THEY SAID I'D HAVE TO BE CRAZY TO WORK HERE...
...SO I'M JUST MEETING THE JOB REQUIREMENTS

HAVE A GOOD SUMMER - YOU DESERVE IT!

SUMMER 1990
I'm doing a job that not many can do. I'm a school secretary. I work in a zoo.

The phones are all ringing as I walk in the door. I'm thinking already, "I wish it was four!"

There's teachers awaiting with copies to run, But the copier's broken, I pray for a gun!

I'm not a trained killer, I much prefer peace, But when I find out who broke it, we'll need the police!

My boss is a mess: "What to do next?" He's meeting mad parents. Should I write out his text?

I develop his budget and remind him of dates (Like his own anniversary), He thinks that I'm great.

The students all know me and call me by name, No superintendent can speak of such fame.

I visit with salesmen; I doctor skinned knees. I'm the resident expert; I keep all the keys.

I know where the pens are. Legal pads and tape, The storeroom's my fortress; I keep it shipshape.

I purchase computers, school desks and chalk, I get wholesale prices. How? I'll never talk!

Administrators, teachers, kids, parents - they all come and go. But me - I'm immortal. It's the mark of a pro.

I keep my school's history, its records, its task. If you need information, it's me that you ask.

I don't make much money. School people don't. I'd make more by leaving, but I know that I won't.

My job is important. I help build the dream. Of a brighter tomorrow. I'm part of the team.

We all work together. My work must be done. In spite of the whirlwinds, my day's task is fun.

I know that I'm needed. I know of my worth. I'm a school secretary; the salt of the Earth.

I'm a school secretary. I'm proud as a queen. I'm a school secretary. I know EVERYTHING!

Ivan Kirshner, Principal
North Platte High School
November 20, 1989
THE NEOPA NEWSLETTER

EDITOR:

Kathy Svoboda
4241 "T" Street
Omaha, Nebraska 68107
Ph. (402) 731-9842

The NEOPA Newsletter is published quarterly. Contributing materials are welcome and should be sent to the Editor. Reserved is the right to accept, edit, or reject any material submitted for publication. Deadline date for the next publication will be announced.

Circulation: 225 copies

1989-1990
EXECUTIVE BOARD

President
Eva Stark
2422 Barada
Falls City, NE 68355

President-Elect
Doris Merriman
4941 South 129 Street
Omaha, NE 68137

Vice-President
Marcella Shotwell
2402 North 14 Street
Lincoln, NE 68521

Secretary
Margene Flanders
1420 William
North Platte, NE 69101

Treasurer
Delores Wenz
4901 South Haven
Lincoln, NE 68516

Past-President
JoAnne Lahm
4041 South 37 Street
Lincoln, NE 68506

FEATURES

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Directions for NAEOP Candidates for Nomination 16
NEOPA Constitution & Bylaws; Standing Rules 23

DATES TO REMEMBER

June 9   Joint Executive Board Meeting
July 14-22  56th NAEOP Annual Meeting and Institute in Denver, Colorado

PLANNING DATES FOR YOUR CALENDAR

August
Executive Board Meeting
October 27
Fall Conference in Bradshaw hosted by Bradshaw Public Schools and NEOPA Past Presidents

EDITOR'S COMMENTS

This is the last issue of the Newsletter for this year. With the experience I have gained as editor this past year, I hope to make next year's newsletter even better. Any ideas or suggestions you may have are welcome.

I would like to thank everyone who contributed articles, and also those of you who have served as distributors. You have made the job much easier.

A copy of the revised Constitution and Bylaws and Standing Rules is included in this newsletter. Please take this out of this newsletter and file for your future reference.

Have a good summer and I'll see you in Bradshaw on October 27!

- Kathy
May 15, 1990

Dear NEOPA Member,

As the 1989-90 year comes to a close I must say I have enjoyed my term as President and I am looking forward to serving NEOPA as the Past-President.

Those that attended the NEOPA Spring Conference in North Platte had a very good time. The Sandhills Association did an excellent job in putting together one of the finest Spring Conferences for NEOPA. SEOPA, thanks again for a great day!

We need to visit with others concerning our fine organization. It is time to make other professionals in an educational setting realize that office personnel are professionals too.

This is one reason I am very excited about working with Nebraska Council of School Administrators in our membership drive for 1990-91. I have high hopes of the benefits gained for NEOPA that this combined effort will create. I would like to thank everyone for their support concerning this matter.

For those of you who are unaware that we are no longer just a group of professional women (we do have one professional male member) and for us that know but forget, I would like to stress using the terms "office professional" or "office personnel".

