote on official board matters.
- Not be required to attend board meetings, but always welcomed to do so.
- Provide information to the newsletter editor regarding events and news in their district.
- Serve as the SCAEOP ambassador in the district.
- Work with the Area Director keeping them informed of any notable events or information related to educational office professionals in their district, and help hold an annual area meeting or professional development activity.

MEETING SITE COORDINATOR

The MEETING SITE COORDINATOR shall:

- Visit prospective sites and report back to the board recommendations for the year in question. The board will vote to accept recommendations for the year in question or request further study and research for the best deal for our association.
- Be reimbursed for travel expenses while securing the annual meeting site. The reimbursement is to include meals and mileage reimbursement but never to exceed the budgeted line item amount and not to exceed the federal per diem.
- Secure event insurance for the annual conference.
- Review the hotel billing statement with the conference chairman. Once reviewed for accuracy, the billing statement will be sent to the treasurer for payment.
- Provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook if requested.

MEMBERSHIP RECORDER

The MEMBERSHIP RECORDER shall:

- Maintain up-to-date permanent membership records for all members.
- Receive and process all membership applications.
- Email a reminder notice and data sheet to each member one month before their expiration date. As dues are received in the mail, they are receipted immediately and the following items are emailed to the member: A “thank you for renewing” letter and a receipt. A “welcome” letter and receipt are emailed to members that join the association for the first time. The Handbook, Bylaws, and the Horace Mann Term Life Insurance policy certificate of \$1100 are on the SCAEOP website. For members who do not renew their membership before their expiration date, a personal email reminder is sent to them. If no response is received, a renewal notice is then mailed to their address on file. After 90 days, the member is moved to inactive status if they do not rejoin.
- Submit a check request form as needed to purchase stamps, supplies (ink cartridge, paper, envelopes) to be reimbursed for items purchased. A receipt must be attached to the check request for reimbursement.
- Provide membership information to Executive Board members upon request. Request may include but not be limited to entire membership reports or membership reports for specified areas.
- Work closely with the Conference Chairman by receipting all conference funds and any membership fees.
- Provide a list of conference attendees to the Conference Chairman, indicating meal and workshop choices.
- Make deposits at least twice a month to the financial institution as needed. Provide deposit documentation to Treasurer within 24 hours of deposit. Documentation should show breakdown of funds deposited detailing if funds were for renewals, conference, and membership pins etc.
- Provide name and address of members who do not have email access to the Newsletter and Nominations and Elections Committees.

- Have SCAEOP annual conference registration and hotel expenses paid for by the association.
- Disseminate all NAEOP membership records upon receipt to the President and Vice President each year.
- Provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook.
- Update membership records with PSP information provided from NAEOP following each PSP deadline.

TREASURER

The TREASURER shall:

- Receive all monies accompanied by form (Revenue Breakdown). Appropriate documentation, including invoices and receipts, must be attached to form.
- Receipt all monies received using numbered receipts. Type of money collected (cash, checks, etc.) and committee receipt numbers are to be noted on receipts.
- Reconcile monthly bank statements using form (Bank Reconciliation Form).
- Keep accurate books on a current basis and makes regular reports to the Executive Board.
- Prepare a detailed financial report for presentation at the annual business meeting and for publication in the conference handbook.
- Serve as ex-officio member of the Budget and Finance Committee.
- Ensure the President Elect has a signed signature card at the bank. In the event the treasurer is unable to do disburse, deposit or receipt funds, the President Elect will be responsible for the above duties.
- Have SCAEOP annual conference registration and hotel expenses paid for by the association.
- Send the prior year's books to an outside auditor, as selected by the board, in November of each year. This auditor will conduct an annual external audit each year. Copy of audit will be published in the Newsletter and Annual Conference Handbook, and kept on file in the office of the Treasurer.

WEBSITE COORDINATOR

The WEBSITE COORDINATOR shall:

- Maintain a SCAEOP website to provide current information regarding the association, to include awards and applications, membership application, and upcoming events.
- Be responsible for the laptop and LCD projector provided by the association.
- Bring the laptop and LCD projectors to the Annual Conference.
- Have current software available to update the website as needed, as well as security software to protect the computer.
- Be the administrator for the SCAEOP Online Survey account and create surveys for the annual conference, online ballots for the annual Nominations and Elections, and any other survey requested by the board.

