The meeting was called to order at 12:07 pm

The following members are present from the Hattiesburg campus: Cory Williams, Elizabeth Killinger, Jennifer Lewis, Alfreda Horton, Lucy Cameron, Jewell Adams, and Valerie Craig. The following members are present from the Gulf Park campus: Karen Shaw, Jennifer Brown, and Paige Cannon.

Today’s meeting is the last general meeting of the 2016-2017 year. The focus of today’s meeting is to discuss and vote on changes to the AOP Bylaws. Eighteen (18) changes are proposed.

Bylaws Changes – Association of Office Professionals

Change 1: Article III – Change in membership year

Old: Section 5. The annual dues for all classes of members shall be established by the membership. The membership year shall extend from August 1 through July 31. Membership dues are renewable before November 30.

New: Section 5. The annual dues for all classes of members shall be established by the membership. The membership year shall extend from July 1 through June 30. Membership dues are renewable before October 31.

Jewel Adams made the motion to accept Change 1. Jennifer Lewis seconded the motion. APPROVED.

Change 2: Article V – Remove Director of Gulf Coast Campuses as Officer

Old: Section 1. The officers of this organization shall be the following: president, president-elect, vice president, secretary, treasurer, immediate past-president, and director of the Gulf Coast campuses.

Section 4. The director of the Gulf Coast campuses shall be selected by the membership of those campuses no later than seven (7) days prior to the April meeting.

Article VII Section 8. The director of the Gulf Coast campuses shall preside at all meetings of the Gulf Coast membership. The director, upon approval by the president, shall appoint committees as needed for Gulf Coast campuses and appoint chairs to these committees. The director shall work with and maintain close communication with the president in Hattiesburg.
**New:** Section 1. The officers of this organization shall be the following: president, president-elect, vice president, secretary, treasurer, and immediate past-president.

DELETE SECTION 4

DELETE ARTICLE VII SECTION 8

Lucy Cameron made the motion to accept Change 2. Elizabeth Killinger seconded the motion. APPROVED.

Change 3: Article V – Change term of Treasurer to Two Years

**Old:** Section 3. All officers shall be elected in the manner provided in Article VI of these bylaws. The term of office for the president, president-elect, vice-president, secretary, treasurer, director of the Gulf Coast campuses, and immediate past president shall be one year.

Article VI Section 6. Terms of office shall be one year. The vice president, secretary, and treasurer may be re-elected to serve no more than two consecutive terms.

**New:** Section 3. All officers shall be elected in the manner provided in Article VI of these bylaws. The term of office for the president, president-elect, vice-president, secretary, and immediate past president shall be one year. The term of office for the treasurer shall be two years.

Article VI Section 6. Terms of office shall be one year, with the exception of the treasurer serving two years. The vice president, secretary, and treasurer may be re-elected to serve no more than two consecutive terms.

Elizabeth Killinger made the motion to accept Change 3. Lucy Cameron seconded the motion. APPROVED.

Change 4: Article VI – Electronic Voting for Officers

**Old:** Section 3. The nominating and elections committee shall strive to ensure that a cross section of the university is represented in the slate of officers and shall be responsible for submitting by mail to the membership a ballot listing the complete slate of officers (president-elect, vice president, secretary, and treasurer). Provision shall be made for write-in nominations. The ballot shall include at least two nominees for each of the above listed offices. A biographical sketch of each nominee shall be provided. All ballots shall be mailed to the membership no later than fourteen (14) days prior to the April meeting and shall be returned no later than seven (7) days prior to the April meeting.
New: Section 3. The nominating and elections committee shall strive to ensure that a cross section of the university is represented in the slate of officers and shall be responsible for submitting an electronic ballot listing the complete slate of officers (president-elect, vice president, secretary, and treasurer). Provision shall be made for write-in nominations. The ballot shall include at least two nominees for each of the above listed offices. A biographical sketch of each nominee shall be provided. All ballots shall be e-mailed to the membership no later than fourteen (14) days prior to the April meeting and members will be given seven (7) days to vote.

Alfreda Horton made the motion to accept Change 4. Jewel Adams seconded. APPROVED.

