

2008

## 2008-09 UNOPA Bylaws

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UNIVERSITY OF NEBRASKA  
OFFICE PROFESSIONALS ASSOCIATION (UNOPA)  
Bylaws

**Article I – Name**

The name of this organization shall be the University of Nebraska Office Professionals Association (UNOPA).

**Article II – Purpose and Objectives**

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.

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals 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.

UNOPA fulfills its purpose through the following actions:

**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 Professionals 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 leading 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. There shall be five (5) classifications of membership: Active, Associate, Retired, Life, and Honorary.

- A. **Active** membership in the Association shall be open to all office personnel in the educational system of the University of Nebraska. Active members shall be entitled to vote, hold an elected or appointed office, and participate in all activities of the Association. Withdrawal from employment at the University of Nebraska shall constitute a change from Active to Retired or Associate membership.
- B. **Associate** membership in the Association shall be open to persons who are interested in advancing the objectives of the organization but who are not eligible to be Active members, and who have paid annual dues (e.g., other university employees, former employees, or students). Associate members shall have the rights and privileges of Active members except those of voting and holding an elected or appointed office.
- C. **Retired** membership in the Association shall be open to former Active members who are retired from the University and desire to keep in touch with the Association and the university community. They shall have the right to vote and may hold an appointed office and serve on committees.
- D. **Life** members are Active members of the Association who have paid life membership dues. Life members shall have all the rights and privileges of Active members, except upon withdrawal from the university system, at which time they shall become Associate or Retired members.
- E. **Honorary** membership in the Association shall be conferred by a majority vote of the Executive Board. Honorary members are individuals who have made significant contributions to the growth of UNOPA, its members, and office/service employees. They shall be entitled to all the privileges of Active members with the exceptions of the right to vote, and hold an elected or appointed office, and shall be exempt from paying dues.

### Section 2.

Rights and privileges, services, and obligations of each classification of membership shall be determined by the Executive Board except as noted in subsequent sections. The UNOPA membership year is July 1 through June 30. Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska-Lincoln.

## **Article IV – Officers/Duties**

### **Section 1.**

The elected officers of UNOPA shall be President, President-elect, Recording Secretary, Corresponding Secretary and Treasurer; all of whom shall be Active member in good standing as defined in Article III to be installed at the annual meeting and assume office on July 1.

### **Section 2.**

Nominations of candidates for the offices of President-elect, Recording Secretary, Corresponding Secretary, and Treasurer shall be submitted by the membership to the Nominating Committee. The Nominating Committee shall present the nominations at the March general meeting. Additional nominations may be submitted by the membership when the slate of officers are presented. The officers shall be elected, by mailed ballot, prior to the annual meeting and shall hold office for a term of one year or until their successors are elected, beginning July 1. No member shall hold the same elected office for two consecutive terms.

### **Section 3.**

The President shall preside at all meetings of the Association and of the Executive Board; shall, with the assistance of other elected officers, appoint committee directors; shall be an ex-officio member of all appointed committees, except the Nominating Committee; shall be a member of NEOPA and NAEOP; shall serve as contact for UNOPA with the University Association for Administrative Development (UAAD), the Nebraska Educational Office Professional Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); shall represent UNOPA on the NAEOP Advisory Council, at the UNL Deans and Directors meetings, and at any official meetings with university administrators. The Annual Report of the Association shall be compiled and distributed to the members before the end of term in office. The President shall sign checks in the absence of the Treasurer. The President shall become the Bradley Munn Professional Growth Fund Director the following year.

### **Section 4.**

The President-elect shall perform the duties of President in the event of the President's absence; shall fill a vacancy in the Presidency; shall assist the other elected officers in appointing committee directors; shall act as Director of the Program Committee, and provide information about each monthly meeting to the UNOPA Notes Director and Hospitality Director; shall be a member of NEOPA and NAEOP; shall become the President during the following year.

### **Section 5.**

The Recording Secretary shall keep an accurate record of the proceedings of the Association and Executive Board meetings, keep an up-to-date record of the current Bylaws, including Standing Rules; and shall send to the Executive Board a copy of minutes of each meeting within five (5) days after the meeting; shall assist other elected officers in appointing committee directors; shall distribute the General Membership Meeting minutes to the membership via UNOPA Notes, e-mail, or posting on the UNOPA website; and shall collect pertinent records to be archived. Shall preside at meetings in the absence of the President and President-elect.

**Section 6.**

The Corresponding Secretary shall conduct the correspondence of the Association as directed by the President and the Executive Board, including extending courtesies to Association members, and corresponding with NAEOP and NEOPA and reporting UNOPA activities for publication; shall in the absence of the Recording Secretary, assume the duties of the Recording Secretary; shall assist the other elected officers in appointing committee directors; shall assist, as needed, with registration and travel arrangements to meetings; shall collect photos for scrapbook; shall be responsible for the past-presidents luncheon; shall be responsible for the holiday collection, and shall provide publicity for UNOPA including sending notices of meetings and information to the Scarlet, E-news, and other media outlets as appropriate.

