



# NAREOP PROCEDURES MANUAL

Revised November 2019  
NATIONAL ASSOCIATION OF RETIRED EDUCATIONAL OFFICE PROFESSIONALS

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The purpose of the National Association of Retired Educational Office Professionals (NAREOP) is to be dedicated to the achievement of professionalism and continued learning of retired educational office professionals to support and encourage attendance and participation in all retired professional activities and to be pro-active with public issues relating to education.

To accomplish these purposes, this Procedures Manual has been developed to assist the members of the Board of Directors in performing the duties of the office or position for which they have agreed to serve. Although some duties have been listed, they may be changed and others may be added as they become necessary. Any recommended change in duties should be submitted to the current President Elect who serves as Chairman of the Guidelines Committee. Any change will be submitted to the Board and general membership at the annual meeting for consideration and approval.

The NAREOP elected officers, as established in the Guidelines of NAREOP on July 20, 1995, and amended on July 18, 2006, will be President, President Elect, Vice President, Secretary and will serve as a Board along with the Immediate Past President. The Presidential Appointees will be: Assistant to the Vice President, Historian, Parliamentarian, Area Representatives, Retiree Conference Liaison, Presidential Advisor, and Presidential Aide. The Standing Committees will be: Budget, Guidelines, Nominations and Elections, and Jackie and Anne L. Evans Scholarship.

There will be an Area Representative from each of the geographical areas of NAEOP.

The term of office for all Board members begins at the installation at the NAREOP Annual Meeting and continues until the next installation.

At the end of the term (at the NAREOP Annual Meeting in July), this Procedures Manual is to be passed on to the Board member who is assuming this position.

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## **DUTIES OF THE PRESIDENT**

Article VII. Section 1 of the Guidelines of NAREOP states that the President responsibilities shall be:

- A. Provide general leadership of the Association;
- B. Preside at all meetings of the Association and the Executive Board;
- C. Appoint chairmen of committees with approval of the Board except as otherwise noted in these Guidelines;
- D. Appoint an Assistant to the Vice President, Historian, Parliamentarian, Area Representatives, Retiree Liaison, and Presidential Aide.
- E. Serve as an ex officio of all committees except the Nominations and Elections Committee;
- F. Serve as Chairman of the Budget Committee;
- G. Assume responsibility for receiving bills of the Association and for disbursement only upon written order, (by voucher) properly drawn and approved by the President (such bills and disbursements shall be finalized by June 30);
- H. Present a printed Financial Report to the membership at the Annual Meeting;
- I. Receive information from the NAEOP Executive Director regarding the annual audit and present information to the Board and membership at the annual meeting, as well as include information in a report in the first issue of the President's newsletter.
- J. Recommend to the Board, for its approval, persons 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;
- K. Continue working with the Retiree Conference Liaison who was appointed while serving as President Elect;
- L. Attend all NAEOP Board Meetings. If the NAREOP President cannot attend the NAEOP meetings, it is necessary to find an alternate to attend. We need representation at all NAEOP board meetings;
- M. Serve as Retiree Ex-Officio to the NAEOP Board of Directors and the NAEOP Educational Foundation;
- N. Provide consistent communication to the NAREOP members through a quarterly newsletter;
- O. Carry the NAREOP flag during the flag ceremony at the NAEOP Annual Conference and Summit the year they conduct the NAREOP meeting; and
- P. Write an Annual Report to be included in the NAEOP Annual Conference Report.

To comply with Item K., work with the Retiree Liaison 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.

To comply with Item L., attend the first NAEOP Board Meeting at the Annual Conference in July, the second one in January; and the third one will be held the next July at the Annual Conference.

To comply with Item P., submit the report to the NAEOP National Office by their deadline date.

The President will sign, after proper scrutiny, all requests made by the members for disbursement of funds by use of the voucher system. Original receipts must accompany all requests. Signed vouchers should be copied for the Presidents records and copies sent to the National Office for payment.

The President will make arrangements with the Executive Board to vote on matters pertinent to the organization via electronic media (email) on issues that must be acted upon between National Conferences. The motion and vote shall be prepared by the Secretary and the President shall instruct that it be read into the minutes at the next National Conference.

Though not listed in the Guidelines, the President is encouraged to write articles for the LEARN to inform and encourage the regular members of NAEOP to join NAREOP when they retire.

The President will keep the NAEOP Board of Directors' Handbook and the NAEOP Educational Foundation, Inc. Handbook current by inserting all updates provided by the NAEOP National Office. Also, the NAREOP President's Handbook is to be kept current.

ALL OF THESE HANDBOOKS ARE TO BE GIVEN TO THE INCOMING NAREOP PRESIDENT AT THE NEXT NAREOP ANNUAL MEETING (AT THE NAEOP ANNUAL CONFERENCE AND SUMMIT IN JULY).

