

8-8-2015

## NEOPA Board of Directors Minutes - August 2015

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The purpose of NEOPA is to provide professional development and support for educational office professionals.

Guiding Principles:

Networking Leadership Recognition Mentoring Fellowship

## **MINUTES - Board of Directors**

**August 8, 2015**

9:30 a.m. to 1:00 p.m.

**Call to Order:** 10:58 a.m.

**Present:** Denise Fisher, Amy Windle, Lora Sypal, Debbie Hendricks, Mary Guest, Tami Friend, Edie Schleiger, Caroline Helget, Carol Bom, and Joan Wilkins.

**Absent:** Jennifer Bahr

**Guests:** Linda Luedtke and Lisa Morehouse.

A quorum was established.

### **Officer Reports and Introductions:**

#### **Vice President – Joan Wilkins**

Joan Wilkins, Lisa Morehouse, and Linda Luedtke presented a proposed budget and tentative agenda for the Fall Conference on October 30, 2015 at Southeast Community College, Continuing Education Center, Lincoln, Nebraska.

Motion made by Joan Wilkins: To accept the proposed budget for the fall workshop. Second by Tami Friend. Motion carried.

#### **President Elect – Amy Windle**

Amy Windle reported 95 active, 4 new, 0 honorary, 10 retired, 0 associate, and 0 lifetime memberships for a total of 109 members in August for 2015-2016.

#### **Secretary – Lora Sypal**

Lora Sypal did not have a report.

#### **Treasurer – Debbie Hendricks**

Debbie Hendricks did not have a report.

#### **Past President – Mary Guest**

Mary Guest reported she was working on outreach opportunities and the Bylaws.

### **Tami Friend - Recognition**

Tami Friend reported the Educational Office Professional of the Year Award information is now listed on the NEOPA website and she encouraged people to nominate individuals.

### **Edie Schleiger – Mentoring**

Edie Schleiger reported she will work with her committee on mentoring opportunities.

### **Caroline Helget – Leadership**

Caroline Helget did not have a report.

### **Jennifer Bahr – Fellowship**

Jennifer Bahr was not present.

### **Carol Bom - Networking**

Carol Bom reported she was still forming her committee. She presented an example of how the NEOPA website could be hosted through a Google Site.

### **Denise Fisher - Review reorganization alignment**

The board discussed the reorganization alignment document. Board members were asked to review the Duties of Officers and Area Coordinators and send questions to Denise Fisher.

### **Denise Fisher - Strategic planning**

Board members were asked to review the three-year strategic plan.

### **Denise Fisher - Other thoughts**

The Board members discussed locations and dates of future NEOPA board meetings. Members were reminded to ask members to serve on committees. The Membership lists will be shared in a Google Document.

Mary Guest reported the 2016 Spring/NCA Conference will be held at the Kahler Apache Hotel in Rochester, Minnesota.

Carol Bom attended a Nebraska Administrative Education Professionals Meeting at the Nebraska Association of School Boards; this item was postponed to the next meeting.

**Adjourn:** 12:58 p.m.

Respectfully Submitted,  
Lora B. Sypal  
NEOPA Secretary, 2015-2016



# FALL CONFERENCE 2015

**Ready, Set, Go: Moving Into the Future with a Positive Attitude!**

October 30, 2015  
SCC Continuing Education Center  
301 S 68<sup>th</sup> Street Place Lincoln NE 68510

## AGENDA

**8:00 – 8:15 a.m.** Registration

**8:15 – 9:00** Rhonda Revelle *Stand Up!*

**9:00 - 10:00** Networking Activity and Break

**10:00 - 11:45** Amber Pankonin *Get Social! How to use social media platforms for professional growth.*

**11:45 – 12:15** Lunch

**12:15- 1:15** Business Meeting

**1:15 – 2:45** Jan Deeds *Networking: Beyond business cards and handshakes*

**2:45 – 3:00** Break

**3:00 – 4:15** Kristina Peters *Drink the Google Kool-Aid with Me!*

**4:15 - 4:30** Wrap up



# NEOPA Fall Conference Oct. 30, 2015

*Ready, Set, Go: Meeting the future with a positive attitude*

## Proposed Budget

		Total Proposed Budget	\$3,500	ACTUAL
<b>EXPENSES</b>				
<i>Thursday Evening Social</i>			\$ 50.00	
Facilities				0
Food				0
Fun				
<b>Promotions</b>				
<i>Save the Date</i>			\$ 59.60	59.60
<b>Venue</b>				
SECC			\$ 1,815.00	\$1,732.50
<b>Food</b>		<i>Included in price of venue</i>		
<b>Speakers</b>			\$ 1,100.00	900.00
		Rhonda Revelle: \$500.00 Amber Pankonin: \$300.00 Jan Deeds, GC: \$50.00 Kristina Peters, GC \$50.00		
<b>Printing</b>		This is an unknown	\$ 50.00	
<b>Postage</b>		Changed to Fundraising	\$ 125.00	
<b>Decorating</b>			\$ 50.00	
<b>Misc.</b>		ROTC Flag ceremony \$25.00	\$ 100.00	25.00
Estimated Total Ex penses			\$ 3,349.60	
<b>INCOME</b>		55 members x \$65.	\$ 3,575.00	

