

# LEA BYLAWS

[Revisions last passed by the LEA Membership March 2008]

## ARTICLE I. MEMBERSHIP

**Section 1.** The membership shall consist of five classes. Active, Substitute, Retired, Pre-Retired, and Student.

- A. Active memberships shall be "Active Full-time" and "Active Part-time." Any person employed on a full-time basis by the Lincoln Public Schools who is actively engaged in educational work of a professional nature or who is a certificated professional who is responsible to children for their education program shall be eligible for active membership in the Association if he/she (1) becomes an Active member of the Nebraska State Education Association and the National Education Association; (2) is a holder of an earned bachelor's or higher degree or holder of a regular vocational or technical certificate; (3) where required, holds a regular legal certificate of any kind issued by the Nebraska State Department of Education except an emergency substandard certificate or permit, and (4) pays annual dues as set by the Council of the Association. Active membership is also available to any person employed by the Lincoln Public Schools in an educational support position who (1) becomes an Active member of the Nebraska State Education Association and the National Education Association and (2) pays annual dues as set by the Council of the Association. Active Part-time membership shall be open for the 2005-2006 Association year to members regularly employed at or below .75 FTE. For succeeding years, Active Part-time membership shall be open to members regularly employed at or below a FTE to be proposed by the LEA Board of Directors at the same time they set a proposed dues amount. This FTE will be approved by the FR Council at the meeting at which they approve the dues amount for the following Association year. Benefits in this category include all services and material offered by the Association.
- B. Substitute membership shall be open to any person who is certificated and is actively working as or seeking employment as a substitute teacher. Benefits in this category are limited to educators' liability insurance, Association life insurance and publications and mailings.
- C. Retired membership shall be open to any member who has retired and reached the age of fifty-five (55) years or more, is eligible to receive benefits under a school employee retirement system, and has held Active membership in the Association or in another local affiliate. Retired members are eligible to be voting delegates to the NSEA Delegate Assembly and the NEA Representative Assembly and holding appointive positions in the Association. Benefits in this category are limited to publications and mailings, eligibility to be voting delegates to the NSEA Delegate Assembly and NEA Representative Assembly. After retiring a member who returns to a school system under contract must once again become an active member.
- D. Pre-Retired Membership shall be open to any person who also is classified under Active membership. In order to maintain the Pre-Retired membership, one must continue to belong to LEA/NSEA/NEA until the member retires. Pre-Retired membership will take effect immediately after retirement. If a member drops Active membership prior to retiring, all benefits to Retired Membership will be void.
- E. Student membership shall be open to any student engaged in a teaching preparation program in an accredited college or university in Lincoln, Nebraska or to any student engaged in student teaching in the Lincoln Public Schools. Benefits in this category are limited to LEA publications, mailings, and the discount card.
- F. Any member may appeal the assigned class of membership to the Board of Directors.

## **Section 2.**

- A. Membership dues for the Association shall be collected and managed by the Lincoln Education Association. The membership year shall be the same as the fiscal year of the Lincoln Education Association and shall begin September 1 and close August 31 of the following year.
- B. Membership dues: Annual dues for all membership categories shall be an amount determined by the Faculty Representative Council. Dues begin with the fiscal year on September 1. Balance of Automatic Payroll Authorization payments are not cancelable upon leave, resignation, or retirement.
- C. Enrollment in the unified professional associations shall be on a continuing basis. A member may resign his/her membership in writing as long as it is received in the LEA office between March 1 and April 15, for the following school year. Members who have a change in employment which moves them into an administrative position after the

April 15 deadline, may drop their membership provided their written request and an explanation of their change in status is received in the LEA office by September 1.

- D. As a method of paying for membership in this organization, a member may sign an Automatic Payroll Authorization which directs the Board of education to withhold dues in the Lincoln Education Association and the state and national education associations, including Association group programs, on a monthly payment basis.
- E. The Automatic Payroll Authorization directs the Board of Education to pay such deduction to the Lincoln Education Association. However, any person may pay his/her total unified dues on a cash basis on or before September 30. If such member shall become delinquent, he/she shall be required to remit his/her dues on an Automatic Payment Authorization to the Board of Education for that membership year.
- F. New employees hired at mid-year shall be allowed to join at one-half of their appropriate membership dues category.
- G. Teachers on an exchange from another country may be exempt from paying local dues if the state and national associations pay the state and national dues of the foreign exchange teacher.
- H. Potential errors in dues collection for the current or past association year may be appealed to the Board of Directors.

