

2005

2005-06 UNOPA Standing Rules

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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 October 31, 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.
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 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.
9. At the end of the fiscal year the Recording Secretary shall take the following documents to University Archives, 29 Love Library, 4100, to be placed on file for permanent record: photocopy of all general meeting, board meeting, and special meeting minutes; UNOPA Notes; annual report; membership roster. Original minutes are kept in the secretary's minutes book. Other pertinent information (i.e. scrapbooks) are to be kept at 1700 Y.
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)

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 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 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.
- C. The Professional Growth Committee shall be responsible for organizing and implementing at least one Association sponsored workshop per year.
- D. 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.
- E. 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.
- F. The Membership Committee shall be responsible for sending out renewal forms, welcome letters, and membership cards once a year. They shall keep an updated data base of all members on an Access data base, 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.
- G. The Program Committee shall be responsible for submitting the proposed year's program and speakers for approval as soon as tentatively arranged to the Board of Directors and provide information about each monthly meeting to the UNOPA Notes Editor.
- H. 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 Professional Growth 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.

- I. The UNOPA Notes Committee shall be responsible for collecting information for, setting up, editing, and distributing UNOPA's monthly newsletter.
- J. The Ways and Means Committee shall be responsible for coordinating the workers for the Fall/Winter parking lot work. This is UNOPA's only fund raiser at the present time, so it is important that it is fully staffed for each home game.
- K. The Communication Technology Committee will update and maintain UNOPA's web page. It would be helpful to have working knowledge of html, pdf and ftp. Commitment is for two years.
- L. 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 theme, prizes, and coordinates registration.

Ad Hoc Committees:

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

- A. The Mentoring Committee is setting up a mentoring program for UNOPA. ~~They are working closely with Human Resources on setting up a Blackboard information area for UNOPA members - along with other things.~~
- B. ~~Bylaw Revision Committee will review UNOPA's Bylaws and make the necessary revisions to bring it up to date.~~