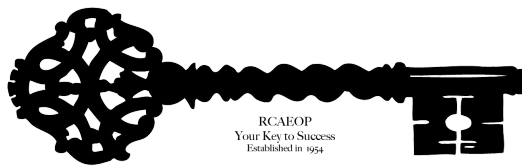


Bylaws

Riverside County Association of Office Professionals (RCAEOP)

www.rcaeop.org

Established 1954



Revised 7/1/88
Retyped 7/07 (sr) Page
Revised 10/14 (slc)
Revised 02/15 (slc)
Revised 03/21 (JF)

ARTICLE I: Name

This organization/corporation shall be known as the Riverside County Association of Educational Office Professionals. Herein referred as to (RCAEOP).

ARTICLE II: Purpose and Aim

It shall be the purpose and aim of RCAEOP to:

- Promote professional interest for educational classified positions in offices of educational institutions within Riverside County.
- Provide a clearinghouse for administrators and employees for ideas and methods resulting in better and more efficient services to school and community.
- Elevate the standards of the group, and through the organization, to share ideas and ideals.
- Award yearly, the RCAEOP Scholarship.
- Promote and protect the interests of its members.
- Cooperate with administrators, certificated staff, and members of other departments of the classified employee staff to maintain a pleasant working relationship throughout the school district.

ARTICLE III: Membership

Section 1. All persons engaged in clerical, secretarial, accounting or other types of office work, or other classified paraprofessionals, in educational institutions, systems or organizations concerned with public education in the County of Riverside shall be eligible for Active membership in the Riverside County Association of Educational Office Professionals.

Section 2. Membership in the Riverside County Association of Educational Office Professionals shall be of five classifications: Active, Associate, Aspiring, Retired, and Honorary.

Section 3. Active members in good standing shall be entitled to vote, to hold elective office, to participate in all business and social activities of the Riverside County Association of Educational Office Professionals, except for Aspiring Office Professionals and Associate members outside of Riverside County. Active Members who are paraprofessionals may hold elected office except for the office of President/President-Elect.

Section 4. Active members who are no longer engaged in educational employment yet desire to keep in touch with the Association may, upon request and upon payment of annual dues become Associate members with all

privileges of an Active member, except that of holding office or voting. The Associate membership is also referred to as a classification for members outside of Riverside County who meet the qualifications of Section 1 under Article III: Memberships

Section 5. Active members who retire from educational employment yet desire to keep in touch with the Association may, upon request and upon payment of annual dues, become retired members with all privileges of an Active member, except that of holding the office of President-Elect and President.

Section 6. Honorary memberships in the Riverside County Association of Educational Office Professionals may be conferred by the Executive Board in recognition of service to the Association. Honorary members are entitled to all privileges of active membership, except those of holding office and voting, and shall be exempt from payment of annual dues.

Section 7. Membership in this Association shall be terminated by non-payment of dues, by resignation or by other causes to be determined by the Executive Board.

ARTICLE IV: Dues

Section 1. Dues for the Association shall be payable on the following basis: Active, Associate, Aspiring and Retired for the fiscal year. No dues shall be prorated. Honorary members shall be exempt from payment of dues.

Section 2. Active, Aspiring or Associate members paying dues for the first time on or after May 1, shall have paid status for the immediate subsequent FISCAL year without further payment.

Section 3. The annual dues of each Active, Aspiring, Retired or Associate member shall be established annually by the Executive Board one year in advance and published in the RCAEOP Connect and will be due in July. Members whose dues are not paid by December 1st may be dropped from membership. The Executive Board will determine annually that portion of the membership dues to be allocated to the scholarship fund. Under no circumstances will that amount be less than \$1.

ARTICLE V: Officers

Section 1. The elective officers of this Association shall be:

- A. President
- B. President Elect
- C. First Vice President – Programs/Inservice
- D. Second Vice President – Membership
- E. Secretary
- F. Treasurer

Section 2. The Executive Board shall consist of elective officers, the Immediate Past President, Chairpersons of Standing Committees, Historian, and Parliamentarian. All members of the Executive Board shall maintain

active membership. The Historian and Parliamentarian shall be appointed by the President.

Section 3. The term of the office for elective officers shall be one year. The President may serve two consecutive terms if the President wins the election and the executive board approves the written request by the President before February 1st. The President Elect must be in agreement with serving a consecutive term as President Elect, otherwise an election can determine who will become the president.