Change 5: Article VI – Office Vacancies

Old: Section 8. In the event of the incapacity of any officer other than the president and president-elect, the board of directors may, at its discretion, appoint a replacement or hold a special election. In the event of a vacancy of the presidency and the president-elect is unable to fill the position, the vice president shall temporarily assume such duties. The board of directors may, at its discretion, appoint a replacement or hold a special election. In the event the vice president is unable to fill the position, the secretary shall temporarily assume such duties. The board of directors may, at its discretion, appoint a replacement or hold a special election. In the event the director of the Gulf Coast campuses position is vacated, the president shall appoint a temporary director. The president shall solicit recommendations from the Gulf Coast membership.

New: Section 8. In the event of the incapacity of any officer other than the president and president-elect, the board of directors may, at its discretion, appoint a replacement or hold a special election. In the event of a vacancy of the presidency and the president-elect is unable to fill the position, the vice president shall temporarily assume such duties. In the event the vice president is unable to fill the position, the secretary shall temporarily assume such duties.

Jewel Adams made the motion to accept Change 5. Jennifer Lewis seconded the motion. APPROVED.

Change 6: Article VII – Secretary Duties

Old: Section 5. The secretary shall keep an accurate record of all proceedings of the organization. The secretary shall present all correspondence to the association at regular meetings, shall serve as editor for the association’s publication, the Voice, serve as correspondent with MAEOP and NAEOP publications, and appoint representatives of the different areas of campus to serve as a committee if needed.

New: Section 5. The secretary shall keep an accurate record of all proceedings of the organization. The secretary shall present all correspondence to the association at regular
meetings, shall serve as co-editor for the association's publication, the Voice, serve as correspondent with MAEOP and NAEOP publications, and appoint representatives of the different areas of campus to serve as a committee if needed. The secretary shall also serve as the chairman of the hospitality committee.

Elizabeth Killinger made the motion to accept Change 6. Jewel Adams seconded the motion. APPROVED.

Change 7: Article VII – Immediate Past President Duties

Old: Section 7. The immediate past president shall serve in an advisory position.

New: Section 7. The immediate past president shall serve in an advisory position. The immediate past president shall also be responsible for reviewing the bylaws annually and serve as chairman of the bylaws committee, should it be determined that changes may be needed.

Valerie Craig made the motion to accept Change 7. Jewel Adams seconded the motion. APPROVED.

Change 8: Article VIII – Changes to Standing Committees

Old: Section 1. Standing committees of the association shall be affiliations, bosses' luncheon, budget, bylaws, in-service, community service, luncheon, membership, nominating and elections, program, PSP advisory, scholarship, and ways and means. Special committees may be appointed by the president. During service, all committee chairmen and members shall remain current paid members of the association.

New: Section 1. Standing committees of the association shall be affiliations, budget, in-service, community service, hospitality, membership, nominating and elections, PSP advisory, publicity, ways and means, and Gulf Coast committees. Special committees may be appointed by the president. During service, all committee chairmen and members shall remain current paid members of the association.

Karen Shaw made the motion to accept Change 8. Jennifer Brown seconded the motion. APPROVED.

Change 9: Article VIII – Combination of Affiliations and Scholarship Standing Committees

Old: Section 2. The affiliations committee shall be responsible for the paperwork process of affiliating with MAEOP and NAEOP, shall be responsible for the selection process for the USM AOP Educational Administrator and Office Professional of the year, and shall work in
conjunction with the bosses' luncheon committee to assure presentation of the awards at that luncheon. The committee shall consist of an odd number of members representative of different areas of all campuses. The recipients of the USM AOP Administrator and Office Professional of the Year may be the USM AOP nominees for the MAEOP Administrator and Office Professional of the Year. If the local recipient does not meet the eligibility requirements for the state award, then nominations will be solicited from the membership at the August meeting of the association. The president and president-elect are not eligible for the Office Professional of the Year award during their terms of office. The recipients of the USM AOP Educational Administrator and Office Professional of the Year awards shall not be eligible for nomination for three years.

Section 13. The scholarship committee shall consist of five members elected by the membership at the August monthly meeting with the president appointing the chairman from these five members. This committee is responsible for mailing applications to members, screening applications, and selecting recipients of the AOP-MAEOP scholarship according to adopted guidelines. The committee shall also work with the affiliations committee to apprise the membership of other scholarships available through state and national associations and make recommendations regarding the USM AOP scholarship given through the USM Foundation.