- Upload the updated award nomination forms each year by May 1 (provided by awards chairmen).
- Upload conference registration packet no later than October 15 (provided by annual conference chairman).
- Have SCAEOP annual conference registration and hotel expenses paid for by the association.
- Submit NAEOP Website Award application by March 1.
- Provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook if requested.

PRESIDENTIAL ADVISOR(S)

- May be appointed by the President for a term of one year with the approval of the board. The Advisor(s) is a Past President of the association.
- Is available to the President and board members to serve as a resource of history on the association, to offer advice when requested to do so, and to assist the President during the year.

PRESIDENTIAL AIDE(S)

- May be appointed by the President for a term of one year with the approval of the board.
- Assists the President and board as requested by the President.
- Duties may include, but are not limited to:
 - Distributes and collects board nameplates/folders at meetings.
 - Assists the President in coordination and preparation for board meetings.
 - Makes corrections/deletions to the Board Directory and distributes to the board.

IMMEDIATE PAST PRESIDENT

The IMMEDIATE PAST PRESIDENT shall:

- Make recommendations to the SCAEOP Executive Board regarding changes to the Handbook as needed.
- Become a member of the SCAEOP Past Presidents Association and serve as President of this association in order of rotation.
- Provide article(s) to be published in the SCAEOP newsletter.

PAST PRESIDENTS

Past Presidents will be available to serve as advisors to SCAEOP Executive Board Committee Chairmen for a term of one year. Committee Chairmen may request the service of a Past President in this capacity at the beginning of the SCAEOP year. The Past Presidents group will attempt to provide an advisor for all Committee Chairmen who wish to have one. In this capacity, advisor(s) should be kept apprised of board activities through the committee chairman with whom they serve.

Past Presidents attending the conference will be available to serve as hostesses for out of-town guests such as NAEOP board members and workshop leaders who attend the conference. Hostesses will be sure the visitors are met at the airport and have appropriate transportation back to the airport. They will be available to assist these guests as needed.

PAST PRESIDENTS

YEAR SERVED	NAME	COUNTY
1982-1984	Pearlous Bledsoe, CEOE	Aiken
1984-1985	Edith Stewart	Mullins
1985-1986	Marian Garrett, CEOE	Greenville
1986-1987	Jan Roberts	Richland 2
1987-1988	Ida Solomon	Sumter
1988-1989	Virginia Warren	Lexington 2
1989-1990	Flora Barnes, CEOE	Greenville
1990-1991	Velma Gordon	Charleston
1991-1992	Connie Jo Britton, CEOE	Charleston
1992-1993	Pauline A. Alford, CEOE	Lexington 2
1993-1994	Barbara Bowman, CEOE	Greenville
1994-1995	Nelva Temple, CEOE	Greenwood
1995-1996	Vivian Duffie, CEOE	Aiken
1996-1997	Elaine Harris	Spartanburg 3
1997-1998	Becky Self, CEOE	Greenville
1998-1999	Gloria Tisdale, CEOE	Florence 3
1999-2000	Ellendel Ross	Greenville
2000-2001	Diane Simpson, CEOE	Anderson 1
2001-2002	Jane Blackwell, CEOE	Spartanburg 5
2002-2003	Margaret Young, CEOE	Orangeburg 5
2003-2004	Joan Mace	Greenville
2004-2005	Donna Lazar, CEOE	Spartanburg 5
2005-2006	Mary Hannah	Florence 3
2006-2007	Constance Mays, CEOE	Orangeburg 5
2007-2008	Rebecca Crabtree, CEOE	Greenville
2008-2009	Blondell Gadsden	Charleston
2009-2010	Cindy Alexander, CEOE	Greenville
2010-2011	Christine Whitmire, CEOE	Lexington 1
2011-2012	Linda Honeycutt	Fort Mill/York
2012-2013	Lynda Rigsby, CEOE	Anderson 1
2013-2014	Elizabeth Ann Moore, CEOE	Fairfield

2014-2015	Albertha Mikell-Johnson, CEOE	Jasper
2015-2016	Georgette Council, CEOE	Richland 2
2016-2017	Jill Averyhart, CEOE	Richland 2
2017-2018	Tina Gillard Rice, CEOE	Georgetown

ADMINISTRATOR OF THE YEAR COMMITTEE

The chairman will appoint at least two members in good standing to serve on the committee. A master of the nomination form/guidelines will be provided by the President. The nomination form will be updated no later than the May board meeting and submitted to Website Coordinator to be uploaded to the website.

