UNOPA Notes, Volume 12, Number 8, April 1974

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If I could save some part of you, it would be this day; this hour would go - your eyes alight with such surprise to see how Spring can change the sky and touch the trees and find the flowers.

If I could save this day, it would be you that I'd remember every Spring when snow is left in patches on the ground and flowers, like the ones you found, are reaching for the sun.

I would remember part of you this way; Spring is to begin.

Published
By
Lorna
Newman
NELSINE'S NOOK

Greetings!

"We cannot tell the precise moment when friendship is formed. As in filling a vessel drop by drop, there is at last a drop which makes it run over. So in a series of kindnesses... there is at last one which makes the heart run over."

--James Boswell

I am impelled to share the above quotation with you because so often in this past year someone has supplied that last drop which made my heart run over. And I have been grateful!

Thank you for bearing with me on the conduct of business at the March meeting.

A bird's eye view for all of you about the Spring Regional Conference of the National Association being held here April 18, 19 and 20 seems appropriate. At my last count, 44 UNOPANs had registered for the Conference. There may be several others who sent their registrations in directly. This far exceeds my fondest expectations. Those of us who hold membership in the National Association are very proud of the response our own members have made. There will be registrants from all parts of the United States in attendance and we from UN-L will be doing our utmost to be top hostesses with the hope that those who come will leave with a good remembrance of Lincoln and Nebraska. Who knows, an April shower might even be appropriate!

Confession: I am getting butterflies about the luncheon next week. We are grateful to our bosses for taking time from their busy schedules to be with us. We want to fill the room... and we want every minute of the hour to be enjoyable. I know that you are all going to do your parts by bringing the bosses. So, those of us who have the responsibility will do our best to make it be that kind.

After these two big events in April your Executive Committee (Board of Directors, now) will be settling down to tie things up for another year. At this writing the officer balloting has not been tallied, but I hope to be able to announce and present the new Board at our meeting next week.

P.E. We have not overlooked the April birthdays. We plan to pick them up in May. Just thought maybe the April 10th meeting might get a little busy to do justice to birthdays.

The meeting was called to order at noon on Wednesday, March 13, 1974, by our President Nelsine, at the Nebraska Union, with 136 members and guests present.

The membership goal of 150 has now been achieved with continued hopes of encouraging new members.

The minutes of the February meeting were approved as printed in UNOPA Notes.

The Treasurer's Report was approved as printed in UNOPA Notes.

The Hospitality, Transportation, and Ways and Means Committee Chairmen are in need of assistance during the Spring Regional Conference, April 18-20. Please let Dee Hughes know if you have a car available and/or can help.

There will be a table displaying sales items, such as arts, crafts, etc., at the regional meeting. If you wish to donate an item or items, put a price on it, and let Dee Hughes know. Any unsold items will be returned to the donor.

A Business Letter Writing course, sponsored by the Southeast Community College-Lincoln Campus, in cooperation with the Office Personnel Associations of the University of Nebraska and Lincoln Public Schools, is offering a special course primarily for educational secretaries. This course commences March 26, 1974, and meets from 7 to 10 p.m. for 10 weeks. Call Jim Cather at 477-8963 between 8 a.m. and 5 p.m. if you plan to register.

The University of Nebraska will pay for the registration fee at the Regional Spring Conference, only; meals will be up to the individual.

Remind your bosses that the Bosses' Luncheon will be April 10, with Ann Campbell, Director of Public Affairs, as our speaker.

The following were amended to the Constitution and Bylaws (The name of the person making the motion appears in parentheses):

ARTICLE I -- Add "(UNOPA)" following the name of the association, to read: "The name of this organization shall be the UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA)." (Tintera)

ARTICLE III, Section 2 -- Insert "and", to read: "Membership shall be of three classes: Active, honorary, and associate".

Section 4 -- Change "Committee" to "Board" throughout entire document; combine first and second sentences to read: "Honorary membership in the Association shall be given with the approval of the Executive Board and shall be conferred by the majority vote of the Executive Board".
Section 6 -- Add "for active membership" and "one dollar ($1.00) for associate membership" to read: "The dues for each fiscal year, from July 1 to June 30, shall be three dollars ($3.00) for active membership and one dollar ($1.00) for associate membership, which shall be paid to the Treasurer. Members will be delinquent if dues are not paid by October 31.

Section 7 -- Insert "active" in last sentence to read: "Full membership privileges in this Association shall terminate upon failure to pay dues by a date specified by the Executive Board at the August Committee meeting. Members shall then be notified by a Renewal of Membership Form. Withdrawal from employment at the University of Nebraska shall also constitute termination of active membership privileges." (See Section 5) (Wagner)

ARTICLE IV, Section 1 -- Add "President-elect" and "Four Directors" to read: "The officers of the University of Nebraska Office Personnel Association shall be: President, President-elect, Recording Secretary, Corresponding Secretary, Treasurer, and five directors, all of whom shall be members in good standing, and shall be installed at the annual meeting and shall assume office at the beginning of the fiscal year".

