

5-2013

## NEOPA Bylaws - May 2013

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## NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION BYLAWS

### ARTICLE I - NAME AND FISCAL YEAR

Section 1.

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

Section 2.

Executive Board must approve the use of the Association's name.

Section 3.

The fiscal year of the Association shall be July 1 through June 30 of the following year.

### ARTICLE II - PURPOSE AND OBJECTIVES

Section 1.

The purpose of the Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession.

Section 2.

The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.

Section 3.

This Association shall encourage educational office personnel to continue in their professional growth through the National Professional Standards Program (PSP) and promote participation in the National Association of Educational Office Professionals (NAEOP).

### ARTICLE III - MEMBERSHIP

Section 1.

Membership shall be open to educational office personnel working in institutions of learning and the profession in the State of Nebraska. The NEOPA membership year is July 1 through June 30.

Section 2.

There are four classifications of membership: (A) **Active**, (B) **Retired**, (C) **Associate**, and (D) **Honorary**.

A. **Active** member, current with the payment of dues, shall be entitled to make motions and vote on all matters coming before the Association, may serve on committees, and may hold office. Active members receive the Association newsletter.

- B. **Retired** membership is available for members who have retired as an educational office professional but wish to maintain an affiliation with the Association. Retired members shall have all rights and privileges of Active members except that of holding office.
- C. **Associate** membership shall be open to all persons interested in advancing the purposes of the Association but may not be engaged in educational office work. An Associate member may serve on committees and shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.
- D. **Honorary** membership may be bestowed upon a person in recognition of outstanding service to the Association. The Executive Board shall recommend candidates for Honorary membership. Honorary members shall be exempt from paying dues and shall have all the rights and privileges of Active members except those of making motions, voting, and holding office.

Section 3.

Full membership privileges in this Association shall terminate upon failure to pay dues by September 30 of the current fiscal year, upon resignation, or upon withdrawal from employment as educational office personnel.

Section 4.

Full membership shall be restored upon payment of dues and/or upon returning to work as an educational office professional within the fiscal year of a resignation of membership or withdrawal from employment.

#### ARTICLE IV - 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.

All proceedings of this Association shall be conducted according to parliamentary procedures as set forth in the current *Robert's Rules of Order, Newly Revised*.

Section 4.

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

Section 5.

A minimum of three meetings of the Executive Board shall be held during each fiscal year in addition to the transition meeting that will be held prior to the new board taking office. Special meetings of the Executive Board may be called at the discretion of the President.

Section 6.

Telephone or electronic meetings may be held by the NEOPA Board of Directors, committees, or at a workshop/conference of the Association.

**ARTICLE V - EXECUTIVE BOARD**

Section 1.

The Executive Board shall consist of the elected officers, Immediate Past President and the approved Director for each of the standing committees as listed in Article IX, Section 1. With the exclusion of the Immediate Past President, there shall be no more than three past presidents serving on the Executive Board.

Section 2.

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

**ARTICLE VI - OFFICERS**

Section 1.

The officers of the Association shall be President, President-elect, Vice President, Secretary, Treasurer, and Immediate Past President. All shall be Active members of the State and National Associations; shall be installed at the Annual Meeting; and shall assume office at the beginning of the fiscal year.

Section 2.

"Term" of office shall be one year except for the office of Treasurer. The "term" of office for Treasurer shall be for two consecutive years. No officer may hold the same office for more than two consecutive terms.

Section 3.

The President-elect shall succeed to the office of President at the conclusion of the President's term of office or in the incapacity of the President.

**ARTICLE VII - 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; shall maintain current job descriptions for each Executive Board officer and committee director; shall prepare the Annual Report of the Association to be distributed to members by September 1 following the end of her term; and shall appoint committee directors, with approval of Executive Board. The President shall be an ex-officio member of all appointed committees, except the Nominating Committee.

Section 2.

The President-elect shall perform the duties of the President in the event of the President's absence and shall act as Director 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 remaining term plus one year.

Section 3.

The Vice President shall serve as Director of the Meetings Coordinating Committee and liaison between host groups and the Executive Board. In the absence of the President and President-elect, the Vice President shall be the presiding officer. The Vice President shall fill the remaining 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 and correspondence 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 30 days after the meetings, and shall send acknowledgement of life events (i.e. illness, birth, death, etc.) to members/families and others as appropriate.

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 and shall give a financial report at each meeting of the Association. The Audit Committee shall audit the accounts of the Treasurer at the close of each fiscal year.

Section 6.

The Immediate Past President shall serve as Director of the Field Service Committee; and shall be responsible for submitting the Louise Henderson Nelson Award application to the National Association of Educational Office Professionals (NAEOP).

Section 7.

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 association.

**ARTICLE VIII - ELECTIONS**

Section 1.