In June, the President shall be contacted by the NAEOP National Office to verify information for the printing of her business cards. The President will be billed by the NAEOP Executive Director for the cost of the cards. The cards will be available at the NAEOP Board Meeting at the Annual Conference and Summit.

## **DUTIES OF THE PRESIDENT ELECT**

Article VII. Section 2 of the Guidelines of NAREOP states that the President Elect responsibilities shall be;

- A. Succeed to the office of President at the conclusion of the Presidents term of office or in the event of resignation or incapacity of the President;
- B. Preside in the absence of the President;
- C. Serve as a member of the Budget Committee;
- D. Work with the President and be knowledgeable of the activities of the association;
- E. With instructions from the President, keep the Procedures Manual current. Perform any duties related to the Association as requested by the President and the Board;
- F. Be well informed of the Guidelines and assist the President when matters require Guidelines clarification.

The President Elect will work with the NAEOP Conference Chairman to select a Retiree Conference Liaison from the state responsible for the conference.

The President Elect will be responsible for chairing the Guidelines Committee and presenting recommended additions or changes to the NAREOP Procedures Manual. Additions or changes suggested by the membership must be submitted in writing to the President Elect.

In June, the President Elect shall be contacted by the NAEOP National Office to verify information for the printing of her business cards. The President elect will be billed by the NAEOP Executive Director for the cost of the cards. The cards will be available at the NAEOP Board Meeting at the Annual Conference and Summit.

## DUTIES OF THE VICE PRESIDENT

Article VII. Section 3 of the Guidelines of NAREOP states that the Vice President responsibilities shall be:

- A. Preside in the absence of the President and President Elect;
  - B. Serve as a member of the Budget Committee;
  - C. Assume responsibility for overseeing the Ways and Means tables at the NAEOP Annual Conference and-Summit; and
  - D. Perform other duties as assigned by the President, with approval of the Board.
1. The Vice President will endorse the checks with "For Deposit Only" and forward to the NAEOP Executive Director for deposit in the NAREOP bank account. Copies of all checks received and a record of what has been sent to the National Office will be kept by the Vice President.
  2. Keep a tally of the ticket sales for each raffle and the amount received. A grand total of this information will be needed for insertion in the President's newsletter.
  3. Send a thank you letter to all donors and include a receipt for their donation. Be sure to list the amount of their check/cash. Reimbursement for the cost of the cards and postage is to be reimbursed by the NAEOP Executive Director by way of approval and signed voucher by the President.
  4. Prior to the conference, all collected funds may be submitted to the NAEOP Executive Director no later than July 1st. All funds will be credited to the fiscal year when received. (August 1st through July 31st).
  5. Develop a schedule for covering NAREOP's Ways and Means Tables during the Annual Conference on all days the Market Place is open. The Ways and Means Table volunteers should be present in the room at least 15 minutes prior to opening. It is suggested that all volunteers cover the Ways and Means Table assignments in two-hour slots. Be sure to include cell phone numbers on all schedules.
  6. It is suggested that a minimum of six (6) people be obtained for each time slot. The numbers suggested may be rearranged to fill the positions where needed at any given time.
  7. Contact the Area Representatives to provide one person for each time slot from their area (six persons, if possible, for each time slot). If the Area Representatives cannot obtain representatives to serve from their area, (will be controlled by the number of attendees at the conference from their area), the Assistant to the Vice President will obtain the remaining persons needed. Request the Area Representatives submit their names by June 15 so there will be time for the Assistant to the Vice President to fill any slots that are vacant.
  8. If funds are received for the Ways and Means projects after leaving for the conference, the donor will be contacted to determine if the donor is willing to donate to the Ways and Means donations or if they desire to have their check returned.
  9. All raffle tickets are to be shredded or burned. DO NOT LEAVE THEM IN THE TRASH AT THE CONFERENCE.

10. Write a summary of the retirees "Ways and Means" to be submitted to the President for inclusion in her quarterly newsletter. Raffle winners should be included along with the item they won.

## **DUTIES OF THE SECRETARY**

Article VII. Section 4 of the Guidelines of NAREOP states that the Secretary responsibilities shall be:

- A. Serve as a member of 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 for historical purposes;

To comply with item C, a copy of the minutes of the first Board Meeting at the NAREOP Annual Conference and Summit, and the Annual Meeting will be given to the President and the National office. Original copies of both meetings are to retained by the Secretary as official records of NAREOP.

Payment vouchers will be distributed by the President to the board members. Board members should be reminded that original receipts are to accompany the form and are to be sent to the President for signature and submission to the NAEOP Executive Director for payment.

Motion forms should be prepared for the NAREOP Board meeting and the Annual Meeting. Motion forms for electronic votes will be written by the Secretary and read into the minutes at the next annual conference.

