

UNIVERSITY OF NEBRASKA  
OFFICE PROFESSIONALS ASSOCIATION (UNOPA)  
Bylaws Revised  
June 29, 2020

**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.

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 and working within the university system to meet those concerns.

**Section 3.**

Encouraging all members to interact and learn from one another through classes, workshops, mentoring programs 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.

**Section 5.**

Modeling and cultivating an inclusive excellence mindset within our members by embracing diversity in all forms, making inclusivity a top priority, and promoting equality to ensure that all voices are valued and heard. Make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts.

**Article III - Membership Section 1.**

Membership shall be open to persons interested in promoting the objectives of the Association. The UNOPA membership year is July 1 through June 30.

**Section 2.**

There shall be five 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 interested in advancing the objectives of the organization but are not eligible to be Active members, and 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 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 and its members. 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 3.**

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 September 30 of the current fiscal year, or upon resignation or retirement from the University of Nebraska. 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 resignation of membership or withdrawal from employment.

## **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 May 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 is presented. The officers shall be elected prior to the May annual meeting by mailed or electronic ballot, and shall hold office for a term of one year or until their successors are elected, beginning July 1. The Treasurer's term will be for two years. No member shall hold the same elected office for more than 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 Professionals Association (NEOPA), and the National Association of Educational Office Professionals (NAEOP); may represent UNOPA as a delegate to the NAEOP Advisory Council and at any official meetings with University administrators. The Annual Report of the Association shall be compiled and distributed to the members by August 31 following the end of the term. The President shall sign checks in the absence of the Treasurer. The following year, the President shall serve as Immediate Past President on the board and become the Bradley Munn Professional Growth Fund Director.

### **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; shall arrange for room reservations by trying to alternate campuses and selecting meal vendors for each meeting; shall provide information about each monthly meeting to the UNOPA Notes Director and Outreach Director; shall be a member of NEOPA and NAEOP; and shall become the President 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 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, 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 collect photos shall be responsible for the past-president's luncheon; shall be responsible for the holiday collection; shall provide publicity for UNOPA including sending notices of meetings and information University-wide and to other media outlets as appropriate; and shall, upon notification, be responsible for arranging a \$25.00 contribution to the Bradley Munn Professional Growth Fund (UNOPA Fund CD 2484) from the UNOPA budget in memory of a deceased past president. Appropriate notification shall be provided to the UNOPA membership and to the family of the deceased.

**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 May for the following fiscal year; shall provide the executive board with an annual financial report, 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 May's general meeting is required to approve the budget. The Treasurer should have prior financial management experience including a broad working knowledge of Excel, the university financial systems, prior SAP access, and experience navigating the reporting functions. The Treasurer will be elected to serve for two consecutive years.

**Section 8.**

The Immediate Past President shall serve as a member of the Executive Board for a one-year term from the time the new President assumes office on July 1; shall serve as the Director of the Bradley Munn Professional Growth Fund (see University of Nebraska Foundation Guidelines for UNOPA Fund CD 2484); and shall coordinate activities with the UNOPA membership relating to the state and national conferences.

**Section 9.**

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. An additional term will be determined by circumstances and approval by the Board. If there is a vacancy in the office of President-elect, notice of filling a vacancy shall be given to the members immediately. The Nominating Committee will seek nominations and shall present the nominations at the next general meeting and additional nominations may be taken from the floor. A special election for President-elect shall be conducted by mailed or electronic ballot within one month of nomination, the term of office to be determined by the circumstances.

**Section 10.**

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.

**Section 4.**

Telephone or electronic meetings may be held by the Executive Board, committees, or at a workshop/conference.

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

The Executive Board shall consist of the elected officers of the Association, the Immediate Past President, and the directors for each committee. The Presidential Advisor shall serve as ex-officio member. With the exclusion of the Immediate Past President, 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, Bylaws/Nominating, Career Development/PSP, Employee Concerns, Membership, Outreach, Program, Marketing and Digital Communications, UNOPA Notes, and Ways and Means.

The job descriptions of the standing 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 requiring a vote of the membership. The Recording Secretary should have completed job descriptions for each standing committee that should be reviewed by the Executive Board each year. Each Standing Committee shall have at least three members participating on the Committee.

**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, with current affiliation status, may appoint a delegate to the NAEOP Annual Conference.

**Article IX - Amendments**

Amendments to the Bylaws shall be submitted in writing to the President, for review by the Executive Board, prior to presentation at a regular meeting of the Association. Amendments shall be voted on by members using mailed or electronic 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.

