



NAEOP Educational Foundation Director Handbook

Revised 2019

NAEOP Educational Foundation, Inc.
Board of Directors
Handbook

NAEOP Educational Foundation, Inc.

Purpose and Mission

As defined in the Articles of Incorporation, the purposes of the NAEOP Educational Foundation, Inc. are:

1. To enable NAEOP to provide educational scholarships through the Marion T. Wood Member Scholarship Fund and any individual fund(s) that may be created through contributions.
 - Continue to enhance the educational growth of all members
2. To provide NAEOP retired members the opportunity to give expanded services to the membership of NAEOP and to provide opportunities for growth and advancement of retired personnel of NAEOP.
 - Offer mentoring opportunities to new NAEOP members
3. To promote and develop the mutual interests of NAEOP members by creating opportunities for exchange of new and creative ideas, the advancement of the NAEOP through communications to its membership, and participation in educational self-improvement programs.
 - Actively market the Foundation's educational services
 - Seek additional sources of unrestricted revenue

BYLAWS ARTICLE I

- OFFICE

- Section 1. Principal Office - The principal office of the corporation shall be located at 1999 N Amidon, Ste. 325, Sedgwick County, Wichita, Kansas 67203, in the building leased by the NAEOP Association.
- Section 2. Agent of Record - The Agent of Record shall be the Executive Director of the National Association of Educational Office Professionals Educational Foundation, Inc.

ARTICLE II - MEMBERSHIP

- Section 1. Membership - All members of the National Association of Educational Office Professionals (NAEOP) shall be members of this Corporation.
- Section 2. Voting Rights - Each member shall be entitled to one vote on each matter submitted to a vote of the members of the Corporation.

ARTICLE III - MEETINGS

- Section 1. Annual Meeting - The annual meeting of the membership shall be held during the Annual Conference of the National Association of Educational Office Professionals at a time and date specified by the Board of Trustees of the Corporation.
- Section 2. Special Meetings - Special meetings of the membership may be called by the President, the Executive Committee, or not less than five (5) members of the Corporation.
- Section 3. Notice of Meetings - Written notice of each Annual Meeting and/or special meeting shall be given to each member, either personally, by electronic transmission or by mail addressed to such member at the member's address appearing on the books of the Corporation. All such notices shall specify the place, day, and hour of the proposed meeting. Notice of special meetings shall include the general nature of the business to be transacted.
- Section 4. Quorum - The presence of one hundred voting members shall constitute a quorum for the transaction of business. The members present at a duly called meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough voting members to leave less than a quorum.

ARTICLE IV - BOARD OF TRUSTEES

Section 1. General Powers - The affairs of the Corporation shall be managed by its Board of Trustees which shall have the authority to exercise or delegate all of its powers and rights except to the extent prohibited by the laws of the State of Kansas, the Charter of Incorporation, or these Bylaws.

Section 2. Number, Tenure, and Qualification of Trustees - The Board of Trustees shall consist of nine (9) members and Presidents Emeriti. Trustees must be members of the Corporation.

The honor of President Emeritus may be bestowed by the Board of Trustees of the Corporation. Presidents Emeriti shall receive notice of all meetings of the Corporation and the Board of Trustees and shall have voting privilege at meetings of both groups.

Trustees shall be appointed by the Board of Trustees of the National Association of Educational Office Professional Educational Foundation, Inc. as follows:

- A. One (1) member from the NAEOP Board of Directors. This position will be filled using a collaborative process between the NAEOP President and the Foundation President.
 - B. One (1) member from the Retired Professionals of NAEOP. This position may not be filled by a retired Past President of NAEOP.
 - C. One (1) member from the NAEOP Past Presidents. (May be retired)
 - D. Six (6) members from the Active NAEOP membership.
 - E. Of the above members every attempt will be made to include representation from each of the NAEOP geographic areas.
- The NAEOP & the NAREOP President shall serve as ex-officio members of the Board.
 - The term of office for the member of the NAEOP Board of Directors shall be two (2) years. The term of the non-NAEOP Board Trustees shall be four (4) years. Effective July 2013, the maximum number of terms a Trustee may serve is two (2) terms. Once there has been a break in service a person will be eligible to be reappointed.
 - In the event of membership status change, a Trustee shall either resign or if available, assume an applicable opening. All Trustees shall hold office until their respective successors are selected. If there is no replacement for a Trustee at the end of their second term, by general consent of the Board of Trustees that person can serve additional terms.
 - A Trustee may be removed from office at any time for good cause by a majority vote of the members of the Board of Trustees.

- Section 3. Regular Meetings - The Annual Meeting of the Board of Trustees shall be held immediately preceding each Annual Meeting of the Corporation for the purpose of the transaction of any business as may be necessary.
- Section 4. Special Meetings - Special Meetings of the Board of Trustees may be called at any time for any purpose by the President or, if the President is unable to act, by the Vice President or Secretary. Notice of such meetings shall be given in writing by electronic transmission, delivered in person or mailed at least ten (10) days before the date of such meeting. If mailed, notice of such meeting shall be deemed to be delivered when deposited in the United States mail in a sealed envelope addressed with postage prepaid.
- Section 5. Quorum - A majority of the total number of Trustees shall be necessary to constitute a quorum for the transaction of business.
- Section 6. Vacancies - Any vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office. A Trustee appointed to fill a vacancy shall be appointed for the unexpired term of the predecessor in office.
- Section 7. Compensation and Fees - Trustees shall not receive compensation for their services as trustees. By action of the Board of Trustees, Trustees may be reimbursed for expenses in attending meetings of the Board or while on other official business for the Corporation.
- Section 8. Employees - Employees shall not be members of the Corporation.
- Section 9. Electronic Meetings/Mail - Members of the Board of Trustees may participate in meetings of the Board of Trustees by means of a conference telephone call or similar communications equipment. Minutes shall be maintained of each such meeting.
- Between meetings of the Board of Trustees, items of business may be handled by meetings such as that described above or by mail. Business of the Corporation handled by methods outlined in this article must be ratified at the next meeting of the Board of Trustees and must be recorded in the minutes of that meeting.
- Section 10. Executive Committee - An Executive Committee composed of the President, Vice President, Secretary, and Treasurer, shall have and exercise the authority of the Board of Trustees in the management of the Corporation during periods between meetings of the Board of Trustees.
- Section 11. Executive Committee Meetings - The Executive Committee shall meet at the call of the President and shall submit a report to the Board of Trustees of any action taken within four (4) weeks following the conclusion of such a meeting.

- Section 12. Executive Committee Quorum - At meetings of the Executive Committee, a majority of the committee members shall constitute a quorum.
- Section 13. Standing Committees – Standing Committees shall be appointed as needed. Membership on these committees will be appointed as needed by the Foundation Board.

ARTICLE V - OFFICERS

- Section 1. Officers - The officers of the Corporation shall be: President, Vice President, Secretary, and Treasurer. These officers shall conduct the business of the Association in accordance with the governing documents and the parliamentary authority adopted by the Corporation.
- Section 2. Manner of Election - The officers of the Corporation shall be elected annually by the Board of Trustees. Each officer shall hold office for one year or until their successors in office shall be elected and qualified. There is no limit on the number of terms an officer may serve.
- Section 3. Vacancies - A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointment to such office.
- Section 4. President - The President shall be an ex officio member of all committees of the corporation and shall serve as the liaison to the Board of Directors of the National Association of Educational Office Professionals.