Have ballots available at the NAREOP Annual Meeting in the event there are more than the required number of nominations for election of the following committees: three (3) Guidelines Committee members, and five (5) Nominations and Elections Committee members.

Prepare a Motion Form to destroy the ballots after the meeting.

Per instruction from the NAEOP National Office, all financial records are to be kept for 7 years. Pertinent records of instructional documents are to be kept permanently. Minutes of the last five years of meetings are to be kept by the Secretary. All documents of non-financial content older than five years are to be submitted to the Historian for safekeeping.

All secretarial records and financial records are to be submitted to the incoming Secretary immediately after the accounting books have been closed.

### **DUTIES OF THE IMMEDIATE PAST PRESIDENT**

Article VII. Section 5 of the Guidelines of NAREOP states that the Immediate Past President responsibilities shall be:

1. Serve as a resource person to the President; and
2. Serve as a resource person to the membership.

### **DUTIES OF THE ASSISTANT TO THE VICE PRESIDENT**

Article IX. Section of the Guidelines of NAREOP states that the Assistant to the Vice President responsibilities shall be:

1. Assist the Vice President in obtaining items to raffle.
2. Schedule persons to work at the Ways and Means tables at the NAREOP Annual Conference and Summit;
3. Assist with any other duties as deemed necessary by mutual agreement with the Vice President.

To comply with Item 1., if the Area Representatives did not submit names for each time sot scheduled, recruit the remaining persons needed.

Refer to the job for the vice President on Page 6.

### **DUTIES OF THE HISTORIAN**

Article IX. Section 2 of the Guidelines of NAREOP states that the Historian responsibilities shall be:

1. Collect and preserve all historical data and memorabilia of NAREOP;
2. To comply with the stated item the Historian may request, from the current Board, that any existing data and memorabilia, or historical value, be sent to the Historian.

## **DUTIES OF THE PARLIAMENTARIAN**

Article IX. Section 5 of the Guidelines of NAREOP states that the Parliamentarian responsibilities shall be:

- A. Be a member of NAREOP or shall be a NAEOP Parliamentarian;
- B. Attend the NAREOP Board Meeting and the NAREOP Annual Meeting;
- C. Act as consultant on questions involving interpretation of these Guidelines and other rules of parliamentary procedure; and
- D. The Parliamentarian will use current edition of Robert's Rules of Order Latest Revised as the parliamentarian authority.

## **DUTIES OF THE AREA REPRESENTATIVES**

Article X. Section 7 of the Guidelines of NAREOP states that the Area Representatives responsibilities shall be:

- A. Recruit new NAREOP members;
- B. Contacting members who have not paid their current membership dues; and
- C. Recruiting members to assist at the NAREOP Ways and Means tables.

To comply with Item A., solicit membership in NAREOP.

To comply with Item B;

1. Contact the NAEOP Membership Coordinator to obtain the names of members who have not renewed their membership;
2. Send emails, letters or post cards to those members, in their respective area, who have not renewed their memberships;

Obtain information for the letters or postcards from the NAREOP President. Vouchers plus original receipts must be submitted to the President for approval and then reimbursement will come from the Executive Director.

To comply with Item C:

1. Contact members in their respective area and engage persons to assist at the Ways and Means tables as per the schedule obtained from the Vice President;
2. Submit the list of names to the Vice President by June 15.
3. If there are not enough members from the respective area attending the conference, the Assistant to the Vice President will select other members to fill the vacant slots.

The Area Representatives are instructed to contact the President of each affiliate and encourage them to work with their retirees' group to publish a retirees' newsletter. If the Area Representatives receive the names of new members, they are to email those members contact information to the NAEOP Membership Coordinator. If the Area Representatives receive information concerning the death of a member or family member, they are to email this information to the NAEOP Membership Coordinator and the NAREOP President.

### **DUTIES OF THE RETIREE CONFERENCE LIAISON**

Article IX. Section 8 of the Guidelines of NAREOP states that the Retiree Conference Liaison responsibilities shall be:

- A. Working with the NAREOP President in the selection of an menus, room set-ups for the board meeting and annual meeting, classes, time of meetings, and other decisions that may arise.

To comply with Item A., once the NAREOP President Elect becomes President, the Retiree Conference Liaison will work with the NAEOP Conference Chairman to ensure that all needs of the NAREOP membership in conjunction with menus, room set-ups, classes, time of meetings, and any other decisions that arise will be met.

### **DUTIES OF THE PRESIDENTIAL ADVISOR**

Article IX. Section 9 of the Guidelines of NAREOP states that the Presidential Advisor responsibilities shall be:

- A. Advising the NAREOP President to ensure harmony between NAEOP and NAREOP practices.

To comply with Item A., the Presidential Advisor must be a past NAREOP President.