Section 2 -- Delete "two weeks" in the first sentence, delete "more than", and change "one" to "two" in the second sentence to read: "The officers shall be elected annually, by ballot, prior to the annual meeting, and shall hold office for a term of one year beginning July 1 following the annual meeting. No member shall hold the same office for two consecutive terms". (Fults)

ARTICLE V, Section 1 -- Change the original sentence to two separate sentences by deleting "elected", "and", and "all of whom shall be members in good standing"; and adding the sentence, "With the exclusion of the immediate past president, there shall be no more than two past presidents serving on the Executive Board"; and inserting "of the association" and "shall serve as an ex-officio member", to read: "The Executive Board shall consist of the officers of the Association. The immediate past president shall serve as an ex-officio member. With the exclusion of the immediate past president, there shall be no more than two past presidents serving on the Executive Board". (Tintera)

ARTICLE VI, Section 1 -- Change "Professional Standards" to "Professional Growth"; delete "Newsletter" and "Historian"; and add "Finance and Budget" and "Auditing", to read: "The Association shall have standing committees as follows: Membership, Publicity, Nominating, Program, Hospitality, Professional Growth, Finance and Budget, and Auditing". (Cave)

ARTICLE VII, Section 1 -- Delete "regular" and "during"; add "of the association" and "monthly meetings of the Executive Board will be held August through June", to read: "Monthly meetings of the Association will be held September through May. Monthly meetings of the Executive Board will be held August through June". (Hines)

ARTICLE VIII -- Interchanged with present Article X.

ARTICLE IX, Section 2 -- Change "organization" to "association" to read: "Membership present shall constitute a quorum for the transaction of business at all regularly announced meetings of the association".
ARTICLE X -- Change present Article VIII by deleting "its" in three places; changing "amendment" to "amendments"; and adding "of the association" to read: "Amendments to the Constitution and Bylaws shall be submitted in writing to the President fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on at the first meeting following presentation. A two-thirds vote of all voting members shall be required. The amendments shall become effective immediately following adoption." (Moe)

Bylaws

ARTICLE I, Section 1 -- Insert "suggested" and "is"; delete "for transaction" and "shall be"; change "Reading" to "Approval" to read: "The suggested order of business for regular meetings of the Association is as follows: Call to order, Approval of the minutes, Communications, Report of treasurer, Reports of committees, Unfinished business, New business, Adjournment".

Section 2 -- Insert "NEWLY" to read: "All meetings of this Association shall be conducted according to parliamentary procedures as set forth in Robert's RULES OF ORDER NEWLY REVISED". (Radenslaben)

ARTICLE II, Section 1 -- New Section 1 to read: "Each officer of the Association, except the President and Recording Secretary, shall be appointed chairman of at least one committee".

Section 2 -- Use present Section 1, as is.

Section 3 -- Add duties of the President-elect to read: "The President-elect shall perform the duties of the president in the event of the president's absence and shall fill a vacancy in the presidency. She shall be chairman of the Program Committee".

Section 4 -- Use present Section 3, deleting the last sentence, which is "She shall serve as co-chairman with the Corresponding Secretary to keep a roster of the active membership as supplied by the chairman of the Membership Committee". to read: "The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, and she shall send to the President and Executive Board a copy of the minutes of each meeting within fifteen (15) days after the meeting".

Section 5 -- Use present Section 4.

Section 6 -- Use present Section 5 and change "dues" to "monies"; delete "issue membership receipts" and "at each regular meeting of"; insert the word "monthly" and "to"; to read: "The Treasurer shall receive all monies, disburse funds as directed by the Executive Board, and shall present a monthly report to the Association".

Section 7 -- Use present Section 6 inserting "except the Presidency and President-Elect" to read: "The Executive Board shall have the power to fill any vacancies occurring among the officers, except the Presidency and President-Elect, until the next annual election of officers. The Executive Board shall assist in preparing programs of the meetings and conferences of the Association and shall perform such other duties as may be imposed upon it by the Association". (Wacker)
ARTICLE III, Section 1 -- New Section 1 to read: "A vacancy in the office of the President shall be filled by the President-Elect whose term in office as President shall extend for the unexpired term of her predecessor, plus one year. If there is a vacancy in the office of President-Elect, the Nominating Committee shall submit names of candidates for this office. Election shall be as provided in Article IV, Section 2".

Section 2 -- "Vacancies" in all other offices shall be filled as provided in Article II, Section 7". (Brt)

ARTICLE IV, Section 1 -- Change "regular monthly" to "March"; delete preceding the distribution of the ballots"; and insert "plus two members of the Nominating Committee"; to read: "The Nominating Committee shall present a suggested slate of officers plus two members of the Nominating Committee to the general membership at the March meeting. Additional nominations may be submitted by the membership when the slate of officers is presented". (Busboom)

ARTICLE V, Section 1 -- A. No change.