I want to urge you as members to continue to support your Executive Officers and the many Committees of NEOPA. We welcome your ideas and suggestions. Also we encourage you to volunteer for committees and running for office. BE AN ACTIVE NEOPA MEMBER.

The future is bright for NEOPA. Take time now to send your 1990-91 membership in today.

Professionally Yours,

[Signature]

Affiliated with the National Association of Educational Office Personnel
1990—1991
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM
(Please type or use black ink and complete ALL information)

Type of Membership
1. New ____ or Renewal ____
2. Active $10.00 ____
    Retired $ 2.00 ____
    Associate $ 5.00 ____ (no longer educational secretary)

EMPLOYMENT DATA

Educational Institution

School, Office, Department

Street Address

City Zip

Telephone and Name of Supervisor

LOCAL

Are you a member of a local educational office association? Yes ____ No ____

What is the name of your local association?

If there is no local association would you be interested in helping form one? Yes ____ No ____

PERSONAL DATA

Name

Street Address

City Zip

Area Code - Telephone at Home/Office

NATIONAL

Are you a member of the National Association? Yes ____ No ____

Do you hold a Professional Standards Certificate? Yes ____ No ____
    Grade

Are you working toward a Professional Standards Certificate? Yes ____ No ____

Would you like more information about:
    The National Association? ____
    Professional Standards Program? ____

STATE

Have you ever held an office or a committee appointment in NEOPA? Yes ____ No ____ If yes, please list position and year:

Would you be willing to serve in an elective office or on an appointive committee: Yes ____ No ____

If yes, please give preference or special interest

IMPORTANT: Please make checks payable to NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION and mail with this complete form to:

Delores Wenz
4901 South Haven Drive
Lincoln, NE 68516

Sponsored/Recruited by _____________________________ Date ____________

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31

- 3 -
EMPLEYEE OF THE YEAR

Five Nebraska Educational Office Personnel Association members were nominated for NEOPA Employee of the Year. All five nominees were deemed by the judges as worthy of the award. Those serving as judges were Ann Masters, Supervisor, Vocational Education Department, Nebraska Department of Education, Jeannie Pennington, Assistant Principal, Northwest High School, Omaha Public Schools and Ronald Burmood, Director, Student Personnel Services, Omaha Public Schools. Nominees were:

Glenna Brott, Omaha Educational Office Personnel Association
Angie Ellis, Wayne Educational Office Personnel Association
JoAnne Lahm, Lincoln Public Schools Association of Office Personnel
Pat Lehecka, University of Nebraska Office Personnel Association
Janet Wagner, University of Nebraska Office Personnel Association

The NEOPA Employee of the Year for 1990 is JoAnne Lahm. JoAnne's family and administrator were unable to attend the presentation, but sent notes of congratulations.

In accordance with the Constitution and Bylaws, the committee will assume a "new name," Nebraska Educational Professional Employee of the Year.

My thanks to the committee, Mae Davis, Omaha Public Schools and Donna Gill, Nebraska Department of Education.

Joyce Graybill, Chairman

MEETINGS COORDINATING

The year is ending with more meeting sites established. In the coming year and a half, we will be meeting at:

Fall 1990 - Bradshaw Public Schools, October 27
Spring 1991 - Lincoln Public Schools Association of Office Personnel
Fall 1991 - Department of Education Office Personnel, October 26
Spring 1992 - Open

As you can see, there is an open date; please continue to consider and plan to host a state meeting.

This committee thanks all the associations that hosted NEOPA this year — Omaha Educational Office Personnel Association and Sandhills Educational Office Personnel; and the above-mentioned associations who graciously invited us for future fellowship and professionalism.

We wish you all an enjoyable summer and look forward to seeing you in the fall.

Marcella Sotwell, Chairman
DEPARTMENT OF EDUCATION OFFICE PERSONNEL

In April we enjoyed a guided tour of the Sheldon Memorial Art Gallery, and eating out at a restaurant. Our guide gave a very educational tour of the Gallery’s permanent collections and on the special exhibition “Native Vision: Art by Folks” which includes more than 100 works of folk art collected in Nebraska.

“Eating to Lower Your Cholesterol and Your Weight” will be presented by a representative of the Lancaster County Extension Office at our May meeting. Learning to eat more healthful foods is an interest to everyone.

We’ll finish the year with a picnic and installation of officers. The picnic will be held at the home of one of our members, where there will be an opportunity for us to see a beautiful view of the City of Lincoln.

Frances Bockelman

DOANE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

On Friday, April 20th the members and spouses/significant others attended Noodles Comedy Club in Lincoln for a well-deserved fun night out. Almost all members attended. It was an event that we all looked forward to as a bonding, getting to know one another outside the work situation time. We are also looking at a summer event in which we can “play.”

