

KAEOP

***Handbook for Officers and
Committee Coordinators***

***Revised
April 2010***

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PRESIDENT

The president shall serve one year in this capacity immediately followed by one year as immediate past president.

The president shall:

- A. Preside at all meetings of the Association and the Executive Board.
- B. Cooperate with the president-elect to plan the joint Board meeting, usually held the first part of June prior to the end of the fiscal year. The president sends notice of Board meetings to outgoing and incoming Board members, and affiliate presidents.
- C. Appoint chairs of special committees. In the event of a vacancy in the office of any member of the Executive Board other than the president or president-elect, the president shall appoint a successor to fill the office of the unexpired term. The appointment is to be approved by the majority of Executive Board members.
- D. Include the outgoing/incoming Board in the June meeting. The retiring president shall preside, call the meeting to order, conduct the necessary business and ask for an adjournment of the meeting. The newly elected president shall reconvene the meeting, conduct any new business, and adjourn the meeting.
- E. Call special meetings of the Executive Board and be an ex-officio member of all committees except the Elections Committee.
- F. Be the official delegate to the NAEOP Annual Meeting and Institute. The delegate will be a member of the Advisory Council during the annual meeting. If unable to attend the annual meeting, the president shall appoint a delegate to represent the Association. Meals and expenses not covered by registration for attending as national delegate may be reimbursed from the delegate expenditures to annual meeting.
- G. Appoint the fall workshop chair. The Association shall have two meetings a year, one in the fall and one in the spring. The vice-president shall serve as spring workshop chairperson. The Executive Board will approve the locations and dates of the workshops.
- H. Offer the services of the president, as well as all other Executive Board members, to any affiliated local association on request. Expenses for attending or helping affiliates are reimbursed from the field service budget.
- I. Call an Executive Board meeting as needed in January. Notification of all Board meetings should be mailed 6 weeks prior to the meeting. Request for reports are due back to president two weeks prior to the Board meeting. Also include the presidents of affiliated associations in the Board meeting notification.
- J. Work closely with the corresponding secretary by submitting an article (president's message) for each publication and other information that should reach attention of the membership.
- K. Present the president-elect with the gavel at the June Board meeting at the time of the transition in the meeting.
- L. The PSP chair will give the president class attendance cards to be signed.

PRESIDENT cont'd

- M. Be responsible for conducting all correspondence with local associations, the state association, and the national association as shall be deemed necessary to properly function as president. A record or copy of all correspondence sent or received is to be filed in the president's notebook. Reports from officers and committee chairs shall be retained in the president's notebook.
- N. Keep an accurate account of the president's expenditures. No officer should be expected to supplement the expenses of the office held. If functioning in this office is hampered by the lack of sufficient funds, it should be brought to the attention of the Budget Committee so the Executive Board may be aware of this deficiency and make any changes necessary. Postage, telephone calls, copying, etc. can be reimbursed from the president's expenses.
- O. Transfer all records at the close of current president's term to the incoming president prior to July 1.
- P. Present a written report of the activities of the president to the Executive Board at the combined meeting in June.
- Q. Keep the president-elect informed at all times and include the president-elect in organizational meetings for the fall and spring workshop.

PRESIDENT-ELECT

The president-elect shall serve one year in this capacity then advance to the office of president.

The president-elect shall:

- A. Assist the president in collecting all documents, reports, and transactions for the official president's notebook.
- B. Prepare a memory book for the president consisting of pictures, programs, and memorabilia for her year in office.
- C. Review the "Handbook for Officers and Committee Coordinators." If any changes are needed, update and have copies prepared for the executive board. Make sure that all executive board members have a handbook with their duties listed at the beginning of their term.
- D. Preside in the absence of the president.
- E. Perform any duties assigned by the president with the approval of the executive board.
- F. Assume the duties for the unexpired term if a vacancy occurs in the office of president.*
- G. Cooperate with the president to plan the joint Board meeting usually held the first part of June prior to the end of the fiscal year. These plans would include: securing a meeting place; notify incoming and outgoing Board members of date, time and place.
- H. Present for approval the incoming executive board chairs at the spring executive board meeting.
- I. Make arrangements with the governor's office for the signing of National Educational Bosses Week and Career Awareness Week proclamations. Bosses Week starts on the third week of May and Career Awareness Week starts on the second week of October. The request for Career Awareness Week should be done in late September. The request for National Educational Bosses Week should be done in February or the first of March.
- J. Spring workshop chair needs to be advised by January 1 of president-elect's theme for the year.
 1. Spring workshop banquet will be the president-elect's theme.
 2. Front page of KALEIDOSCOPE is to be ready by June Board meeting.
 3. Have available the past president's gavel guard and present to the outgoing president at the spring workshop banquet. The President's pin will be charged to miscellaneous expense.
- K. Be an alternate delegate to NAEOP annual meeting and conference.
- L. The president-elect, with the help of the workshop chairperson and workshop coordinator, shall prepare the course of study for both the fall and spring workshops. This committee will be responsible for contacting appropriate sources to secure courses and instructors. They are also responsible for securing signed contracts, equipment needs, and other necessary information from instructors as well as being responsible for obtaining their expense vouchers and getting them reimbursed by the workshop chairperson.

PRESIDENT-ELECT cont'd

- M. All communications should include the workshop chairperson, the workshop coordinator, and the KAEOP president. Even though it may not be necessary for the PSP chairperson to attend workshop planning meetings, she should be kept informed of all courses, in-services, etc., as well as names of instructors.
- N. The president-elect is responsible for submitting a written report at each board and general business meeting.

Guidelines

APRIL

Contact sources/individuals regarding in-service for the fall workshop. Find out from the workshop chairperson what the deadlines are for getting course descriptions to her for inclusion in the brochure and contact instructors to obtain this information. Submit an NAEOP approval form for in-service classes, instructors' names, and course descriptions to KAEOP PSP chairperson which she will send to the NAEOP office for approval. The president-elect should receive a signed copy for her files.