ARTICLE VI - FISCAL YEAR

The fiscal years of the Corporation shall begin on the first day of August and end on the last day of July in each year.

ARTICLE VII - SEAL

The Board of Trustees shall provide a corporate seal, which shall be in the form of a circle and on which shall be inscribed the name of the corporation and the words "Corporate Seal."

**ARTICLE VIII -
LIABILITY**

Neither the members of the Corporation nor the members of the Board of Trustees shall be liable or responsible for debts or obligations of the Corporation. To the extent permitted by law, members, officers, trustees, and employees of the Corporation shall not be liable for the acts of other officers, trustees and employees performed in the capacity as officers, trustees, or employees or arising out of this status.

**ARTICLE IX - PARLIAMENTARY
AUTHORITY**

ROBERT'S RULES OF ORDER, latest edition, shall govern the conduct of all meetings of the Corporation, the Board of Trustees, the Executive Committee, and all committees.

**ARTICLE X -
AMENDMENTS**

Section 1. Amendments to Article of Incorporation - Amendments to the Articles of Incorporation shall be proposed by Resolution of the Board of Trustees, shall set out the proposed amendment(s), and shall direct that the amendment(s) be submitted to the membership for vote. A two-thirds (2/3) vote of the quorum present at an annual or special meeting of the Corporation shall be required for adoption.

Section 2. Amendments to Bylaws - These Bylaws may be altered, amended, or repealed and new bylaws may be adopted by a majority vote of a quorum present at any regular or special meeting of the Board of Trustees, provided that written notice of the proposed action has been given to each Director at least thirty (30) days prior to the date of the meeting.

Bylaws Approved—Board of Trustees—State of Kansas—February 14, 1986

Bylaws Revision—Board of Trustees—Tucson, AZ—July 20, 1993

Bylaws Revision—Board of Trustees—Wichita, KS—January 16, 2000

Bylaws Revision—Board of Trustees—Greenville, SC—July 21, 2002

Bylaws Revision—Board of Trustees—Tucson, AZ—July 10, 2005

Bylaws Revision—Board of Trustees—Bloomington, MN—July 18, 2009

Bylaws Revision—Board of Trustees—Kansas City, MO -July 3, 2010

Bylaws Revision—Board of Trustees—Costa Mesa, CA July, 7, 2012

Bylaws Revision—Board of Trustees—St. Louis, MO July 12, 2016

Bylaws Revision—Board of Trustees—

Financial Accounting

- A. An operating budget for the Foundation shall be adopted each year.
 - 1. The proposed budget shall be prepared and presented to the Executive Committee prior to the annual meeting.
 - 2. The proposed budget shall be presented to the Board of Trustees for approval at the meeting of the Board prior to the annual conference.
- B. All income of the Corporation shall be directed to the national office.
- C. All income shall be receipted on the date it is received and shall be deposited in the Corporation account.
- D. Funds of the Corporation shall be deposited in banking institution(s) designated by the Board of Trustees.
- E. Following the close of the fiscal year, the financial records of the Corporation shall be submitted to a Certified Public Accountant for a compilation or audit. The selection of the accounting firm will be approved by the Board of Trustees based on the recommendation of the Executive Director.
 - 1. The report generated by the CPA shall be provided to the Board of Trustees upon its completion.
 - 2. A financial report shall be provided to the membership at the next annual meeting.
- F. Bonding from Corporation funds shall be provided for each member of the Executive Committee, each member of the Foundation national office staff, and others deemed necessary by the Board of Trustees.
- G. There shall be a records retention program to ensure protection of Corporate records.
 - 1. The records retention program shall be the responsibility of the Executive Director.
 - 2. Copies of all minutes and supporting documents shall be a part of the records retention system in the national office.

- H. A schedule for reimbursement of expenses for the Executive Committee shall be established by the Board of Trustees.
- I. A schedule for per diem allowances for the Executive Committee shall be established by the Board of Trustees.
- J. A voucher system shall be used for payment of expenses.
- K. The operating budget of the Corporation will include an annual budget from the National Association of Retired Educational Office Professionals (NAREOP).
 - 1. The NAREOP Annual Budget will be prepared by the current NAREOP President in consultation with the NAREOP Advisor and NAREOP President Elect.
 - 2. The NAREOP Annual Budget will be prepared and submitted to the Corporation Board of Trustees at the January meeting, after review by the NAREOP Executive Board.
 - 3. Following the close of the current fiscal year, the NAREOP financial records will be reviewed for consideration of a revised annual budget at the July NAREOP Executive Board meeting. If such revision is warranted, the proposed revisions will be presented to the Corporation for approval.
 - 4. All income for the benefit of NAREOP will be directed to the national office for credit to the appropriate NAREOP account. All expenses will have the signature of the NAREOP Secretary/Treasurer and the NAREOP President prior to a check being issued.
- L. Quarterly financial reports will be distributed to the Corporation Board of Trustees including the NAREOP President.

MEETINGS

- Section 1. Annual Meeting -The annual meeting of the membership shall be held during the Annual Conference of the National Association of Educational Office Professionals at a time and date specified by the Board of Trustees of the Corporation.
- Section 2. Special Meetings - Special meetings of the membership may be called by the President, the Executive Committee, or not less than five (5) members of the Corporation.
- Section 3. Notice of Meetings - Written notice of each Annual Meeting and/or special meeting shall be given to each member, either personally, by electronic transmission or by mail addressed to such member at the member's address appearing on the books of the Corporation. All such notices shall specify the place, day, and hour of the proposed meeting. Notice of special meetings shall include the general nature of the business to be transacted.
- Section 4. Quorum - The presence of one hundred voting members shall constitute a quorum for the transaction of business. The members present at a duly called meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough voting members to leave less than a quorum.
- Section 5. Executive Committee Meetings - The Executive Committee shall meet at the call of the President and shall submit a report to the Board of Trustees of any action taken within four (4) weeks following the conclusion of such a meeting.
- Section 6. Executive Committee Quorum - At meetings of the Executive Committee, a majority of the committee members shall constitute a quorum.

BOARD OF TRUSTEES

Trustees

- A. The officers of the Corporation shall be: President, Vice President, Secretary, and Treasurer. These officers shall conduct the business of the Foundation in accordance with the governing documents and the parliamentary authority adopted by the Corporation.
- B. The officers of the Corporation shall be elected annually by the Board of Trustees. Each officer shall hold office for one year or until their successors in office shall be elected and qualified. There is no limit on the number of terms an officer may serve.
- C. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in the Bylaws for regular appointment to such office.
- D. **Number, Tenure, and Qualification of Trustees** - The Board of Trustees shall consist of nine (9) members and Presidents Emeriti. Trustees must be members of the Corporation.

The honor of President Emeritus may be bestowed by the Board of Trustees of the Corporation. Presidents Emeriti shall receive notice of all meetings of the Corporation and the Board of Trustees and shall have voting privilege at meetings of both groups.