	Finacial report at each meeting		
	All records prepared for audit at the end of each year		Finance/Records
		external audit every 5th year	Finance/Records
Immediate Past President	Outreach/field service		Field Service
	Updating/Revising Bylaws		
	Prepare Annual Report with Secretary		
	Member of Nominating Committee		
Leadership Area Coordinator		Professional Growth Awards (eliminated 4/15)	Awards & Scholarship
		Administer Member Conference Attendance Scholarship (NAEOP)	Awards & Scholarship
		Promote Professional Standards Program (PSP) by assisting members in the application process and recognition of NEOPA recipients	PSP
Mentoring Area Coordinator		Develop and facilitate Mentor Program	
		Assist President-Elect with membership processes	Membership
Networking Area Coordinator		Assist immediate Past President with outreach/field service	Field Service
		Award Student Scholarship (suspended 2016-17)	Awards & Scholarship

Recognition Area Coordinator		Social media/communications/website	Newsletter and Information/Technology Committee
		Educational Office Professional Award	Awards & Scholarship
		Administrator of the Year Award (suspended 2015-16)	Awards & Scholarship
		Louise Henderson Nelson Award	Field Service
Fellowship		Publicity	Meetings Coordinating
		Associaiton activities at NAEOP annual conference	PSP
		NEOPA fundraising	Ways & Means
Nominating - Ad Hoc		works with President Elect	Nominating

GOALS	Year One	Year Two	Year Three	Year Four	Year Five	Beyond Year Five
<b>Visibility/Viability</b>  (Networking, Recognition, Leadership)	<ul style="list-style-type: none"> <li>Develop marketing plan (N)</li> <li>Brochure development (R)</li> <li>Identify groups to contact for endorsements and alliances (N)</li> <li>Work with Leadership Area Director to develop a plan to market the PSP program (N, R, L)</li> </ul>	<ul style="list-style-type: none"> <li>Continue developing marketing plan</li> <li>Testimonials/videos</li> <li>Seek endorsements from state professional educational associations; work from the identified groups: NASB; NCSA are suggested to be first</li> </ul>	<ul style="list-style-type: none"> <li>Build relationships with education partners: ESU's; Vocational Rehabilitation staff</li> <li>Attend education partners conferences</li> <li>Continue to seek endorsements from state professional educational associations; NAESP, NASSP, NAMSP, ESUCC</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and build relationships with education partners</li> <li>Give presentations at education partners conferences</li> <li>Target specific associations to build relationships, i.e. NRSCA, the rural association; higher ed associations</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and build relationships with education partners</li> <li>Give presentations at education partners conferences</li> <li>Refresh marketing pieces</li> <li>Continue to seek and develop endorsements from state professional educational associations</li> </ul>	<ul style="list-style-type: none"> <li>Develop a plan to reach out to western Nebraska</li> </ul>
<b>Support</b> (Vice President, Leadership, Mentoring)	<ul style="list-style-type: none"> <li>Develop a strategic plan for professional development (VP/L)</li> <li>Provide NAEP education credits as well as in-service for professional development (VP/L)</li> <li>Develop a mentoring program (M)</li> <li>Provide formal and informal networking support (N)</li> </ul>	<ul style="list-style-type: none"> <li>Refine strategic plan for professional development</li> <li>Refine and implement a mentoring program</li> <li>Provide formal and informal networking support</li> </ul>	<ul style="list-style-type: none"> <li>Provide formal and informal networking support</li> <li>Assess mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>Provide formal and informal networking support</li> <li>Re-Assess mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>Refine and re-assess the strategic plan for professional development</li> <li>Provide formal and informal networking support</li> <li>Broaden mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>Develop a proposal for providing college credits for professional development</li> <li>Virtual conference?</li> <li>July conference for those out state?</li> </ul>
<b>Communication</b> (Networking)	<ul style="list-style-type: none"> <li>Develop communications management program (N)</li> <li>Develop social networks: website; Facebook (N)</li> </ul>	<ul style="list-style-type: none"> <li>Develop a "program" for personal touch <ul style="list-style-type: none"> <li>For "active" members</li> <li>For "inactive" active members</li> </ul> </li> <li>Develop social networks: Twitter, Blog</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate and refine relevance of Communication Programs; modify as appropriate</li> <li>Develop "latest" social network (i.e. Snapchat, Instagram)</li> </ul>	<ul style="list-style-type: none"> <li>Assess communication methods</li> </ul>	<ul style="list-style-type: none"> <li>Assess communication methods (All)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Build Membership</b>	<i>We agreed that Membership would grow as we carry out our Strategic Plan.</i>					
<b>Committees:</b>	Visability/Viability: Carol Bom; Tami Friend; Denise Fisher; Caroline Helget	Support: Mary Guest; Diane Wasser; Edie Schleiger	Communications: Lisa Morehouse; Jennifer Bahr, Debbie Hendricks	Pillars: Leadership Mentoring Networking Recognition Fellowship	<b>Task completion:</b> President: Denise Fisher Brochure development: Tami Friend Marketing plan: Carol Bom Communication plan: Lisa Morehouse Social networks: Debbie Hendricks Professional development: Mary Guest, Jolene Palmer Networking: Diane Wasser Mentoring: Edie Schleiger Personal touch program: Jennifer Bahr	