As soon as the instructors' names and courses are approved, write to each individual with all details of our requirements, including dates, time and place they are to be.

AUGUST

Correspond again with instructors and include two copies of completed contract and an equipment needs form for them to complete and return. It helps to establish a deadline for them to respond and to include a stamped, self-addressed envelope for their response. Two weeks from the date of your letter should give them adequate time to respond. Be sure to state clearly that they are to sign and return both copies of the contract; however, they may make a copy to keep for their records. They will receive a copy at the workshop which will reflect both theirs and the president's signature. The president does not sign prior to their signing. Ask for bio or vita for introduction.

Ask registrar for a set of class lists after registration is completed. This list is used for the class roster. Route the list through the class after both morning and afternoon breaks. Give the list to the PSP chairperson to make out cards at the end of class.

AT THE WORKSHOP

Meet and greet all instructors, making sure they have any further information or instruction (i.e. location of their classrooms, time of break, etc.). Also, work with the workshop coordinator in checking that all equipment needs are met. Have vouchers prepared for the instructors to complete and sign. This will enable you to furnish the workshop chairperson the appropriate information to write a check and get them paid just prior to the ending of their classes.

NOVEMBER

Start the process all over for the spring workshop as was done in April for the fall workshop.

JANUARY

Send correspondence to instructors for the spring workshop as was done in August for the fall workshop.

*In the event of a vacancy in the office of president for a half year, the president-elect shall serve, but it will not be charged against the term of president that the president-elect will fill. In the event of vacancy in the office of president-elect, the current Elections Committee shall immediately nominate two candidates for the office of president-elect. Ballots bearing the names of the two candidates shall be mailed to each member of the association. Ballots are to be returned as directed by the Elections Committee

VICE-PRESIDENT

The vice-president shall be the presiding officer in the absence of the president and president-elect, serving as chairperson of the Elections Committee and as spring workshop chairperson.

Elections Committee guidelines:

The term of office for the president and president-elect is for one year. Other officers and member-at-large shall be elected for a term of two years. No member shall hold more than one office at a time. These officers shall be installed at the spring workshop meeting and take office on July 1.

The president-elect shall be elected annually for a term of one year and shall succeed to the presidency at the end of this year.

The vice president, recording secretary, treasurer, workshop coordinator and member-at-large shall be elected to begin their term in the odd numbered years (i.e. 2005-06). The corresponding secretary shall be elected to begin her term in the even numbered years (i.e. 2006-07).

The chair of each committee shall be responsible for securing their committee members. Each committee shall consist of no less than three members and no more than five members. Exceptions may be made depending on the function of said committee. A majority of the members of any committee shall constitute a quorum for the transaction of business for the committee.

The president shall be an ex-officio member of all committees except the Elections Committee and shall be notified of all meetings of committees.

The Elections Committee shall secure eligible candidates. No one shall be nominated without his/her consent. The ballot shall consist of at least two names for each office when feasible. The Elections Committee can contact the membership chairperson for names of members who are interested in holding an office to fill the ballot.

Elections shall be by printed ballot and/or e-mail. The printed ballot to be included in the January issue of KALEIDOSCOPE sent to each active member prior to the spring workshop. Completed ballots shall be returned as directed by the Elections Committee. A plurality of votes shall elect.

Election of Officers:

- A. Contact members to serve on the committee by September 1.
- B. Check KAEOP constitution for slate of officers. After meeting with the president-elect and your committee, contact possible candidates. A copy of the duties of the office should be given to possible candidates for their inspection. Do not place anyone's name on the ballot without their consent. The ballot should consist of at least two names for each office when feasible.
- C. Develop a ballot with a deadline for return of the ballot to the chairperson. Send to the candidates a personal information sheet. Have the information sheets returned to the chairperson.
- D. Send the ballot form and candidate information to the corresponding secretary before the deadline for the January issue of the KALEIDOSCOPE (usually January 1).

VICE-PRESIDENT cont'd

- E. After the tally has been completed, immediately notify the president and the president-elect by telephone or e-mail. Superintendents of the respective districts of the elected candidates will be notified by letter. Send letter of congratulations to the newly elected officers immediately and a letter thanking the remainder of the candidates for permitting their names to be placed on the ballot. Send information to the corresponding secretary to be published in the KALEIDOSCOPE.
- F. At the June Board meeting, give copies of all correspondence processed to the next chair of the Elections Committee.
- G. The chairperson is responsible for submitting a written report at each executive board and general business meeting.

RECORDING SECRETARY

The recording secretary shall be elected on odd numbered years (i.e. 2005-06) for a two-year term.

The recording secretary is charged with the responsibility of recording the minutes of the KAEOP Executive Board meetings and general business meetings.

The president appoints a Minutes Certification Chairperson for each Executive Board meeting and each general business meeting. After the Board or general meeting, the recording secretary will send the prepared minutes from the meetings to the Minutes Certification Chairperson as well as to the president for corrections, additions, etc. The minutes will be returned to the recording secretary with the recommended corrections and/or additions at which time these corrections may be made.

The recording secretary will keep, in chronological order, copies of minutes of all meetings, copies of the agenda, brochures, committee reports, and workshop information.

The recording secretary will record in the minutes, the actual motion made, and motion maker and second. The motion cards will be given to the president in order to keep the motion record book up-to-date.

The recording secretary will act as the association parliamentarian.

Parliamentary Duties

The principal duty of the parliamentarian is to advise the president. To perform this function, the parliamentarian shall:

- A. See that Robert's Rules of Order, Newly Revised is the parliamentary procedure used in the conduct of all meetings of the association.
- B. Promote use of good parliamentary procedure.
- C. Bring the following items to each meeting of the association:
 1. A publication of Robert's Rules of Order, Newly Revised.
 2. A copy of the association's governing documents, i.e. Constitution, By-Laws and Standing Rules.
- D. Certify quorum for the meeting.
- E. Issue motion cards, double check before giving the card to the president who marks the motion passed or failed and gives the card to the secretary.

