ARTICLE I - NAME AND FISCAL YEAR

Section 1.
The name of this organization shall be the Nebraska Educational Office Professionals Association, hereinafter referred to as the "Association."

Section 2.
Board of Directors must approve the use of the Association’s name.

Section 3.
The fiscal year of the Association shall be July 1 through June 30 of the following year.

ARTICLE II - PURPOSE

Section 1.
The purpose of the Association is to provide professional development and support to educational office professionals.

Section 2.
The purpose of the Association shall be achieved through, leadership, mentoring, networking, recognition and fellowship.

ARTICLE III - MEMBERSHIP

Section 1.
Membership shall be open to educational office personnel working in institutions of learning and the profession in the State of Nebraska. The NEOPA membership year is July 1 through June 30.

Section 2.
There are four classifications of membership: (A) Active, (B) Retired, (C) Associate, and (D) Honorary.

A. Active membership, current with the payment of dues, shall be open to all office professionals currently employed (part-time or full-time) in an educational office. They shall be entitled to make motions and vote on all matters coming before the Association, may serve on committees, and may hold office.

B. Retired membership is available for members who have retired as an educational office professional but wish to maintain an affiliation with the Association. Retired members shall have all rights and privileges of Active members except that of holding office.

C. Associate membership shall be open to all persons interested in advancing the purposes of the Association but may not be engaged in educational office work. An Associate member may serve on committees and shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.

D. Honorary membership may be bestowed upon a person in recognition of outstanding service to the Association. Candidates for Honorary membership should be forwarded to the current NEOPA President, who will present the candidate’s information to the Board of Directors. The Board of Directors will vote on awarding the Honorary membership. Honorary members shall be exempt from paying dues and shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.
Section 3.
Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, upon resignation, or upon withdrawal from employment as an educational office professional.

Section 4.
Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of a resignation of membership or withdrawal from employment.

ARTICLE IV - MEETINGS

Section 1.
Two general membership meetings of the Association will be held each year in conjunction with the spring and fall conferences.

Section 2.
Ten percent of the Association membership shall constitute a quorum for the general membership meetings.

Section 3.
All proceedings of this Association shall be conducted according to parliamentary procedures as set forth in the current *Robert’s Rules of Order, Newly Revised*.

Section 4.
Notice of all meetings shall be communicated to all members at least two weeks in advance. Special meetings of the membership may only be called by a two-thirds favorable vote of the Board of Directors.

Section 5.
A minimum of three meetings of the Board of Directors shall be held during each fiscal year in addition to the transition meeting that will be held prior to the new board taking office. Special meetings of the Executive Committee and/or Board of Directors may be called at the discretion of the President.

Section 6.
Meetings may be held in person, by telephone, or other electronic medium.

ARTICLE V - BOARD of DIRECTORS

Section 1.
The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer and Immediate Past President.

Section 2.
The Board of Directors includes the Executive Committee and the appointed Area Coordinators as listed in Article IX, Section 1. With the exclusion of the Immediate Past President, there shall be no more than three past presidents serving on the Board of Directors, without approval of the Executive Committee.

Section 3.
A majority of members of the Board of Directors shall constitute a quorum for the transaction of business.
ARTICLE VI – ELECTED OFFICERS

Section 1.
The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer, and Immediate Past President. All shall be Active members of the State and National Associations; and shall assume office at the beginning of the fiscal year following election.

Section 2.
The President-elect shall succeed to the office of President at the conclusion of the President’s term of office or in the incapacity of the President.

Section 3.
The term of vice president and secretary shall be one year and may be elected for no more than two consecutive terms. The term of the Treasurer shall be two consecutive years and limited to one term.

ARTICLE VII - DUTIES OF OFFICERS

Section 1.
The President shall preside at all meetings of the Association, the Executive Committee and the Board of Directors; The President shall call all special meetings; ; and shall appoint Area Coordinators, with approval of the Executive Committee. The President shall be an ex-officio member of all committees, except the Nominating Committee.

Section 2.
The President-elect shall oversee membership. In the event of the President's absence the President-elect shall perform the duties of the President. In the event of a vacancy in the office of President, the President-elect shall become President and shall assume the duties and authority of the office for the remaining term plus one year.

Section 3.
The Vice President shall serve as Conference Coordinator. In the absence of the President and President-elect, the Vice President shall be the presiding officer. The Vice President shall fill the remaining term of the President-elect should a vacancy occur, whereupon the office of President-elect will be filled by ballot at the next election.

Section 4.
The Secretary shall keep an accurate record of the proceedings and correspondence of the Association, Executive Committee and Board of Directors. The Secretary shall send the minutes to the President within 20 calendar days after each meeting. The Secretary, with assistance from the Immediate Past President, shall prepare the Annual Report of the Association to be made available to members by September 1.

Section 5.
The Treasurer shall deposit the funds as directed by the Board of Directors and shall disburse them only upon a written order signed by the President. The Treasurer shall be responsible for all monetary transactions of the Association and shall give a financial report at each meeting. The Treasurer shall have all records prepared for audit at the close of each fiscal year and prepare the next fiscal year’

Section 6.
The Immediate Past President shall oversee outreach (working in conjunction with the NEOPA Past Presidents Association), preparation of the Annual Report for the year they
served as President of the Association; and Bylaws. The Immediate Past President shall serve as a member of the Nominating Committee.

ARTICLE VIII - ELECTIONS

Section 1.
The Nominating Committee shall present a slate of officers to the Board of Directors after the candidates have signified their willingness to run for office and have been declared eligible according to NEOPA guidelines. The ballots shall be distributed by U.S. Mail or electronic means to each Active and Retired member of the organization thirty days before the Spring general membership meeting. Write-in votes are accepted with the candidate’s consent. The voting process shall be officially closed by the fifteenth day prior to the Spring general membership meeting and all ballots shall be submitted to the Nominating Committee on or before that date. All candidates will be notified of the election results prior to announcing to the membership.

Section 2.
Elections shall be by written or electronic ballot. A majority of all votes cast shall be necessary to elect. If there is a tie vote, a flip of coin, witnessed by two Nominating Committee members, will determine the winner.

Section 3.
For ease of transition current officers shall be encouraged to mentor newly elected officers. The duties of the newly elected officers will commence at the beginning of the fiscal year following election.

Section 4.
A vacancy occurring during the year in any office except President-elect shall be filled by appointment made by the President and approved by the Board of Directors.

Section 5.
If an elected officer declines to serve after notification of winning an election, the NEOPA President may appoint a replacement with approval of the Executive Committee.

Section 6.
If a member of the Nominating Committee chooses to run for office, the member must be excused from the Nominating Committee.

ARTICLE IX - AREA COORDINATORS

Section 1.
The Association shall have the following Area Coordinators: Leadership, Mentoring, Networking, Recognition and Fellowship

Section 2.
The President, with approval of the Board of Directors, shall appoint the Director of each committee.

Section 3.
Each area coordinator shall submit a written annual report.

Section 4.
The Board of Directors shall specify guidelines, duties, and responsibilities for each area. Complete job descriptions for each officer and area shall be maintained by the Secretary and routinely reviewed by the Board of Directors.
ARTICLE X - AMENDMENTS

Section 1.
Amendments to the Bylaws shall be submitted in writing to the Bylaws Committee. A report on proposed amendments shall be presented to the Board of Directors for review and approval prior to presentation to the membership for vote.

Section 2.
Proposals of Bylaws amendments shall be provided to the voting membership no later than thirty days prior to scheduled voting.

Section 3.
Two-thirds of the returned written and/or electronic vote in favor of proposed amendments shall be required for adoption.
