

**LANCASTER-LEBANON
ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS**

**CONSTITUTION
AND
BY-LAWS**

Last Amended: September 4, 2018
Updates Approved: October 10, 2018

ARTICLE I – NAME

The name of the organization shall be the “Lancaster-Lebanon Association of Educational Office Professionals”.

ARTICLE II – MISSION

The mission of this Association shall be to advance the educational interests of the office personnel, cultivate a spirit of good will, and through organization, pool ideas and ideals toward a more efficient and professionally-minded office staff.

ARTICLE III – MEMBERSHIP

Section 1 Membership in this Association shall be of three classifications:

- Active
- Retired
- Associate

Section 2 Active members shall be persons engaged in all types of office work in any educational system or organization concerned with education in Lancaster or Lebanon County who have paid annual dues. Active members shall be entitled to vote, hold office, and participate in discussions.

Section 3 Retired members shall be those persons who have retired from all types of office service but wish to retain their membership in the Association. They shall have all the privileges of active members, may vote, and participate in discussions but may not hold office.

Section 4 Associate members shall be those persons who have resigned from all types of office service but wish to retain their membership in the Association. They shall have the privileges of active and retired members but may not vote, hold office, or participate in discussion.

Section 5 Membership in this Association shall terminate upon failure to pay dues by OCTOBER 15 of each year.

ARTICLE IV – OFFICERS

Section 1 The officers of this association shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, all of who shall be active participating members by attending at least three (3) meetings annually, excluding Boss’s Night.

Section 2 All Officers shall be elected every two years by mail ballot. The First Vice President shall succeed the President. The Second Vice President shall succeed the First Vice President.

Section 3 The term of office for each office of the Association shall be one, two-year term. The Treasurer and Secretary may be elected to one successive two-year term.

ARTICLE V – DUTIES OF OFFICERS

Section 1 PRESIDENT

- A. Shall preside at all meetings of the Association and of the Executive Committee.
- B. Shall appoint the chairman and members of all committees other than the Executive Committee.
- C. Shall appoint the chairman and members of all special committees as deemed necessary.
- D. Shall be a member ex-officio of all committees except the Nomination Committee.

Section 2 FIRST VICE-PRESIDENT

- A. In the absence of the President, he/she shall exercise all the powers and prerogatives of the President.
- B. Shall serve as Program Chairman of the Association.
- C. Shall assist the President where required.
- D. Shall issue notices of all meetings of the Association.

Section 3 SECOND VICE-PRESIDENT

- A. In the absence of the President and First Vice-President, he/she shall exercise all the powers and prerogatives of the President.
- B. Shall serve as Membership Chairman of the Association.
- C. Shall serve as a member and take an active role in the Program Committee.
- D. Shall assist the President where required.

Section 4 SECRETARY

- A. Shall keep an accurate record of the proceedings of the Association and of the Executive Committee.
- B. Shall inform the Association at each business meeting of the proceedings of the Association.
- C. Shall keep a register of the members of the Association to be included in the Association minutes.
- D. Shall conduct the correspondence of the Association as directed by the President.

Section 5 TREASURER

- A. Shall deposit the funds of the Association in the bank approved by the Executive Committee.
- B. Shall disburse funds by check only on approval and endorsement by the President.
- C. The President and Treasurer shall sign all checks.
- D. Shall present a report at all business meetings.
- E. The accounts of the Treasurer shall be audited at the close of each fiscal year by the Auditing Committee appointed by the President.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the officers, immediate past president, and school representatives.

- A. School representatives shall consist of one representative from each school district to be appointed by his/her school district and act as liaison between the Executive Committee and his/her school district.

Section 2 The duties of the Executive Committee shall be as follows:

- A. To take the initiative in determining the policies of the Association.
- B. To make necessary decisions between meetings.
- C. To fill any vacancies occurring in any office.
- D. To meet at the call of the President.

ARTICLE VII – MEETINGS

Section 1 Regular meetings shall be held in October, December, February, and April. A social shall be held in June.

Section 2 Other meetings may be held at such time and place as may be designated by the President and approved by Executive Committee.

Section 3 The President shall preside at the meetings. In his/her absence, the First Vice President shall preside. In the event of the absence of both these officers, the Second Vice President shall preside.

Section 4 Meetings of the Executive Committee shall be called by the President.

Section 5 Notices of the meetings shall be mailed by the First Vice President at least thirty (30) days in advance of the meeting. This provision may be waived in the event of an emergency as determined by the President.

ARTICLE VIII – FUNDS

Section 1 All requests for disbursement of funds shall be accompanied by itemized bills and forwarded to the Treasurer for payment. All checks shall be signed by the President and Treasurer.

Section 2 The President shall appoint the Auditing Committee, consisting of three (3) members, who shall audit the books of the Treasurer at the close of each fiscal year.

Section 3 Special projects shall have the approval of the Executive Committee. Receipts from these projects shall be deposited to the account of the Association.

ARTICLE IX – AMENDMENTS

- Section 1 Amendments to the Constitution and By-Laws of this Association shall be proposed in writing to the Executive Committee.
- Section 2 The Executive Committee shall present such proposed amendment(s) to all members, by mail at least ten (10) days in advance of a regularly scheduled meeting. Such amendment(s) shall become a part of the Constitution and By-Laws when adopted, by a two-thirds vote of those members present at that meeting.

ARTICLE X - ELECTIONS

- Section 1 Election shall be by ballot mailed February 1 of the election year to all eligible members. A majority of all votes cast shall be necessary to elect.
- Section 2 The votes shall be tabulated by the Nominating Committee who shall notify the President and each elected officer of their election.
- Section 3 The newly elected officers shall be duly installed at a meeting following their election.
- Section 4 The Fiscal year shall begin July 1 and end June 30 of the following year.