CORRESPONDING SECRETARY

The corresponding secretary shall be elected in even numbered years (i.e. 2006-2007) for a two-year term.

The corresponding secretary is to publish no more than four issues of the official newsletter of the association each year depending on the operating budget. Each issue of the newsletter should be mailed or e-mailed to all current KAEOP members. The corresponding secretary is responsible for all correspondence pertaining to the newsletter.

The official newsletter for KAEOP (KALEIDOSCOPE) should be informative, relative to our jobs as educational office personnel, professional, and of interest to the members.

KALEIDOSCOPE procedure:

PRINTING

- A. Secure a reliable printer.
- B. Front Cover – The president is responsible for the design.
- C. Back Cover – Must have mailing information printed on the back cover; i.e. first class, return postage, address correction requested, return address.
- D. Use 20# paper. Check weight of sample copy with the post office to make sure it doesn't weigh over 2 ounces to avoid extra postage.

COPY

- A. Layout – Use guidelines from NAEOP.
- B. To save on printing cost, have KALEIDOSCOPE typed and positioned as it is to be printed (camera ready).
- C. Pictures should include captions.
- D. Make two rough draft copies for proofreading. Send one copy to the president for proofreading and approval.

DEADLINES

- A. Suggested deadlines: 1st issue – August 15; 2nd issue – November 5; 3rd issue (ballot included) – January 15; 4th issue – April 15.
- B. The first and second issues are to be mailed and/or e-mailed to preceding year and current year members.
- C. The third and fourth issues are to be mailed and/or e-mailed to current year members only.
- D. Schedule the following deadlines: ready for printer in one week; back from printer in one week to ten days; ready to mail in two days.

CORRESPONDING SECRETARY cont'd

SECURING "NEWS"

- A. Calendar of events, state and national, to appear on first page as per NAEOP suggestion.
- B. The president submits a letter for each issue to be placed on second or third page as per NAEOP suggestion.
- C. A reminder letter is to be sent to all officers, chairpersons, and local presidents for "NEWS" from their level.
- D. Use articles and information from the National Educational Secretary publication, Affiliates in Action, etc. (Make sure credit is given to author or publication for copied materials because of copyright regulations. Do not use cartoons because of copyright regulations.)
- E. Use own ideas for special features if there is room.
- F. Edit articles received – may need to delete or change.
- G. Include ballot information in the January issue.

COST

- A. One week prior to mailing, contact the treasurer for money for postage, telephone calls, address corrections, etc.
- B. Mail printer billing to treasurer immediately for payment.
- C. Keep financial report up-to-date to submit to Executive Board:
 - 1. Printing costs
 - 2. Postage – KALEIDOSCOPE mailing and correspondence
 - 3. Postage – address corrections
 - 4. Telephone calls
 - 5. Other expenses.

MAILING

- A. Order address labels from the membership chair (one week before mailing deadline).
- B. Send ten copies to state president, file one copy of each issue in notebook, and send one copy to NAEOP Central Area Director and presidents or newsletter editors of other states in Central Area (Illinois, Indiana, Iowa, Missouri and Nebraska). Keep a few extra copies on hand to share at executive board and general business meetings.
- C. E-mail a copy to the website chairperson.

REPORTS

- A. Submit a written report at each executive board and general business meeting to include:
 - 1. Financial report
 - 2. Mailing report.

TREASURER

The treasurer shall be elected in odd numbered years (i.e. 2005-06) for a two-year term.

The treasurer shall:

- A. Receive all monies and issue receipts.
- B. Receive and deposit all funds in connection with the association, as the Executive Board shall direct.
- C. Disburse payments.
- D. Present a report (financial statement) at each executive board and general business meeting of the association.
- E. Serve as chairperson of the Budget Committee.
- F. Keep a budget accounting by time line and present this report at the end of the fiscal year or at any time during the year as may be requested by the Executive Board.

The accounts of the treasurer shall be open to the Auditing Committee at the close of each fiscal year or as requested by the Executive Board. Send the treasurer's books to the Auditing Committee by July 1. The chairperson of the Auditing Committee is to be the member-at-large.

An account in the name of the Kansas Association of Educational Office Professionals shall be established in a local bank, where the treasurer resides. In addition to the signature of the treasurer, the president's signature should also be authorized to access the account.

BUDGET COMMITTEE

This committee's duties shall be to submit a suggested budget for the ensuing year for discussion at the January Executive Board meeting, which would then be submitted to the association for approval at the spring workshop. This budget shall have proposed income as well as proposed expenditures.

The chairperson of each committee shall be responsible for securing their committee members. Each committee shall consist of no less than three members and no more than five members. Exceptions may be made depending on the function of said committee. A majority of the members of any committee shall constitute a quorum for the transaction of business for the committee.

The president shall be an ex-officio member of all committees except the Elections Committee and shall be notified of all meetings of committees.

MEMBER-AT-LARGE

The member-at-large shall be elected in odd numbered years (i.e. 2005-06) for a two year term.

The member-at-large shall serve as chairperson of the Auditing Committee. The member-at-large shall also serve as the chairperson of the Ways & Means Committee.

The chairperson is responsible for submitting a written report at each executive board and general business meeting.

AUDITING COMMITTEE

The chairperson is to be the member-at-large. This committee shall consist of the member-at-large, the president, and at least one other KAEOP member selected by the member-at-large. This committee shall audit the financial reports of the treasurer at the close of each fiscal year or at the request of the Executive Board and shall report the findings to the Executive Board. The reports will be received from the treasurer around July 1 and should be returned to the treasurer by August 1.

WAYS AND MEANS COMMITTEE

The chairperson is to be the member-at-large. This committee shall consider and propose means for raising funds for the association.