Section 4. Duties of officers.

A. Duties of the President shall include:

- (1) Call all meetings of the Association and Executive Board.
- (2) Appointment of Historian, Parliamentarian, and Chairpersons of Standing Committees (with approval of the Executive Board).
- (3) Representing the Riverside County Association of Educational Office Professionals at the annual conference of the California Association of Educational Office Professionals. The Association will pay the President's registration to the CAEOP Annual Conference if funds are available in the current budget. In the event the President cannot attend, the Executive Board may appoint an alternate and provide funds.
- (4) The President must be an active member of CAEOP while serving her/his term as President.
- (5) Performing such other duties as directed by the Executive Board.

B. In the event the office of the President shall be vacated, the President Elect shall perform the duties of the President.

C. Duties of the President Elect shall include:

- (1) The President Elect shall assume the duties of the President in the President's absence.
- (2) The President Elect shall perform the duties assigned by the President.
- (3) The President Elect shall succeed the President.

D. Duties of the First Vice President shall include:

- (1) The First Vice President shall be in charge of all programs for the Association. (2) The First Vice President shall assume the duties of the President in the absence of the President and the President Elect.

E. Duties of the Second Vice President shall include:

- (1) The Second Vice President shall be in charge of all memberships, and will contact Area Superintendent Executive Assistants, who will work to coordinate the functions of the Association in their particular section of the County, and will work closely with the Treasurer keeping in balance with members and dues.

F. Duties of the Secretary shall include:

- (1) The Secretary shall keep an accurate record of the Association and Executive Board meetings and

shall report the activities of the Association in official minutes at each meeting.

- (2) The Secretary shall conduct the correspondence of the Association as directed by the Executive Board and maintain a file of all Association correspondence.
- (3) Since all meetings are permanent records, the Secretary shall be responsible for keeping all records in an orderly manner to be passed forward with the change of each elected Secretary. Any old records can be given to the President for retention.

G. Duties of the Treasurer shall include:

- (1) The Treasurer shall deposit the funds of the Association as directed by the Executive Board and shall disburse them only upon a written order, properly drawn and signed.
- (2) The Treasurer shall present a monthly report at each meeting and an annual report at the June meeting. The account shall be audited at the close of each year by the Committee for Audit.

H. The Parliamentarian shall assist the President in maintaining order in accordance with these Bylaws and Robert's Rules of Order in the conduct of business and maintain a handbook of Association Policies and Procedures.

I. The Historian shall maintain a pictorial and narrative history of the Association.

J. The Immediate Past President shall function as a resource person to the President and Executive Board.

- (1) Chairman of the Nomination Committee

K. The Publications Chair shall issue notices of all Inservices (in coordination with the First Vice President).

L. The Newsletter Chair shall be editor of the official Association electronic magazine.

M. All vacancies shall be filled by appointment by the Executive Board. Persons appointed to fill vacancies shall serve until the next annual election.

N. The Executive Board shall approve the programs of the Association and shall perform such other duties as may be imposed upon it by the membership.

Section 5. Elections shall be conducted in the manner prescribed in Article VI of these Bylaws. All vacancies in offices shall be filled as provided in Article V, Section 4(M) of these bylaws.

Section 6. If an elected or appointed officer fails to perform the duties of the office, or fails to attend two consecutive board meetings, the Executive Board shall declare the office vacant.

ARTICLE VI: Elections

Section 1. The Nominations Committee (chaired by the Immediate Past President) shall prepare a list of candidates for the elective officers as authorized by Article V, Section I of the Bylaws. Each candidate shall have been declared eligible by the Membership Committee and shall have signified willingness to serve if elected. Write-in candidates must signify this willingness to serve, in writing, to the Immediate Past President prior to the counting of ballots.

Section 2. Notification shall be made in the winter issue of the RCAEOP Connect published annually in January that individual members have the right to submit the name of any nominees as a candidate for office provided the nominee meets the qualifications set out in these Bylaws. The article in the winter issue will also include a listing of all Executive Board positions open for self-nomination for the next fiscal year.

Section 3. An official ballot will be prepared by the Chairman of the Nominations Committee and submitted to the President for approval by April 30. The ballot will contain a listing of all open positions for the forthcoming year, and the names of all nominees.

The election shall be conducted by U.S. Postal mail service and/or email transmission. For those members who do not have an email address, the ballot will be mailed in a timely manner. Proxy voting shall not be allowed.