**Section 3.** The code of ethics of the profession as adopted by the National Education Association is adopted as the code of ethics of the Lincoln Education Association and adherence to this code of ethics shall be a condition of membership.

**Section 4.** The Board of Directors may deny membership to any person for cause or may suspend from membership or expel any member who shall have violated the ethics of the education profession and may cancel membership of any member convicted in a court of competent jurisdiction of a crime involving moral turpitude by following the below stated procedure.

- A. The Board of Directors shall give written notice to the applicant for membership whose application is being denied, or to the member who is under consideration, by mailing to the last known address, using registered mail, a written document stating the time and place of a hearing before the Board of Directors and setting forth in reasonable detail the basis upon which the matter of denial, suspension or cancellation is to be considered. Said notice shall be given not less than seven (7) days nor more than twenty (20) days prior to the date of the hearing.
- B. At this hearing, the applicant or member shall be permitted to examine evidence and to cross-examine any witnesses.
- C. At the hearing, the applicant or member shall be given an opportunity to be heard, may present witnesses and may be represented by counsel.
- D. After due consideration of the matters presented during the hearing, the Board of Directors shall issue a written determination stating its finding of fact and the conclusions to which it arrives relating to the membership status of the member. A Copy of such written determination shall be mailed by registered mail to the last known address. Upon request and payment of reproduction cost, a transcript of the hearing will also be provided.

The determination, if a suspension, shall state the terms and conditions of suspension, its duration, and the circumstances under which reinstatement shall occur.

- E. The charged member shall have the right of appeal, in the event of an adverse decision, to the NSEA Board of Directors or its designee.

**Section 5.** Upon application of an expelled member, the Board of Directors shall review the qualifications and immediate background of the member for the purpose of determining whether or not the membership will no longer be objectionable to the Association or that the term of suspension has expired. Upon due consideration of all factors, the Board of Directors shall notify the member of the reinstatement or denial of reinstatement in writing, mailed by registered to the last known address.

## **ARTICLE II. OFFICERS**

**Section 1.** The officers of the Association shall be the President, Vice-President, and Secretary-Treasurer.

**Section 2.** Any Active member in good standing of the Association shall be eligible to serve as an officer of the Association.

**Section 3.** All officers shall be voting members of the Council.

**Section 4.** The term of office for President and Vice-President shall be three years to be served concurrently commencing the day after the final contract day of the school year. The Vice-President shall not automatically succeed to the Presidency except should the President not be able to fulfill his/her term. The Vice-President shall succeed the President for the balance of the elected term. The Secretary-Treasurer shall be elected at the end of the first year of the President's and Vice-President's terms and shall be elected for a three-year term. The Secretary-Treasurer's term shall commence the day after the final contract day of the school year. The President, Vice-President, and Secretary-Treasurer shall have the option of running for one additional term. Their continuous terms shall not exceed two full terms and up to one day less than one year of an unexpired term to which he/she was appointed or succeeded to office.

**Section 5.** In case the Vice-President or Secretary-Treasurer cannot perform his/her duties because of death, disability, resignation or absence, the powers and duties of the office shall devolve upon a person appointed by the Board of Directors and approved by the Council for the remainder of the term.

### **ARTICLE III. BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall function as the Executive body of the Association. The membership of the Board shall consist of the officers of the Association and other Board members elected, as outlined in Section 3.

**Section 2.** The qualifications for election to the Board of Directors shall be the same as those stated for the officers in Article II, Section 2 of these bylaws.

**Section 3.** Election to the Board of Directors shall be for a three year term with Board members serving only two consecutive three year terms in the same elected position. The Board of Directors' terms shall begin the day after the final contract day of the school year.