Each of these committees shall consist of no less than three members and no more than five members; exceptions may be made depending on the function of said committee. A majority of the members of any committee shall constitute a quorum for the transaction of business for the committee.

The president shall be an ex-officio member of all committees except the Elections Committee and shall be notified of all meetings of committees.

WORKSHOP COORDINATOR

The workshop coordinator shall be elected in odd numbered years (i.e. 2001-02) for a two-year term.

The workshop coordinator will work closely with the president, president-elect, professional standards program, and local workshop chairperson. The workshop coordinator will be responsible for association workshops.

The chairperson is responsible for submitting a written report at each executive board and general business meeting.

PURPOSE:

To serve the membership and affiliates by seeking locations for meetings in areas where KAEOP members will benefit and to promote membership in KAEOP.

FUNCTION:

Act as liaison between the KAEOP Executive Board and the chairperson who is planning a KAEOP sponsored meeting. Follow the general directions of the executive board and be responsible for the mechanics necessary to arrange state meetings.

STRUCTURE:

The workshop coordinator shall see that all meetings conform to KAEOP standards.

The chairperson for the fall workshop shall be appointed by the president-elect. The chairperson for the spring workshop shall be the vice-president according to Article II, Section 4 of the By-Laws.

DUTIES AND RESPONSIBILITIES:

To establish, evaluate, and maintain board approved guidelines for chairpersons who are responsible for planning KAEOP meetings, assist the local chairperson with the overall planning and be responsible for seeing that all meetings are planned according to KAEOP guidelines. Secure locations and dates available at least one and preferably two years in advance for executive board approval

IMMEDIATE PAST PRESIDENT

Past Presidents

The Immediate Past President shall serve as President of the KAEOP Past Presidents, who meet twice a year at the fall and spring workshops of KAEOP. Time and location of these meetings shall be determined by the Immediate Past President, who will notify members of the KAEOP Past Presidents association of meeting details. She shall conduct business at these meetings and be responsible for the treasury of the organization.

Legislation

The immediate past president shall revise and keep up-to-date the KAEOP Constitution, By-Laws, and Standing Rules.

PAST PRESIDENTS

YEAR	NAME	ADDRESS	CITY/STATE/ZIP
1950	Mary Ritter (Pro Tem)		Topeka, KS
1950-51	Vesta White	1308 New Hampshire	Lawrence, KS 66044
1951-52	Louise Hamilton	1901 N Edgemoor	Wichita, KS 67206
1952-53	Margaret Gatchett		Topeka, KS
1953-54	Georgia Lee Rockwell (deceased)		Independence, KS
1954-55	Bessie Watson	Box 114	Belleville, KS 66935
1955-56	Helen Durham	Box 561	Ulysses, KS 67880
1956-57	Doris Standefur Paulson	913 S Madison	Junction City, KS 66441
1957-58	Margaret Waldrop	1005 Spruceway	Abilene, KS 67410
1958-59	Wilmajean Coate	481 W Prentice #106	Littleton, CO 80120
1959-60	Lea Craven (deceased)		Neodesha, KS
1960-61	Mona Smith (deceased)		Wichita, KS
1961-62	Rose M. Carle		Topeka, KS
1962-63	Catherine M. Worley (deceased)		Pauline, KS
1963-65	Reita Richel	1224 Market	Emporia, KS 66801
1965-67	Margaret Van Horn (deceased)		Topeka, KS
1967-68	Dorothy Dick		Buhler, KS 67522
1968-69	Ruth Loudenslager	149 S Ridge Rd	Wichita, KS 67212
1969-70	Evelyn Crum	7911 Colonial Dr	Overland Park, KS 66204

1970-71	Juanita Murphy	4103 N Monroe	Hutchinson, KS 67502
1971-72	Frances Miller	1201 NW River Blvd Apt 105	Wichita, KS 67203
1972-73	Gertrude Fleckenstein	2902 Oak	Hays, KS 67601
1973-74	Noreen Hein	Box 163	Cimarron, KS 67835
1974-75	Arlee Roberts	108 Yorkshire Dr	Lawrence, KS 66044
1975-76	Bertha Hassler	901 E 35th Ter	Topeka, KS 66604
1976-77	Melba Cook	114 E South	Wellington, KS 67152
1977-78	Caroline Johnson	1602 N Athenian	Wichita, KS 67203
1978-79	Muriel Wolfersperger	208 Maple Street	Peabody, KS 66866
1979-80	Earlene Hague	RR 2	Marion, KS 66861
1980-81	Sue Anderson Kill	899 State Hwy 99	Sedan, KS 67361
1981-82	Shirley Holt	5225 W 27th Ter	Topeka, KS 66614
1982-83	Judy Morrison	RR 2	Spring Hill, KS 66081
1983-84	Betty Knapp	2449 Salina	Wichita, KS 67204
1984-85	Karen McAdow Pulaski	8433 S. Spencer	Sedgwick, KS 67135
1985-86	Marvis Gaddie	Box 385	Howard, KS 67349
1986-87	Myrna Morrison	20280 S Renner Rd	Spring Hill, KS 66081
1987-88	Lois Jordan	1939 Denker	Wichita, KS 67216
1988-89	Susan Schneweis	1640 Valleyview Ct	Wichita, KS 67212
1989-90	Martha Mettscher	2421 19th	Great Bend, KS 67530
1990-91	Shanna Soukup	1116 E 20th	Hutchinson, KS 67502