**Section 7.**

The Treasurer shall receive all monies, disburse funds as directed by the President and the Executive Board, present monthly reports, and prepare materials for an annual audit; shall assist the other elected officers in appointing committee directors; shall study the financial needs of the Association for the year working with the other elected officers and present a proposed budget to the general membership by October; provide the executive board with an annual financial report, have a working knowledge of Excel and have access to the UNL financial system, and shall arrange for an audit of the records at the end of UNOPA's fiscal year. A majority vote of the members present at October's general meeting is required to approve the budget.

**Section 8.**

A vacancy in the office of President shall be filled by the President-elect whose term of office shall extend for the unexpired term of their predecessor, plus one year. If there is a vacancy in the office of President-elect, notice of filling a vacancy shall be given to the members at least 15 days before candidates are nominated at a general meeting. The Nominating Committee shall accept nominations from the members and nominate candidates as soon as possible, following notification. A special election for President-elect shall be conducted by mailed ballot within one month of nomination, the term of office to be determined by the circumstances.

**Section 9.**

The Executive Board shall appoint any vacancy occurring among the officers, except the President and President-elect, until the next annual election of officers.

**Article V – 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. Membership present shall constitute a quorum for the transaction of business at all general membership meetings of the Association.

**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. A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at Board meetings.

**Section 3.**

The annual meeting of the Association shall be held in May of each year. Newly elected officers shall be installed at the annual meeting.

**Article VI – Executive Board****Section 1.**

The Executive Board shall consist of the elected officers of the Association and the directors for each of the committees. The President Emeritus shall serve as ex-officio member. With the exclusion of the immediate Past-president and President Emeritus, there shall be no more than four past presidents serving on the Executive Board.

**Section 2.**

The newly installed 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.

The Director of each standing committee shall be an ex-officio member of the Executive Board with all the rights, responsibilities and duties of a Board member. The Director of each special or ad hoc committee shall be an ex-officio of the Executive Board with all the rights, responsibilities and duties, except the right to vote. Co-directors are expected to attend Executive Board meetings and will have all the rights, responsibilities and duties except the right to vote (only one vote per standing committee).

**Section 3.**

Each member of the Executive Board shall submit a written annual report to the President in May for inclusion in the Annual Report of the Association.

**Article VII – Committees****Section 1.**

The Association shall have standing committees as follows: Awards, Bradley Munn Professional Growth Fund, Bylaws, Career Development, Communication Technology, Employee Concerns, Hospitality, Membership, Mentoring, Nominating, Outreach, Program, UNOPA Notes, and Ways and Means.

**Section 2.**

Guidelines, duties, and responsibilities for each standing and each special committee shall be specified by the Executive Board, and may change from time to time, according to the needs and goals of the Association.

## **Article VIII – Affiliation**

### **Section 1.**

This Association shall annually affiliate with NAEOP and support NEOPA.

### **Section 2.**

This Association shall appoint the President to the NAEOP Advisory Council.

## **Article IX – Amendments**

### **Section 1.**

Amendments to the 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 using mailed paper ballot, within one month following presentation. A majority vote of ballots returned, shall be required for passage, and the amendment(s) shall become effective immediately.

## **Article X – Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

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## STANDING RULES

1. The dues for each fiscal year, from July 1 to June 30, shall be nine dollars (\$9.00) for active and associate members and two dollars (\$2.00) for retired membership. Life membership shall be \$200.00. If a renewing member's dues are not paid by September 30, a \$3.00 fee will be assessed in addition to the \$9.00 annual dues – for a total cost of \$12.00 to reinstate membership.
2. Dues for former members who have had a break in service from the university (who join later in the year) will be \$9.00 through March 31. Individuals initially joining UNOPA after March 31 will not be required to pay any dues until the next UNOPA fiscal year.
3. All Executive Board meetings are open to any members, unless stipulated by the President.
4. The President will not vote on issues unless there is a tie vote in accordance with Roberts Rules of Order Newly Revised.
5. The President and President-elect shall be a member of NEOPA and NAEOP Associations; dues will be paid or reimbursed by UNOPA.
6. The Association will purchase a gavel guard and chain. The incoming President will present the gavel guard to the retiring President immediately after the retiring President has presented the gavel to the incoming President. The President's plaque will also be presented at the annual meeting in May by the incoming President.
7. The President is given the option to represent the Association at the NAEOP Advisory Council at the Annual Conference. If the option is declined, another delegate will be selected by majority vote of the Executive Board. The Association will contribute funds to assist the attendance of the Delegate and the President-elect at the NAEOP Annual Conference.
8. It is strongly recommended that candidates for office of President-elect shall have served at least one year on the Executive Board and have at least three years of active UNOPA membership.
9. At the end of the fiscal year, all outgoing directors will give their current year's notebook to the incoming directors. The incoming directors will then take the previous year's notebook to 1700 Y Street to be kept as permanent records.
10. A listing of the Duties of the Standing Committees shall be included as an attachment to the Bylaws and Standing Rules. Duties shall be updated by the Executive Board as deemed necessary.