New: Section 2. The affiliations committee shall be responsible for the paperwork process of affiliating with MAEOP and NAEOP, shall be responsible for the selection process for the USM AOP Educational Administrator and Office Professional of the year, and shall work in conjunction with the president to assure presentation of the awards. The committee shall consist of at least seven members representative of different areas of all campuses. The recipients of the USM AOP Administrator and Office Professional of the Year may be the USM AOP nominees for the MAEOP Administrator and Office Professional of the Year. If the local recipient does not meet the eligibility requirements for the state award, then nominations will be solicited from the membership at the August meeting of the association. The president and president-elect are not eligible for the Office Professional of the Year award during their terms of office. The recipients of the USM AOP Educational Administrator and Office Professional of the Year awards shall not be eligible for nomination for three years. This committee is also responsible for scholarship communications to members, screening applications, and selecting recipients of the AOP-MAEOP scholarship according to adopted guidelines. The committee shall also apprise the membership of other scholarships available through state and national associations and make recommendations regarding the USM AOP scholarship given through the USM Foundation.

Lucy Cameron made the motion to accept Change 9. Jewel Adams seconded the motion. APPROVED.
Change 10: Article VIII – Removal of Bosses’ Luncheon Standing Committee

Old: Section 3. The bosses' luncheon committee chairman shall be appointed by the president. The chairman shall select committee members as needed for the bosses' luncheon. This committee shall designate the date for this luncheon which may, at the Board of Directors' discretion, serve as the regular meeting for that month.

New: DELETE SECTION

Elizabeth Killinger made the motion to accept Change 10. Valerie Craig seconded the motion. APPROVED.

Change 11: Article VIII – Removal of Bylaws Standing Committee

Old: Section 5. The bylaws committee shall consist of a chairman and four other members including a representative from the Gulf Coast campuses appointed by the president. This committee shall review the bylaws, keeping them current and incorporating any provisions necessary for the activities of the association.

New: DELETE SECTION

Valerie Craig made the motion to accept Change 11. Jewel Adams seconded the motion. APPROVED.

Change 12: Article VIII – Change to Community Service Standing Committee

Old: Section 6. The community service committee shall consist of a chair, and the number of members on the committee shall be determined by the needs to carry out the functions of the committee. This committee shall coordinate community service projects such as the United Way garage sale, walk-a-thons, Children's Book Festival, and other projects supported by the association.

New: Section 3. The community service committee shall consist of a chairman, and the number of members on the committee shall be determined by the needs to carry out the functions of the committee. This committee shall coordinate two community service projects supported by the association.

Elizabeth Killinger made the motion to accept Change 12. Lucy Cameron seconded the motion. APPROVED.
Change 13: Article VIII – Creation of Hospitality Standing Committee

**New**: Section 4. The hospitality committee shall be chaired by the secretary. The number of members on the committee shall be determined by the needs to carry out the functions of the committee. The committee shall be responsible for hospitality functions extended to members or immediate family. The committee shall also be responsible for providing door prizes as needed.

Elizabeth Killinger made the motion to accept Change 13. Valerie Craig seconded the motion. APPROVED.

Change 14: Article VIII – Combination of Inservice and Program Standing Committees

**Old**: Section 7. The in-service committee shall be chaired by the president-elect and is responsible for planning all in-service or workshop activities and a community project. The number of members shall be determined by the needs to carry out the functions of the committee.

Section 11. The program committee chairman shall be appointed by the president. The chairman shall select two additional members. This committee is open for suggestions from the membership and is responsible for a program for each month except May, June, and July.

**New**: Section 5. The in-service committee shall be chaired by the president-elect and is responsible for planning all in-service or workshop activities. The number of members shall be determined by the needs to carry out the functions of the committee. The in-service committee shall also work with the president to arrange for meeting speakers as necessary.

Alfreda Horton made the motion to accept Change 14. Lucy Cameron seconded the motion. APPROVED.