1991-92	Lola Farmer (deceased)		Wichita, KS
1992-93	Theresa Cote	4584 Clark Rd	Meriden, KS 66512
1993-94	Judy Shepard	907 E 3rd	Kinsley, KS 67547
1994-95	Carol Sheppard	16681 66 Street	Oskaloosa, KS 66066
1995-96	Louise Baker	PO Box 202	Bazine, KS 67516
1996-97	June Seavey	18085 W 182nd	St Olathe, KS 66062
1997-98	Mildred Burroughs	206 W 7th	St Ellinwood, KS 67526
1998-99	Bonnie Smith	812 Eastridge	Goodland, KS 67735
1999-00	Sandy Studebaker	101 Clements Dr.	Holton, KS 66536
2000-01	Charlotte Zeller	9121 SW Morrill Rd.	Wakarusa, KS 66546
2001-02	Barbara Clay	633 N. Oak	Iola, KS 66749
2002-03	Debbie Opheim	174 Peachwood Dr.	Haysville, KS 67060
2003-04	Linda Cowan	Rt. 1 Box 179	Caney, KS 67333
2004-05	Peggy Hilliard	110 South B St.	Herington, KS 67449
2005-06	Julia Thompson	502 Navajo	Hiawatha, KS 66434
2006-07	Julia Thompson	502 Navajo	Hiawatha, KS 66434
2007-08	Amanda Noll	12543 US Hwy 116	Cummings, KS 66016
2008-09	Kathy Ubert	1913 Holmes Rd	Hays, KS 66071
2009-10	Judy O'Malley	25820 W. 253 rd St	Paola, KS 66071

NAEOP LIAISON

The NAEOP Liaison shall be appointed by the president.

The NAEOP Liaison shall be the liaison member between NAEOP and the state association.

The liaison must be a member of NAEOP. The liaison should attend all meetings and be responsible for potential members for both KAEOP and NAEOP.

Liaison Duties

- A. Keep an up-to-date list of paid national members which is obtained through the national office. Four weeks before the workshop, the liaison needs to write for an updated list of Kansas NAEOP membership from NAEOP, Box 12619, Wichita, KS 67277-2619.
- B. Be ready to help organize local organizations. Work closely with the president and membership chairperson.
- C. Work closely with the NAEOP Central Area Director at workshops in promoting NAEOP and its activities.
- D. Promote the association through publicity among members, administrators, co-workers, and the community.
- E. Reaffirm members of the advantages of belonging to a professional association.
- F. Communicate aims, policies, and programs of the association.
- G. Promote NAEOP activities:
 - National Educational Office Career Awareness Week (second week of October)
 - National Educational Bosses Week (third week of May)
- H. Display NAEOP publications for membership perusal at fall and spring workshops.
- I. The liaison is responsible for submitting a written report at each executive board and general business meeting.

The NAEOP Liaison shall:

AUGUST

- A. Revise the Administrator of the Year and Office Professional of the Year applications if needed.
- B. Send application forms to the affiliations chairperson to be included in the packets that are sent to each affiliating association.

OCTOBER

- A. By October 15, send a reminder letter to KAEOP affiliates. The return of the application should be postmarked no later than January 15.
- B. Prepare an article for the November newsletter stating information on how to make application, etc.

NAEOP LIAISON cont'd

- C. Have application forms available at the fall workshop.
- D. Appoint a committee of six KAEOP members, one from each area of Kansas; the liaison serves from the area in which they reside. Each committee member selects an administrator to also serve as a judge.

JANUARY

- A. Applications are to be postmarked by January 15.
- B. Mail and/or e-mail applications and evaluation forms to committee members.
- C. Send letters to winners and other applicants with a copy to the sponsoring association president.
- D. Send thank you notes to the committee members.
- E. Before MARCH 15 deadline, send applications for National Educational Administrator of the Year and National Educational Office Professional of the Year to NAEOP Awards Committee chair.

APRIL

- A. Present plaques to the Administrator of the Year and Office Professional of the Year at the installation banquet.
- B. Send news release to recipient's local newspaper.

The chairperson of each committee shall be responsible for securing their committee members. A majority of the members of any committee shall constitute a quorum for the transaction of business for the committee.

The president shall be an ex-officio member of all committees except the Elections Committee and shall be notified of all meetings of the committees.

AFFILIATIONS COORDINATOR

The affiliations coordinator shall be appointed by the president.

The affiliations coordinator shall:

- A. Contact board members by August 1 for updated information to be included in the affiliations packet.
- B. Mail the affiliations packet to the president of each organized educational office professional association by August 30 of each year inviting them to affiliate with the Kansas Association of Educational Office Professionals. Packets should include the Guidelines and benefits for affiliating with KAEOP.
- C. Include in the letter to the president that the affiliation form is to be completed regardless of whether they affiliate or not.
- D. Upon return of the form and fee (\$10.00) by the affiliating association:
 1. Check with membership chairperson to see if the association meets the requirements to affiliate with KAEOP. If not, contact them and inform them of the requirements. If requirements are met, send the check to the treasurer.
 2. Fill out the affiliation certificate, sign, and have the president of KAEOP sign it.
- E. Present certificates to the affiliated associations during the business meeting at the fall or spring workshops.
- F. Send a follow-up letter and another affiliation form if local associations do not respond to the first mailing. Do this before each workshop.
- G. Compile a list of associations affiliating and print copies for each Executive Board meeting, fall and spring workshops. Also, send a current list to the president, NAEOP Liaison, scholarship chairperson, and KAEOP membership chairperson.
- H. Make a report at executive board meetings and during the business meetings at the fall and spring workshops.
- I. The presidents of local affiliated associations shall be recognized at the Friday luncheon during the spring conference.

Affiliations Guidelines

- A. Local associations wishing to affiliate with the Kansas Association of Educational Office Professionals may do so if at least one member of the local association is a current member of KAEOP.
- B. Local associations shall pay an affiliation fee to KAEOP of \$10.00.

Benefits

- A. Affiliated associations are urged to request assistance when and if needed for workshops, in-service programs, installations, etc. from the KAEOP Executive Board.
- B. Presidents of affiliated associations are invited to attend Executive Board meetings of KAEOP.

