

INTERNATIONAL ASSOCIATION OF EMPLOYEE ASSISTANCE PROFESSIONALS IN EDUCATION

**BYLAWS**

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**ARTICLE I**

**NATURE OF THE ASSOCIATION**

**Section 1. Name**

The name of the organization is the *International Association of Employee Assistance Professionals in Education*. The name ***EAPs in Education*** is used as a shortened name by this organization.

**Section 2. Purpose**

***EAPs in Education*** is an autonomous, non-profit association of employee assistance professionals who work in educational settings. It seeks to enhance program and professional development for those who assist faculty and staff (and their families) in dealing with problems which might interfere with their personal well-being and work performance.

**Section 3. Membership**

**A. Membership Definitions**

There are two categories of membership in the Association:

### **1. Member**

The following individuals are eligible for membership:

1. employee assistance professionals whose Internal\* Model provides service to educational institutions
2. employee assistance professionals whose Combined\* Model provides services to educational institutions

Membership requires payment of the annual dues as determined at the Annual General Meeting.

Membership confers full voting privileges in the Association.

Membership confers the privilege of listserv participation.

### **2. Additional Member**

When an institution has more than one individual who satisfies the criteria for Member, all but the first Member will pay dues at a reduced rate. The Additional Member rate is the Member rate discounted by 30%. Except for the rate difference, Additional Members are entitled to all the benefits of Membership.

### **3. Member Emeritis**

An individual who has left the EAP field in good standing and wishes to continue his or her membership in IAEAPE is eligible to be a Member Emeritus. He or she will be granted full membership at a thirty percent discount from the dues set for regular Members.

### **4. Student Member**

A student who has a placement in an EAP with a current Member is eligible for Student Membership. She or he will be granted full membership at a thirty percent discount from the dues set for regular Members.

With the exception of Article IV, Section 5, throughout the remainder of these Bylaws, *member* shall refer to an individual with voting privileges in the Association. Membership shall refer to all such individuals in the Association.

\*Internal is the model of service when EAP staff is employed by the educational institution.

\*Combined is the model of service when the EAP Director is employed by the educational institution, but his/her staff may be contracted out to provide EAP services. This may be on

site and/or off site and satellite locations.

ALL APPLICANTS must abide by the Bylaws including Article 1, Section 3, Membership Statement of Understanding.

## **B. Membership Statement of Understanding**

Because the purpose of this association is to share support and knowledge within the membership to further members' own development and the development of their programs, upon joining the IAEAPE membership, each individual subscribes to the following:

As part of membership in IAEAPE, members acknowledge that any information shared on the listserve, presented at the annual conference, or communicated between members, is to be used according to the purposes for which IAEAPE was created.

Members of IAEAPE will not use membership to advance their personal interests or someone else's (be that someone an organization or an individual) at the actual or potential expense of other members.

## **Section 4. Meetings of the Association**

There shall be an Annual General Meeting each year as specified in Article IV, Section 1.

The annual business of the Association, as specified in Article IV, must be conducted at the Annual General Meeting.

## **Section 5. Finances**

All funds received by the Association shall be used for the purposes set forth in Article I, Section 2. No part of the income or assets of this Association shall accrue to the private benefit of an individual member, nor shall any member of the Executive Board receive remuneration for service to the Association.

All expenditures by the Association must be approved by the President and one other elected officer.

In addition to the Treasurer, three other members of the Board shall be authorized to transact the Association's financial business.

The Treasurer shall make a complete written and oral report at the Annual General Meeting on the financial status of the Association.

Upon dissolution, or abandonment, any funds remaining in the treasury shall be distributed in accordance with the wishes of two-thirds of the active members at the time

of dissolution.

## **Section 6. Procedures**

*Robert's Rules of Order* shall govern all proceedings of the Association.

## **ARTICLE II**

### **EXECUTIVE BOARD AND COMMITTEES**

#### **Section 1. Executive Board**

The officers specified below shall be designated as the Executive Board for conducting the business of the Association between Annual General Meetings.

