

**BYLAWS**  
**SOUTH CAROLINA ASSOCIATION**  
**OF EDUCATIONAL OFFICE PROFESSIONALS, INC.**

**ARTICLE I      NAME**

The name of this association shall be the South Carolina Association of Educational Office Professionals, Inc., hereinafter referred to as SCAEOP.

**ARTICLE II      PURPOSE AND GOALS**

- Section 1. The purpose of the South Carolina Association of Educational Office Professionals, Inc. shall be to promote professionalism among educational office professionals and to recognize the contributions of educational office professionals within the state thereby improving the quality of service provided for students, educators and the community.
- Section 2. To serve the needs of the members of SCAEOP effectively by providing continuing educational and training opportunities.
- Section 3. To encourage SCAEOP members to take active leadership roles in the Association and in educational and community endeavors.
- Section 4. To foster public understanding of the contributions SCAEOP makes to education.
- Section 5. To help educational office personnel fulfill their responsibilities and successfully perform their roles.
- Section 6. The South Carolina Association of Educational Office Professionals, Inc. shall affiliate with other educational organizations and associations which share the same goals and objectives.
- Section 7. To strive to make SCAEOP the best association for professional educational office personnel.

**ARTICLE III      MEMBERSHIP**

- Section 1. Membership in the Association shall be of five classifications: ACTIVE, ASSOCIATE, RETIRED, HONORARY AND LIFE.
- Section 2. ACTIVE membership shall be open to all clerical, secretarial or other support staff working in any educational system in the State of South Carolina, and who have paid their annual dues. Active members shall be entitled to vote, make motions, hold office and participate in discussions and activities of the Association. Active membership privileges shall be terminated upon withdrawal from employment in an educational system and/or nonpayment of dues.
- Section 3. ASSOCIATE membership shall be open to persons interested in advancing the purposes of the Association but who are not eligible to be active members. Associate members shall have all the privileges of active members except those of voting and holding an elected office.
- Section 4. RETIRED membership shall be former active SCAEOP members or former SCAEOP members who have officially retired, have not returned to work under the South Carolina earnings limitation or TERI program or returned to work full time and who have paid annual dues. Retired members shall have all the privileges of active members except that of holding an elected office.
- Section 5. HONORARY membership may be bestowed upon persons by the Executive Board in recognition of outstanding service to the Association. Honorary members shall have all the privileges of active members except those of voting and holding an elected office.
- Section 6. LIFE membership shall be open to any member who has five consecutive years of membership as an active or retired member and has reached the age of 75 years. Life members shall have all the privileges of active members except that of holding an elected office.

**ARTICLE IV      MEMBERSHIP DUES**

- Section 1. The annual membership dues for active, associate and retired membership shall be recommended by the Executive Board and approved at the annual business meeting. The membership annual dues for retired members shall be one-half the amount approved for active members.
- Section 2. Honorary and Life members shall be exempt from paying membership annual dues.
- Section 3. Annual dues shall be paid within 90 days of the member's annual membership expiration date or the membership shall be terminated.
- Section 4. Members who have been dropped from membership for non-payment of dues may be reinstated upon payment of dues for the current year.

**ARTICLE V OFFICERS, ELIGIBILITY AND TERMS OF OFFICE**

- Section 1. The officers of this Association shall be President, President-Elect, Vice President, Secretary and seventeen (17) Area Directors.
- Section 2. The President, President-Elect, Vice President and Secretary shall also be members of the National Association of Educational Office Professionals, Inc. (NAEOP).
- Section 3. To be eligible for nomination to the office of President-Elect, the nominee shall have served at least two years on the Executive Board.
- Section 4. To be eligible for nomination to the office of Vice President, the nominee shall have served at least one year on the Executive Board.
- Section 5. To be eligible for nomination to the office of Area Director, the nominee shall be employed in the represented area.
- Section 6. The President-Elect, Vice President and Secretary shall be elected annually by the general membership for a term of one year. No officer shall serve two consecutive terms with the exception of Area Directors. Area Directors shall be elected annually, according to the rotation schedule, for a term of two years. Officers shall be installed at the Annual Membership Meeting, and take office on the first day following the installation of the Executive Board.

**ARTICLE VI OFFICERS' DUTIES**

- Section 1. The President shall (1) preside at all meetings of the Association and the Executive Board, (2) call special meetings of the Executive Board at his/her discretion or upon the request of the majority of the Board, (3) appoint annually chairmen of standing and special committees; (4) serve as an official representative of the Association at the meetings of educational bodies and other groups working toward the advancement of education; (5) be a member ex-officio of all committees except the Nominating Committee; (6) recommend the Executive Board, for their appointment, persons to fill any vacancy occurring on the Executive Board between elections except that of a vacancy in the office of President. In the event of a vacancy in the office of President, the President-Elect shall become President and shall assume the duties and authority for the unexpired term; (7) approve all expenditures in accordance with the membership approved budget; and (8) perform other duties as may be assigned by the Executive Board.
- Section 2. The President Elect shall (1) succeed the President; (2) perform the duties assigned by the President with the approval of the Executive Board; (3) chair the Field Service Program; (4) be in charge of the annual NAEOP Conference trading pins fundraiser; (5) perform other duties as may be assigned by the Executive Board; (6) present his/her appointments to the incoming Executive Board at the board meeting preceding the annual conference; (7) preside in the absence of the President. In the event of the vacancy in the office of President, the President Elect shall become President, and shall assume the duties and authority for the unexpired term. A President Elect serving in the capacity of President half of a one year term shall be considered as serving a full term; less than half of a one year term shall not

be charged against the office of President Elect. The office of President Elect shall remain vacant until the next regular election.