AFFILIATIONS COORDINATOR cont'd

- C. KAEOP shall present affiliation certificates to the presidents (or representative) of affiliating local associations during the general business session at the fall or spring workshops.
- D. Presidents of affiliated associations shall be recognized at the Friday luncheon during the spring workshop.
- E. Each affiliated association may nominate one candidate for the State Educational Office Professional of the Year in accordance with the KAEOP Educational Office Professional of the Year guidelines.
- F. Each affiliated association may nominate one candidate for the State Educational Administrator of the Year in accordance with the KAEOP Educational Administrator of the Year guidelines.
- G. Each affiliated association may nominate one candidate for the KAEOP Scholarship Program in accordance with the KAEOP Scholarship guidelines.

MEMBERSHIP COORDINATOR

The membership coordinator is appointed by the president.

The membership coordinator is responsible for promoting membership and keeping accurate records of paid members.

The membership coordinator shall:

- A. Receive and handle membership dues.
 - 1. Retain and keep permanent, electronic record of KAEOP membership. Check for change of address, zip, and USD.
 - 2. Be responsible for the printing and mailing of membership cards to KAEOP members. Correspondence should be in KAEOP envelopes.
 - 3. Keep a record of monies received (check or cash), date paid, and date forwarded to treasurer. You should send money every two weeks when you are receiving the bulk of membership. Don't let checks pile up. The treasurer should send a receipt for your files.
- B. Have membership forms available at the fall and spring workshops whereby educational office employees may obtain membership in KAEOP.
- C. Work with the registrar of the workshops to receive membership dues which are paid by those registering for those meetings.
 - A. Provide a most recent membership list to workshop chairperson so if someone is not a member, they should pay membership fee or the non-member fee to workshop.
 - B. Check the registration list to make sure each person is a member. If not, contact them at the meeting and see if the non-member registration fee can be applied to membership.
- D. Maintain the membership award program.

REPORTS

- A. Prepare written reports for all executive board meetings and written reports and membership rosters for fall and spring workshops.
- B. Prepare a list of persons wanting to be a coordinator or officer. The vice-president will want this list before the nominating committee meets during fall workshop.

VERY IMPORTANT

Fall and spring workshop registrars should send you membership information and money each week. This keeps all records up-to-date. If someone sends in money for non-membership registration, be sure to get the name and then contact them to see if you can apply registration toward membership.

MEMBERSHIP COORDINATOR cont'd

MEMBERSHIP AWARDS

Dedicated Members:

To honor our dedicated and long term members, award a certificate to individual members who have been a member for 10 consecutive years or more, in five year intervals, at the spring workshop business meeting.

Membership Materials to Keep:

- A. Permanent file cards for each member indefinitely.
- B. Reports and year lists of membership.
- C. Application forms (sent by applicants) for one year.
- D. Money received ledger sheets must be kept for three years.
- E. Receipts from treasurer must be kept for one year.

Expenses:

- A. Printing of membership cards will be paid from printing budget of KAEOP.
- B. Membership certificates are to be paid for from membership budget.
- C. Other expenses incurred for supplies, postage, envelopes, or such, should be presented to the treasurer on expense voucher along with invoices or tickets and will be charged to the membership budget.

Membership Coordinator Calendar

JUNE

- A. At the new and old executive board meeting held in June you will receive the materials from the past membership coordinator.
- B. You must have a KALEIDOSCOPE page ready for August issue. The corresponding secretary will let you know of the later deadlines should you want to submit an article. The page should reflect the new president's theme and new coordinator's name and address.

JULY

- A. Send the membership renewal as near to July 1 as possible. Send to all former members.
- B. Include a membership form in the fall and spring workshop registration information.

OCTOBER-Workshop

- A. Send membership list for the workshop packets to the chairperson prior to workshop.
- B. Send a report on the numbers of members to the workshop coordinator prior to workshop.
- C. Send workshop chairperson a list of new members prior to workshop.

MEMBERSHIP COORDINATOR cont'd

- D. Send nominating committee a list of persons who want to be a coordinator or officer of KAEOP prior to workshop.
- E. Recognize the new members at the business meeting by having them stand.
- F. Conduct a meeting along with the PSP coordinator for the new and interested members at workshop.
- G. Work with the registrar of the workshop to make sure each person registered is a member of KAEOP. If not a member, the registrar needs to contact that person for membership.

NOVEMBER

- A. Submit information for KALEIDOSCOPE by deadline.

JANUARY

- A. Submit KALEIDOSCOPE page by deadline.
- B. Prepare membership report for the executive board meeting with the numbers of each category of members.

APRIL – Workshop

- A. Send membership list for the workshop packets to the workshop chairperson prior to workshop.
- B. Send a report on the number of members to the workshop coordinator prior to workshop.
- C. Send workshop chairperson a list of new members prior to the workshop.
- D. Conduct a meeting along with the PSP coordinator for the new and interested members at workshop.
- E. Recognize the new members at the business meeting by having them stand.
- F. Work with the registrar of workshop to make sure each person registered is a member of KAEOP. If not a member, the registrar needs to contact that person for membership.

Certificates

Prepare the certificates of membership awards for the business meeting and present them. Awards to be given starting at ten years, then in increments of five years thereafter.

APRIL

- A. Submit KALEIDOSCOPE page by deadline.
- B. Send membership list with all the data and copy of application to the new coordinator of membership so that the information can be compiled on the new coordinator's computer.

MEMBERSHIP COORDINATOR cont'd

JUNE

- A. Give all files and records to the new coordinator at executive board meeting.
- B. Review procedures with the new coordinator.

PROFESSIONAL STANDARDS PROGRAM COORDINATOR

The coordinator shall be appointed by the president.