Adopted 12/92  
Revised 9/7/94  
Revised 9/4/97  
Revised 2/11/02 (Standing Rule #7)  
Revised 10/13/04 (Standing Rule #10)  
Revised 11/12/04  
Revised 5/12/05 (Bylaws/Standing Rules/Revision)  
Revised 10/9/07  
Revised 3/11/08



### **Duties of the Committees:**

*(The job descriptions of the committees should not be kept in the Bylaws. The Executive Board should have the flexibility to adjust the duties and not require a change in the Bylaws. The Secretary should have complete job descriptions for each committee that should be reviewed by the Executive Board each year). (Each Committee shall have at least three (3) members participating on the Committee).*

### **Standing Committees**

- A. The Awards Committee shall organize and implement all UNOPA special awards. In the best interest of the Association, members of the Awards Committee (including Director) shall not be eligible for an award sponsored by the Association. An individual cannot be nominated for both the Floyd S. Oldt Outstanding Staff Award and the Floyd S. Oldt Silver Pen Award within the same membership year. Nominees of the Rose Frolik, Floyd S. Oldt Outstanding Staff, Floyd S. Oldt Silver Pen, and Floyd S. Oldt Boss of the Year Awards shall **not** be notified of the selection results prior to the official awards ceremony.
- B. The Immediate Past President shall serve as Director of the Bradley Munn Professional Growth Fund Committee. This Committee administers UNOPA's Foundation account with the primary intent being to encourage Professional Development in multiple areas among the membership. The review board consists of the Immediate Past President, the current Career Development Director, the current Treasurer and two additional UNOPA members. The Board will meet quarterly to review the status of the fund, review applications and select recipients, and actively recruit monetary pledges to replenish the fund.
- C. The Bylaws Committee shall review the Bylaws and Standing Rules each year and present their recommendations to the Executive Board.
- D. The Career Development Committee shall be encouraged to organize and implement at least two workshops a year, but at least offer one workshop that will be free for UNOPA members. The committee shall encourage participation in the Professional Standards Program (PSP) of the National Association of Educational Office Professionals (NAEOP) and offer information and assistance to UNOPA members in their procurement of this certification. The committee shall offer at least one workshop per year to provide information on the Professional Standards Program.
- E. The Communication Technology Committee will update and maintain UNOPA's web page. It is strongly recommended that the Committee Director have working knowledge of html, pdf, and ftp. Commitment is for two years.
- F. The Employee Concerns Committee shall be responsible for policy statements and report to the membership on results, comments or actions on issues. Any major policy statements must be approved by the Executive Board. There shall be a Co-Director of the Employee Concerns Committee who will move into the Director's position the following year. This is a two year commitment: 1 year as Co-Director, 1 year as Director.

- G. The Hospitality Committee shall be responsible for establishing a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship. Shall arrange for room reservations and menus for each meeting.
- H. The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated database of all members on an Access database, update the listserv and provide updates to the Communication Technology Committee for the website. The Committee will obtain names of new office/service employees from HR, send UNOPA information, and make personal contact to see if new employees are interested in becoming an UNOPA member. The committee will also supply labels to the Hospitality Committee and UNOPA Notes Committee for monthly mailings and supply the Committee Form at the May meeting.
- I. The Mentoring Committee shall be responsible for developing a mentoring program for UNOPA. This may include noon workshops, providing assistance to members in developing individual mentoring partnerships, and/or providing information for their page on the UNOPA website.
- J. The Nominating Committee shall be responsible for assuring the future of our organization by establishing and submitting a complete slate of officers for the upcoming year and governing the election process.
- K. The Outreach Committee shall be responsible for coordinating all aspects of the annual summer social, which includes choosing a location, and working with the committee to select a theme, prizes, and coordinate registration.
- L. The Program Committee shall be responsible for submitting the proposed year's program and speakers for approval as soon as tentatively arranged to the Executive Board and provide information about each monthly meeting to the UNOPA Notes Editor.
- M. The UNOPA Notes Committee shall be responsible for collecting information for, setting up, editing, and distributing UNOPA's monthly newsletter.
- N. The Ways and Means Committee shall be responsible for coordinating the workers for the Fall parking lot. This committee may also develop other fund raisers throughout the year.

**Ad Hoc Committee:**

*(These committees along with any others can be established at the discretion of the incoming Board).*

- A. If a NEOPA/NAEOP Liaison is appointed by the UNOPA President, the general duty of this position is to coordinate activities with the UNOPA membership relating to the state and national conferences. The liaison must be a 3-D member (membership in the local, state and national organizations). The liaison will personally congratulate and welcome UNOPA members at UNOPA meetings who join NEOPA and/or NAEOP for the first time. Thank UNOPA members who renew their memberships in NEOPA and/or NAEOP. The liaison will plan a reception for UNOPA members, to be held during the NAEOP Annual Conference, prior to the PSP banquet. Submit the plan at a regularly scheduled