Change 15: Article VIII – Removal of Luncheon Standing Committee

**Old**: Section 8. The luncheon committee chairman shall be appointed by the president. The chairman shall select six additional members. This committee is responsible for selecting menus, reserving the meeting place, taking reservations, collecting luncheon fees, and transferring money to the treasurer for disbursement. The committee shall also be responsible for providing door prizes at each monthly meeting.

**New**: DELETE SECTION

Jewel Adams made the motion to accept Change 15. Valerie Craig seconded the motion. APPROVED.
Change 16: Article VIII – Creation of Publicity Committee

**Old:** Section 15. The historian shall keep a history and pictorial record of the association's activities to be stored in the association's scrapbook and shall also publicize the activities of the association.

**New:** Section 11. The historian shall service as co-editor of The Voice and chairman of the publicity committee. The number of members of the publicity committee shall be determined by the needs to carry out the functions of the committee. The committee shall keep a history and pictorial record of the association's activities to be stored in the association's scrapbook and shall also publicize the activities of the association. The committee shall also be responsible for maintaining the AOP website and social media accounts.

Elizabeth Killinger made the motion to accept Change 16. Lucy Cameron seconded the motion. APPROVED.

Change 17: Article VIII – Creation of Gulf Coast Committee

**New:** Section 12. The Gulf Coast Coordinator shall serve as chairman of the Gulf Coast steering committee. The committee shall consist of at least two Gulf Coast members. The committee will work with the president to represent the interests of the Gulf Coast membership in AOP activities.

Paige Cannon made the motion to accept Change 17. Jennifer Brown seconded the motion. APPROVED.

Change 18: Article VII – President Duties

**Old:** Section 2. The president shall preside at all meetings of the organization and perform all the duties pertaining to the office. The president shall appoint committees as needed, be an exofficio member of all committees (with the exception of the nominating and elections committee), approve all communications of a special nature sent out in the name of the organization, appoint a historian, and appoint the chairs of the following committees: affiliations, bosses' luncheon, bylaws, community service, luncheon, nominating and elections, program, PSP, scholarship, and ways and means.

**New:** Section 2. The president shall preside at all meetings of the organization and perform all the duties pertaining to the office. The president shall appoint committees as needed, be an exofficio member of all committees (with the exception of the nominating and elections committee), approve all communications of a special nature sent out in the name of the organization, appoint a historian and a Gulf Coast Coordinator, and appoint the chairmen of the
following committees: affiliations, community service, nominating and elections, PSP and ways and means.

Jewel Adams made the motion to accept Change 18. Valerie Craig seconded the motion. APPROVED.

Discussion: MAEOP Annual Conference and AOP Conference Scholarship

Members were encouraged to consider attending the MAEOP Annual Conference in June. Members requested that winners of the AOP scholarship be notified in advance of the conference registration deadline, May 15.

Announcements: Elizabeth Killinger made reports on Publicity and Community Service.

Publicity

AOP Website

Someone with website experience should be sought to either chair or work on the Publicity committee next year. Pages are ready to go live for the new committees. All committees that are active year-round have their own page.

Upcoming Events

Linked buttons at top for schedules of just the meetings
All scheduled events between now and May 2018 have been added

The Voice

The next newsletter will be out in June. Following this issue of the Voice, all issues will be published monthly.

In the next issue, Online Learning will write an article to introduce Canvas, which replaces Blackboard. I would like anyone who will not be on the upcoming board to write an article, answering the questions “What Does AOP Mean to Me?” Anyone can contribute, but I would like to interview every board member who is leaving the board this year.

Who should be spotlight? Valerie Craig was suggested.

The January 2017 issue was submitted in the NAEOP Conference contest.

Community Service

DAFS fundraiser finalized this month. 50 bedding sets were donated. Thanks to Planet Nutrition for donating 30 sheets sets which they ordered from Amazon. Alpha Chi Omega Sorority donates sheets, as well. Someone on campus donated a whole bed to the shelter.
Jennifer Lewis continues to receive donations of office supplies. Now that William Carey University no longer needs those, the overflow will be given to DAFS for school supplies in the Fall. They are extremely appreciative of the donations and especially of the binders.

Thank You Cards go out this week to Alpha Chi Omega and Planet Nutrition.

Meeting Adjourned.