- A. To the extent possible, no more than one-third (1/3) of the Board, except officers, shall be elected to full three (3) year terms in any given year. Three of those active members serving on the Board will be elected at-large to represent the entire Active membership of the Association. One at-large member will be elected each year for a three year term. The remainder of the Active members serving on the Board, except officers, will be elected to proportionally represent the following categories of membership:
  - 1. Active members with an elementary assignment
  - 2. Active members with a middle level assignment
  - 3. Active members with a senior high assignment.
  - 4. Active members with a classified assignment.
- B. The guidelines to determine proportional representation of these categorical groups on the Board shall be consistent with those outlined by NEA Minimum Affiliation Standards. Proportional representation shall be based on one representative for each four hundred (400) Active members or major fraction thereof in the categorical group. Prior to January 15 of each year, the Election Committee will conduct a census of the current year's Active membership and determine those seats to be filled. No Board member shall lose her/his seat due to reapportionment until that person's current term of office is concluded.

**Section 4.** Membership on the Board shall cease if a member has a change in classification which removes him/her from the segment of the membership which he/she was elected to represent or by a recall action as set out in Article XIII, Sections 1 and 2 of these Bylaws.

**Section 5.** Interim vacancies on the Board shall be filled by Council action. At the next regular meeting of the Council, nominations to fill the vacancy will be accepted. The following regularly scheduled Council will elect the successor. Individuals must be elected by a majority of members voting. If no candidate receives such a majority, a run-off election between the two candidates receiving the greatest number of votes will be held immediately at that same meeting. Such appointment shall be for the balance of the term.

**Section 6.** Regular meetings of the Board shall be held at least once a month.

**Section 7.** A majority of those elected as Board members plus either the President or Vice-President shall constitute a quorum; and a quorum shall be considered in effect until adjournment, provided that once a quorum is established, no business shall be transacted with less than a quorum of the board in attendance.

**Section 8.** The duties of the Board shall be:

- A. To carry on all executive duties of the Association where not limited by the Articles of Incorporation or these Bylaws, and as directed by Council.
- B. To acquire, hold, dispose of, and convey by sale, mortgage, or gift all property, real or personal, which it may secure by purchase, donation, or otherwise, for the intent of carrying out the purposes of the Association as set forth in the Articles of Incorporation.
- C. To administer and supervise the finances of the Association including payment of bills, investments, and submission of a budget and recommend dues to the Council.
- D. To authorize expenditure of monies for budgeted items and to recommend changes in the budget for Council approval or disapproval.
- E. To determine the eligibility of applicants for membership in the Association.
- F. To carry out policies directed by the Council as set forth in Article IV, Section 7.
- G. To implement recommendations approved by Council.
- H. To hear concerns brought by individual members.
- I. To submit items of Association legislative action to the Council for consideration.
- J. To establish interim policy during those periods in the calendar year in which Council cannot convene, provided such policy is consistent with bylaws, policies, resolutions, and Council directives. Such policy must be acted on by FR Council at its next official Council Meeting.
- K. To elect one-third of the Elections Committee.
- L. To approve chairpersons of standing committees, contract committees, special committees and the membership of contract committees.
- M. To be solely responsible for District contract negotiations, including approval of the contract bargaining team, employment of a professional negotiator as necessary and submission of the proposed contract to the voting membership of the Association for a ratification vote.
- N. To approve a contract with the Executive Director.
- O. To annually set performance expectations for the Executive Director and provide a report to FR Council.
- P. To annually evaluate the Executive Director's performance of those expectations and provide a report to FR Council.
- Q. When a vacancy exists, to establish a job description for the Executive Director, and to approve a search committee recommended by the President to screen applicants for Executive Director. The Board shall select the Executive Director from those recommended by the Search committee or authorize or direct the committee to reopen its search.
- R. To monitor the election procedures and ballot counting. Board members currently seeking office will automatically be excluded from this procedure.
- S. To annually recommend Association goals and Standing Committee charges as well as modification throughout the year to the FR Council.
- T. To set election dates and approve the final report(s) of the Election Committee.

**ARTICLE IV. COUNCIL**

**Section 1.** The Council shall function as the Legislative body of the Association. The Council shall consist of the members of the Board of Directors, and duly elected Representatives and Alternates from the Active Membership of the Association. Past Presidents will serve as ex-officio members of council.

**Section 2.** All active members shall be entitled to Council representation on the following basis: One Representative and one Alternate for each fifteen members at a building site, or major fraction thereof (8 or more). Classified staff are entitled to Council Representation using the same formulae, but on a district-wide basis. Council representation for the following year shall be determined by membership within each group on January 15. Every Active member group shall be entitled to at least one Representative and one Alternate. There shall be no maximum number of Representatives and Alternates from any one Active member group that has not already been specified in this section. An Active member group shall have the prerogative of electing a limited number of Alternates to serve in the absence of any Representative.