Election of officers for 1990-91 was held with the following results:
President - Eileene Sand
President-Elect - Tammy Petet
Vice-President - Diane Kahle
Secretary - Deb Davis
Treasurer - Donna Hansen

Our formal installation service will be held in June and officers will assume their positions at that time.

As the DEOPA year winds down we all look back at the accomplishments for the year and are very impressed with our success in many areas. We are looking for growth in the organization and our involvement with pertinent issues on campus as well as involvement with State issues as the new year begins. We are very proud of the contributions DEOPA has given not only through our scholarship program but to the Doane Campaign and community. We look forward to another year of success, development, involvement, and lending our skills and talents for the betterment of the Doane community.

Kathy Hood

LINCOLN PUBLIC SCHOOLS ASSOCIATION OF OFFICE PERSONNEL

Our last big event for the 1989-90 year was our Spring Dinner on May 10, 1990. At that time our Secret Friends were revealed. We also installed our officers for the 1990-91 school year. They are as follows:
President - Wave Marcisak
President-Elect - Susan Harris
Vice-President - Mary Betten
Secretary - Marcella Shotwell
Treasurer - Cathy Lee
Sr. High Representative - Jeannete Davis
Jr. High Representative - Hazel Yates
As we close out this year our membership stands at 206 members - 195 regular memberships, 5 associate and 6 retired members.

JoAnne Lahn was our nomination for State Employee of the Year. Congratulations to JoAnne for receiving this special award. We are proud of you.

Our membership voted at the March General Meeting to retain a law firm to assist the Negotiation Team with negotiations this spring.

In April we held a picnic and a group of members worked at the Nebraska Educational TV Auction on April 24. All LPSAOP members either wore their LPSAOP sweatshirt or T-shirt. This is a fun event for all those involved.

Ways and Means has been very busy all year earning money for our Scholarship Fund. They have added $1,200.00 to this account. It certainly has been a productive year for our organization!!

We look forward to 1990-91!

Delores Wenz

<table>
<thead>
<tr>
<th>NEOPA PAST PRESIDENTS</th>
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<tbody>
<tr>
<td>The following elected officers for the 1990-91 school year were installed during a brief business meeting of the NEOPA Past Presidents:</td>
</tr>
<tr>
<td>President - Joyce Graybill</td>
</tr>
<tr>
<td>President-Elect - Eva Sheaff</td>
</tr>
<tr>
<td>Secretary-Treasurer - JoAnne Lahn</td>
</tr>
</tbody>
</table>

Kathy Warren, Bradshaw Public Schools, attended the meeting to discuss details of the Fall Conference to be held at Bradshaw in October.

Joyce Graybill will represent the NEOPA-PP as delegate to the NAEOP Annual Conference at Denver.

Joyce Graybill

<table>
<thead>
<tr>
<th>OMAHA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>This year’s Style Show was a great success - we made enough money that we were able to have a motion to increase our scholarships to a total of $2,000.00. We are pleased to announce that scholarships were given to:</td>
</tr>
<tr>
<td>$ 600 - Pattie Thompson - Northwest High</td>
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<tr>
<td>500 - Allison Church - Benson High</td>
</tr>
<tr>
<td>400 - Dixie Herbert - North High</td>
</tr>
<tr>
<td>400 - Beth Epps - Bryan High</td>
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<tr>
<td>100 - Ronda Smith - Burke High</td>
</tr>
</tbody>
</table>

Our annual “Breakfast for Bosses,” held on May 9 at the new Teacher Administrative Center, was well attended. This was the first time in eighteen years that it was not held at McMillan Jr. High School.

Our newly elected officers for the 1990-91 school year will be installed at the Installation Banquet in June. We will also recognize our members who are PSP recipients this year and honor our retirees. Our 1990-91 officers are as follows:

President - Sharon Gathman
Vice-President - Kathy Fox-Larsen
Secretary - Leone Thompson
Treasurer - Kate Rauscher

Eileen Knudsen
SANDHILLS EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Sandhills Educational Office Personnel Association has been very busy working on the spring conference we are hosting this year. It's been work, it's been fun, and we think it's been worth it.

We recently elected officers for the new year. They are as follows:

- President - Marge Flanders - North Platte Public Schools
- Vice-President - Laurie Broge - Sutherland Public Schools
- Secretary - Merle Konken - Hershey Public Schools
- Treasurer - Carol Allen - North Platte Public Schools

We will have our installation of officers next month at our regular meeting. We will meet at Butch's Restaurant in Hershey for dinner and have our installation of officers at Hershey Public Schools.