Trustees shall be appointed by the Board of Trustees of the National Association of Educational Office Professional Educational Foundation, Inc. as follows:

- A. One (1) member from the NAEOP Board of Directors. This position will be filled using a collaborative process between the NAEOP President and the Foundation President and will serve as the Foundation Trustee Election Chairman. The term of office for the member of the NAEOP Board of Directors shall be two (2) years.
- B. One (1) member from the Retired Professionals of NAEOP.
- C. One (1) member from the NAEOP Past Presidents.
- D. Six (6) members from the Active NAEOP membership.
- E. Of the above members every attempt will be made to include representation from each of the NAEOP geographic areas.
- F. The NAEOP & the NAREOP President shall serve as ex-officio members of the Board.

E. PRESIDENT EMERITUS

A President Emeritus may be elected by the Board of Trustees of the Corporation. The President Emeritus shall receive notice of all meetings of the Corporation and the Board of Trustees and shall have voting privileges.

Terms

- The term of the NAEOP Educational Foundation Board of Trustees shall be four (4) years. The maximum number of terms a Trustee may serve is two (2) terms.
 - In the event there is no replacement for a Trustee at the end of their second term, by general consent of the Board of Trustees that person can serve additional terms.
 - Once there has been a break in service a person will be eligible to be reappointed.
 - All Trustees shall hold office until their respective successors are selected.
 - A Trustee may be removed from office at any time for good cause by a majority vote of the members of the Board of Trustees.
- F.** Compensation and Fees - Trustees shall not receive compensation for their services as trustees. By action of the Board of Trustees, Trustees may be reimbursed for expenses in attending meetings of the Board or while on other official business for the Corporation.
- G.** Executive Committee - An Executive Committee composed of the President, Secretary, and Treasurer, shall have and exercise the authority of the Board of Trustees in the management of the Corporation during periods between meetings of the Board of Trustees.
- H.** Standing Committees – Suggested Standing Committees may include Scholarship Committee

OFFICERS

Duties of the President, Vice President, Secretary, and Treasurer are as follows.

DUTIES

1. Attend all meetings of the Board of Trustees
2. Participate in decision making or consultation for legal and financial decisions of the Foundation
3. Participate in activities and projects of the Foundation
4. Perform other duties as necessary for the operations of the Foundation

A. President

- The President shall chair the Executive Committee, Board of Trustees meetings and any special meetings of the Foundation.
- To appoint, with the approval of the Board of Trustees, Chairpersons of all committees.
- To call special meetings of the Board of Trustees.
- To prepare the agenda for meetings of the Board of Trustees, Executive Committee, and for the annual meeting.
- To preside at all Corporation and Board meetings.
- To submit to the Board of Trustees, within 4 weeks, of any business or action taken during meetings of the Executive Committee or by a mail ballot to the Executive Committee.
- Prepare an Annual Report for the Annual Conference Program.
- Write articles for any NAEOP publication or assign this responsibility to other Board Members as needed.
- To perform other such duties as may be assigned by the Board of Trustees.

B. Vice President

- The Vice President shall assume the duties of the President in the absence of the President.
- To review and/or update the NAEOP Educational Foundation Director Handbook annually.
- Serve as the mentor for new Foundation Directors.
- To perform other such duties as may be assigned by the Board of Trustees.

C. Secretary

- The Secretary shall assume the duties of the President in the absence of the President and Vice President.
- To record all business of the Corporation at all meetings of the Board of Trustees, Executive Committee and annual meeting.
- To maintain minutes files and send official minutes to the national office.
- To determine if a quorum is present at meetings of the Board of Trustees, Executive Committee and annual meeting.
- To type and send rough draft of minutes to the Executive Committee and Executive Director within one (1) month of the conclusion of the meeting.
- To email approved Board/Corporation minutes to Board of Trustees within six (6) weeks of the conclusion of each meeting.
- To sign the approved minutes, file minutes in a permanent minutes file, and to secure the signature of the President.
- To update the Trustee's handbook annually and provide each Trustee with a current version.
- To perform other duties as may be assigned by the Board of Trustees.

D. Treasurer

- To work with the Foundation President and Executive Director
- Budget preparation for Board approval
- Annual Financial/Audit Reports
- To perform other such duties as may be assigned by the Board of Trustees.

Manner of Election

The officers of the Corporation shall be elected annually by the Board of Trustees. Each officer shall hold office for one year or until their successors in office shall be elected and qualified. There is no limit on the number of terms an officer may serve.

- Elections for the office of President, Vice President, Secretary and Treasurer shall be conducted at the annual Winter Board meeting in January.
- Nominations shall be submitted to the Foundation Trustee Election Chairman, which is the Director serving as the NAEOP Board member, by the Friday preceding the weekend of the Winter Board meeting. Directors may nominate themselves or another Director provided they have written approval from the nominee.
- The Foundation Trustee Election Chairman shall prepare a written ballot listing all nominees for each position to be voted on at the Winter Board meeting.

Travel Reimbursement Guidelines

NAEOP Educational Foundation Trustees are eligible to receive a \$100 honorarium for attending the annual Winter Board meeting and attendance at the NAEOP Conference Annual Business meeting. Completion of the appropriate form is submitted to the President for approval and submission to the NAEOP Executive Director for processing.



Historical Data

HISTORY OF THE FOUNDATION

1984-85 The NAEOP Educational Foundation was established by the general membership in July 1984 during the 50th anniversary annual meeting. NAEOP President Pat Fleming appointed a seven member board of trustees. The groundwork began in establishing the educational foundation.

The Foundation Board of Trustees was set up so that all areas of the Association were represented. The Board positions were staggered so the Board would not change all at once and are currently on a three year cycle. The representative from the NAEOP Board of Directors is on a two year cycle due to the fact officers on that Board are elected on a two year cycle.

The Charter Board of Trustees:

Three (3) members-at-large (Dr. Marion T. Wood, NH; Mary Thompson, VA; Sara Lomax, KS); two (2) retired (Jackie Evans, DE; Edith Hammond, NH); a Past-President NAEOP (Mona Smith, KS); NAEOP Board Member (Carol Spencer, IA); and the NAEOP President, Patricia Fleming as an ex officio member.

1985-86 Investigation continued by NAEOP President Jean Faulkenberry. Mona Smith was elected President of the Foundation Board of Trustees and head of the Foundation Study Committee. Sara Lomax was elected secretary/treasurer. The foundation was formed and incorporated by February, 14, 1986. Included in the study was the possibility of building or purchasing a building for NAEOP. Dr. Marion T. Wood chaired the committee to research whether to build or buy a building.

1986-87 Pat Fleming chaired the Building Committee with a kick-off fund raiser at the annual meeting in Hot Springs, Arkansas. The first Member Scholarship was presented to Patsy Pipkin by NAEOP President Carol Spencer in Arkansas from funds from the Foundation. The first retired class/tour was partially funded by the educational foundation fund.

1987-91 The Association and Foundation continued to work on funding for a future home for the Association and Foundation offices. They also continued to fund the Marion T. Wood Member Scholarship and the class/tour for the retired professionals. In February, 1991, the national office moved from Virginia to Wichita, Kansas and rented an office.