For the purpose of Council Representation, active member groups include active members with an elementary assignment, active members with a middle level assignment, active members with a senior high assignment, and classified staff assignments. Members with split assignments or those who feel their assignment poses a special need for representation, may petition Council to form a group to receive separate representation at Council. Such groups' members' names will appear on a roster exclusive of elementary, middle level, senior high assignment, or classified staff assignments.

**Section 3.** Alternates shall have the voting privilege in Council only if replacing an absent FR. There may be extended discussion privileges at the discretion of the presiding officer.

**Section 4.** Any Active member of the Association shall be eligible to serve as a Representative or Alternate.

**Section 5.** Nomination and election of Faculty Representatives and Alternates shall be determined by the membership of their buildings or active member groups. Names of the FR's need to be reported to the LEA Office by the May FR Council.

**Section 6.** A majority of the elected Representatives shall constitute a quorum for the Council, and a quorum shall be considered in effect until adjournment unless challenged.

**Section 7.** The Council shall be the legislative and policy-forming body for carrying out the purposes of the Association. In performance of this function, the duties of the Council shall be:

- A. To foster and promote membership.
- B. To adopt the official budget and to alter budget items during the fiscal year.
- C. To set the annual dues after the adoption of the budget.
- D. To adopt or approve resolutions and policy statements.
- E. To approve items for referendum.
- F. To recommend action to the Board of Directors on matters which come before Council.
- G. To receive reports and act upon recommendations from the Board of Directors.
- H. To require and act upon reports of all standing committees, special committees, and other appointive units of the Association as deemed necessary.
- I. To consider and set policy on all matters that may be presented relative to the welfare of members.
- J. To fill vacancies which occur with the officers or on the Board of Directors (see Article II, Section 5, and Article III, Section 5).
- K. To approve or complete a slate of candidates for election.
- L. To elect two-thirds of the Elections Committee.
- M. To exercise full powers where not limited by the Articles of Incorporation or Bylaws of this Association.
- N. To concur with a position on a ballot issue or candidates recommended by the LEA-PAC Board. Such action requires a two thirds vote of Council, present and voting.
- O. To overrule any action of the Board of Directors by a majority vote of the eligible voting members of the Council (Eligible shall mean total Council membership).
- P. To review and adopt Association goals and Standing Committee charges.

## **ARTICLE V. ELECTIONS**

**Section 1.** The President, Vice-President, Secretary-Treasurer, members of the Board of Directors, and Delegates to the NSEA Delegate Assembly and NEA Representative Assembly shall be elected by ballot.

**Section 2.** The elections committee will provide notification of available positions, filing procedures and deadlines, and a consent form to all voting members of the Association no later than thirty days in advance of the filing deadline.

**Section 3.** All elections of the Association shall be conducted and balloting completed during a period determined by the Board of Directors.

**Section 4.** Candidates for any office specified in Section 1 are determined by:

1. Personal filing by the candidate or
2. Nominations made from the floor of Council.

Each candidate for elective office (officers and Board of Director candidates) will file with the Elections Committee by the February FR Council a resume and philosophy/goal statement in the format and the length prescribed by the Elections Committee.

Should the nomination come from the floor of the Council, the candidate must file a consent form, a resume, and a philosophy statement. Such documents must be provided to the Elections Committee within three working days of the nomination. Failure of candidate(s) to submit the required documents or to meet the filing deadline will result in removal of the candidate's name from the ballot.

In each election a member may run for only one position, either as an officer or as a member of the Board of Directors.

The Elections Committee shall determine the eligibility of all candidates for office and present to the February FR Council a tentative slate of candidates for office. The Elections Committee shall promote and support the principle of ethnic, cultural, grade level/assignment and gender diversity among candidates. The Elections Committee shall attempt to secure two candidates for each office, as well as fulfill the requirements of NEA and NSEA for Delegate Assembly and Representative Assembly.

The Final slate shall be approved by the Council following the opportunity for nominations from the floor. Candidate information will be prepared and distributed to the voting membership by the Elections Committee no later than one week prior to the election.