This year was the first year we have established a scholarship for our local association. The first scholarship was awarded to Terrill J. May of Brady Public Schools in the amount of $200.00. The scholarship is for Mid Plains Community College in North Platte. We have asked Terrill to be our guest at our next meeting and at the spring conference in North Platte.

We have increased our membership to 35 this year. We're real proud of our increase in membership. We will adjourn after our next meeting for the summer. We will reconvene when school begins in the fall.

Sandy Peters

WAYNE EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Spring has arrived as the 1989-90 officers wind down their term in office.

Our March meeting showed us how to use a fax machine along with an Irish lunch of corned beef sandwiches. "Ladies Night Out" was enjoyed during April as we treated ourselves to a fun evening and dinner at a local restaurant.

We are trying something new this year to honor our bosses. Instead of having a "Bosses Luncheon," we will meet for breakfast — that means getting to work a little earlier than usual, but hopefully it will be a nice change of pace.

June is our last scheduled meeting with election of officers for the coming year. I hope everyone enjoys their summer activities and returns in the fall with fresh, new ideas.

Kyle Rose

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL

☐ New Membership $30
☐ Renewal Membership $30
☐ Associate Membership $30
☐ Institutional Membership $30
☐ Retired Membership (annual) $5
☐ Retired Life Membership (one-time payment) $35
☐ Life Membership (may be paid in quarterly payments) $450
☐ Life Member Retired Membership (annual) $3
☐ Special Life Member Retired Membership (one-time payment) $35

Name (Mrs., Ms., Miss, Mr.) ____________________________________________

Mailing Address _______________________________________________________

City __________________________ State __________ Zip _________________

Active membership fees include $15.00 for a one-year subscription to THE NATIONAL EDUCATIONAL SECRETARY.

☐ Elementary ☐ Middle School ☐ Secondary ☐ Higher Education ☐ State Department ☐ Administration

☐ Vocational ☐ Retired ☐ Other (Specify): ___________________________________

Recruited by (Name) ____________________________________________ (State/D.C./Foreign Country)
CALL TO ORDER

The Spring Conference business meeting was called to order by President Eva Stark at 11:10 A.M. at North Platte High School, North Platte, Nebraska.

ROLL CALL

Roll call was answered by 81 attendees from the following areas:

- Concordia Office Personnel
- Department of Education OP
- Doane EOPA
- Fremont EOPA
- Grand Island EOP
- Lincoln Public Schools AOP
- Millard EOPA
- Omaha EOPA
- Sandhills EOPA
- South Central EOPA
- SouthEast NEOPA
- SouthWest NEOPA
- University Of Nebraska - Lincoln OPA
- University Of Nebraska - Omaha EOPA
- Wayne EOPA
- Tri County Schools - DeWitt
- Gibbon Public School
- Bradshaw Public School
- ESU #3 - Omaha
- Wallace Public Schools

81

6 past presidents and retired members were asked to stand and be recognized.

MINUTES

A motion was made and seconded that the minutes of the October 21, 1989 Fall Conference be approved as presented in the annual report. Motion carried.

COMMUNICATIONS

There was none.

TREASURER’S REPORT

Delores Wenz presented the treasurer’s report as printed with the following balances as of May 1, 1990:

- Checking: $693.28
- Money Market: $3,756.78
- Savings: $3,358.01

The report will be placed on file for audit.
Newsletter - Kathy Svoboda

Three issues (Fall, Winter and Spring) of the NEOPA Newsletter have been published this year.

Each year a copy of the NEOPA Newsletter is entered in the National Association of Educational Office Personnel's contest. This year the fall issue was entered for consideration.

The budget for the 1988-89 NEOPA Newsletter was $400.00 Expenses for the first three issues have been $392.81.

Nominating - Naomi Robison

The following members were selected as NEOPA's officers for the 1990-91 term.

President Elect
Vice-President
Secretary
Treasurer
- Marcella Shotwell
- Kathy Svoboda
- Margene Flanders
- Delores Wenz

A motion was made and seconded to destroy the ballots after the meeting. Motion was carried.

A correction in the report of slate of candidates should read as follows:

Jan Harris instead of Jan Wagner
Sandy Peters instead of Shirley Peters

Professional Standards Program - Patricia Podjenski

Three members were presented flowers because they are working on the Professional Standards Certificate.

Publicity - Wave Marcsisak

Several television stations, radio stations, and newspapers were notified of the 1989 Fall Conference and the 1990 Spring Conference. Another news release will be forwarded after the NEOPA Educational Professional Employee of the Year and new officers are announced.