All nomination forms must be postmarked no later than December 1. A check for \$25 must accompany the nomination forms. The committee chairman will send the completed revenue form and all checks to the treasurer. The chairman is responsible for ensuring applicants meet the necessary criteria before sending applications to the judges. Applications that do not follow guidelines will be disqualified.

Committee members are responsible for securing judges. Judges may or may not be members of the educational community. Letters to three prospective judges from all over the state of South Carolina should be sent no later than September board meeting and should include date for deadline for application and the date to return the decision to the committee (three weeks would be an appropriate length of time for judging). The judges should not all be from one area of the state or school district. A list of the judges will be presented for information at the November Board Meeting.

A letter explaining the criteria for judging each candidate and the use of the tally sheet shall be sent to the three selected judges along with the applications. A copy of the criteria for judging, one copy of the nomination form for each nominee, judge's tally sheet, and the deadlines for judging must be sent to each judge. The chairman will establish a timeline for use by the committee and judges. **(Example:** All documentation must be sent to each judge no later than December 5. Judges need to return the tally sheet by January 5.)

After the decision of each judge has been received, the committee will compile all three judges' scores to determine the winner. The nominee receiving the highest score will be declared the winner. In the event of a tie, the committee will be responsible for breaking the tie. The committee will refer to the scores on the Judges Tally Sheet, starting with Number 1, until the tie is broken.

The chairman will notify the President first of the decision, then notify the award recipient and all nominees and sponsoring associations of the decision. In all cases, the decision of the judges and/or committee is final.

The award recipient will be notified before the conference and invited to attend the Awards Luncheon. One night's lodging at the conference rate and lunch will be provided by SCAEOP with arrangements being made by the chairman through the conference chairman. The committee chairman will inform the conference chairman of the number of reserved seats needed for the Awards Luncheon. The award recipient will be presented a plaque at the Awards Luncheon. Certificates will be presented to all other nominees (either mailed to the nominee or presented to the organization or individual who made the nomination).

The current year's state recipient will be the nominee for the NAEOP Educational Administrator of the Year from South Carolina. It is the responsibility of the Administrator of the Year Chairman to make sure the application for the NAEOP nominee is completed and submitted by March 1.

The chairman will provide article(s) for publication in the SCAEOP newsletter and a report including the award recipient's name, affiliate association and photo for the conference handbook and website.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman

AFFILIATIONS COMMITTEE

The affiliation dues are \$20 plus \$.10 per local association member. Renewals are due May 1. Affiliation dues are not pro-rated. In order to be eligible for annual conference awards and recognitions affiliate dues must be current.

The chairman will distribute all renewal affiliation applications to affiliates no later than April 1 of each year. Affiliate applications will be updated by April 15th and submitted to the Website Coordinator to be uploaded to the website.

All affiliation forms will be processed as they are returned to the chairman.

Upon verification by the membership recorder that the SCAEOP members listed on the application are current active members, affiliation packets will be emailed immediately to each local association president/representative. This packet will include:

- Certificate of Affiliation
- Website link for Administrator of the Year application
- Website link for Office Employee of the Year application
- Website link for Scholarship applications
- Website link for Field Service Reporting Form

The affiliation form and completed Revenue Breakdown form along with the checks will be mailed to the SCAEOP treasurer. Affiliations Chairman will provide an updated list of affiliates to the president and website coordinator. A final copy of the form will be maintained in the affiliations files kept by the Affiliations Committee Chairman.

The Affiliations Chairman will provide article(s) for publication in the SCAEOP newsletter and report for the conference handbook. Chairman will serve as an advisor to the following year's chairman.

ANNUAL CONFERENCE COMMITTEE

SCAEOP holds an annual conference, usually held in the spring. Locations shall be determined by Meeting Site Coordinator and approved by the board. The incoming president shall appoint the Annual Conference Chairman as approved by the board.

A draft registration brochure of the conference shall be submitted to the Executive Board at the September board meeting prior to actual conference planning for the approval and input of that Board. The brochure shall include a short outline of all speakers, seminars, and topics approved by the NAEOP PSP Registrar prior to the September Board Meeting.