**Section 5.** Election Procedures: Ballots in any election shall be delivered to each eligible group's Senior FR in sealed containers by whatever means the Board of Directors shall decide. Voting members of the Association shall secure ballots from their FR's by signing the roster sheet which shall accompany the ballots. Ballots shall be marked at the voting site and placed in a sealed ballot container.

Marked ballots, which have been deposited in sealed ballot containers, shall be delivered to such place and at such time as designated by the Elections Committee. They shall be counted by members of the Elections Committee, or by tabulating machine, under the supervision of the chairperson.

When electronic voting is used, timelines and procedures as outlined in the LEA Election Committee Handbook, approved by the Board of Directors, will be followed.

In elections for the offices of President, Vice-President, Secretary-Treasurer, and Board of Directors, where there are more than two candidates running for a specific office or board position(s), the candidate(s) receiving the most votes shall be elected.

All candidates will be notified of election results within five working days after the completion of ballot tabulation.

**Section 6.** Dates and procedures for a contract ratification vote or any special elections will be established by the Board.

**Section 7.** Contract ratification voting rights apply only to those members whose positions are a part of the bargaining unit for which the contract is being negotiated.

## **ARTICLE VI. STANDING COMMITTEES**

**Section 1.** It shall be the responsibility of each committee to carry out the Standing Committee charges as adopted by FR Council and report to the Board of Directors and Council.

**Section 2.** Committee chairpersons shall be appointed by the President with the approval of the Board of Directors. The President will seek out and encourage committee chairs who represent ethnic, cultural, grade level/assignment, and gender diversity.

**Section 3.** The standing committees of the Association shall be verified by the LEA Board annually and reported to the September FR Council.

## **ARTICLE VII. SPECIAL COMMITTEES**

**Section 1.** The President, Board of Directors, or FR Council may establish special committees or task forces and will specify their purposes.

## **ARTICLE VIII. EXECUTIVE DIRECTOR**

**Section 1.** The Executive Director shall be an employee of the Board and shall supervise and coordinate the daily administrative activities of the Association.

**Section 2.** The Executive Director shall be responsible to the Board of Directors and make regular reports.

**Section 3.** The length of the Executive Director's contract and conditions of his/her employment including salary shall be negotiated by the Board of Directors and recommended to FR Council for approval.

**Section 4.** The Executive Director shall be invested with the power to act upon all matters involving the Association as directed by the Board of Directors or the Council.

## **ARTICLE IX. DUTIES OF THE OFFICERS**

**Section 1.** The **President** of the Association shall:

- A. Be the Chief Executive Officer of the Association.
- B. Be the official spokesperson for the Association or shall choose a designee.
- C. Preside at all general meetings of the Association.
- D. Exercise general supervision over all officers and committees.
- E. Be presiding officer of the Council and Board of Directors.
- F. Appoint committee chairpersons, with the approval of the Board of Directors.
- G. Be empowered to appoint contract bargaining team, contract committees and ad hoc committees for special service.
- H. Be a Delegate to the NSEA Delegate Assembly.
- I. Be a Delegate to the NEA Representative Assembly.
- J. Serve as ex-officio member, with voting privileges, of all committees with the exception of the Election Committee.

**Section 2.** The **Vice-President** shall:

- A. Act as presiding officer at the request of, or in the absence of, the President.
- B. Assume duties as assigned by the Board of Directors or the President.
- C. Assume the powers and duties of the President, if the President cannot perform his/her duties because of death, disability, resignation or absence, until the disability or the absence ends, or for the remainder of the term.
- D. Be a Delegate to the NSEA Delegate Assembly.
- E. Be a Delegate to the NEA Representative Assembly.
- F. Serve as ex-officio member, with voting privileges, of all committees with the exception of the Election Committee.

**Section 3.** The **Secretary-Treasurer** shall:

- A. Prepare the official minutes of the proceedings of all Council, Board of Directors, and general Association meetings.
- B. Deliver the minutes to the Executive Director (as office manager) within five (5) working days for printing and distribution.
- C. Prepare a monthly report for the Board of Directors and the Council.
- D. Present a written monthly report to the Council during the school year.