Scholarship - Kathy Warren

Four applications were submitted for the NEOPA scholarship award. Michelle Kelly of Millard North High School was the recipient with Paul Vaccaro of Millard South as alternate. Michelle's application was then submitted to NAEP for competition for the Marion T. Wood Scholarship.

Ways & Means - Audrey Schardt & Alice Torwilt

As of April 14, 1990 a total of $684.35 has been earned for the Ways and Means Project. Expenses incurred total $387.81 with a profit at this point of $296.54.
UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Membership Recruitment Proposal

The Membership Recruitment Proposal was presented by President Eva Stark. A motion was made and seconded to accept the proposal for $1,045.00 for the year 1990-91 and to be re-negotiated each year. Discussion followed. Motion carried.

B. Delegate to National Meeting - July - In Denver

Marcella Shotwell will be the delegate to National Convention in July at Denver, Colorado with Delores Wenz as alternate.

C. October Conference in Bradshaw

October 27, 1990 will be the fall meeting for NEOPA in Bradshaw, Nebraska.

ANNOUNCEMENTS

A thank you from President Eva Stark was extended to SEOPA for an outstanding spring conference.

Official invitations were received from Lincoln Public Schools to host the 1991 Spring Conference and from the Department of Education to host the 1991 Fall Conference.

ADJOURNMENT

President Eva Stark adjourned the meeting at 12:10 p.m.

Respectfully Submitted,

Margene Flanders

Margene Flanders,
NEOPA Secretary

Janyce Kirkendall

Janyce Kirkendall,
NEOPA Minutes Approval Committee

Eva Stark

Eva Stark,
NEOPA President
1990-91 BUDGET

Adopted May 5, 1990

INCOME

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<tr>
<td>Membership</td>
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<tr>
<td>Interest Income - Savings Account</td>
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<tr>
<td>Money Market</td>
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<td>Ways and Means</td>
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<td>Pins, Misc.</td>
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EXPENDITURES

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<td>Membership Promotion</td>
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<td>NEOPA Delegate to NAEOP Annual Meeting</td>
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<td>Election</td>
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<tr>
<td>Officers Expense</td>
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<td>M.T. Wood Scholarship</td>
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Finance Committee:

Eileen Knuelsen, Omaha Public Schools, Chairperson
Madeline Aufdengarten, Western NE Tech College
Delores Wenz, Lincoln Public Schools
DIRECTIONS
FOR
CANDIDATES FOR NOMINATION

1. Please review the enclosed Guidelines for Nomination and Qualification Requirements of Candidates Seeking NAEOP Office to be certain you possess the necessary qualifications for the office desired.

2. If you wish to be considered for the position of Director, please be certain you reside in the geographic area for which you are a candidate.

3. Complete the Nomination Form for NAEOP Board of Directors. If a typewriter is not used, please print. If additional space is needed, information may be submitted on an attached sheet of paper.

4. Be certain your application is as complete as possible. The written applications received by the committee will be the main basis on which the entire committee will make the selection of nominees.

5. When submitting your Nominations Form, please include a recent black and white photograph (preferably a 5 x 7", but any size will do). Please write your name on the back of the photo. If you are one of the final nominees, the photograph will be used in the candidate brochure. All photos will be returned. If it is not possible to attach a photo and meet the deadline, send in the nomination form and have a black and white photo available if you are notified you are a nominee. Photographers of student pictures and passport photos are a quick and inexpensive source.

6. Return the application form and photograph to:

   Mary Skidmore, CEOE
   Nominations and Elections Chairman
   1603 Calamus Place
   Point Pleasant, NJ 08742
   Home telephone (201) 899-2575        Office telephone (201) 892-7500, ext. 51

Guidelines
03•04•90
GUIDELINES FOR NOMINATION AND
QUALIFICATION REQUIREMENTS OF
CANDIDATES SEEKING NAEOP OFFICE

Please note: In odd numbered years, Secretary and Directors from Mid-Atlantic, South Central, Southwest, and Southeast are elected.

In even numbered years, Treasurer and Directors from Northeast, Central, Northwest, and North Central are elected.

(1 year term) A Vice President and a President Elect are elected each year.

ELIGIBILITY OF CANDIDATES FOR ALL EXCEPT PRESIDENT ELECT

Any active NAEOP member shall be eligible for nomination as a candidate for elected office provided the individual:

1. Has been a member of NAEOP for three consecutive years;
2. Has attended at least two NAEOP annual meetings within three years prior to nomination;
3. Has actively served on a NAEOP committee within two years of nomination;
4. Will be able to attend NAEOP board meetings and annual meetings while in office;
5. Has proven ability by successful service as an officer in a local, county, area, or state association for educational office personnel, or has demonstrated leadership ability; and
6. Must submit a letter from supervisor showing support of candidacy.