Professional standards program coordinator shall:

- A. Keep the individual cards up-to-date, name, town, class name, hours of attendance, kind of certificate and year awarded.
- B. Prepare alphabetical lists of participants showing number of hours completed in each class offered following completion of workshops.
- C. Keep a cumulative record of all certificates awarded to members; this list is to include name, town, kind of certificate and year awarded.
- D. Have brochures and applications available to members upon request.
- E. Attend local association meetings as requested.
- F. Submit the educational areas and in-service requests on Forms V and VII to the national registrar of NAEOP for approval prior to workshops. Send copies of Forms V and VII to the president after approval has been granted by the NAEOP registrar.
- G. Ask workshop registrar for a set of class lists after registration is completed. This is imperative for signing in during the classes to verify attendance and to assist you in preparing class cards ahead of time.
- H. Be responsible for securing KAEOP members to assist at the spring and fall workshops.
- I. Submit a written report at all KAEOP executive board and general business meetings.
- J. Give attendance cards to the president at June meeting for her signature. These need to be returned to the PSP coordinator to obtain the class instructor's signature. These cards are to be distributed to workshop participants following the completion of class.
- K. Work in conjunction with the membership coordinator at the new member and PSP meeting at the workshops to promote PSP program and KAEOP membership.

RETIRED MEMBERSHIP COORDINATOR

The retired membership coordinator shall be appointed by the president.

The purpose of the retired membership coordinator shall be to work for the mutual interest of retired members and the association, and to encourage attendance and participation of retirees at meetings.

Members retiring during the year will be recognized at the spring workshop Friday business meeting and be presented a certificate. All retiring KAEOP members who respond to the coordinator's invitation will be honored at this conference.

The coordinator shall plan a special activity for retired members at the fall and spring workshops, perhaps have a tour once and class once during a given year.

The coordinator is responsible for submitting a written report at each executive board and general business meeting.

SCHOLARSHIP COORDINATOR

The scholarship coordinator is appointed by the president.

Selection of committee members shall be from the six areas of Kansas, when possible. The coordinator serves from the area in which they reside.

Articles regarding application forms, deadline dates, and other pertinent information regarding the scholarship program shall be published in the KALEIDOSCOPE.

The scholarships shall be known as:

- A. Margaret Van Horn Scholarship – This is at the state level and is for high school students interested in a career of business.
- B. Lola Mae Farmer Member Dependent Scholarship – This is at the state level and is for the purpose of attracting students into any field of education. It is an undergraduate program scholarship available for dependents of active, life, or retired members of KAEOP.

The coordinator is responsible for submitting a written report at the executive board and general business meetings.

The coordinator of each committee shall be responsible for securing their committee members. The president shall be an ex-officio member of all committees and should be notified of all meetings of committees. Send copies of all correspondence to the president. A majority of the members of any committee shall constitute a quorum for the transaction of business of the committee.

Scholarship Calendar

JUNE

- A. Executive Board meeting – Report to executive board about March scholarship recipients:
 - 1. Where enrolled
 - 2. Money sent after verification of attendance
 - 3. Meet with the new coordinator and give information packet which includes information about scholarship coordinator duties.

AUGUST

- A. Revise scholarship form, if needed.
- B. Send scholarship forms to the affiliation coordinator to be included in the packets that are sent to each affiliating association.

SCHOLARSHIP COORDINATOR cont'd

OCTOBER

- A. Prepare article for November newsletter stating information on how to make application, etc.
- B. Report at fall workshop
 - 1. Follow-up report on March recipients
 - 2. Number of scholarship forms mailed, etc.
- C. Have scholarship forms available at fall workshop.
- D. Select committee members (one from each area, a total of six including coordinator). There is a map dividing the state into districts. (Could make initial contact at fall workshop.)
- E. Send list of committee members to KAEOP president.

JANUARY

- A. Scholarship applications need to be postmarked by January 15.
- B. Mail folders to the area committee members containing:
 - 1. Copies of each application for evaluation
 - 2. Scholarship evaluation form
 - 3. Cumulative total form to determine recipient
- C. Send letters to winners and other applicants with a copy to the sponsoring secretaries informing them who the winners are, number of participants, etc.
- D. Thank you notes to committee members. Also, inform them if scholarships were accepted.
- E. BEFORE MARCH 15 DEADLINE, enter recipients in National Scholarship (Marion T. Wood Student Scholarship) competition. KAEOP will sponsor one recipient and the local sponsoring association may sponsor the other to the national competition.

APRIL

- A. Present the certificate to the sponsoring KAEOP member or local association at the business meeting during the scholarship report in the spring. The KAEOP member may present the scholarship certificate to the recipient at that student's school awards and scholarship assembly or the recipient may be invited to be recognized at the spring conference. The KAEOP member is to make the arrangements with the school for this presentation or with the workshop coordinator and president for the presentation at the spring conference.
- B. Send news release to recipient's local newspaper. Include a glossy photo you have obtained from recipient.

JUNE

- A. Contact the school the recipient has selected. Have them verify in writing that the student has enrolled. When verification is received, contact KAEOP treasurer to send money to the recipient.

MARGARET VAN HORN SCHOLARSHIP

This scholarship was established in 1974-75 in memory of Margaret Van Horn, the 1966-67 KAEOP President, and honors all deceased members of the Kansas Association of Educational Office Professionals.

Purpose of Scholarship

This scholarship program is open to business education students who wish to continue their education and pursue an office related career, preferably in the educational field.

Type of Scholarship

This scholarship will be available to students interested in the field of office related or business education attending any accredited educational facility within the State of Kansas. Examples are: four-year colleges and universities, two-year or community colleges, business colleges, area technical schools, and technical colleges.

Amount of Scholarship

Depending upon the availability of funds, it is the purpose to award one \$300 scholarships per year.

Selection of Applicants

Selection of the recipient will be based on scholastic, initiative, and financial need. Any KAEOP association member wishing to submit a candidate is responsible for submitting the application to the scholarship committee. Be sure the application is signed and submitted by the deadline date. A \$5.00 fee must accompany the application. After proof of enrollment, a check in the amount of the scholarship awarded will be issued to the scholarship recipient.

Qualifications

The recipient must enter a Kansas school for advanced training in the fall or summer term following graduation from high school. (If this person does not accept the scholarship, it shall be the decision of the committee to award the scholarship to the alternate).