The conference chairman, with input from the President, meeting site coordinator and treasurer shall prepare a budget for each conference. The budget shall be presented to the Executive Board for approval at the September board meeting prior to the conference.

The Executive Board shall set the conference registration fee based on the recommendation of the Conference Chairman and Meeting Site Coordinator. Registration fee for the conference chairman/co-chairman shall be waived for the current conference and the conference chairman/co-chairman shall be provided with a regular room for the length of the conference

All retired SCAEOP members shall receive a \$50 reduction in the conference registration fee.

The following committees may be appointed for each conference: Registration Committee; Audio Visual (AV) Committee; Seminars & Workshops Committee; Breakfast Committee (Optional); Installation Banquet Committee; Conference Publications Committee; Door Prize/Goodie Bags Committee; Ways & Means/Vendors/Exhibits Committee; Hospitality Committee; Awards Luncheon Committee; and Membership Luncheon.

The conference chairman will access the detailed conference handbook and will update the handbook after each conference.

BETTY BLANTON EDUCATIONAL OFFICE PROFESSIONAL OF THE YEAR AWARD COMMITTEE

The chairman will appoint at least two members in good standing to serve on the committee. A master of the nomination form/guidelines will be provided by the President. Nomination form will be updated no later than the May board meeting and submitted to Website Coordinator to be uploaded to the website.

All nomination forms must be postmarked no later than December 1. A check for \$25 must accompany the nomination forms. The committee chairman will send the completed revenue form and all checks to the treasurer. The chairman is responsible for ensuring applicants meet the necessary criteria before sending applications to the judges. Applications that do not follow guidelines will be disqualified.

Committee members are responsible for securing judges. Judges may or may not be members of the educational community. **EDUCATIONAL OFFICE PROFESSIONALS CANNOT SERVE AS JUDGES.** Letters to three prospective judges from all over the state of South Carolina should be sent no later than September board meeting and should include date for deadline for application and the date to return the decision to the committee. The judges should not all be from one area of the state or school district. A list of the judges will be presented for information at the November Board Meeting.

A letter explaining the criteria for judging each candidate and the use of the sheet shall be sent to the three selected judges along with the applications. A copy of the criteria for judging, one copy of the nomination form for each nominee, judge's tally sheet, and the deadlines for judging must be sent to each judge. The chairman will establish a timeline for use by the committee and judges. (**Example:** All documentation must be sent to each judge no later than December 5. Judges need to return the tally sheet by January 5.)

After the decision of each judge has been received, the committee will compile all three judges' scores to determine the winner. The nominee receiving the highest score will be declared the winner. In the event of a tie, the committee will be responsible for breaking the tie. The committee will refer to the scores on the Judges Sheet, starting with Number 1, until the tie is broken.

The chairman will notify the President first of the decision, then notify the award recipient and all nominees and sponsoring associations of the decision. In all cases, the decision of the judges and/or committee is final.

The award recipient will be notified before the conference and invited to attend the Awards Luncheon. One night's lodging at the conference rate and lunch will be provided by SCAEOP with arrangements being made by the chairman through the conference chairman. The committee chairman will inform the conference chairman of the number of reserved seats needed for the Awards Luncheon. The award recipient will be

presented a plaque at the Awards Luncheon. Certificates will be presented to all other nominees (either mailed to the nominee or presented to the association or the individual who made the nomination).

The current year's state winner will be the nominee for the NAEOP Educational Office Professional of the Year from South Carolina. The chairman is responsible for making sure application for the NAEOP nominee is completed and submitted by March 1. Chairman will serve as an advisor to the following year's chairman.

The chairman will provide article(s) for publication in the SCAEOP newsletter and a report including the award recipient's name, affiliate association and photo for the conference handbook and website.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service.

BUDGET AND FINANCE COMMITTEE

Two committee members will be elected at the business meeting of the annual conference each year. The treasurer and ways and means chairman shall serve as exofficio members.

The committee will prepare a proposed operating budget to be presented to the Executive Board. The proposed budget will be discussed at the September Board Meeting, draft version presented at the November Board Meeting and final version presented at the January Board Meeting for approval. The board approved budget will be printed in the conference handbook and presented for approval to the membership in attendance at the annual business meeting.

The chairman will submit a yearly written report at the Annual Business Meeting and article(s) for publication in the SCAEOP newsletter if requested.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service.