Please note:

1. Candidates for Vice President must have served previously on the NAEOP Board of Directors.
2. Candidates for Director of an area must reside in the geographical area for which they are a candidate.

Under the guidelines for the Nominations and Elections Committee, the following statement is made:

"Elected officers serving two year terms are not generally asked to interrupt those terms in the first year of office. The Committee will do so only after a careful examination of the alternatives and committee agreement that none of these alternatives is acceptable."

ELIGIBILITY OF CANDIDATE FOR THE OFFICE OF PRESIDENT ELECT

1. Has a minimum of three years experience as an elected member of the NAEOP Board of Directors;
2. Has been a member of NAEOP for minimum of five consecutive years immediately prior to candidacy;
3. Must have attended two annual meetings within three years prior to nomination;
4. Must be able to attend board meetings and annual meeting;
5. Must have served as president of a local, county, area, or state educational office personnel association affiliated with NAEOP; and
6. Must submit a letter from supervisor showing support of candidacy.

NAEOP REQUESTS THAT THERE BE NO CAMPAIGNING BY CANDIDATES OR BY STATE OR LOCAL GROUPS ACTING IN THE CANDIDATE’S BEHALF. THIS INCLUDES STATE AND LOCAL NEWSLETTERS AND MAGAZINES.

Candidates should have the complete support of their supervisor, school administrator (employer), and family.

NAEOP officers and directors are expected to attend the regular meetings of the Board, the annual conferences, and any special meetings which may be called.

1. Board meeting preceding the annual conference (approximately two [2] days).
2. The annual conference including board meeting, will take at least six working days.
3. Fall board meeting (approximately two [2] days).
5. Board meeting preceding the annual conference (approximately two [2] days).

Reimbursement of travel is currently the cost of coach air fare or 20 cents per mile, whichever is less. Board members are reimbursed for attendance at board meetings only at the rate of $50 per diem (limited to $150 for any one board meeting). All other expenses are the responsibility of the board member.

Guidelines
03-04-90
## AREAS OF DIRECTORS OF NAEOP

### ELECTED IN ODD-NUMBERED YEARS

<table>
<thead>
<tr>
<th>MID-ATLANTIC</th>
<th>SOUTHEAST</th>
<th>NORTHEAST</th>
<th>NORTHWEST</th>
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<td>MARYLAND</td>
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### SOUTHWEST

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|                       |                  |                  |                  |
| CALIFORNIA            |                  |                  | ILLINOIS         |
| HAWAII                |                  |                  | INDIANA          |
| NEVADA                |                  |                  | IOWA             |
| UTAH                  |                  |                  | KANSAS           |
|                       |                  |                  | NEBRASKA         |
|                       |                  |                  | MISSOURI         |
NOMINATION FORM
NAEOP BOARD OF DIRECTORS

The Nominations/Elections Committee is seeking qualified applicants for the ballot to be presented to the NAEOP membership for the 1991-92 year. Candidates will be chosen for:

PRESIDENT ELECT
DIRECTORS FROM:  Mid-Atlantic, South Central, Southwest, and Southeast

VICE PRESIDENT

SECRETARY

If you are interested in serving NAEOP as an elected member (or if you wish to nominate a NAEOP member), please complete this form and return it to the Nominations/Elections Committee Chairman, Mary Skidmore, CEOE, 1603 Calamus Place, Point Pleasant, NJ 08742, home telephone (201) 899-2575; office telephone (201) 892-7500, ext. 51. The form must be postmarked no later than September 10, 1990.

If you want to nominate a NAEOP member other than yourself, you must have that person's consent. Nominations/Elections Committee members are eligible to run for office. Please study the guidelines before submitting your name or another person's name.

NOMINATION FOR POSITION OF

ALTERNATE CHOICE

Name of candidate

Mailing Address

Telephone Numbers Home (____) Office (____)

Position

Number of years in an educational office

Employer

STATEMENT OF INTEREST

I wish my candidacy considered for the following reasons:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

ACADEMIC INFORMATION

Name/location of high school

Graduated

Name/location of college/university

Graduated

Name/location of business school

Graduated

Other education


- 19 -
PROFESSIONAL ACTIVITY

1. Candidate has been a member of NAEOP for ____ years (including years in NAES). Membership must be current at the time of nomination to be considered.

2. Candidate has attended ____ NAEOP annual meetings. List NAEOP annual meetings attended during last five years (time and place).

3. Candidate has served actively on the following NAEOP committee(s) during the last five years (list committee and year).