The official ballot must be returned to the Chairman of the Nominations Committee and received no later than May 15. Ballots may be returned by U.S. Postal mail service, facsimile transmission, or through email, as long as the sending facsimile address or email address clearly identifies the sender as the current member.

The Nominations Committee shall not divulge any information regarding the ballot count.

Section 4. The candidate receiving the plurality of votes shall be elected. The Immediate Past President shall announce the name, but not the number of votes cast for the successful candidate for each office.

Section 5. In the event the Executive Board deems it impossible or inappropriate to hold elections by May 15th, voting shall be conducted by the U.S Postal mail service, or through email by May 30th. The membership shall be notified of the election results as soon as possible thereafter.

ARTICLE VII: Meetings

Section 1. The Association meetings shall be held on the first Thursday of the following months: October, December, February, April/May (Bosses Night), and June. The Executive Board shall have the power to reschedule these Association meetings as it deems appropriate. The place and time of the meetings is to be designated by the Executive Board. One meeting during the year may be designated by the Executive Board as the Annual Business meeting and may also include a program at the discretion of the Executive Board. With the approval of the Executive Board of the Association, meetings may be held virtually as needed.

Section 2. The Association workshops shall be held at a time and place selected by the Executive Board. Appropriate sites and facilities throughout the County shall be considered. With the approval of the Executive Board of the Association, workshops may be held virtually as needed.

Section 3. Written reports of the officers and committee chairpersons shall be presented at the Annual Business meeting.

Section 4. Special meetings of the membership may be called only by a two-thirds (0.6) vote of the Executive Board. All members shall be notified, in writing, of time, place, and purpose of such meetings. No other matter shall be considered except that stated in the Call to Meeting.

Section 5. The President of the Riverside County Association of Educational Office Professionals shall preside at all general and business sessions of the Association. In the event of the absence of both the President and the President Elect, the elected officers of the Executive Board shall be called upon to serve in the order named in Article V, Section 1 of these Bylaws.

Section 6. Special meetings of the Executive Board may be called by the President upon written request of at least one-third of the members of the Executive Board.

Section 7. A majority of the Executive Board members shall constitute a quorum. A quorum is the number of positions and that a majority is 50% plus 1 (one).

Section 8. The Agenda for the transaction of business at any meeting of the Executive Board shall include: Call to Order, Establish Quorum, Adopt Agenda, Approval of Minutes, Report of Treasurer, Reading of Communications, Unfinished Business, Reports of Committees, New Business, and Adjournment.

Section 9. All meetings of this Association shall be conducted according to Parliamentary Procedure as set forth in Robert's Rules of Order, Revised Edition and these Bylaws.

ARTICLE VIII: Committees

Section 1. The President, with the approval of the Executive Board, shall appoint annually such standing and other committees as are deemed necessary. Standing Committees shall consist of active members. Members of other committees shall maintain Active or Associate Membership.

Section 2. All meetings of this Association shall be conducted according to Parliamentary Procedure as set forth in Robert's Rules of Order, Revised Edition and These Bylaws.

Section 3. Standing Committees.

- A. The Committees of this Association may, with the exception of Nominations, consist of a Committee of Audit, Budget, Hospitality, Promotions, and Scholarship. Any of the foregoing committees, except Nominations, may be discontinued and other added by a majority vote of the Executive Board.
- B. The Committee on Audit shall audit the Treasurer's Annual Report of Finances for the Association at the close of the year.
- C. The Committee on Budget shall have general charge of the budgeting of the finances of the Association. The Chairperson shall submit an annual budget to the Executive Board for approval.
- D. The Committee on Bylaws shall serve as a facilitating unit to study revisions, additions, and deletions to the Bylaws of the Association as directed by the Executive Board in compliance with Article IX of these Bylaws.
- E. The Committee on Hospitality shall have general charge of the guest book at all of the general meetings of the Association and shall, at the request of the Executive Board, send appropriate communications to persons in situations calling for the best wishes of the membership.
- F. The Committee on Membership shall actively promote the increase of membership; shall pass upon eligibility of members to vote and/or hold office; and shall consist of the Second Vice President, as Chairperson.
- G. The Committee on Nominations shall comply with the regulations provided in Article VI of these Bylaws of the Association. This committee shall be chaired by the Immediate past President with members appointed by the Executive Board.
- H. The Committee on Scholarships shall have a general charge of promoting scholarships, reviewing applications and selecting recipients for scholarships to be awarded by the Association within the adopted guidelines.
- I. The Committee on Promotions shall be responsible for such promotional sales as the Executive Board shall direct.