1991-92 On February 3, 1992, an agreement was signed to buy our national office. On February 14, 1992 our staff moved into our own office. On December 5, 1992, the new office was dedicated.

At the annual meeting, July 1992, Mona Smith asked to step down from the office of President. The following officers were elected, Mona Smith KS, Treasurer; Patricia Huggins MS, Secretary; Carol M. Spencer, MO, President.

1992-93 The Friends of the Foundation Program was kicked off during the NAEOP annual meeting. The Foundation has been included as a sub-committee of the Visions 2000 Committee and presented their long range goals.

1993-94 A speaker's bureau was formed to present educational seminars. The first series of presentation began in the fall of 1994.

1994-97 Foundation Board of Trustees worked with the NAEOP Strategic Planning Committee. Seminar and Friends Program continued to grow.

1997-99 Mission Statement written. Open House at National Office was held in conjunction with annual meeting. The Memorial Garden dedicated in memory of "Jackie" Evans. Educational Seminars dissolved due to the lack of funds. The Foundation Director position was eliminated.

1999-00 Mona Smith Dependent Scholarship not awarded due to lack of funds

2000-01 Website established. Liaisons appointed from each state to help promote the Foundation.

2001-02 Mona Smith Dependent Scholarship reinstated. State Liaisons appointed for the Foundation.

2002-03 Board of Trustees and NAEOP formed the Partners Reaching Out (PRO) committee. New carpet was purchased for the national office.

2003-05 Friends of the Foundation Program continues to grow. Foundation celebrated 20 years of growth. A cookbook was published. A privacy fence was installed at the National Office. Marion T. Wood Scholarship was increased to \$1000.

2005 The Disaster Relief Fund was established to provide financial assistance to victims of Hurricanes Katrina and Rita. It has been revised to provide financial assistance to victims of disasters, for the purpose of helping them rebuild their lives. Disasters are defined as, but not limited to, events which are natural acts of God (i.e. hurricane, tornado, fire, flood, and earthquake). Funds will be distributed to the individual. The fund is generated by contributions of the members, state and local associations, and staff. Contributions are tax deductible. Application requests may be submitted online (www.naeop.org) or by fax. Awards will typically range from \$50 to \$200 and will be determined at the discretion of the Foundation Board of Trustees and the NAEOP Board of Directors. Funds are provided solely through contributions.

2005-06 "Pave the Way" brick paving project for Jackie Evans Memorial Garden. Bricks may be purchased for \$50 and engraved with the contributor's name or used to honor an administrator, past presidents of affiliates, family members or in memory of a loved one.

2006-2009 A new furnace and air conditioner was installed at the National Office. Repairs have been made to the National Office building due to water damage.

2009-10 The following **Advisory Council Item #3, was Submitted by Sunnyside EOPA and Arizona EOP.** *Implement an election process for the three Board of Trustees identified from the NAEOP membership at large to serve on the NAEOP Foundation and establish term limits.*

2010-11 The Foundation Board discussed the issue and it was decided not to change the process from an appointment to an election. However, in response to the Advisory Council Item brought to the 2009 Advisory Council the Foundation Bylaws were amended to increase the number of Board members from seven (7) to eight (8). This was done to have representation from each of the NAEOP geographic areas. This additional position is to be filled from the active membership. This increases the representation from the active membership to five.

The Bylaws were also amended to include the Liaison Committee and the Fund Raising Committee as Standing Committees. Membership on these committees will follow the same protocol as the committees of NAEOP. There will be one person elected at each Area meeting for the Liaison and Fund Raising Committee. The Scholarship Committee members will continue to be elected at the Foundation portion of the NAEOP Annual Business Meeting.

An application process was developed for the purpose of selecting and appointing new Board members.

2018-2019 The Foundation Board after much discussion, debate, and thought, agreed with the NAEOP Association Board that it was time to sell the building in Wichita, Ks. Expenses for the maintenance, repairs, insurance etc. were a constant financial burden to the Foundation with no other solution to afford upgrading the building. On November 30, 2018, the Executive Director closed on the sale of the National Office Building. The Association secured office space to lease at 1999 N. Amidon, Ste. 325, Wichita, KS 67203.

STATE OF KANSAS



OFFICE OF SECRETARY OF STATE
JACK H. BRIER • SECRETARY OF STATE

To all to whom these presents shall come, Greeting:

I, JACK H. BRIER, Secretary of State of the State of Kansas, do hereby

STATE OF KANSAS }
SEDGWICK COUNTY } ss
FILED FOR RECORD AT
10:30 A.M.

certify that the following and hereto attached is a true copy of

MICROFILMED
OF RECORD

ARTICLES OF INCORPORATION

OF

FEB 27 1986

NO. 7 92008

PAT KETTLER
REGISTER OF DEEDS

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL
EDUCATIONAL FOUNDATION, INC.

*L. P. ...
Deputy*

FILED:

FEBRUARY 14, 1986

the original of which is now on file and a matter of record in this office.

IN TESTIMONY WHEREOF:

I hereto set my hand and cause to be affixed my official seal.

Done at the City of Topeka, this Fourteenth day of
February A.D. 19 86



Jack H. Brier
JACK H. BRIER
SECRETARY OF STATE

Willa M. Roe
BY ASSISTANT SECRETARY OF STATE
Willa M. Roe

E-03
(12/80)

On file...

ARTICLES OF INCORPORATION
OF
NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL
EDUCATIONAL FOUNDATION, INC.

I, the undersigned incorporator, hereby form and organize a corporation NOT FOR PROFIT under the laws of the State of Kansas, and adopt the following Articles of Incorporation for such corporation:

ARTICLE 1

The name of the corporation is:

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL
 EDUCATIONAL FOUNDATION, INC.

ARTICLE 2

The address of the corporation's registered office in this State is 889 Fabrique, Wichita, Sedgwick County, Kansas 67218. The name of its Resident Agent at such address is Mona Smith.

ARTICLE 3

This corporation is organized NOT FOR PROFIT and the nature of the purposes to be conducted or promoted by the corporation include:

- (1) To enable the National Association of Educational Office Personnel (NAEOP) to provide educational scholarships through the Marion T. Wood Scholarship Fund and any additional fund that may be created through contributions.
- (2) To provide NAEOP retired members the opportunity to give expanded service to the membership of NAEOP and to provide opportunities for growth and advancement of retired personnel of NAEOP.

- (3) To promote and develop the mutual interests of NAEOP members by creating opportunities for exchange of new and creative ideas, the advancement of the NAEOP through communications to its membership, through travelships, registration fees for national conferences, and participation in educational self-improvement programs.

To further such purposes, the corporation shall have and exercise all the powers conferred on corporations by the laws of the State of Kansas.