4. Candidate has attended ____ NAEOP institutes. List NAEOP institutes attended during the last five years (time and place).

5. Candidate has attended the following AASA/NASE/NAESP institutes. List AASA/NASE/NAESP institutes attended during the last five years (time and place).

6. Has candidate been a delegate to Advisory Council? List dates.

7. Does candidate hold a Professional Standards Certificate (PSP)? Yes _____ No _____
   If yes, give level, option, and date of certificate

8. Does candidate hold a CEOE? Yes _____ No _____ If yes, give date

9. If candidate holds neither PSP nor CEOE, is candidate currently enrolled in the program? ________________

ASSOCIATION MEMBERSHIPS

Candidate is a current member of the following educational office personnel/educational secretaries associations:

1. Local

2. State

3. National

4. Job-related associations

5. Community associations
LEADERSHIP RESPONSIBILITY

Candidate has held or is holding the following leadership roles in an educational office personnel/educational secretaries association:

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<th>Organization</th>
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<th>Elected/ Appointed</th>
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JOB-RELATED AND COMMUNITY ASSOCIATIONS

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HONORS AND AWARDS

ATTESTATION

I, the undersigned, attest to the facts stated on this application form, and to the fact that I am willing and able to serve if placed on the ballot and if elected. I am also attaching a letter from my supervisor showing his/her support of my nomination.

Signature of Candidate _______________________________ Date ________________

RETURN COMPLETED FORM TO:

Nominations/Elections Chairman
Mary Skidmore, CEOE
Nominations and Elections Chairman
1603 Calamus Place
Point Pleasant, NJ 08742

Home telephone (201) 899-2575
Office telephone (201) 892-7500, ext. 51

DEADLINE: Must be postmarked by September 10, 1990.
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Constitution and Bylaws

Article I -- Name

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

Article II -- Purpose

The purpose for which the Association is formed shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the schools, state, and community. To this end the Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas, and ideals within our educational system.

Article III - Emblem

Section 1.
The emblem of the Association is shaped in a full circle, divided by five spokes, on which are inscribed ACTIVITY, KNOWLEDGE, EXPERIENCE, PERFORMANCE, AND PROFESSIONAL. A map of Nebraska is placed in the center.

Section 2.
Ownership of the emblem and all publications shall be vested irrevocably in the Association, its successors or assigns.

Article IV -- Membership

Section 1.
All persons engaged in secretarial, clerical, or managerial work, or organizations in the educational system of the State of Nebraska shall be eligible for membership.

Section 2.
Membership shall be of four classes: active, honorary, retired, and associate.

Section 3.
Active members who are current with the payment of their dues shall be entitled to vote, to hold office, and to participate in all activities of the Association.

Section 4.
Honorary membership may be conferred by the Executive Board by unanimous vote of all Executive Board members upon persons in recognition of outstanding service to the Association. Honorary members shall be exempt from paying dues and shall have all privileges of active members except those of holding office, making motions, and voting.
Section 5.
Retired members may maintain their affiliation by paying annual dues. Registration fee for Annual Spring Meetings and Fall Workshops shall be the member fee. Retired members shall have all the privileges of active members except those of holding office, making motions, and voting.

Section 6.
Associate members are those who are no longer engaged in educational work but desire to keep in touch with the Association. They pay annual dues and have all the privileges of active members except those of holding office, making motions, and voting.

Section 7.
Full membership privileges in this Association shall terminate upon failure to pay dues, upon resignation, or upon withdrawal from employment as educational office personnel.

Section 8.
Full membership shall be restored to a member who returns to work in the educational system within the fiscal year of a resignation or withdrawal from employment.

Section 9.
The annual dues for all classes of members shall be established by the membership.

Article V -- Meetings

Section 1.
The Annual Meeting of the Association shall be called in the spring of the year at the discretion of the Executive Board. Workshop(s) shall be held in the fall of the year.

Section 2.
Ten percent of the Association membership shall constitute a quorum for the Annual Meeting.

Section 3.
The order for transaction of business for regular meetings of the Association shall be as follows:
1. Call to Order
2. Approval of the Minutes
3. Communications
4. Report of Treasurer
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment

Section 4.
Special meetings of the membership may only be called by a two-thirds favorable vote of the Executive Board.
Section 5.
Notice of regular and special meetings shall be mailed in sufficient time to reach each member at least two weeks in advance of such meeting.

Section 6.
A minimum of two meetings of the Executive Board shall be held during each fiscal year. Special meetings of the Executive Board may be called at the discretion of the President. Mileage, the rate to be set by the Executive Board, shall be paid to those members of the Board attending board meetings, and also chairmen of standing and/or special committees when requested to attend the Executive Board meetings.