The Nominating Committee shall present a slate to the Executive Board after the candidates have signified their willingness to run for office and have been declared eligible by the Membership Committee. The ballots shall be distributed by U.S. Mail or electronic means to each Active and Retired member of the organization thirty days before the Annual Meeting. Write-in nominations are accepted with the candidate's consent. The voting process shall be officially closed by the fifteenth day prior to the Annual Meeting and all ballots shall be submitted to the Director 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 of officers.

Section 2.

Elections shall be by written or electronic ballot. A majority of all votes cast shall be necessary to elect. If there is a tie vote, a flip of coin, witnessed by two Nominating Committee members, will determine the winner.

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.

If an elected officer declines to serve after notification of winning an election, the NEOPA President may appoint a replacement with approval of the Executive Board.

Section 5.

If a member of the Nominating Committee chooses to run for office, the member must be excused from the Nominating Committee.

**ARTICLE IX - COMMITTEES AND APPOINTMENTS**

Section 1.

The Association shall have the following standing committees: Awards and Scholarships, Bylaws, Field Service, Finance & Records, Information/Technology, Meetings Coordinating, Membership, Newsletter, Nominating, Professional Standards, and Ways and Means.

Section 2.

The President, with approval of the Executive Board, shall appoint the Director of each committee.

Section 3.

The Director of each committee shall be an ex-officio member of the Executive Board with all the responsibilities and duties of a board member. The Director of each committee shall submit a written annual report.

Section 4.

The Executive Board shall specify guidelines, duties, and responsibilities for each committee. Complete job descriptions for each officer and committee Director shall be maintained by the Secretary and routinely reviewed by the Executive Board.

**ARTICLE X - AMENDMENTS**

Section 1.

Amendments to the Bylaws shall be submitted in writing to the Director of the Bylaws Committee. A report on proposed amendments shall be presented to the Executive Board for review and approval prior to presentation to the membership for vote.

Section 2.

Proposals of the Bylaws Committee shall be provided to the voting membership no later than thirty days prior to scheduled voting.

Section 3.

Two-thirds of the returned written and/or electronic vote in favor of proposed amendments shall be required for adoption.

Adopted June 12, 1964

Revised October 1966, October 1969, April 1970, May 1972, April 1973, April 1974, May 1976, May 1977, May 1978, April 1979, April 1982, April 1984, April 1985, April 1986, April 1988, May 1989, April 1990, April 1992, May 1993, April 1994, April 1997, January 1999, April 2002, April 2003, April 2005, March 2006, March 2007, April 2010, April 2011, November 2011, June 2012, May 2013

## STANDING RULES

(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 the Annual 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 Annual Meeting and the Workshop(s) 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 Executive Board 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 Annual Meeting. The incoming president shall be responsible for securing a plaque for the retiring president.
5. Executive Board 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 Executive Board.
6. Job descriptions for each Executive Board officer and Committee Director will be maintained by the Secretary and routinely reviewed by the Executive Board.
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 Board and Standing Committees shall be included as an attachment to the Bylaws and Standing Rules. The Executive Board shall update duties of the Standing Committees, as needed.

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

10. The following are awards and recognitions given by NEOPA:

**NEOPA Professional Growth Award**

The purpose of this award is to encourage and reward membership at the state level as well as promote attendance at a State, Central Area, or National conference each year. Winners are drawn from the current members in attendance at the NEOPA Spring State Conference. There are four awards: one \$100 award, one \$75 award, and two \$50 awards.

**NEOPA Educational Office Professional of the Year and  
NEOPA Educational Administrator of the Year Awards**

These awards are based on nominations received from the NEOPA membership. A panel of judges will select the candidates that best fit the criteria set forth by the National office. The recipients of these awards are recognized at the Fall Workshop, and will have the opportunity to be forwarded to NAEOP for consideration for the Olive T. Ritchie Educational Office Professional of the Year and the Administrator of the Year awards. For purposes of nomination for the NAEOP award, nominees will be co-sponsored by both the local and state associations.

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 Chair 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 and Records Committee Chair.

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

REVISED April 1993, April 1994, April 1997, January 1999, April 2002, April 2003, April 2005, March 2006, October 2006, March 2007, April 2009, April 2010, November 2011, June 2012, May 2013

Attachment to Standing Rules (see #8)

### **DUTIES OF 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.)

**A. Awards and Scholarships Committee** - The Awards and Scholarships Committee shall promote participation in, receive nominations for and oversee the selection of any outstanding Association member and Administrator to be recognized at the Fall workshop. There shall be no automatic award(s). If there are no nominations, or if no eligible candidates are nominated, no award(s) will be presented. The winner of the NEOPA Educational Office Professional of the Year Award and the NEOPA Educational Administrator of the Year Award will each receive a plaque, \$250, and a one year NEOPA membership in recognition of the award. The winners of these awards will be NEOPA's nominees for the NAEOP Olive T. Ritchie Educational Office Professional of the Year and the NAEOP National Educational Administrator of the Year awards. This Committee also presents the Professional Growth Awards at the Spring Conference.

