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1993-94 UNOPA Bylaws

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**UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION
(UNOPA)**

CONSTITUTION

Preamble

Education is the birthright of every person. We as members of the University of Nebraska Office Personnel Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office personnel and the importance of their contributions to the university and the community.

Article I - Name and Purpose

- Section 1 - The name of this organization shall be the UNIVERSITY OF NEBRASKA OFFICE PERSONNEL ASSOCIATION (UNOPA).
- Section 2 - The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office personnel within the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

Article II - Objectives

- Section 1 - Encouraging educational personnel to continue in their professional growth through the National Professional Standards Program (PSP), sponsoring workshops for both members and non-members, and promoting participation in the Nebraska Educational Office Personnel Association (NEOPA) and the National Association of Educational Office Professionals (NAEOP).
- Section 2 - Identifying employee concerns, especially those that affect the Office/Service classification, and working within the university system to meet those concerns.
- Section 3 - Encouraging all members to interact and learn from one another through mentoring programs, classes, workshops and serving on various University or UNOPA committees. To develop leadership skills by heading committees and serving as officers of the Association.
- Section 4 - Encouraging all members to broaden their understanding of the University of Nebraska, its goals and functions, and the relationship between the university and the community.

Article III - Membership

- Section 1 - Membership shall be open to persons interested in promoting the objectives of the Association.
- Section 2 - There shall be five (5) classifications of membership: Active, Associate, Retired, Life and Honorary.
- Section 3 - Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections.

Article VI - Committees

- Section 1 - The Association shall have standing committees as follows: Awards, Employee Concerns, Foundation, Hospitality, Membership, Nominating, Professional Growth, Program, Publicity, Salary Issues, UNOPA Notes, and Ways and Means.
- Section 2 - The newly installed elected officers shall annually appoint the Directors and Co-Directors of the standing committees prior to July 1, and shall appoint other committees as deemed beneficial to the general membership and function of the Association.

Article VII - Meetings

- Section 1 - General membership meetings of the Association will be held the second Tuesday of each month, September through May, unless otherwise stipulated by a majority vote of the Executive Board. Special meetings of the membership may be called by a two-thirds vote of the Executive Board.
- Section 2 - Monthly meetings of the Executive Board will be held August through June. Special meetings of the Executive Board may be called by the President.
- Section 3 - The annual meeting of the Association shall be held in May of each year.

Article VIII - Affiliation

- Section 1 - This Association shall annually affiliate with NEOPA and NAEOP.
- Section 2 - The Association shall appoint a delegate to the NAEOP Advisory Council at the National Convention.

Article IX - Quorum

- Section 1 - A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.
- Section 2 - Membership present shall constitute a quorum for the transaction of business at all meetings of the Association.

Article X - Amendments

- Section 1 - Amendments to the Constitution and Bylaws shall be submitted in writing to the President, for review by the Executive Board, fifteen (15) days prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members within one month following presentation. A majority vote of ballots returned shall be required and the amendments shall become effective immediately.