*Standing rules are the procedures of the organization, or general policy that are not included in the bylaws. They cannot be in conflict with the bylaws. Standing rules can be changed or amended at any time. With endorsement of the board, standing rules changes must be presented at a general membership meeting (without previous notice) for approval by a majority vote.*

## **STANDING RULES**

1. Membership shall be for the fiscal year July 1 to June 30. Membership fees are due July 1 of each year. The membership fees are \$15 for active members, \$15 for associate members, and \$2.00 for retired members. A life membership fee is \$200. Members who have not renewed their membership by September 30 will be removed from the active member list and lose full membership privileges.
2. All Executive Board meetings are open to any members. Closed sessions may be determined by vote of the majority of the board.
3. The President will not vote on issues unless there is a tie vote in accordance with Roberts Rules of Order Newly Revised.
4. The President and President-elect shall be members of NEOPA and NAEOP associations; dues will be paid or reimbursed by UNOPA.
5. 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.
6. The President is given the option to represent the Association as a delegate to the NAEOP Annual Conference. If the option is declined, another delegate will be selected by majority vote of the Executive Board. The Association will contribute funds up to \$300 each to assist the attendance of the President/Delegate and the President-elect at the NAEOP Annual Conference. The delegate or their designee will represent UNOPA at NAEOP functions at the Conference, including receiving awards.
7. 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.
8. 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.
9. 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 or by general consent.

10. The definition of an “ad hoc committee” is a committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.
11. The newly elected officers shall be announced at the April General Membership meeting.

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

Revised 4/4/09 (Standing Rules)

Revised 3/17/10 (Bylaws/Standing Rules/Standing Committees/Revisions)

Revised 10/12/10 (Bylaws/Standing Committees/Revisions)

Revised 9/6/2011 (Standing Committees)

Revised 11/1/2011 (Bylaws)

Revised 3/6/2012 (Duties of Committees) Revised 4/30/2012 (Bylaws)

Revised 10/9/2012 (Standing Rules)

Revised 7/21/2016 (Bylaws/Standing Rules/Standing Committees/Revisions)

Revised 10/31/2016 (Bylaws/Standing Rules/Standing Committee/Revisions)

Revised 03/13/2017 (Bylaws/Standing Rules/Scholarship Removed – Career Development)

Revised 07/10/2017 (Bylaws Membership Committee)

Revised 05/10/2018 (Overall revisions to simplify and clarify processes, added #10 and 11 to Standing Rules, minor revisions to Standing Committees)

Revised 06/29/2020 (Bylaws/Officer’s Duties/Standing Committees)

## DUTIES OF COMMITTEES

*(The job descriptions of the standing 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 requiring a vote of the membership. The Recording Secretary should have complete job descriptions for each standing committee that should be reviewed by the Executive Board each year). (Each Standing Committee shall have at least three (3) members participating on the Committee).*

## STANDING COMMITTEES

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.

The Bylaws/Nominating Committee shall review the Bylaws and Standing Rules each year and present their recommendations to the Executive Board. Shall also 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.

The Career Development/PSP 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 membership to achieve their Professional Standards Program (PSP) from the National Association of Educational Office Professionals (NAEOP) and offer information along with promoting membership in Nebraska Educational Office Professionals Association (NEOPA – state association) and NAEOP (national association). The committee shall offer at least one workshop per year to provide information on the Professional Standards Program. The committee shall also be responsible for developing a mentoring program for UNOPA. This may include, but is not limited to, workshops, individual mentoring partnerships, and submit web page or online information to Marketing and Digital Communications Committee director.

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.

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 Marketing and Digital Communications 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 a UNOPA member. The committee will also supply labels to other standing committees as requested. There shall be a Co-director of the Membership 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.

The Outreach Committee shall be responsible for establishing a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship; coordinating decorations, giveaways, and registration forms for general meetings; collecting 50/50 donations for a charity selected by the current President; and coordinating the annual summer social and Secret Friends program (October-May).

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.

The Marketing and Digital Communications Committee shall be responsible for updating, maintaining, and marketing UNOPA's online presence and digital communications (websites and social media accounts). This will include update from University media, UNOPA executive board, or UNOPA members as appropriate. Shall be responsible for periodic upload of UNOPA documents to UNL Digital Commons Repository to include the current year's Executive Board and General Meeting Minutes, UNOPA Notes, and other pertinent documents UNOPA wishes to archive. It is strongly recommended that the Committee Director have a working knowledge of HTML, PDF, and UNLcms. Commitment is for two years.

The UNOPA Notes Committee shall be responsible for collecting information, formatting, editing, and distributing UNOPA's monthly newsletter.

The Ways and Means Committee shall be responsible for coordinating the workers for the parking lot. This committee may also develop other fundraisers throughout the year.