NEOPA 2020 Plan, 3-21-2015

GOALS	2015-2016 Year One	2016-2017 Year Two	2017-2018 Year Three	2018-2019 Year Four	2019-2020 Year Five	Beyond Year Five
<b>Visibility/Viability</b>  <b>(Networking, Recognition, Leadership)</b>	<ul style="list-style-type: none"> <li>Develop marketing plan (N)</li> <li>Brochure development (R)</li> <li>Identify groups to contact for endorsements and alliances (N)</li> <li>Work with Leadership Area Director to develop a plan to market the PSP program (N, R, L)</li> </ul>	<ul style="list-style-type: none"> <li>Continue developing marketing plan</li> <li>Testimonials/videos</li> <li>Seek endorsements from state professional educational associations; work from the identified groups: NASB; NCSA are suggested to be first</li> </ul>	<ul style="list-style-type: none"> <li>Build relationships with education partners: ESU's; Vocational Rehabilitation staff</li> <li>Attend education partners conferences</li> <li>Continue to seek endorsements from state professional educational associations; NAESP, NASSP, NAMSP, ESUCC</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and build relationships with education partners</li> <li>Give presentations at education partners conferences</li> <li>Target specific associations to build relationships, i.e. NRSCA, the rural association; higher ed associations</li> </ul>	<ul style="list-style-type: none"> <li>Maintain and build relationships with education partners</li> <li>Give presentations at education partners conferences</li> <li>Refresh marketing pieces</li> <li>Continue to seek and develop endorsements from state professional educational associations</li> </ul>	<ul style="list-style-type: none"> <li>Develop a plan to reach out to western Nebraska</li> </ul>
<b>Support</b> <b>(Vice President, Leadership, Mentoring)</b>	<ul style="list-style-type: none"> <li>Develop a strategic plan for professional development (VP/L)</li> <li>Provide NAEOP education credits as well as in-service for professional development (VP/L)</li> <li>Develop a mentoring program (M)</li> <li>Provide formal and informal networking support (N)</li> </ul>	<ul style="list-style-type: none"> <li>Refine strategic plan for professional development</li> <li>Refine and implement a mentoring program</li> <li>Provide formal and informal networking support</li> </ul>	<ul style="list-style-type: none"> <li>Provide formal and informal networking support</li> <li>Assess mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>Provide formal and informal networking support</li> <li>Re-Assess mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>Refine and re-assess the strategic plan for professional development</li> <li>Provide formal and informal networking support</li> <li>Broaden mentoring program</li> </ul>	<ul style="list-style-type: none"> <li>Develop a proposal for providing college credits for professional development</li> <li>Virtual conference?</li> <li>July conference for those out state?</li> </ul>
<b>Communication</b> <b>(Networking)</b>	<ul style="list-style-type: none"> <li>Develop communications management program (N)</li> <li>Develop social networks: website; Facebook (N)</li> </ul>	<ul style="list-style-type: none"> <li>Develop a "program" for personal touch               <ul style="list-style-type: none"> <li>For "active" members</li> <li>For "inactive" active members</li> </ul> </li> <li>Develop social networks: Twitter, Blog</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate and refine relevance of Communication Programs; modify as appropriate</li> <li>Develop "latest" social network (i.e. Snapchat, Instagram)</li> </ul>	<ul style="list-style-type: none"> <li>Assess communication methods</li> </ul>	<ul style="list-style-type: none"> <li>Assess communication methods (All)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Build Membership</b>	<i>We agreed that Membership would grow as we carry out our Strategic Plan.</i>					

## 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.

Board of Directors 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

#### Section 1.

The purpose of the Association is to provide professional development and support to educational office professionals.

