



NAREOP GUIDELINES MANUAL

November 2019
National Association of Retired Educational Office Professionals

Table of Contents

Table of Contents.....	Page 1
NAREOP Guidelines Articles.....	Page 2
Article I – Name	
Article II – Fiscal Year	
Article III – Purpose	
Article IV – Goals & Objectives	
Article V – Membership	
Article VI – Officers	
Articles (Continued).....	Page 3
Article VII – Duties of Officers	
President	Page 3
President Elect	Page 4
Vice President	Page 4
Secretary	Page 4
Article VIII – Duties of the Executive Board.....	Pages 4-5
Article IX – Committees.....	Pages 6
Budget Committee	
Guidelines & Procedures Committee	
Nominations and Elections Committee	
Jackie and Anne L. Evans Scholarship Committee	
Article X – Amendments.....	Page 7
Article XI – Parliamentary Procedures.....	Page 7

NATIONAL ASSOCIATION OF RETIRED EDUCATIONAL OFFICE PROFESSIONALS

NAREOP GUIDELINES

ARTICLE I. NAME

The name of the Association shall be the National Association of Retired Educational Office Professionals (NAREOP).

ARTICLE II. FISCAL YEAR

The fiscal year of NAREOP shall be August 1 through July 1, inclusive.

ARTICLE III. PURPOSE

The National Association of Retired Educational Office Professionals is dedicated to the achievement of retired educational office professionals, to support and encourage attendance and participation in all retired professional activities and in public issues, which relate to education.

ARTICLE IV. GOALS AND OBJECTIVES

Section 1. To serve the needs of the members by providing continuing educational opportunities, fellowship and service.

Section 2. To encourage members to take active leadership roles in the field of education and in community endeavors; and

Section 3. To encourage high standards of professional conduct and educational growth.

ARTICLE V. MEMBERSHIP

Section 1. Active membership shall be open to an individual who was formerly employed in an educational system or organization related to education. Upon payment of active NAREOP dues, the member shall be entitled to vote on all matters coming before NAREOP, may hold office (unless member is a former NAREOP President), serve on committees, and participate in discussion and activities of the Association.

ARTICLE VI. OFFICERS

Section 1. The elected officers of NAREOP shall be President, President Elect, Vice President, and Secretary who meet the requirements of Active membership and shall serve along with the Immediate Past President.

Section 2. Terms of office shall be one year.

Section 3. Officers shall be installed and assume their duties at the conclusion of the Annual Meeting.

Section 4. If for any reason, an elected officer notifies the Nominations and Elections Committee Chairman prior to installation that they cannot serve their term, the runner-up shall be declared the winner and shall be installed at the Annual Meeting.

Section 5. If a vacancy occurs in the office of President, the President Elect will succeed to the office of President.

Section 6. If a vacancy occurs in the office of President Elect, the Vice President will succeed to the office of President Elect and the Executive Board will appoint a replacement Vice President.

Section 7. If a vacancy occurs in the office of Vice President, the Executive Board will appoint a replacement Vice President.

Section 8. If a vacancy occurs in the office of Secretary, the Executive Board will appoint a replacement.

Section 9. A member who has never held the office of President of NAEOP may hold the office of President.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. The President shall:

- a. Provide general leadership of the Association;
- b. Preside at all meetings of the Association and the Executive Board;
- c. Appoint the chairman of committees with approval of the Board except as otherwise noted in these Guidelines;
- d. Serve as ex officio member of all committees except the Nominations and Elections Committee;
- e. Recommend to the Board, for its approval, person to fill any vacancy occurring on the Executive board between elections, except that of a vacancy in the office of President, as delineated in Article VI, Section 5., of these guidelines;
- f. Attend NAEOP Board Meetings as possible;
- g. Carry the NAREOP flag during the flag ceremony at the NAEOP Annual Conference and Summit the year they conduct the NAREOP Annual Meeting;
- h. Prepare and submit a written Annual Report to be included in the NAEOP Conference Report; and

- i. Serve as chairman of the budget committee. Prepare a budget for the upcoming year. Present the budget to the Executive Board for approval before the conference. The Executive Board shall serve as the Budget Committee.

Section 2. The President Elect shall:

- a. Succeed to the office of President at the conclusion of the President's term of office or in the event of resignation or incapacity of the President;
- b. Preside in the absence of the President;
- c. Attend the NAEOP Board Meetings, if the President is unable to attend;
- d. Work with the President and be knowledgeable of the activities of the Association;
- e. Chair the Guidelines Committee and recommend additions or changes for both the NAREOP Guidelines and NAREOP Procedures Manual to the Executive Board for approval to keep both documents current;
- f. Perform any duties related to the Association as requested by the President and the Board;
- g. Be well informed of these Guidelines and the Procedures Manual and assist the President when matters require clarification; and
- h. Serve on the Budget Committee.

Section 3. The Vice President shall:

- a. Preside in the absence of the President and President Elect;
- b. Be a member of the Budget Committee;
- c. Accept donated items for the Ways and Means tables at the NAEOP Annual Conference; maintain good written records of the donations; send thank you letters on behalf of NAREOP to those who donated items; schedule volunteers, oversee the Ways and Means tables at the NAEOP Conference and Summit;
- d. Perform duties assigned by the President with approval of the Board;
- e. Serve on the Budget Committee.