One scholarship will be awarded to a student with a 3.5 and above grade point average. This student scholarship winner will be the KAEOP applicant for the NAEOP Marion T. Wood Scholarship for students. The second scholarship will be awarded to a student with a 2.5 to 3.499 grade point average.

The student must have taken two or more business courses from among the following: computer classes, keyboarding/typing, marketing, business communication, accounting, office practice and procedures, bookkeeping, desktop publishing, and/or business law.

MARGARET VAN HORN SCHOLARSHIP cont'd

Important Notes

Applications must be returned to the scholarship committee postmarked by January 15. Selection of winners will be the decision of the KAEOP Scholarship Committee by a majority vote. The committee shall consist of one KAEOP member from the six areas of Kansas, if possible, and the chairperson. The committee will make their final selection as soon as possible to allow time for the state winner to apply for the NAEOP Marion T. Wood Scholarship. The winners will be honored at their respective schools during that school's awards assembly or the recipient may be invited to be recognized at the spring conference. The sponsoring association or KAEOP member will make the presentation.

See attached application form.

LOLA MAE FARMER MEMBER DEPENDENT SCHOLARSHIP

Funds for the Lola Mae Farmer Member Dependent Scholarship have been allocated by members of the Kansas Association of Educational Office Professionals (KAEOP) to be given for the purpose of attracting students into an accredited college or university (minimum of twelve semester hours). This is an undergraduate program scholarship available for descendants of active, life or retired members as of the date of application. A descendant is defined as a blood relative or by marriage relative (i.e. grandchild, step-grandchild).

One \$100 scholarship will be awarded annually, and is not limited to tuition only, but will be offered for the purpose of books, payment of fees, supplies, or other expenses required. Emphasis for selection of the recipient will be placed on scholarship, initiative, etc. The scholarship stipend will be mailed to the recipient's institution of choice prior to the beginning of the semester/year for which the scholarship is awarded.

Scholarship recipient will be selected by the KAEOP Scholarship Committee. Applicants will be notified of the committee's decision.

This scholarship is named for Lola Mae Farmer, past-president of KAEOP, and honors all deceased members of KAEOP.

To qualify, the applicant must:

- A. Have a high school diploma or equivalent or be enrolled in an accredited college or university.
- B. Complete the required application and provide:
 1. Biographical information.
 2. Transcript (high school if graduating senior or equivalent or transcript of work completed at college or university).
 3. Three letters of recommendation.

Deadline for receipt of application is postmarked by January 15.

WORKSHOP CHAIRPERSON

The spring workshop chairperson will be the vice-president according to Article II, Section 4 of the By-laws.

The fall workshop chairperson shall be appointed by the president.

The workshop chairperson will work under the auspices of the workshop coordinator and will follow the conference guidelines, which have been written and approved by the executive board.

Refer to and abide by the conference guidelines regarding fall and spring workshop procedures.

The chairperson is responsible for submitting a written report at each board and general business meeting.

The workshop chairperson shall serve as chaplain.

Chaplain Duties

- A. Invocation or inspiration for the Board and general business meetings and the meal functions at workshops. The workshop chairperson needs to involve other KAEOP members to participate in these responsibilities.
- B. The workshop chairperson is responsible for submitting a written report at each executive board and general business meeting.
- C. Other requests of the president.

Memorial Service Guidelines:

The workshop chairperson should include a letter to affiliates in the affiliations packet to inform them that in the event of a KAEOP member's death, they should contact the chaplain. An article may also be placed in the Kaleidoscope.

The workshop chairperson will provide a copy of the memorial in the spring conference packets. A memorial service will be presented once a year at spring conference on Saturday morning following the inspiration. If a member would like to give the memorial, they are invited to do so. The workshop chairperson will perform the memorial if no one volunteers.

WEBSITE COORDINATOR

The Website Coordinator is appointed by the president.

The Website Coordinator is responsible for maintaining and upgrading all information on the KAEOP website <http://kaeop.org/>.

The Website Coordinator will work directly with Visions Multimedia, 15021 SW Thistle, Rose Hill, KS 67133, (316) 304-6244. This is the company that KAEOP is currently using for the web host, design and domain name registration.

If this company should be replaced in the future, it should be noted in the job description for the Website Coordinator.

Responsibilities of this position consist of the following:

- A. At the beginning of each KAEOP fiscal year (July 1) the Coordinator will request information to replace all outdated items on the website.
- B. Each of the menu items on the KAEOP website will have to be updated with the new information. Currently the menu items consist of the following:
 1. Home
 2. Association
 3. Membership
 4. Newsletter
 5. PSP Information
 6. Conference
 7. Board
 8. Affiliates
 9. Contacts
 10. Membership Application
 11. Constitution
 12. Job Descriptions
 13. Awards & Recognition
 14. Scholarships

The above areas can be updated by providing Visions Multimedia with the new information in a form that is in a format ready to be placed on the website. The Board page will be available from the president. She will generate this information for the upcoming year and can be forwarded to Visions for the website. Currently, a picture of the president and president-elect is placed on the Board page. It is helpful to ask for the pictures in advance of updating.

At the time of update, it is very important to proof everything on the web pages and if anything needs correction, it can be done by sending an e-mail to Visions with an attachment containing a document listing all of the changes that need to be made.

The Kaleidoscope newsletter will be placed on the website as soon as it becomes available from the corresponding secretary.

The fall and spring conference brochures will be placed on the website as soon as it becomes available from the conference chairperson.

WEBSITE COORDINATOR cont'd

There will be a yearly charge from Visions Multimedia to cover the web hosting, domain name registration and for charges covering the changes made to the website. It will be the Website Coordinator's responsibility to request payment for these charges from the treasurer by completing a payment voucher for the invoice amount. Billings are sent when entries to the web site are complete. This can occur at least two to three times per year.