#### Section 2.

The purpose of the Association shall be achieved through, leadership, mentoring, networking, recognition and fellowship.

### 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** membership, current with the payment of dues, shall be open to all office professionals currently employed (part-time or full-time) in an educational office. They shall be entitled to make motions and vote on all matters coming before the Association, may serve on committees, and may hold office.

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. Candidates for Honorary membership should be forwarded to the current NEOPA President, who will present the candidate's information to the Board of Directors. The Board of Directors will vote on awarding the 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 an educational office professional.

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.

Two general membership meetings of the Association will be held each year in conjunction with the spring and fall conferences.

Section 2.

Ten percent of the Association membership shall constitute a quorum for the general membership meetings.

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 all meetings shall be communicated to all members at least two weeks in advance. Special meetings of the membership may only be called by a two-thirds favorable vote of the Board of Directors.

Section 5.

A minimum of three meetings of the Board of Directors 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 Committee and/or Board of Directors may be called at the discretion of the President.

Section 6.

Meetings may be held in person, by telephone, or other electronic medium.

## **ARTICLE V - BOARD of DIRECTORS**

Section 1.

The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer and Immediate Past President.

Section 2.

The Board of Directors includes the Executive Committee and the appointed Area Coordinators 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 Board of Directors, without approval of the Executive Committee.

Section 3.

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

## **ARTICLE VI – ELECTED OFFICERS**

### **Section 1.**

The Executive Committee shall consist of President, President-elect, Vice President, Secretary, Treasurer, and Immediate Past President. All shall be Active members of the State and National Associations; and shall assume office at the beginning of the fiscal year following election.

### **Section 2.**

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.

### **Section 3.**

The term of vice president and secretary shall be one year and may be elected for no more than two consecutive terms. The term of the Treasurer shall be two consecutive years and limited to one term.

## **ARTICLE VII - DUTIES OF OFFICERS**

### **Section 1.**

The President shall preside at all meetings of the Association, the Executive Committee and the Board of Directors; The President shall call all special meetings; ; and shall appoint Area Coordinators, with approval of the Executive Committee. The President shall be an ex-officio member of all committees, except the Nominating Committee.

### **Section 2.**

The President-elect shall oversee membership. In the event of the President's absence the President-elect shall perform the duties of the President. 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 Conference Coordinator. 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, Executive Committee and Board of Directors. The Secretary shall send the minutes to the President within 20 calendar days after each meeting. The Secretary, with assistance from the Immediate Past President, shall prepare the Annual Report of the Association to be made available to members by September 1.

### **Section 5.**

The Treasurer shall deposit the funds as directed by the Board of Directors and shall disburse them only upon a written order signed by the President. The Treasurer shall be responsible for all monetary transactions of the Association and shall give a financial report at each meeting. The Treasurer shall have all records prepared for audit at the close of each fiscal year and prepare the next fiscal year'

### **Section 6.**

The Immediate Past President shall oversee outreach (working in conjunction with the NEOPA Past Presidents Association), preparation of the Annual Report for the year they

served as President of the Association; and Bylaws. The Immediate Past President shall serve as a member of the Nominating Committee.

## **ARTICLE VIII - ELECTIONS**

### **Section 1.**

The Nominating Committee shall present a slate of officers to the Board of Directors after the candidates have signified their willingness to run for office and have been declared eligible according to NEOPA guidelines. 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 Spring general membership meeting. Write-in votes are accepted with the candidate's consent. The voting process shall be officially closed by the fifteenth day prior to the Spring general membership meeting and all ballots shall be submitted to the Nominating Committee on or before that date. All candidates will be notified of the election results prior to announcing to the membership.

### **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.**

For ease of transition current officers shall be encouraged to mentor newly elected officers. The duties of the newly elected officers will commence at the beginning of the fiscal year following election.

### **Section 4.**

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 Board of Directors.

### **Section 5.**

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 Committee.

### **Section 6.**

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

## **ARTICLE IX - AREA COORDINATORS**

### **Section 1.**

The Association shall have the following Area Coordinators: Leadership, Mentoring, Networking, Recognition and Fellowship

### **Section 2.**

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

### **Section 3.**

Each area coordinator shall submit a written annual report.

### **Section 4.**

The Board of Directors shall specify guidelines, duties, and responsibilities for each area. Complete job descriptions for each officer and area shall be maintained by the Secretary and routinely reviewed by the Board of Directors.