### **DUTIES OF THE PRESIDENTIAL AIDE**

Article IX. Section 10 of the Guidelines of NAREOP states that the Presidential Aide responsibilities shall be:

- A. Preparing materials for the execution and fulfillment of presidential responsibilities as requested by the NAREOP President.
- B. Assisting any other duties as deemed necessary by mutual agreement with the NAREOP President.

### **DUTIES OF THE BUDGET COMMITTEE**

Article X. Section 2 of the Guidelines of NAREOP states that the Budget Committee responsibilities shall be;

- A. Consist of the President, Vice President, Secretary. The President will serve as Chairman. To comply with the stated item, the Budget committee will create a budget for the following year to be presented at the NAREOP Board Meeting and the Annual Meeting at the NAREOP Conference and Summit.

### **DUTIES OF THE GUIDELINES COMMITTEE**

Article X. Section 3 of the Guidelines of NAREOP states that the Guidelines Committee responsibilities shall be:

- A. Be chaired by the President Elect.
- B. Conduct a review each year to determine if changes are necessary.
- C. Review current NAREOP Guidelines and NAREOP Procedures Manual and present recommended changes to the President. Recommended changes will be presented for discussion and approval by the Board and the membership during the annual meeting.

To comply with the stated item:

1. The Guidelines Chairman will receive proposed amendments from the President.
2. Suggested additions or changes to the Guidelines from the general membership must be submitted in writing to the Chairman of the committee.
3. The Chairman will prepare a report to be presented at the NAREOP Board Meeting and the NAREOP Annual Meeting.

## **DUTIES OF THE NOMINATIONS AND ELECTIONS COMMITTEE**

Article X. Section 4 of the Guidelines of NAREOP states that the Nominations and Elections Committee responsibilities shall be:

- A. Consist of five members, elected by the membership at the Annual Meeting (a Chairman shall be selected by the committee from its membership).
- 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 of potential officers to the President for inclusion in the fall newsletter; and
- D. Instruct the National Office to prepare electronic voting to all members and send by US Mail ballots to those who cannot vote by electronic media. All ballots, either by electronic media or US Mail must be returned to the Nominations and Elections Chairman by February 15.

To comply with Item B., the Nominations and Elections Committee will solicit members to run for office for President Elect, Vice President, and Secretary.

To comply with Item C:

- 1. The Nominations and Elections Chairman will submit the names of all candidates to the NAREOP Membership Coordinator to confirm current NAREOP membership as a retiree.
- 2. The Nominations and Elections Chairman will submit/send a slate of officers, two for each office, if possible, to the President for inclusion in the winter issue of her newsletter or by the deadline date of January 1. Elected members of the NAREOP Nominations and Elections Committee will assist the Chairman in finding viable candidates for each position.
- 3. The Nominations and Elections Chairman will send the final slate of officers to the NAREOP President for submission to the NAREOP Executive Director for preparation of the ballot to be mailed to members with no access to electronic media and to prepare the online balloting process. This slate of officers will be submitted to the NAREOP Executive Director no later than December 15. The Nominations and Elections Chairman will prepare and send a letter to candidates informing them of their election or defeat.
- 4. The Nominations and Elections Chairman will submit the final vote outcome to the President to be published in the spring edition of the newsletter and the LEARN.

## **DUTIES OF THE JACKIE AND ANNE L. EVANS SCHOLARSHIP COMMITTEE**

Article X. Section 5 of the Guidelines of NAREOP states that the Jackie and Anne L. Evans Scholarship Committee responsibilities shall be:

- A. Consist of at least five members; the Chairman/Chairmen will be appointed by the NAREOP President.
- B. Offer the scholarship through advertisement on the NAREOP website to a grandchild or great-grandchild of a NAREOP member in good standing who meets the scholarship requirements.
- C. Award the scholarship annually provided funds are available. A formula of no more than 2/3 of the balance in the account on April 1 may be used to award the Jackie and Anne L. Evans Scholarship.
- D. The scholarship monies shall be in a separate account within the NAREOP accounts.

The Jackie and Anne L. Evans Scholarship is a one-time award. Only applicants who have not received this award may apply.

Applications for the scholarship will be available from the Jackie and Anne L. Evans Scholarship Committee Chairman and online. NAREOP members can submit their request in writing and mail to the Chairman, or submit an email request.

Once a request for an application is received, the Chairman will confirm that the NAREOP member is current with their dues.

Completed applications are to be returned to the Scholarship Committee Chairman.

The Scholarship Committee Chairman will procure a panel of judges to select a winning candidate from the completed applications.

When a candidate has been selected, the Scholarship Committee Chairman will notify the NAREOP President.

The Scholarship Committee Chairman will write letters to all applicants and inform them if they have been selected, or not selected, for the scholarship.

The Scholarship Committee Chairman will announce the winner at the NAREOP Annual Meeting held during the NAREOP Annual Meeting and Summit.