PROVIDED, HOWEVER, that in all events and under all circumstances, notwithstanding merger, consolidation, reorganization, termination, dissolution, or winding up of this corporation, the following provisions shall apply:

- (a) This corporation is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- (b) This corporation shall not have or exercise any power or authority either expressly, by interpretation, or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent this corporation from qualifying (and continuing to qualify) as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law). This corporation shall not engage in any activity not permitted to be carried on by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- (c) This corporation shall never be operated for the primary purpose of carrying on a trade or business for profit.
- (d) No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation.
- (e) No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE 4

Upon the dissolution of the corporation, the Board of Directors or governing body of the corporation, after paying or providing for the payment of all liabilities of the corporation, shall dispose of all the assets of the corporation exclusively: (1) In accordance with the purposes of the corporation, in the manner determined by the Board of Directors or governing body, or (2) to organizations qualified for exemption under Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (26 U.S.C. Section 501[c][3]), and specified by the Board of Directors or governing body. Any assets of the corporation not so disposed of shall be disposed of by the district court of the county where the principal office of the corporation is then located, exclusively for the purposes or the organizations provided above, as determined by the court.

ARTICLE 5

The corporation will NOT have authority to issue capital stock, and the conditions of membership shall be set forth in the By-Laws.

ARTICLE 6

The Board of Directors of this corporation shall have all powers granted to Directors by applicable Kansas Law. The number of Directors of this corporation shall be as provided in the By-Laws, and may increase or decrease from time to time by amendment of the By-Laws.

The power of the incorporator is to terminate upon the filing of these Articles of Incorporation. The names and mailing addresses of the persons who are to serve as Directors until the first annual meeting of the members or until their respective successor or successors are elected and qualified are:

Ms. M. Frances Evans
34 South Main Street
Camden, DE 19934

Ms. Edith Hammond
8 River Road
North Hampton, NH 03862

NEW ADDRESS
Ms. Edith Hammond
3 Old Batchelder Road
Raymond, NH 03077-2245
Tele: (603) 895-2245

Ms. Sara Lomax
4602 West 11th
Wichita, KS 67212

Ms. Mona Smith
889 Fabrique
Wichita, KS 67218

Ms. Carol H. Spencer
1504 Emerald Drive
Davenport, IA 62804

NEW ADDRESS
Carol Spencer
RR #2, Box 194A
Shelbina, MO 63468

Ms. Mary Thompson
1101 North 22nd Street
Richmond, VA 23223

Dr. Marion Wood
260 Main Street
Keene, NH 03431

NEW ADDRESS
Dr. Marion T. Wood
17 Westview Avenue
Keene, NH 03431

ARTICLE 7

The term for which this corporation is to exist is perpetual.

ARTICLE 8

The name and residence of the incorporator is: Mona Smith, 889 Fabrique, Wichita, Kansas 67218.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name this 12th day of February, 1986.



Mona Smith

STATE OF KANSAS)
SEDGWICK COUNTY) ss:

The foregoing instrument was acknowledged before me
this 11th day of February, 1986, by Mona Smith.

Ronald E Hill
Notary Public
RONALD E. HILL

My appointment expires:
NOTARY 9-27-88
PUBLIC

NAEOP EDUCATIONAL FOUNDATION BOARD OF TRUSTEES

1985

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Edith Hammond, NH - Retired
Carol Spencer, IA - Board

Jackie Evans, DE - Retired
Sara Lomax, KS – Membership - Sec/Treas.
Mona Smith, KS - Past Presidents - Pres.
Pat Fleming, MD - President NAEOP

1986-1987

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Sara Lomax, KS - Membership - Sec/Treas.
Carol Spencer, IA - Board & President NAEOP

Jackie Evans, DE - Retired
Edith Hammond, NH - Retired
Mona Smith, KS - Past Presidents - Pres.

1987-1988

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Edith Hammond, NH - Retired
Carol Spencer, IA - Board

Jackie Evans, DE - Retired
Sara Lomax, KS – Membership - Sec/Treas.
Mona Smith, KS - Past Presidents - Pres.
Ardis Morton - President NAEOP

1988-1989

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Edith Hammond, NH - Retired
Carol Spencer, IA - Board

Jackie Evans, DE - Retired
Sara Lomax, KS – Membership - Sec/Treas.
Mona Smith, KS - Past Presidents - Pres.
Geraldine Owens - President NAEOP

1989-1990

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Edith Hammond, NH - Retired
Carol Spencer, IA - Board

Jackie Evans, DE - Retired
Sara Lomax, KS – Membership - Sec/Treas.
Mona Smith, KS - Past Presidents - Pres.
Martha Leach - President NAEOP

1990-1991

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Edith Hammond, NH - Retired
Patricia Huggins - Board & President NAEOP

Jackie Evans, DE - Retired
Sara Lomax, KS – Membership - Sec/Treas.
Mona Smith, KS - Past Presidents - Pres.

1991-1992

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Carol Spencer, IA - Board & President NAEOP
Patricia Huggins, MS - Board

Jackie Evans, DE - Retired
Sara Lomax, KS – Membership - Sec/Treas.
Mona Smith, KS - Past Presidents - Pres.
Charlie Holland, NC - President NAEOP

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Carol M. Spencer, MO - Retired - Pres.
Jean Fankell, WA - Board

Mary Thompson, VA - Membership
Dr. Marion T. Wood, NH - Membership
Carol M. Spencer, MO - Retired - Pres.
Jean Fankell, WA - Board

Mary Thompson, VA - Membership
Carol M. Spencer, MO - Retired-Pres.
Patricia Huggins, MS - Past Presidents - Sec.
Annette Erickson, ID - Membership - Treas.
Mona Smith, KS - President Emeritus

Mary Thompson, VA - Membership
Carol M. Spencer, MO - Retired - Pres.
Patricia Huggins, MS - Past Presidents - Sec.
Annette Erickson, ID - Membership - Treas.
Mona Smith, KS - President Emeritus

Mary Thompson, VA - Membership
Carol M. Spencer, MO - Retired - Pres.
Patricia Huggins, MS - Past Presidents - Sec.
Sandy Wiseman, IL - Board
Mona Smith, KS - President Emeritus

Mary Thompson, VA - Membership
Carol M. Spencer, MO - Retired - Pres.
Patricia Huggins, MS - Past Presidents - Sec.
Sandy Wiseman, IL - Board
Mona Smith, KS - President Emeritus *

Mary Thompson, VA - Membership
Kathy Lech, WA - Membership - Sec.
Marilyn James, TX - Retired
Karen Pulaski, KS - Board
Carol M. Spencer, MO - Retired - Pres.