Section 4. The Secretary shall:

- a. Serve on the Budget Committee;
- b. Keep a written record of all meetings and activities;
- c. Send copies of the minutes to the President and the National Office.

Section 5. The Immediate Past President shall:

- a. Serve as a resource person to the President; and
- b. Serve as a resource person the membership.

ARTICLE VIII. EXECUTIVE BOARD

The Executive Board shall consist of the elected officers and the Immediate Past President. The Executive Board shall be allowed to vote via electronic media during the year if a vote becomes necessary. The President may appoint chairmen of the Standing Committees and Area

Representatives to attend Board meetings with voting power. The Board shall have administrative control of the affairs, funds and property of NAREOP.

Section 1. The Assistant to the Vice President shall assist the Vice President in obtaining items to raffle and schedule persons to work at the Ways and Means tables at the NAREOP Annual Meeting and Summit; assist at the Evans Scholarship Committee table, if necessary, and assist with any other duties as deemed necessary by mutual agreement with the Vice President.

Section 2. The Historian shall collect and preserve all historical data and memorabilia of NAREOP.

Section 3. The Parliamentarian shall be a member of NAREOP and shall serve as the NAREOP Parliamentarian; shall attend the Executive Board Meeting and Annual Meeting; and shall act as consultant on questions involving interpretation of these Guidelines and other rules of Parliamentary procedure.

Section 4. The Area Representatives will be responsible for recruiting new NAREOP members; contacting members who have not paid their current membership dues; and recruiting members to assist at the NAREOP Ways and Means tables.

Section 5. A Retiree Conference Liaison (“Liaison”) will be selected from the state responsible for the NAREOP Annual Conference and Institute, if one is available. If no retiree is available from the elected state, a Liaison will be appointed. The Liaison shall be selected by the newly elected NAREOP President Elect in conjunction with the NAREOP Chairman. Once the President Elect becomes President, the Liaison will work with the NAREOP Conference Chairman in the selection of any menus, room set-ups for the board meeting and annual meeting, classes, time of meetings, and other decisions that may arise.

Section 6. The Presidential Advisor shall advise the NAREOP President to ensure harmony between NAREOP and NAREOP practices. The Presidential Advisor **must** be a past NAREOP President.

Section 7. The Presidential Aide shall assist the NAREOP President in preparing materials for the execution and fulfillment of presidential responsibilities and shall assist with any other duties as deemed necessary by mutual agreement with the President.

ARTICLE IX. COMMITTEES

NAREOP SHALL HAVE THE FOLLOWING STANDING COMMITTEES:

- A. Budget Committee;
- B. Guidelines and Procedures Manual Committee;
- C. Nominations and Elections Committee; and
- D. Jackie and Anne L. Evans Scholarship Committee;

Ad hoc Committees may be appointed as needed. Committees shall have the privilege to function by mail and/or electronic devices.

Section 1. The Budget Committee shall consist of the President, President Elect, Vice President, Secretary. The President shall serve as Chairman.

Section 2. The Guidelines Committee shall include the President elect as chairman and three members-at-large elected at the Annual Meeting.

Section 3. The Nominations and Elections Committee shall:

- a. Consist of five members, elected by the membership at the Annual Meeting (a chairman shall be selected by the committee from its membership at the conclusion of the Annual Meeting and prior to the installation of officers);
- b. Present a slate of officers, two for each office, if possible, for President Elect, Vice President, and Secretary.
- c. Submit a copy of the slate to the President for inclusions in the winter issue of the President's newsletter;
- d. Submit a copy of the slate to the National Office for inclusion for electronic voting; and
- e. Instruct the National Office to send ballots via the US Postal Service to all members who do not have electronic capabilities for return to the Nominations and Elections Chairman by March 1.

Section 4. The Jackie and Anne L. Evans Scholarship Committee shall consist of at least five members; with the Chairman appointed by the President. A grandchild or great-grandchild of a NAREOP member in good standing who meets the scholarship requirements shall be eligible to apply for the scholarship. Each year up to two (2) scholarships of \$1,000.00 each may be awarded provided funds are available. A formula of no more than 2/3 of the balance in the account on May 30 may be used to award the scholarship(s). This is a one-time award for the winner. Only applicants who have not received this award may apply. In the event a scholarship recipient and one guest can attend the Annual Retirees meeting, NAREOP will pay for their meal, effective 2020.

ARTICLE X. AMENDMENTS

Any active member of the Association may propose amendments to the Guidelines, in writing, to the Chairman of the Guidelines Committee or the NAREOP President. The proposed amendment shall be presented to the NAREOP Board and membership at the annual meeting for information, discussion and approval. The full script of the Guidelines will be available on the NAREOP website for complete review and available for NAREOP members to request a copy via US Postal Service at the members expense.

ARTICLE XII. PARLIAMENTARY PROCEDURE

The rules in the current edition of Robert's Rules of Order Latest Revision shall be the parliamentary authority.

Adopted: July 20, 1995
Amended: July 18, 1996
November 30 1997
June 1, 1999
April 30, 2000
May 1, 2001
July 15, 2003
July 23, 2004
July 12, 2005
July 18, 2006
July 17, 2007
March 5, 2010
July 19, 2011
July 10, 2012
July 23, 2013
July 11, 2017
November, 2019