SAMPLE PROPOSED BUDGET GUIDELINES

The proposed operating budget will contain all revenue and expense accounts except the Annual Conference, Scholarship, and Ways & Means. These accounts are fundraising accounts and should not be used to balance the operating budget. The proposed budget Revenue is based on number of active members paying (\$30.00) and number of retired active members paying (\$15.00).

OPERATING REVENUE	AMOUNT
Administrator of the Year	\$50.00
Affiliation Dues	\$300.00
Educational Office Employee of the Year	\$50.00
Interest (Savings, CDs and Checking)	\$100.00
Membership Dues (371 Active and 55 Retired)	\$11,955.00
Total Operating Revenue	\$12,455.00
Operating Expenditures Administration	
Board Expense	\$300.00
Board Travel	\$3,500.00
Board Postage	\$150.00
Board Supplies	\$540.00
Budget and Finance (Audit)	\$750.00
Insurance (Membership)	\$1,100.00
Miscellaneous Fund	\$590.00
NAEOP Affiliation	\$125.00
NAEOP Delegate Expenses (President)	\$1,200.00
Website Fee	\$600.00
Operating Expenditures Committees	
Administrator of the Year	\$175.00
Affiliations	\$500.00
Community Service	\$50.00
Educational Office Employee of the Year	\$175.00
Handbook and Brochure	\$50.00
Historian	\$50.00
Marketing	\$1,000.00
Meeting Site Coordinator	\$300.00
Membership	\$700.00
Newsletter	\$250.00
Nominations	\$50.00
PSP	\$200.00
NAEOP Foundation Contribution	\$100.00
TOTAL OPERATING EXPENSES	\$12,455.00

BYLAWS COMMITTEE

The committee will study the structure of the association and recommend amendments to the bylaws to assure the bylaws remain current and reflect the will of the membership.

The chairman will appoint at least two members in good standing to serve on the committee.

The chairman will submit any proposed amendments in writing to the Executive Board for approval and email proposed amendments to all eligible voting members prior to the annual business meeting.

The chairman will provide article(s) for publication in the SCAEOP newsletter and a report for the conference handbook.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman

CHAPLAIN

The chaplain shall prepare and give inspirational thoughts at Executive Board Meetings, the Annual Business Meeting and possibly all meal functions of the association. The chaplain/inspirational leader should be sensitive to all religious beliefs when preparing presentations.

COMMUNITY SERVICE COMMITTEE

The community service chairman shall select a community service project for the year. The project will be publicized on the website and at board meetings. Area directors and district liaisons will disseminate information to their areas and districts.

The chairman will appoint at least two members in good standing to serve on the committee.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman

HISTORIAN

The Historian shall maintain a history of the association, including sample materials and a yearly summary of the association's activities using PowerPoint slides.

LONG RANGE PLANNING COMMITTEE

Two committee members will be elected at the business meeting of the annual conference each year.

It is the responsibility of this committee to review recommendations from the membership and to make recommendations to the Executive Board for new programs for the association and for improved methods of carrying out existing programs.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

MARIAN GARRETT STUDENT SCHOLARSHIP COMMITTEE

The chairman will appoint at least two members in good standing to serve on the committee. A master of the scholarship guidelines/application forms will be provided by the President. The forms will be updated no later than the May board meeting and submitted to Website Coordinator to be uploaded to the website.

Following the December 1 deadline for receipt of applications, the scholarship committee shall meet and, using the criteria for judging, shall select a winner and an alternate. As soon as the decision is made, the chairman of the committee shall notify all applicants in writing.

The scholarship winner shall be notified as soon as the decision is made and invited to the Awards Luncheon during the annual conference. SCAEOP shall provide one night's lodging at the conference rate and lunch at the awards luncheon for up to two guests of the scholarship recipient. The scholarship committee chairman will make lodging and luncheon arrangements through the conference chairman and inform the conference chairman of the number of reserved seats needed for the awards luncheon. The award recipient will be recognized and presented a certificate.

The current year's state recipient will be the nominee for the NAEOP Marion T. Wood Student Scholarship from South Carolina. It is the responsibility of the Marian Garrett Student Scholarship Chairman to make sure the application for the NAEOP nominee is completed and submitted by March 1.