The Awards and Scholarships Committee shall promote participation in, receive applications for, and oversee the selection of a recipient(s) for the NEOPA Scholarship(s) to be recognized at the Annual Meeting. The Committee shall also provide the NEOPA Scholarship winner with the forms for the NAEOP Marion T. Wood Scholarship, and work with the NEOPA President in meeting the deadline for this scholarship(s).

**B. Bylaws Committee** - The Bylaws Committee shall review the Bylaws and Standing Rules each year before the Annual Meeting and present its recommendations to the Executive Board.

**C. Field Service Committee** - The Field Service Committee shall promote the Association, professionalism of educational office professionals (working closely with the Professional Standards Committee), and in-service sessions and/or workshops at the state and local levels. Shall be responsible for submitting the Louise Henderson Nelson Award application to NAEOP. The immediate Past President shall serve as Director of the Field Service Committee.

**D. Finance & Records Committee** - The Finance & Records Committee shall have a general charge of the budget of the Association and shall submit an annual budget to the Executive Board for approval. The Committee shall allow in the budget an

item in the amount stipulated by the National Association of Educational Office Professionals as an affiliation fee in the National Association. The Finance & Records Committee shall also audit the accounts of the Association at the close of each fiscal year and shall submit its report to the Executive Board at the fall NEOPA board meeting. There shall be an external audit every five years, starting in the year 2001-2002. This committee shall act as the Associations Historian. The Finance & Records Committee shall consist of the Finance & Records Director, current Treasurer and at least one appointed member.

- E. *Meetings Coordinating Committee*** - The Meetings Coordinating Committee works closely with the President and the meeting host groups. This committee shall plan in advance for meeting sites and dates. Duties include the responsibility of coordinating conference sponsorships. The Meetings Coordinator shall see that appropriate media outlets are given information as the activities of the Association warrant. Publicity shall be given for state meetings and awards received by state members and local associations. The Vice President shall serve as Director of this committee.
  
- F. *Membership Committee*** – The President-elect shall serve as the Director of the Membership Committee, which shall promote increasing Association and national membership and determine the eligibility of members to vote. The Director shall receive all dues, issue membership receipts when requested, and furnish the Newsletter Director and Secretary with a current membership listing for publication prior to the end of the fiscal year.
  
- G. *NAEOP Liaison Committee*** - The NAEOP Liaison Committee will coordinate activities/projects pertaining to attendance at the National Association of Educational Office Professionals (NAEOP) meetings to include purchasing some type of flower for an elected or appointed member of NEOPA who is installed at the national conference and be reimbursed by NEOPA for this charge.
  
- H. *Newsletter Committee*** - The director of the Newsletter Committee shall serve as *the* editor of the NEON. The director shall be responsible for submitting the application to NAEOP for the Rachel Maynard Award for excellence in Communication. The Committee shall be responsible for publishing the NEON. The NEON 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 professionals.
  
- I. *Nominating Committee*** - The Nominating Committee shall comply with the regulations provided in Article VIII. This Committee shall submit its report to the Executive Board. This committee shall be composed of the Director, two persons from the membership, and the Immediate Past President.

- J. Professional Standards Committee** - The Professional Standards Committee shall encourage participation in the Professional Standards Program of the National Association of Educational Office Professionals and extend assistance to the members in their procurement of certification. The Committee will coordinate activities/projects pertaining to attendance at the National Association of Educational Office Professionals (NAEOP) meetings to include purchasing some type of flower for an elected or appointed member of NEOPA who is installed at the national conference and be reimbursed by NEOPA for this charge.
- K. Ways and Means Committee** - The Ways and Means Committee shall plan (with Executive Board approval) and execute projects for the purpose of raising funds to be used by the Association. One-half of the net revenue generated is designated for the Scholarship Fund.
- L. The Information/Technology Committee** – The Information/Technology Committee shall maintain and continue to develop the NEOPA Web page; power point presentation and a database for list serve of members and the executive board. The committee shall consist of the director as the Webmaster and two other committee members. They shall serve on two-year staggered terms. The President-elect, who is responsible for membership, is an ex-officio member.

Revised by Executive Board January 1999  
Revised at Association Meeting April 2002  
Revised by Executive Board April 2004  
Revised by Executive Board April 2005  
Revised by Executive Board January 2006  
Revised by Executive Board October 2006  
Revised by Executive Board March 2007  
Revised by Executive Board June 2012  
Revised by Executive Board May 2013