1992-1993

Jackie Evans, DE - Retired
Patricia Huggins, MS - Membership - Sec.
Mona Smith, KS - Past Presidents - Treas.
Fran Johnson, AZ - President NAEOP

1993-1994

Jackie Evans, DE - Retired
Patricia Huggins, MS - Membership - Sec.
Mona Smith, KS - Past Presidents - Treas.
Jackie Fuller, ID - President NAEOP

1994-1995

Jackie Evans, DE - Retired
Jean Fankell, WA - Board
Kathy Lech, WA - Membership
Martha Mettscher, KS - President NAEOP

1995-1996

Jackie Evans, DE - Retired
Kathy Lech, WA - Membership
Jean Fankell, WA - President NAEOP/Board
Liaison

1996-1997

Jackie Evans, DE - Retired
Kathy Lech, WA - Membership
Annette Erickson, ID - Membership - Treas.
Marilyn James, TX - President NAEOP

1997-1998

Jackie Evans, DE - Retired *
Kathy Lech, WA - Membership
Annette Erickson, ID - Membership - Treas.
Liz Sexton, IL - President NAEOP

1998-1999

Patricia Huggins, MS - Past Presidents - Sec.
Annette Erickson, ID - Membership - Treas.
Elverda "Butch" Bender, IA - Retired
Helen Wells, FL - President NAEOP

1999-2000

Kathy Lech, WA - Membership - Pres.
Elverda “Butch” Bender, IA - Past Presidents -
Treas.
Linda Tribble, KY - Membership
Karen Pulaski, KS - NAEOP Board
Carol M. Spencer, MO - President Emeritus

Marilyn James, TX - Retirees - Sec.
Cathy Woodruff, CA - Retirees
Mary White Thompson, VA - Membership
Gayna Warren, CO - President NAEOP

2000-2001

Elverda “Butch” Bender, IA - Past Presidents -
Pres.
Linda Tribble, KY - Membership - Treas.
Kathy Lech, WA - Membership
Karen Pulaski, KS - NAEOP Board
Carol M. Spencer, MO - President Emeritus

Marilyn James, TX - Retirees - Sec.
Mary White Thompson, VA - Membership
Cathy Woodruff, CA - Retirees
Ruby Allen, MS – President NAEOP

2001-2002

Elverda “Butch” Bender, IA - Past Presidents -
Pres.
Linda Tribble, KY – Membership – Treas.
Kathy Lech, WA – Membership
Karen Pulaski, KS – NAEOP Board
Carol M. Spencer, MO - President Emeritus

Marilyn James, TX - Retirees - Sec.
Mary White Thompson, VA - Membership
Cathy Woodruff, CA - Retirees
Sharon Griffiths, MN – President NAEOP

2002-2003

Elverda “Butch” Bender, IA - Past Presidents -
Pres.
Linda Tribble, KY - Membership - Treas.
Gayle Schnorenberg, WY - Membership
Gloria Tisdale, SC - NAEOP Board
Carol M. Spencer, MO - President Emeritus

Marilyn James, TX - Retirees - Sec.
Mary White Thompson, VA - Membership
Cathy Woodruff, CA - Retirees
Diane Calloway, DE – President NAEOP

2003-2004

Elverda “Butch” Bender, IA - Past Presidents -
Pres.
Gayle Schnorenberg, WY - Membership - Treas.
Gloria Tisdale, SC - NAEOP Board
Carol M. Spencer, MO - President Emeritus

Marilyn James, TX - Retirees - Sec.
Mary White Thompson, VA - Membership
Cathy Woodruff, CA - Retirees
Anne Bomar, KY - President NAEOP

2004-2005

Elverda "Butch" Bender, IA - Past Presidents - Pres.	Marilyn James, TX - Retirees - Sec.
Gayle Schnorenberg, WY - Membership - Treas.	Mary White Thompson, VA - Membership
Susan Boyd, VT - Membership	Cathy Woodruff, CA - Retirees
Gloria Tisdale, SC - NAEOP Board	Ann Sawicki, CO - President NAEOP
Carol M. Spencer, MO - President Emeritus	Theo S. Jones, VA - NAREOP President

2005-2006

Elverda "Butch" Bender, IA - Past Presidents – Pres.	Marilyn James, TX - Retirees - Sec.
Gayle Schnorenberg, WY - Membership - Treas.	Mary White Thompson, VA - Membership
Susan Boyd, VT - Membership	Cathy Woodruff, CA - Retirees
La Oeltjenbruns, MN - NAEOP Board	Connie Bergeson, AR- President NAEOP
Carol M. Spencer, MO - President Emeritus	E. Frances Stewart, NC - NAREOP President

2006-2007

Elverda "Butch" Bender, IA - Past Presidents - Pres.	Marilyn James, TX - Retirees - Sec.
Gayle Schnorenberg, WY - Membership - Treas.	Mary White Thompson, VA - Membership **
Susan Boyd, VT - Membership	Cathy Woodruff, CA - Retirees
La Oeltjenbruns, MN - NAEOP Board	Gloria Tisdale, SC - President NAEOP
Carol M. Spencer, MO - President Emeritus	Margaret "Maggie" Elder, MO - NAREOP President

** See minutes of Board of Trustees 1/15/06 – Dallas, TX

2007-2008

Elverda "Butch" Bender, IA - Past Presidents - Pres.	Marilyn James, TX - Retirees - Sec.
Gayle Schnorenberg, WY - Membership - Treas.	Mary White Thompson, VA - Membership **
Susan Boyd, VT - Membership	Cathy Woodruff, CA - Retirees
La Oeltjenbruns, MN - NAEOP Board	Linda Sockwell, TX - President NAEOP
Carol M. Spencer, MO - President Emeritus	Martha Carson, IL - NAREOP President

** See minutes of Board of Trustees 1/15/06 – Dallas, TX

2008-2009

Elverda "Butch" Bender, IA - Past Presidents - Pres.	Marilyn James, TX - Retirees - Sec.
Gayle Schnorenberg, WY - Membership - Treas.	Mary White Thompson, VA - Membership **
Susan Boyd, VT - Membership	Cathy Woodruff, CA - Retirees
La Oeltjenbruns, MN - NAEOP Board	Linda Tribble, KY - President NAEOP
Carol M. Spencer, MO - President Emeritus	Linda Orr, FL - NAREOP President

** See minutes of Board of Trustees 1/15/06 – Dallas, TX

2009-2010

Gayle Schnorenberg, WY - Membership - Pres.	Mary White Thompson, VA - Retirees
Marilyn James, TX - Past Presidents - Sec.	La Oeltjenbruns, MN - NAEOP Board
Susan Boyd, VT - Membership - Treas.	Pam Posey, MS - President NAEOP
Deb Ryan, NE - Membership	Donna Berger, WA- NAREOP President
Cathy Woodruff, CA - Retirees	Elverda "Butch" Bender, IA - President Emeritus
Carol M. Spencer, MO - President Emeritus	

2010-2011

Gayle Schnorenberg, WY-Membership/NAEOP Board-Pres. Mary White Thompson, VA - Retirees
Marilyn James, TX - Past Presidents - Sec. La Oeltjenbruns, MN - NAEOP Board
Deb Ryan, NE - Membership - Treas. Kathy Lech, WA - President NAEOP
Patricia Thompson, UT - Retirees Shirley Haswell, TX - NAREOP President
Mimi Pike, KY - Membership Elverda "Butch" Bender, IA - President Emeritus
Carol M. Spencer, MO - President Emeritus

2011-2012

Gayle Schnorenberg, WY - Membership/NAEOP Board - Pres. Mary White Thompson, VA - Retirees
Marilyn James, TX - Past Presidents - Sec. Sandra McCauley, NY - Membership
Deb Ryan, NE - Membership - Treas. Charla Callahan, SD - Membership
Patricia Thompson, UT - Retirees Allie Faye Matthews, AZ - President NAEOP
Mimi Pike, KY - Membership Darlene Hovorka, WI - NAREOP President
Carol M. Spencer, MO - President Emeritus Elverda "Butch" Bender, IA - President Emeritus