#### **Section 2. Officers**

The officers of the Association shall be elected by majority vote of the membership and shall consist of the President, President-Elect, Secretary, and Treasurer. The duties of the officers are as follows:

##### **A. President**

The President shall preside at all meetings of the Association, chair the Executive Board, and assure the continued effectiveness of the Association.

With approval of the Executive Board, the President shall name all committee chairs.

In the absence of the Treasurer, the President is authorized to conduct financial transactions on behalf of the Association.

The President shall report to the Annual General Meeting on the activities of the Association during the preceding year.

##### **B. President-Elect**

The President-Elect shall assist the President in conducting the business of the Association and shall serve as Acting President in his or her absence. If the position of President becomes vacant, the President-Elect shall serve as President for the rest of that year and the following year. Until the next election, when a new President-Elect shall be elected, there will be **three** officers of the Association: the President, Secretary and Treasurer. From the time of that election for the next year, there will be four officers of the Association: President-Elect, President, Secretary and

Treasurer.

The President-Elect shall serve as parliamentarian for the Association and ensure that proceedings conform to *Robert's Rules of Order*. In the absence of the President-Elect, the President shall designate a parliamentarian from the Executive Board.

In the absence of the Treasurer and the President, the President-Elect is authorized to conduct financial transactions on behalf of the Association.

### **C. Secretary**

The Secretary shall keep records and issue notices for the Association, including those required for meetings of the membership and the Executive Board. The Secretary shall be responsible for maintaining an accurate membership list.

In the absence of the Treasurer, President and President-Elect, the Secretary is authorized to conduct financial transactions on behalf of the Association.

### **D. Treasurer**

The Treasurer shall keep such accounts as are necessary to maintain sound business procedures, collect dues.

The Treasurer prepares a written report on the financial status of the Association. The Treasurer presents this report to the membership at the Annual General Meeting.

The Treasurer is responsible for disbursing funds.

The Treasurer is responsible for assuring that appropriate and current signature cards on file with the Association's financial institutions.

The Treasurer shall serve as a member of the Finance Committee as specified in Article II, Section 4, Part C.

## **Section 3. Standing Committees**

Standing Committees shall be maintained for (1) Membership, (2) Elections, (3) Finance, (4) Conference Program, and (5) Communication.

The chair of each Standing Committee shall be appointed by the President with the approval of the Executive Board. All Standing Committees report to the Executive

Board.

The specific duties of the Standing Committees are as follows:

**A. Membership Committee**

The Membership Committee shall develop a list of professionals eligible for membership in the Association and inform them of the Association's existence, purpose and activities.

The Membership Committee shall certify the official membership list for elections and other balloting.

**B. Elections Committee**

The Elections Committee shall make nominations, prepare ballots and conduct elections in accordance with the provisions of Article III.

**C. Finance Committee**

The Finance Committee shall consult with the Treasurer and assess the financial needs of the Association. With the approval of the Executive Board, the Finance Committee shall initiate fund-raising and other activities to meet them.

**D. Conference Committee**

The Conference Committee shall make arrangements for the Annual Conference of IAEAPE including solicitation of papers and presentations, making physical arrangements for the conference, and maintaining a liaison with other organizations with whom the Conference may be concurrently held.

**E. Communications Committee**

The Communications Committee shall dispense information to inform members of Association activities and to provide them with news concerning employee assistance programs in education and related matters of general interest. The committee will be responsible for overseeing the association's website.

## **Section 4. Other Committees**

The Executive Board may create additional standing and ad hoc committees as are appropriate to further the objectives of the Association.

## **ARTICLE III**

### **ELECTION OF OFFICERS**

#### **Section 1. Terms of Office**

In order to provide continuity, the terms of the officers are staggered. The term for the Secretary and Treasurer are each two years. However, these two officers are elected one year apart. The term of the President-Elect is one year, then s/he becomes President for a year. A new President-Elect is elected every year.