B. Delete the phrase, "such as tours, special meetings, conferences, noncredit classes, etc." to read: "The Publicity Committee shall work with the Membership Committee and Program Committee in creating interest through (1) newspaper releases, (2) announcements of the monthly meetings, and (3) promotion of special events."

C. No change.

D. No change.

E. No change.

F. Change "Standards" to "Growth" to read: "The Professional Growth Committee shall endorse and maintain the ideals and standards of this association by encouraging members to maintain high level performance in their work, conform to the standards of their profession, exercise proper office etiquette and practice loyalty to the institution for which they work".

G. Delete present G, using the following: "G. Finance and Budget Committee shall study the financial needs of the Association for the year and present a proposed budget in October".

H. Delete present H, using the following: "H. The Auditing Committee shall audit the records of the Treasurer in June and submit a report of the membership no later than September".

Section 2 -- New Section 2 to read: "The Chairman of each committee shall assist the President in selecting the members of her committee".

Section 3 -- Use present Section 2 by changing "The Chairman of each committee to "Each committee chairman", "a yearly" to "an annual", and "the annual meeting of" to "in May". to read: "Each committee chairman shall submit an annual report in writing to the Association in May".
The 1973-74 Nominating Committee, consisting of Ruth Dick, Ruth Rosenberg, and Ina Probasco, presented the following slate of officers for the 1974-75 year:

- President: Loah Moe
- President-Elect: Jan Radenslaben
- Recording Secretary: Lucille Griess
- Corresponding Secretary: Ruth Abbott
- Treasurer: Mary Louise Dutcher
- Nominating Committee: Roma Regler, Sally Osborne
- Directors: Helen Busboom, Mollie Tintera, Mary Swearingen, Leora O'Neil, Harriet Lindquist

Voting will take place via a ballot sent through campus mail. The votes will be tallied by Nancy Fields, Helen Busboom, and Charlotte Jackson, and announced at April's meeting.

Jan Radenslaben introduced those members of the Backyard Farmer Panel present for the meeting — Bob Roselle, Extension Entomologist; Dave Wysong, Extension Plant Pathologist; and Wayne Whitney, Extension Horticulturist; who presented a most informative and light program on our lawn and garden problems.

The meeting was adjourned.

Jan Radenslaben
Recording Secretary
Greetings! As the saying goes, "April showers bring May flowers", but they didn't tell us they were going to be snow showers. The only consolation is the nasty weather can't last long, summer is just around the corner.

I think the Bosses Luncheon will be a highlight of the year. Dr. Anne Campbell will tell us about her recent trip to Russia. I hope all of you are planning to attend.

In reminiscing, it has been a good year for UNOPA. We have reached a high in membership - thanks to you. Also, thanks to all of you, I have been able to schedule some interesting speakers. That is all I have done, schedule the meetings. You, the membership, have given me the suggestions. I want to thank you very much. Remember, an organization is only as good as its membership, and I think UNOPA has the greatest!

Nothing from Ina this month. I called her this week and found that she was gone for the whole week.

GENNY'S GOLD

February Balance $514.82
4 new memberships (2 at $1.50 and 2 at $3.00) $9.00
Luncheon Reservations $272.00
Tote Bag Sales $15.00
Total Balance $810.82

Paid Out:
Bright of America for stationary and cards $18.00
Women's InterClub Council for Dues for 1973-1974 $2.00
Paid to Marian T. Wood Scholarship Fund for Dues $10.00
Paid Nebraska Union for Luncheons $273.00
Balance of March $507.82
Attention Members -- Please remember that Dr. Hammer needs your assistance for the Junior Olympics to be held in Lincoln on August 9 through 12.

If any of you can offer your secretarial assistance or can be a chaperone for the youngsters participating in the Olympics -- please call Lorna at 2102 and we will put you on the list. This is all you need to do -- Dr. Hammer will send you further instructions later on about your duties. So -- please call if you can help out.

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Secretaries aren't worth much on Monday mornings.....

On Tuesdays, secretaries are always late getting back from lunch....

On Wednesdays, secretaries work very hard....

On Thursdays, secretaries always call in sick.....

But on Friday afternoons at four o'clock, secretaries make a lot of noise!

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Since I am trying to fill up this page -- I want to share this with you -- it is one of my favorites...

AN EPILOGUE TO MEN

We women are complex enough to begin with, and all the pulls and tugs of modern life aren't making things any easier. We find it enormously difficult to understand ourselves and the part we are expected to play in the home and the world. So many young wives are frustrated and dissatisfied because the outside world, with all its excitement, beckons and they are unable to answer the call. Others are perfectly happy at home, but feel guilty because they are told they should aspire to more than the domestic routine.

You can help, more than you know. If we're tempermental at times -- put up with us. If we're changeable, worrisome, -- tolerate us. Don't try to figure us out -- the best of you have tried and failed.....

JUST LOVE US AND TELL US YOU NEED US.....BECAUSE WE NEED YOU.