2012-2013

Gayle Schnorenberg, WY - Membership/NAEOP Board - Pres. Mary White Thompson, VA - Retirees
Marilyn James, TX - Past Presidents - Sec. Sandra McCauley, NY - Membership
Ryan, NE - Membership - Treas. Charla Callahan, SD - Membership Deb
Patricia Thompson, UT - Retirees Lola Young, NE - President NAEOP
Mimi Pike, KY - Membership Karen Pulaski, KS- NAREOP President
Carol M. Spencer, MO - President Emeritus Elverda "Butch" Bender, IA - President Emeritus

2013-2014

Gayle Schnorenberg, WY – Membership - Pres. Darcy Blackstock, TX - Membership
Marilyn James, TX - Past Presidents - Sec. Jamicka Jones, WA - Membership
Sandra McCauley, NY - Retiree - Treas. Cathy Eberle, NY - President NAEOP
Patricia Thompson, UT - Retiree Pat Thompson - NAREOP President
MaryAnn Hollingsworth, TX - Membership Connie Bergeson, AR – NAEOP Liaison
Charla Callahan, SD - Membership Elverda "Butch" Bender, IA - President Emeritus
Carol M. Spencer, MO - President Emeritus

2014-2015

Gayle Schnorenberg, WY – Membership - Pres. Darcy Blackstock, TX - Membership
Marilyn James, TX - Past Presidents - Sec. Sherry Wilson, UT - Membership
Patricia Thompson, UT – Retiree - Treas. Betty Napolitano, CT - President NAEOP
MaryAnn Hollingsworth, TX - Membership Lois Santillanes, ID - NAREOP President
Charla Callahan, SD - Membership Connie Bergeson, AR – NAEOP Liaison
Sandra McCauley, NY - Retiree Elverda "Butch" Bender, IA - President Emeritus
Carol M. Spencer, MO - President Emeritus

2015-2016

Gayle Schnorenberg, WY - Membership - Pres.
Sherry Wilson, UT - Membership-Sec.
Darcy Blackstock, TX-Membership-Treas.
Callahan, SD - Membership
Hollingsworth, TX - Membership
Darlene Hovorka, WI- Retiree
McCauley, NY - Retiree

Gayna Warren, CO - Past President
Pat Stelmach, KY- President NAEOP
Becky Shipley, CA - NAREOP President Charla
Connie Bergeson, AR - NAEOP Liaison MaryAnn
Elverda “Butch” Bender, IA - President Emeritus
Carol M. Spencer, MO - President Emeritus Sandra

2016-2017

Gayle Schnorenberg, WY - Membership - President
Sherry Wilson, UT - Membership - Secretary
Darcy Blackstock, TX - Membership - Treasurer
Callahan, SD - Membership
Hollingsworth, TX - Membership
Darlene Hovorka, WI- Retiree
McCauley, NY - Retiree

Gayna Warren, CO - Past President
Wendy Heslink, NY- President NAEOP
Rebecca Crabtree, SC- NAREOP President Charla
Connie Bergeson, AR - NAEOP Liaison MaryAnn
Elverda “Butch” Bender, IA - President Emeritus
Carol M. Spencer, MO - President Emeritus Sandra

2017-2018

Gayle Schnorenberg, WY - Membership - President
Darcy Blackstock, TX - Membership - Vice President
Darlene Hovorka, WI - Retiree - Secretary
Sherry Wilson, UT - Membership - Treasurer
Charla Callahan, SD - Membership - Fundraising Chair
MaryAnn Hollingsworth, TX - Membership - Scholarship
Chair
Cathy McHenry, PA - Membership - Marketing Coordinator

TBD - Past President
Lisa Morehouse, NE - President NAEOP
Ellen Gamel, AK - NAREOP President
Jill Averyhart, SC - NAEOP Liaison
&Marketing
Carol M. Spencer, MO - President Emeritus

2018-2019

Gayle Schnorenberg, WY - Membership - President
Darcy Blackstock, TX - Membership - Vice President
Darlene Hovorka, WI - Retiree - Secretary
Sherry Wilson, UT - Membership - Treasurer
Charla Callahan, SD - Membership - Fundraising Chair
TBD - Membership - Scholarship Chair
Cathy McHenry, PA - Membership - Marketing Coordinator

Lisa Morehouse, NE - Past President
Susan Belliston, ID - President NAEOP
Connie Van Hoesen, NY - NAREOP President
Jill Averyhart, SC - NAEOP Liaison &
Marketing
Carol M. Spencer, MO - President Emeritus

2019-2020

Darcy Blackstock, TX - Membership - President
Charla Callahan, SD - Membership - Vice President
Darlene Hovorka, WI - Retiree - Secretary
Sherry Wilson, UT - Membership - Treasurer
Mary Meyers, UT - Membership - Scholarship Chair
Cathy McHenry, PA - Membership - Co-Scholarship Chair

Gayle Schnorenberg, WY – Membership – PR Chair
Lisa Morehouse, NE- Past President
Jill Averyhart, SC - President NAEOP
TBD - NAREOP President
Mary Guest, NE- NAEOP Liaison
Carol M. Spencer, MO - President Emeritus

PERSONNEL

Section 1. Executive Director

Section 2. Accounting Coordinator

Section 1. EXECUTIVE DIRECTOR

1. The Executive Director is responsible for the management of the National Office and implementation of the NAEOP Educational Foundation Board policies as they pertain to the office.
2. The Executive Director shall serve under the direction of the Board of Trustees of the NAEOP Educational Foundation through its authorized representative, the President.

DUTIES AND RESPONSIBILITIES:

1. Coordinate the operation and administration of the Foundation office.
2. Oversee the maintenance of all official Foundation documents and records.
3. Attend meetings of the Board of Trustees and the annual meeting of the Foundation.
4. Represent the Foundation at the direction of the President.
5. Perform other duties as assigned.

Section 2. ACCOUNTING COORDINATOR

The Executive Director and current Certified Public Accountant assume the duties of the Accounting Coordinator.

Employment Dates:

Name	Job Title	Start Date
Kay Blair	Executive Director	July 1, 1992
Marlene Marcotte	Accounting Coordinator	July 1, 1992
Ronica Ellis	Administrative Assistant	August 1, 1994
Charla Cross	Director	September 24, 1996
Marilyn Hisle	Director	September 1, 1998
Sharon D. Manner	Executive Director	April 1, 1996
Kimberly Fiebiger	Accounting Coordinator	April 20, 1998
Angela Meyer	Accounting Coordinator	August 20, 2002
Angela Meyer	Executive Director	May 6, 2008
Debbie Bucy	Accounting Coordinator	May 6, 2008
Jenny Jackson	Membership/Affiliate Coordinator	
Debbie Geib	Executive Director	April 10, 2014

MEMORANDUM OF AGREEMENT
FRIENDS OF THE FOUNDATION FUND

This fund was implemented in July 1993, at the NAEOP annual conference to increase the NAEOP Educational Foundation Funds available to fund various projects of the Foundation. This is an on-going unrestricted fund which may be invested to be expended by the Board of Trustees of the Foundation.