Section 4. A majority of the membership of any committee shall constitute a quorum for the transaction of business of the committee.

Section 5. The chairperson of each committee shall present a written report at the May Board meeting. The reports are to be distributed at the June General meeting.

Section 6. If a committee chairperson fails to perform the duties of the office, the Executive Board shall declare the office vacant.

ARTICLE IX: Amendments

Section 1. Amendments to these Bylaws shall be voted upon by the membership. In the event of an emergency, the Executive Board may direct the voting to be by mail or email. Two-thirds of all votes cast shall be required for adoption. The adopted amendment shall become effective immediately, unless otherwise specified.

Section 2. Proposed amendments shall be submitted, in writing, to the Executive Board not less than sixty (60) days prior to submission to the membership for a vote. The proposed amendment shall be submitted, in writing, so the entire membership with a recommendation from the Executive Board not less than thirty (30) days prior to the general meeting where a vote shall be taken.

POLICIES AND PROCEDURES

1. Each officer shall maintain and complete a procedure book for successor.
2. A plaque and president's book shall be purchased with Association funds by the First Vice President and shall be presented to the outgoing President at the installation meeting in June. The cost of the plaque, President's book, and pin shall not exceed the budget.
3. Each retiring President shall be presented with an Association Past President's Pin by the President Elect at the installation meeting in June.
4. At each regular meeting, the Treasurer will make one check to pay for all dinner reservations.
5. Scholarship recipients will be guests each year at the April/May Bosses Night meeting, and those to be presented with Honorary memberships will be guests each year at the June meeting.
6. The newly-elected President shall call a meeting of the retiring officers and the newly-elected officers as soon as possible after the installation.
7. All monies shall be received by the Treasurer. In the case of membership, the Treasurer shall notify the Second Vice President of all new and renewal memberships received.
8. The Second Vice President shall forward membership cards (signed by the President) to members upon receipt of notification of membership.
9. The Riverside Association of Educational office Professionals shall affiliate annually with the California Association of Educational office Professionals.
10. The Riverside County Association of Educational office Professionals Policies and Procedures shall be maintained by the parliamentarian.

11. Each entering President shall be presented with the Association gavel by the retiring President.
12. The Second vice President shall maintain a master mailing list, copies of which shall be available to Executive Board members as needed.
13. The necessary expenses of the officers, on behalf of the Riverside County Association of Educational office professionals, shall be borne by the Association, within budget limitations.
14. Registration fees for members and non-members for the Association Workshop shall be determined annually by the Executive Board.
15. Reservation fees for members and non-members for Association meetings shall be determined by the Executive Board in relation to the cost of the dinner and program.
16. Cancellations for the Association Workshops shall be made five (5) calendar days prior to the workshop in order to receive a refund.
17. Cancellations for the Association dinner meetings will be accepted for refund prior to the meeting, provided and the Association is not charged for the reservation.
18. The registration/reservation form for workshops/meetings shall contain a statement covering Standing Rules 14, 15, 16, and 17.
19. The Administrator of the Year award will be presented at the April/May Bosses Night meeting. The Administrator will be presented a plaque and shall not exceed the budget.
20. The outgoing President shall transfer the RCAEOP bank account to the new incoming president and incoming Treasurer. The Executive Board may decide to add a 3rd board member onto the bank account to help with the annual transitions of the Executive Board members. Any member on the bank account who is no longer affiliated with RCAEOP by membership or serving as a current board member must be immediately removed from the RCAEOP bank account.
21. The Executive Board shall maintain all records of the Association on Google Drive to ensure that Association has access to the information in the future. Association records/data shall not be stored on personal flash drives. All electronic data should be stored in the appropriate folders on the Google Drive as specified by the Technology chairperson.
20. The Office Professional of the Year award will be presented at the April/May Bosses Night meeting. The Office Professional will be presented a gift and shall not exceed the budget.

Certification

This certifies that the revised Bylaws of the Riverside County Association of Educational Office Professionals (RCAEOP) were approved at an Association meeting by the membership on March 9, 2021.

DocuSigned by:

Juno Fernandez, President

DocuSigned by:

Anna Petzner, Secretary