Thus, in year 1, a President-Elect and a Secretary are elected. In year 2, a President-Elect and a Treasurer are elected. Both the Secretary and the Treasurer have two year terms. The person who is elected President-Elect is, also, on the Board for two years.

#### **Section 2. Electoral Procedures**

The general membership shall annually elect two officers of the Association.

Prior to the election, the Elections Committee shall seek nominations for candidacy for each of the two open offices of the Association. All nominees will be contacted to assure his or her interest in running as a candidate. At least one candidate is needed to stand for each office.

Election shall be by a mail or electronic ballot of certified members of the Association. The ballot shall be mailed to members at least thirty days prior to the Annual General Meeting. Marked ballots must be received by the Elections Committee at least ten days prior to the Annual General Meeting, at which the results of the election shall be announced.

Officers shall be elected by a plurality of those members voting. In case of a tie vote, selection shall be made by lot.

#### **Section 3. Eligibility**

All certified members of the Association are eligible to vote.

If there is to be a vote on a matter in which a member has an actual or potential conflict of interest, the member (1) will disclose the conflict and (2) will abstain from voting on that matter.

All certified members of the Association are eligible for election to an office if they are not currently serving a term in that position. A Board member may hold only one office at a time and is eligible to run for an office (other than the one he or she currently holds) that starts at the end of his or her current term.

#### **Section 4. Vacancy**

In the event of a vacancy on the Board, the Board will appoint a member to fill that vacancy. The term of the interim Board Member will be from the time of appointment until the next Annual General Meeting. At that time, the members in attendance can (1) choose to confirm the interim member in that function until the next general election or (2) decided to hold a special election in order to elect a new member to complete the current term.

### **ARTICLE IV**

#### **ANNUAL GENERAL MEETING**

##### **Section 1. Time and Place of the Meeting**

The time and place for each Annual General Meeting of the membership of the Association shall be determined by a vote of the members in attendance at the preceding one.

##### **Section 2. Agenda**

The agenda for the Annual General Meeting shall be determined by the Executive Board. The agenda may, however, be revised by a vote of members in attendance at the Annual General Meeting.

The Executive Board must place an item on the agenda for the Annual General Meeting upon receipt of a position so requesting which is signed by fifteen percent of the certified members of the Association.

##### **Section 3. Presidential Report**

The President shall present a written report on the activities of the Executive Board and its committees since the preceding Annual General Meeting. The President may, however, request that other officers or committee chairs report on specific activities.

##### **Section 4. Financial Report**

A written financial report on the Association must be presented by the Treasurer and received by the members in attendance at the Annual General Meeting.

## **Section 5. Membership Dues**

Dues for membership in the Association shall be reviewed and determined at each Annual General Meeting.

## **Section 6. Election Results**

The results of the mail or electronic ballot to elect Officers of the Association shall be announced at the Annual General Meeting.

# **ARTICLE V**

## **ADOPTION AND AMENDMENT OF BYLAWS**

### **Section 1. Adoption**

The Bylaws of *the International Association of Employee Assistance Professionals in Education* (formerly *Employee Assistance Professionals in Education*) were adopted by a vote of two-thirds of those qualified for membership and in attendance at the Annual Meeting in St. Louis, Missouri, on November 9, 1991. They were revised by a vote of two-thirds of the members participating in a mail ballot completed in February 1994. They were revised again by a unanimous vote of all members present at the annual meeting on November 21, 2003.

### **Section 2. Amendments**

Amendments to the Bylaws may be made in any of three ways:

- A. By a two-thirds vote of all members present at an Annual General Meeting.
- B. By a two-thirds vote of members participating in a special meeting of the Association, providing that all members were given thirty days notice of the special meeting to amend the Bylaws.
- C. By a two-thirds vote of all members participating in a mail or electronic ballot, providing that the Executive Board has determined that a special meeting is inappropriate and that there is sufficient urgency to proceed prior to the next Annual General Meeting.