Although giving categories have been established to allow all NAEOP members the opportunity to participate in the Foundation, donations of any amount will be accepted as part of this fund-raising program.

FRIEND - \$10.00 annual contribution
CLOSE FRIEND - \$25.00 annual contribution
SPECIAL FRIEND - \$50.00 annual contribution
BEST FRIEND - \$100.00 annual contribution

Dated this the 15th day of July, 1994, in Atlanta, Georgia.

Carol Spencer, President

Patricia Huggins, Secretary

MEMORANDUM OF AGREEMENT

NAEOP EDUCATIONAL FUND

On June 3, 1985, the amount of \$20,000.00 was donated to establish the NAEOP Educational Foundation. These funds were donated to create an endowment fund. These funds are to be invested and managed by the Board of Directors of the Foundation.

Earnings from the NAEOP Educational Fund are to be distributed by the Board of Directors. Such earnings shall be used for educational programs or returned to the endowment to increase the basis of the Foundation.

Additional contributions to the endowment fund may be accepted by the Foundation.

Dated this the 15th date of July, 1994 in Atlanta, Georgia.

Carol Spencer, President

Patricia Huggins, Secretary

Educational Endowment – CD

June 3, 1985, the amount of \$20,000 was donated to the NAEOP Educational Foundation to establish the Foundation. The CD is permanently restricted.

MEMORANDUM OF AGREEMENT

LOIS E. LILLIE AND FRANCES “JACKIE” EVANS

RETIRED PROFESSIONALS FUND

The Lois E. Lillie and Frances “Jackie” Evans Retired Professionals Fund was donated to the Foundation. Although this fund is not an endowment fund, the donors – the NAEOP Retired Professionals – expressly give the Foundation the right to invest these funds. All interest earned of this account shall be returned to the fund.

The Foundation is authorized to pay expenses for the NAEOP Retired Professionals publication, THE BEAM, from this fund. Any other expenditure from this fund must be approved in writing by the President of the Retired Professionals.

The foundation is authorized to accept donations to this fund from the Retired Professionals or any other group of individuals wishing to make cash donations.

Dated this the 15th day of July, 1994.

Carol Spencer, President
NAEOP Educational Foundation

Fran Wolf, President
Retired Professionals of NAEOP

*These funds have been exhausted and are no longer a viable fund.

**LOIS E. LILLIE AND FRANCIS “JACKIE” EVANS RETIRED
PROFESSIONAL FUND-CD**

The Lois E. Lillie and Francis “Jackie” Evans Retired Professional Fund is a Certificate of Deposit that is the accumulative contributions from the above account.

MEMORANDUM OF AGREEMENT

LOUISE HENDERSON NELSON BUILDING FUND

The Louise Henderson Nelson Building Fund was begun in the NAEOP Educational Foundation in July 1986. In the will of the late President Emeritus, Louise Henderson Nelson, the sum of \$25,000.00 was bequeathed for this fund. (See agreement attached.)

At a time deemed appropriate by the Board of Directors of the NAEOP Educational Foundation shall establish an endowment account entitled the Louise Henderson Nelson Building Fund Endowment Account in the amount of \$25,000.00. Earnings from this endowment shall be placed in the Louise Henderson Nelson Building Fund Expenditure Account. Withdrawals from this account shall be used only for the maintenance, upkeep, furnishing, landscaping, and other expenses related to the building owned by the Foundation.

The Foundation is authorized to accept additional contributions to the endowment fund and/or the expenditure fund.

The Board of Directors of the Foundation are authorized to manage these funds and to transfer additional amounts from this expenditure fund to the endowment account as they deem advisable.

Date this the day of July, 1994 Atlanta, Georgia.

Carol Spencer, President

Patricia Huggins, Secretary

*On January 11, 2019, the Foundation Board voted to pay the Association's monthly lease in their new location up to \$25,000.

MEMORANDUM OF AGREEMENT

MARION T. WOOD MEMBER SCHOLARSHIP

The Marion T. Wood Member Scholarship Fund was established in the 1986-87 year. In her will, the late Marion T. Wood donated \$50,000.00 to the Foundation to establish and endowment fund for the scholarship bearing her name. These funds are to be placed in an endowment fund and invested by the Foundation. Income from the earnings of the endowment shall be placed in an expenditure account entitled the Marion T. Wood Member Scholarship Expenditure Fund. Earnings only are to be used to fund the scholarships given by the National Association of Educational Office Professionals.

The Foundation will accept additional donations to the endowment account or to the expenditure account.

The Foundation is authorized to manage all donations to this fund and may add to the endowment at any time funds are available to do so.

Withdrawals from the expenditure account are limited to scholarship stipends for award winners and any assessment made by the Foundation to all funds for management of said funds.

Dated this the 15th day of July, 1994.

Carol Spencer, President

Patricia Huggins, Secretary

Marion T. Wood Endowment – CD

In 1994, a bequest from Marion T. Wood for an endowment of \$50,000 was received. Through Board action in 1998, \$10,000 from the interest earned by this account was transferred to the CD which increased the endowment to \$60,000. Board action in 2005 increased the amount of the scholarship award to \$1,000. This CD is permanently restricted.

Mona Smith Member Dependent Scholarship

Mona Smith Member Dependent Scholarship fund was established in July 1994, to present an annual \$1,000 scholarship to an active, life, or retired member's dependent. In July 1998, the board voted 10 cents per member of the NAEOP assessment be designated to partially fund the scholarship. The scholarship is also funded through donations.

*On January 11, 2019, the Foundation Board voted to award four scholarships to expend the rest of the monies in this fund and to designate the 10 center per member of the assessment to the Friends of the Foundation fund.

Elverda J. “Butch” Bender Educational Reimbursement Incentive

The Educational Reimbursement Incentive created in July 2015 is for the purpose of awarding reimbursements for conference institute and briefing expenses. The name of the incentive was changed to the Elverda J. “Butch” Bender Educational Reimbursement Incentive in 2016 and awarded the first members reimbursement. The NAEOP Educational Foundation offers a reimbursement program to help members offset the cost of institutes and briefings held at the annual conference.

Disaster Relief Fund

The Disaster Relief Fund was established to provide financial assistance to victims of Hurricanes Katrina and Rita. It has been revised to provide financial assistance to victims of disasters, for the purpose of helping them rebuild their lives. Disasters are defined as, but not limited to, events which are natural acts of God (i.e. hurricane, tornado, fire, flood, and earthquake). Funds will be distributed to the individual. The fund is generated by contributions of the members, state and local associations, and staff. Contributions are tax deductible. Application requests may be submitted online (www.naeop.org) or by fax. Awards will typically range from \$50 to \$200 and will be determined at the discretion of the Foundation Board of Trustees and the NAEOP Board of Directors. Funds are provided solely through contributions.

*On January 11, 2019, the Foundation Board decided to eliminate this fund.

Paving the Way

“Pave the Way” brick paving project for Jackie Evans Memorial Garden. Bricks may be purchased for \$50 and engraved with the contributor’s name or used to honor an administrator, past presidents of affiliates, family members or in memory of a loved one.

*As of December 1, 2018, this project has ended.