The chairman will provide article(s) for publication in the SCAEOP newsletter and a report including the scholarship winner's name, county, high school and photo for the conference book and website.

The chairman shall be in charge of the annual theme basket fundraiser and send out a letter requesting theme baskets from each affiliate, providing tickets and bags, as well as, having someone at the theme basket table all hours the vendors are open to sell tickets and possibly again on Sunday morning. The chairman will create and distribute fundraiser tickets for 2-night stay at the conference hotel to the board at the November Board Meeting.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

MEMBER SCHOLARSHIP COMMITTEE

The chairman will appoint at least two members to serve on the committee.

This scholarship will be given to an active member of SCAEOP for continuing education in pursuit of a NAEOP PSP certificate. The scholarship guidelines/application forms will

be updated no later than the May board meeting and submitted to Website Coordinator to be uploaded to the website.

The chairman will submit the name, county and photo of the Member Scholarship recipient for the conference handbook by the required deadline.

MENTORING COMMITTEE

The chairman will appoint at least two members to serve on the committee.

The committee will establish a mentoring program for new members and current members who request one.

The committee will be in charge of the First Timer's Orientation at the annual conference.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

NEWSLETTER COMMITTEE

Two committee members will be elected at the business meeting of the annual Conference each year.

The Voice is the official publication of the South Carolina Association of Educational Office Professionals. It provides a means of communication for the Association and allows the membership to be informed on all matters relating to the Association.

Newsletters shall be published on the website according to the board approved schedule. The editor will print and mail the newsletter to members who do not have access to email.

This committee shall strive for a professional publication by including in the contents, news and pictures about SCAEOP meetings, articles written by educational administrators, news from affiliated associations, NAEOP information, and articles which promote professional growth for educational office professionals, taking into consideration information specified in the Rachel Maynard judges' sheets.

A newsletter publication will be selected by the editor to be sent to NAEOP each year for the Rachel Maynard Award by March 1.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

NOMINATING (NOMINATIONS AND ELECTIONS) COMMITTEE

Two committee members will be elected at the business meeting of the annual conference each year.

The committee shall prepare a slate of at least two names for each office to be filled. The slate shall consist of the names for President Elect, Vice President, Secretary and applicable Area Directors.

It may be helpful for the committee to request suggestions for candidates from the Executive Board and affiliated associations of SCAEOP.

The chairman will provide article(s) for publication in the SCAEOP newsletter indicating the desire of the committee to be contacted by those interested in becoming candidates, and a list of new officers for the conference handbook.

The committee will check with the Membership Recorder regarding the candidate's eligibility to run for office. Only active, paid members are eligible to hold office and cannot be nominated for multiple positions. The committee will inform the prospective nominee of the duties of the Executive Board, area directors and committee chairs.

After candidates, have been selected, the committee shall request biographical data from candidates and prepare the ballot. The committee has sole responsibility for providing this data to the membership via email/website. Mailing labels must be secured from the Membership Recorder for members without email addresses.

Elections will be conducted electronically via online voting. Members who do not wish to vote online may request a paper ballot from the Nominating Committee Chairman.

Online voting will begin December 1 through 15. Paper ballots requested will be mailed by December 1 and must be returned by December 15 to be counted.

As soon as the website coordinator generates the online voting report and paper ballots have been counted, the President will be informed of the results; and those who were elected to office will be notified. A letter will be sent to the winner's supervisor. Thank you letters to those who ran for office but who were not elected will be sent from the Nominating Committee.

A written report should be prepared for the Executive Board to be presented at the January Board meeting and the ballots should be given to the secretary and kept for one year.

Ballots for the four committee elections at the business meeting at the conference will be prepared as follows using a different color for each ballot: Budget & Finance

Committee, Long Range Planning Committee, Newsletter Committee, Nominating Committee and Blank Form (to be used if the need arises).

Ballots and red and green voting cards for the annual conference shall be prepared by the January Board Meeting and given to the President.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

PARLIAMENTARIAN

The principal duty of the parliamentarian is to advise the President. In order to fulfill this function the PARLIAMENTARIAN shall:

- See that Roberts' Rules of Order is the parliamentary procedure used in the conduct of all meetings of the Association.
- Promote use of good parliamentary procedure.
- Bring the following items to each meeting of the Association: A copy of Roberts' Rules of Order and a copy of the Association's governing documents (i.e., bylaws and standing rules/handbook).
- Write board briefs for publication in the newsletter and a report for the conference handbook if requested.
- Meet with the President, Tellers and Pages prior to the business meeting to make sure they are all aware of their responsibilities.