## ARTICLE X - AMENDMENTS

### Section 1.

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

### Section 2.

Proposals of Bylaws amendments 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, December 2014



## STANDING RULES

For

Nebraska Educational Office Professionals Association (NEOPA)

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 a general membership meeting. Current annual dues are: **Active** members, (\$20); **Associate** members (\$20); and **Retired** members (\$10). PSP points coincide with paid membership.
2. Registration fees for the Spring and Fall conferences shall be set at a rate to cover the estimated expense. All income and expenses will be handled under the direction of the NEOPA Treasurer.
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 Board of Directors will choose alternates by ballot. Conference expenses shall be reimbursed up to \$500 for the Delegate, based on need and NEOPA's financial status. If the Alternate Delegate is required to fill in as Delegate, they will receive reimbursement as stated above for the Delegate. The Delegate will write an article for the NEON reflecting on the Advisory Council process.
4. Installation of officers will be held during a general membership meeting and designed by the incoming President. The incoming President will obtain and present the outgoing President with a gavel guard, chain, and plaque.
5. Board of Directors' 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 Board of Directors.
6. Job descriptions for each Executive Committee officer and Area Coordinator will be maintained by the Secretary and routinely reviewed by the Board of Directors.
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 Committee and Area Coordinators shall be included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall update duties of the Area Coordinators, as needed.
9. Candidates for all elected positions shall have served at least one year on the NEOPA Board or as an elected officer, director or hold the same office in their local association.
10. The following are awards and scholarships given by NEOPA:
  - NEOPA Educational Office Professional of the Year Award
  - NEOPA Educational Administrator of the Year Award (NOTE: Suspended for 2015-2016 )
  - NEOPA Student Scholarship (NOTE: Not awarded in 2015-2016)
  - NEOPA Member Scholarship for NAEOP Conference Attendance



11. A complimentary NEOPA membership pin is given with every new membership and will be sent to each new member.
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; and votes are taken by roll call, general consent, written ballot or by electronic means.
13. Election and Bylaws changes may be conducted via electronic voting methods. With the approval of the Board, the Nominating Director may select the electronic voting method (*i.e., Survey Monkey, BallotBin, etc.*) to 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 one-year period of time between a NEOPA member serving as NEOPA Treasurer and NEOPA Finance & Records Committee Director.
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, May 2014, February 2015, and April 2015.

### **Duties of Officers and Area Coordinators**

Standing rule 8. A listing of the Duties of the Executive Committee and Area Coordinators shall be included as an attachment to the Bylaws and Standing Rules. The Board of Directors shall update duties of the Area Coordinators as needed.

### **Elected Officers**

1. President will oversee the activities of the Executive Committee and Area Coordinators.
2. President-Elect will coordinate the activities of:
  - Membership
  - Recruitment of elected officers and area coordinators
  - Election process
3. Vice President will coordinate the conferences on behalf of NEOPA, working with all local associations in the planning and implementation.
4. Secretary will be responsible for:
  - Maintaining current position descriptions for elected officers and area coordinators
  - Assisting the immediate past president in the compilation of the Annual Report
  - Recording and distributing minutes for general meetings and board meetings
5. Treasurer will be responsible for:
  - Depositing funds/paying bills
  - Processing membership payments
  - Creating the annual budget
  - Arranging for annual internal audit and external audit every 5<sup>th</sup> year
6. The Immediate Past President will be responsible for:
  - Outreach/field service in conjunction with the Past Presidents Association
  - Updating and revising Bylaws
  - Compiling the Annual Report with the assistance of the NEOPA secretary

### **Area Coordinators**

7. Leadership Area Coordinator will coordinate the following activities:
  - Awarding the Professional Growth Awards
  - Promoting the Professional Standards Program (PSP), assisting members in the PSP application process, and recognizing the NEOPA PSP recipients
8. Mentoring Area Coordinator will coordinate the following:
  - Develop and facilitate a NEOPA Mentor Program
  - Assist the President-Elect with membership processes

9. Networking Area Coordinator will coordinate the following activities:
  - Assisting the Immediate Past President with Outreach/Field Service
  - Awarding of the Student Scholarship (suspended for 2015-2016)
  - Social media/communications/website
10. Recognition – Area Coordinator will coordinate the following activities:
  - Awards – Educational Office Professional and Administrator (administrator of the year award suspended for 2015-2016)
  - Louise Henderson Nelson Award
  - Publicity
11. Fellowship – Area Coordinator will coordinate the following activities:
  - Association activities at NAEOP annual conference
  - NEOPA fundraising

June 2015