- Section 3. The Vice President shall (1) serve as Membership Recruiting Chairman; (2) preside at meetings in the absence of the President or President Elect assuming all power and responsibilities of the office; (3) perform other duties as may be assigned by the Executive Board. In the event of a vacancy, the Executive Board shall appoint a Vice President.
- Section 4. The Secretary shall keep an accurate record of the proceedings of the Association and the Executive Board. In addition to these minutes, she/he shall (1) record all amendments to the Bylaws; (2) record all resolutions that are adopted by the Association; (3) search all records for information requested by officers or members; (4) email copies of the minutes of all meetings to the Executive Board within six weeks after the conclusion of a meeting; (5) perform other duties as may be assigned by the Executive Board. In the event of a vacancy, the Executive Board shall appoint a Secretary.
- Section 5. The Area Directors shall (1) inform office professionals in their respective districts about SCAEOP; (2) promote new memberships; (3) serve as chairman of a committee as assigned by the President; (4) and perform other duties as may be assigned by the Executive Board. In the event of a vacancy, the Executive Board shall appoint a new Area Director for the remainder of the term.

#### **ARTICLE VII NOMINATIONS AND ELECTIONS**

- Section 1. The Nominating Committee shall consist of a chairman and two members. The chairman shall be appointed from the Area Directors by the President, and two members elected from the general membership present at the annual business meeting for a one year term.
- Section 2. The Nominating Committee shall seek a slate of officers composed of two (2) candidates each for the offices of President-Elect, Vice President, Secretary and one or more candidates for each Area Director in the two year election rotation.
- Section 3. Nomination for any office may be made by a member or by self-nomination. No candidate may be placed on the ballot without the candidate's consent. A report on nominations shall be presented to the Executive Board for information prior to presentation to the membership for vote.
- Section 4. Online ballots containing the nominations, along with vital information of the nominees, shall be available on the SCAEOP website to all eligible members of the association by December 1. Paper ballots shall be available upon request. A majority of all votes cast shall elect. In the event of a tie for any office, a run-off election shall be held.

#### **ARTICLE VIII COMPOSITION OF THE EXECUTIVE BOARD AND DUTIES**

- Section 1. The Executive Board shall consist of voting and non-voting members. Voting positions shall consist of President, President-Elect, Vice President, Secretary, Area Directors, (See ARTICLE VI for duties), Immediate Past President and appointed positions of Meeting Site Coordinator, Membership Recorder, Treasurer, and Website Coordinator. Non-voting positions shall consist of members annually appointed by the President including Annual Meeting/Conference Chairman, Chaplain, Community Service Chairman, Historian, Mentoring Chairman, Parliamentarian, Presidential Advisors, Presidential Aides and recruited Board Liaisons.
- Section 2. The Executive Board shall (1) direct the program and formulate policies of the association; (2) submit a line-item budget to the general membership for approval; (3) select a delegate to represent the association at the NAEOP annual conference and other meetings at which representation may be deemed necessary; (4) approve all recommendations before final action can be taken; and (5) perform other duties as may be imposed by the Association.
- Section 3. The Immediate Past President shall serve for one year as an advisor and a voting member of the Executive Board.

- Section 4. The Treasurer, an appointed voting position for a four year term on even-numbered years, shall (1) have custody of all Association funds; (2) make disbursements only as authorized by the membership-approved budget and presidential signature; (3) keep accurate records on a current basis; (4) make regular reports to the Executive Board; and (5) perform other duties as may be assigned by the Executive Board. In the event of vacancy/resignation, the Treasurer shall be appointed by the President, with the approval of the Executive Board.
- Section 5. The Membership Recorder, an appointed voting position for a four year term on odd-numbered years, shall (1) maintain up-to-date records of the membership; (2) receive all applications for membership; and (3) perform other duties as may be assigned by the Executive Board. In the event of a vacancy/resignation, the Membership Recorder shall be appointed by the President, with the approval of the Executive Board.
- Section 6. The Website Coordinator, an appointed voting position for a four year term on odd-numbered years, shall maintain a current up-to-date website for SCAEOP. In the event of a vacancy/resignation, the Website Coordinator shall be appointed by the President, with the approval of the Executive Board.
- Section 7. The Meeting Site Coordinator, an appointed voting position for a four year term on even-numbered years, shall visit prospective meeting sites and report to the board. In the event of a vacancy/resignation, the Meeting Site Coordinator shall be appointed by the President, with the approval of the Executive Board.
- Section 8. SCAEOP-R (retirees' group) shall have a non-voting liaison attend the Executive Board meetings.
- Section 9. Past Presidents may attend the Executive Board meetings and shall serve in an advisory capacity without voting privileges.