PROFESSIONAL STANDARDS PROGRAM (PSP) COMMITTEE

The PSP Chairman will appoint at least two members in good standing to serve on this committee.

The PSP Chairman must be currently enrolled in the National Association of Educational Office Professionals PSP, be familiar with the information in the PSP Book and able to answer questions submitted by SCAEOP members.

The chairman will be responsible to verify (using information in the PSP Book) and sign members' PSP forms.

The chairman will promote the PSP by communicating with local associations, submitting articles for the SCAEOP newsletter and submitting an annual report for the annual business meeting, if requested.

Members who have earned a certificate, recertified or who have achieved their CEOE will be recognized during the membership luncheon at the annual state conference.

All CEOE recipient names will be included in a drawing and will be eligible to win a \$50 cash prize, if present at the membership breakfast at the annual state conference. Chairman will serve as an advisor to the following year's chairman.

PUBLIC RELATIONS COMMITTEE

The committee shall be responsible for publicity regarding conferences/meetings, award programs (Office Professional and Administrator of the Year, Scholarship), and other special events of the association. The committee will send articles/information to NAEOP for the NES Connector magazine, and communicate with the SCAEOP social media facilitators (Facebook, Pinterest and Twitter).

The chairman will choose at least two members in good standing to serve on the committee. The chairman is responsible for completing and submitting the NAEOP Louise Henderson Nelson (LHN) Award application the deadline of each year.

The chairman will provide article(s) for publication in the SCAEOP newsletter.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

WAYS AND MEANS/VENDORS COMMITTEE

The Ways and Means Chairman shall:

- Also be the Conference Vendor Chairman.
- Choose at least two members in good standing to serve on the committee.
- Work with the President to purchase a sellable item reflecting their year which can be sold at the annual conference. Additional Ways and Means endeavors may be tried but all plans must be approved by the Executive Board before any commitment is made.
- Make the arrangements necessary to carry out the approved plans, including getting the bills to the treasurer for payment in a timely manner.
- Keep accurate records of inventory and prepare a report for the treasurer each year of sales.
- Maintain the SCAEOP tablecloth.
- The money generated for Ways and Means and the conference vendors will be processed and deposited separately. The vendor table money is part of the conference income.

The chairman should confirm all tables needed for SCAEOP displays are included in the final number of tables. Considerations shall be given to:

- Theme baskets
- Ways and Means
- Membership
- Affiliations

- Retirees

The chairman shall provide article(s) for publication in the newsletter and a report for the conference handbook if requested.

The chairman shall provide documentation (i.e., certificate, letter) to each committee member to include year served and chairman signature for PSP points and appreciation of service. Chairman will serve as an advisor to the following year's chairman.

MEMORIALS

A one-time memorial of \$25 will be given in the name of a deceased member of the current board and the SCAEOP Past Presidents Group. The donation will be sent to the NAEOP "Friends of the Foundation" in their memory. The amount of the memorial should be reviewed periodically.

USB FLASH DRIVES

Incoming board members including appointees shall be issued a USB Flash Drive with the SCAEOP Handbook and other pertinent information. It is the intent each board member shall use the drive and keep documentation on the drive to pass down to the next board member in that position.

The President Elect will collect the drives at the last meeting of the year and reload Handbook information only. All other information will be kept on the drive.

If a drive is lost, a fee of \$20 will be required to replace the drive.

