

2005

## 2005-06 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. Full membership privileges in this Association shall terminate upon failure to pay dues by October 31st.

## **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 members 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 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. An annual report 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 the 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, shall assist the other elected officers in appointing committee directors; 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 provide a copy of the General Meeting minutes to

the UNOPA Notes Editor for publication or distribution to the membership; 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 the 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 Nomination 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, Employee Concerns, Bradley Munn Professional Growth Fund, Hospitality, Membership, Nominating, Professional Growth, Program, UNOPA Notes, Ways and Means, Outreach, and Communication Technology.

**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.**

The 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.