**ARTICLE IX COMMITTEES**

- Section 1. The standing committees shall be:
- |   |                                    |
|---|------------------------------------|
| Administrator of the Year                     | Marian Garrett Student Scholarship |
| Affiliations                                  | Member Scholarship                 |
| Annual Meeting/Conference                     | Newsletter                         |
| Betty Blanton Office Professional of the Year | Nominations and Elections          |
| Budget and Finance                            | Professional Standards Program     |
| Bylaws  | Public Relations                   |
| Long Range Planning                           | Ways and Means                     |
- Section 2. The President may authorize special committees.
- Section 3. Guidelines, duties and responsibilities for each standing and each special committee shall be specified by the Executive Board.
- Section 4. The chairman of each standing committee and each special committee shall be appointed by the President with the approval of the Executive Board.
- Section 5. The chairman of each committee shall submit a written report at the Executive Board meetings and, if requested, at the annual meeting.

**ARTICLE X MEETINGS**

- Section 1. The SCAEOP Membership shall meet at least once annually or upon notice by call of the president. The Executive Board shall approve the date and location of all membership meetings. At the annual SCAEOP Conference, a session shall be reserved for the transaction of business. Business may also be transacted at any meeting if the membership receives thirty (30) days' notice of the meeting.
- Section 2. Robert's Rules of Order, latest edition, shall govern the conduct of all meetings of the Association.

**ARTICLE XI QUORUM**

- Section 1. A simple majority (half+1) of the voting members of the Executive Board and/or Committees shall constitute a quorum for the transaction of official business.
- Section 2. At all membership meetings, a simple majority (half+1) of the conference registered members shall constitute a quorum for the transaction of official business.

**ARTICLE XII Fiscal Year**

- Section 1. The fiscal year of the Association shall be April 1 through March 31 of the calendar year.

**ARTICLE XIII RESIGNATIONS**

- Section 1. A member may resign by writing to the Secretary and the resignation accepted by the Board and the person notified of the action of the Board by the Secretary.

**ARTICLE XIV DISSOLUTION AND LIQUIDATION**

- Section 1. The Association may voluntarily dissolve and wind up its affairs in the following manner: (A) The Board shall adopt a resolution recommending that the Association be dissolved, and directing that the question of such dissolution be submitted to a vote at a meeting of members having voting rights, which may be either an annual or a special meeting. Written or printed notice, stating that the purpose or one of the purposes of such meeting is to consider the advisability of dissolving the corporation, shall be given to each member entitled to vote at such meeting, within the time and in the manner provided in these Bylaws for the giving of notice of meetings of members. A resolution to dissolve the Association shall be adopted upon receiving at least two-thirds of the votes entitled to be cast by members present. (B) Upon the adoption of such resolution by the members, the Association shall cease to conduct its affairs except insofar as may be necessary for the winding up thereof; shall immediately cause a notice of the proposed dissolution to be mailed to each known creditor or the corporation; and, shall proceed to collect its assets and apply and distribute them as provided in this Article.
- Section 2. The assets of the Association shall be applied and distributed as follows: (A) All liabilities and obligations of the Association shall be paid, satisfied and discharged or adequate provision shall be made therefore. (B) Any remaining assets held by the Association shall be transferred or conveyed by determination of the Executive Board to one or more organizations engaged in activities substantially similar to those of the Association.

**ARTICLE XV AMENDMENTS**

- Section 1. Amendments shall be submitted in writing to the Bylaws Committee Chairman. A report on proposed amendments shall be presented to the Executive Board for information prior to presentation to the membership for vote.
- Section 2. Proposals of the Bylaws Committee shall be provided to the membership no later than thirty (30) days prior to scheduled voting.
- Section 3. Amendments shall be voted on individually.
- Section 4. Voting on amendments to the Bylaws shall be by electronic ballot. Paper ballots shall be available upon request.
- Section 5. Proposed amendments shall require approval of two-thirds (2/3) of those members voting.

**Adopted:** July 16, 1983  
**Amended:** April 27, 1985  
March 26, 1988  
March 17, 1990

April 24, 1992  
March 12, 1994  
March 11, 1995  
March 1, 1997  
April 25, 1998  
February 14, 2000  
March 2, 2002  
March 22, 2003  
March 6, 2010 by SCAEOP Ad Hoc Committee  
March 3, 2012  
February 28, 2015 by the Bylaws Committee  
March 5, 2016 by the Bylaws Committee  
March 4, 2017 by SCAEOP Ad Hoc Committee  
March 3, 2018