Section 7.
To make for a smoother transition, the past Executive Board shall attend the first meeting of the newly installed Executive Board. The retiring Executive Board shall give to their counterparts their books, records, and reports. Mileage shall be paid, the rate to be set by the existing Executive Board, to the past Executive Board, as well as the present Executive Board. The past Executive Board shall have no vote.

Article VI -- Executive Board

Section 1.
The Executive Board shall consist of the officers and the immediate Past President.

Section 2.
A majority of members of the Executive Board shall constitute a quorum for the transaction of business.

Article VII -- Officers

Section 1.
The officers of the Association shall be President, President Elect, Vice President, Secretary, and Treasurer. All shall be active members of the State and National Associations; shall be installed at the Annual Spring Meeting; and shall assume office at the beginning of the fiscal year.

Section 2.
No officer may hold the same office for more than two consecutive terms. "Term" of office shall be one year.

Section 3.
The President Elect shall succeed to the office of President upon the termination of the President's term of office.
Article VIII -- Duties of Officers

Section 1.
The President shall preside at all meetings of the Association and of the Executive Board; shall call all special meetings; and shall appoint committees as indicated in Article X. The President shall be an ex-officio member of all appointed committees.

Section 2.
The President Elect shall perform the duties of the President in the event of the President's absence and shall act as Chairman of the Membership Committee. 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 unexpired term plus one year.

Section 3.
The Vice President shall serve as Chairman of the Meetings Coordinating Committee and liaison between host groups and the Executive Board; and shall act as Historian and maintain the Association's scrapbook. In the absence of the President and President Elect, the Vice President shall be the presiding officer. The Vice President shall fill the unexpired 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 of the Association and of the Executive Board. The Secretary shall send a copy of the minutes of each meeting to each member of the Executive Board within two weeks after the meetings; shall secure from the Treasurer a list of current members of the Association prior to the end of the year; shall conduct the correspondence of the Association as directed by the President or Executive Board; and at the end of the fiscal year shall duplicate all records and send to the State Historical Society, 15th and "R" Streets, Lincoln, Nebraska, to be placed on file for permanent record.

Section 5.
The Treasurer shall deposit the funds as the Executive Board directs and shall disburse them only upon a written order drawn and signed by the president. The Treasurer shall transfer money to and from the Savings Account as necessary. The Treasurer shall receive all dues and issue membership receipts and shall give a financial report at each meeting of the Association. The accounts of the Treasurer shall be audited at the close of each fiscal year by the Audit Committee. The Treasurer shall also furnish the Secretary with a list of current members of the Association prior to the end of the fiscal year.

Section 6.
The Executive Board shall assist in preparing programs of the meetings of the Association and shall perform such other duties as may be imposed upon it by the organization.
Article IX - Elections

Section 1.
The Nominating Committee shall present a ticket to the Executive Board after the candidates have been declared eligible by the Membership Committee and have signified their willingness to run for office. The ballots containing these nominations shall be mailed to each active member of the organization thirty days before the Annual Spring Meeting, names of other candidates may be written in. The ballot shall be officially closed by the fifteenth day prior to the Annual Spring Meeting and all ballots shall be returned to the Chairman of the Nominating Committee on or before that date. A list of the persons elected shall be sent to all candidates prior to the installation.

Section 2.
Election shall be by written ballot. A majority of all votes cast shall be necessary to elect.

Section 3.
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 Executive Board.

Section 4.
The name of a member of the Nominating Committee may not be placed on the ballot any year in which the person serves on the Committee.

Article X - Committees

Section 1.
The Association shall have Standing Committees as follows: Membership, Newsletter, Nominating, Audit, Finance, Professional Standards, Constitution and Bylaws, Field Service, Educational Professional Employee of the Year, Ways & Means, Meetings Coordinating, Scholarship and Publicity.

Section 2.
The President, with the approval of the Executive Board, shall appoint annually the Standing Committees and such other committees as are deemed beneficial to the function of the Association.

Article XI - Duties of Committees

Section 1.
A. Membership Committee - The President Elect shall serve as the Chairman of the Membership Committee, which shall promote increasing Association and National membership and shall pass on the eligibility of members to vote.

B. Newsletter Committee - The Newsletter Committee shall have as its Chairman the editor of the NEOPA Newsletter. The Committee shall be responsible for publishing the NEOPA Newsletter. The Newsletter shall carry news of Association members; proclaim professional achievements; distribute pertinent information; encourage members to participate in professional activities; and promote the welfare of educational office personnel.
Lola Young
University of NE-Lincoln
1100 Leh (0622)