NEOPA Standing Rules 2014

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(Standing Rules can be adopted by a majority vote at any Association meeting. No standing rule or other resolution can be adopted if it is in conflict with the Bylaws. Standing Rules should contain only those rules that are subject to the will of the majority at any meeting and those rules that it may want to change at any time, without having to give prior notice.)

1. The dues for each fiscal year, July 1 through June 30, shall be determined upon adoption of a budget for the next fiscal year at a general membership meeting. Current annual dues are: **Active** members ($15.00), **Associate** members ($15.00), and **Retired** members ($10.00). PSP point coincides with paid membership.

2. Registration fees for the spring and fall conference shall be set at a rate to cover the estimated expense. Any monies in excess of expenses shall be sent directly to the Treasurer of the Association within sixty days.

3. The newly installed President shall be the delegate to attend the Annual Meeting of NAEOP. The newly installed President-elect shall be the alternate delegate to attend the Annual meeting of NAEOP. If the newly installed President and/or President-elect cannot attend, the Board of Directors will choose alternates by ballot. Conference expenses shall be reimbursed up to $500.00 for the delegate and up to $250.00 for the alternate delegate. If the Alternate Delegate is not required to fill in as Delegate, the Alternate Delegate will attend Advisory Council as an observer and will write an article for the NEON reflecting on the Advisory Council process.

4. The incoming president, on behalf of the association, will present a gavel guard and chain to the retiring president at the Spring general membership meeting. The incoming president shall be responsible for securing a plaque for the retiring president.

5. Board of Directors members will not be reimbursed for mileage to attend Association related meetings. Mileage incurred by presenter(s) for field service may be reimbursed at the discretion of the Board of Directors.

6. Job descriptions for each Executive Committee officer and Committee Director will be maintained by the Secretary and routinely reviewed by the Board of Directors.

7. All NEOPA members are eligible for any award sponsored by the Association. Judges for NEOPA awards shall not be members of the Association.

8. A listing of the Duties of the Executive Committee, Board of Directors and Area Coordinators shall be included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall update duties of the Area Coordinators, as needed.

9. Candidates for all elected positions shall have served at least one year on the NEOPA Board or as an elected officer, director, or hold the same office in their local association.

10. The following are awards and scholarships given by NEOPA:
- NEOPA Professional Growth Award
- NEOPA Educational Office Professional of the Year Award
- NEOPA Educational Administrator of the Year Award
- NEOPA Student Scholarship
- NEOPA Member Scholarship for NAEOP Conference Attendance
11. A complimentary NEOPA membership pin is given with every new membership. The pin will be sent to each new member along with their membership card.

12. Regular meeting rules apply to any telephone or electronic meeting. Proper notice of the meeting must be given; a quorum is established through a roll call; each member must be given an opportunity to express their views (state name before speaking) and to listen to the views of others; votes are taken by roll call, general consent, written ballot, or by electronic means.

13. Elections and Bylaws changes may be conducted via electronic voting methods. With approval of the board, the Nominating Director may select the electronic voting method (i.e. Survey Monkey, BallotBin, etc.) to be used. Voting will remain anonymous and the program used will not track voters by name. Regular voting guidelines will apply to electronic voting.

14. There will be at least a one year period of time between a NEOPA member serving as NEOPA Treasurer and NEOPA Finance & Records Committee Director.

15. In the absence of the Recording Secretary, a member of the board will be appointed to take minutes.