ASSOCIATION TIMELINE

DATE	COMMITTEE	EVENT
April 1	Website Coordinator	Upload and update new theme and Executive Board names and email addresses to SCAEOP website.
MAY	Executive Board	Attend Board Meeting. Submit names of committee members.
May 1	President/Annual Conference	Submit NAEOP Field Service Request to national office.
	Affiliations	Deadline for sending renewal forms to Affiliates.
	All Awards/Scholarships	Deadline for applications for student scholarships, member scholarship, administrator of the year and office professional of the year to be updated on SCAEOP website.
JUN	Newsletter (#1)	Newsletter mailed to members without email addresses and uploaded to SCAEOP website.
AUG	Annual Conference	Chairman will prepare the list of conference workshop and keynote speakers' information to send to national office for approval by the NAEOP PSP Registrar.
AUG 30	Newsletter (#2)	Newsletter mailed to members without email addresses and uploaded to SCAEOP website.
SEP	Executive Board	Attend Board Meeting. Approval of items for annual conference: <ul style="list-style-type: none"> - Conference Budget - Draft of Conference Registration Packet - List of PSP Speakers and Topic Descriptions - Distribute information regarding Retreat.
OCT	Newsletter (#3)	Newsletter mailed to members without email addresses and uploaded to SCAEOP website.
OCT 1	Administrator OY Office Professional OY Student Scholarships Member Scholarship	Send application links to affiliate presidents and area directors. (Applications Deadline date December 1)
OCT 15	Annual Conference	Mail annual conference registration packet to members without email addresses.
	Website Coordinator	Upload annual conference registration packet to website.
NOV 1	Treasurer	Send treasurer's books to the auditor.
	Administrator OY Office Professional OY	Deadline for selecting judges to review award applications.
NOV	Nominations & Elections	Submit slate of candidates for next year. Provide list of candidates with bio/photo to website coordinator to upload to website prior to voting start date of DEC 1.
NOV	Budget & Finance	Draft version of next year's budget present-to the board for input.
NOV	Executive Board	Attend Board Meeting/Board Retreat
NOV	Scholarship Committee Chair	Distribute scholarship fundraiser tickets (2-night stay at the conference hotel) to the board at the board meeting.
NOV	Annual Conference	Provide deadlines for conference book. Work on Conference book items that can be done in advance (cover design; list of current board members; list of past presidents). Contact Membership Recorder for list of past Administrators of the Year/Office Professionals of the Year to print in programs.

DEC	Newsletter (#4)	Newsletter mailed to members without email addresses and uploaded to SCAEOP website.
	Administrator OY	Applications deadline date.
	Office Professional OY Student Scholarships Member Scholarship	
DEC 15	Administrator OY Office Professional OY	Deadline for mailing applications to judges (judges return tally sheets prior to January Board Meeting)
	Member/Student Scholarships	Committees meet to review applications (award recipients selected prior to January Board Meeting).
JAN	Executive Board	Attend Board Meeting. Approve final version of next year's budget.
	President Elect	Present incoming board appointments.
	Administrator OY Office Professional OY Member Scholarship	Announce award recipients of Administrator of the Year, Office Professional of the Year, and Member Scholarship.
	Student Scholarships	Announce award recipients of student scholarships. Follow up on theme basket student scholarship fundraiser.
	Annual Conference	Work to complete conference book – check printing deadlines. Encourage Door Prize Chairman. Contact keynote/workshop speakers for verification of attendance. Contact retiree liaison to get details of retirees meeting. Contact all meal chairmen and request meal function theme and a copy of their program. All printed conference materials should be proofread by the president, membership recorder and conference chairman checking for spelling of names and CEOE status. Provide list of table linen colors, items the hotel supplies (mirror tiles, globes for candles, etc.). Provide number of people sitting at each table and the layout of the room.
	Budget & Finance	Present final version of next year's budget for board approval.
FEB	Newsletter (#5 - Special Edition)	Create special conference edition of newsletter. Mail to members without email addresses and upload to website.
FEB 1	Annual Conference	Keep in close contact with hotel and Meeting Site Coordinator to make accurate use of hotel facilities. Work to assign rooms for workshops. Work with committee on At-A-Glance program. Firm up details for guests. Work with all conference committee chairmen to make sure they have followed through. Work with hotel to secure all details.
MAR 1	Administrator OY Office Professional OY Student Scholarship	Deadline for chairman to submit nomination to NAEOP and request check from SCAEOP Treasurer.
	Newsletter	Deadline for newsletter editor to submit application to NAEOP for Rachel Maynard Award and request check from SCAEOP Treasurer.
	Public Relations	Deadline for chairman to submit application to NAEOP for Louise Henderson Nelson Award and request check from SCAEOP Treasurer.

	Website Coordinator	Deadline for website coordinator to submit application to NAEOP for Website Award and request check from SCAEOP Treasurer.
Mar. 15	Executive Board	Final check requests are due to the Treasurer
APR	Newsletter (#6)	Newsletter mailed to members without email addresses and uploaded to SCAEOP website.