## **ARTICLE X. NSEA DELEGATE ASSEMBLY & NEA REPRESENTATIVE ASSEMBLY**

**Section 1.** Delegates to the NSEA Delegate Assembly and NEA Representative Assembly shall be elected from among the active membership and shall be proportional to the membership in the Association as determined by the Board of Directors. The President and Vice-President shall serve as a responsibility of their office.

**Section 2.** Delegates shall receive expenses as established by the Board of Directors.

**Section 3.** Each member standing for election shall satisfy membership requirements specified for all officers.

**Section 4.** Representation shall be in proportion to the Association membership.

**Section 5.** Elected Delegates shall be elected during the regularly scheduled elections.

**Section 6.** Ethnic, cultural and gender diversity among candidates shall be actively promoted.

**Section 7.** Election of Delegates shall be in compliance with all election procedures of the Association and shall guarantee the "one member/one vote" principle.

## **ARTICLE XI. FISCAL POLICY**

**Section 1.** Funds of the Association shall be expended as authorized by the Board of Directors in accordance with the duly adopted budget. If at any time such authorization shall exceed the total budget by five percent (5%), a vote of the Council shall be required.

**Section 2.** No individual member shall receive funds or monies, except those authorized by the duly adopted budget. To secure such funds, members must submit vouchers which will be authorized in accordance with these Bylaws.

**Section 3.** Association checks must have two signatures. Checks shall be signed by the Secretary-Treasurer and at least one of the following: The President, Vice-President, or Executive Director. Should the Secretary-Treasurer not be available and an emergency exists, the check may be signed by any two of those previously named.

**Section 4.** Individuals designated to sign checks and office personnel who handle funds shall be bonded under the NEA master policy.

**Section 5.** The fiscal year of the Association shall be from September 1 through August 31.

#### **ARTICLE XII. RECALL**

**Section 1.** Any elected officer or member of the Board of Directors of the Association may be removed from office by referendum. A referendum for recall may be invoked in the following manner: by a majority vote of the Council, a majority vote at a general Association meeting, or on petition of one hundred Active members representing at least eight different buildings with not fewer than ten members from any one building.

**Section 2.** A majority of the votes cast at the special election following a call for a referendum shall be necessary for removal from office.

**Section 3.** Committee chairpersons may be recalled by the Board of Directors.

**Section 4.** Faculty Representatives or Alternates may be recalled by majority vote of the members within the building, the vote to be by secret ballot.

#### **ARTICLE XIII. MEETINGS**

**Section 1.** General Association meetings may be called by the President, the Board of Directors, the Council, or by a petition signed by one hundred members representing not less than eight different buildings with not less than ten members from any one building.

**Section 2.** Council meetings shall be held monthly during the school year unless such meeting is deemed unnecessary by the Council. Special Council meetings may be called by the President, Board of Directors, the Council or by a petition signed by no fewer than twenty (20) Faculty Representatives from no fewer than eight (8) different buildings. Petitions must be submitted to the President and must state the purpose and recommended time frame of the meeting.

**Section 3.** Board of Directors meetings shall be held at least monthly. Special meetings may be called by the President or by request of at least three (3) Board members.

#### **ARTICLE XIV. REFERENDUMS**

**Section 1.** A referendum, other than for recall, may be invoked by a majority vote at any meeting of the Council, Board of Directors, or any general meeting of the Association.

**Section 2.** The date of voting must be set by the Board of Directors within ten (10) working days from the date of action by the originating body.

**Section 3.** A majority of votes cast shall be necessary to approve any measure except amendment to the Articles of Incorporation or these Bylaws.

**Section 4.** The general procedure in securing a referendum shall be the same as that for a regular election.

#### **ARTICLE XV. AMENDMENTS TO THE BYLAWS**

**Section 1.** These Bylaws may be amended only in the following manner: a proposed amendment shall be presented for consideration at a regular meeting of the Council. If the proposed amendment received a majority vote by those present, provided a quorum is present, the Council shall then direct that the amendment be put in ballot form. The ballot form and a copy of the proposed amendment shall be posted in each building for at least two weeks, after which it shall be submitted to a vote of the entire membership, such vote to be by secret ballot. A two-thirds affirmative vote of the total votes cast shall be required for adoption.

**Section 2.** Voting procedures on amendments shall follow those governing regular elections.

**Section 3.** No procedures to temporarily suspend or bypass these bylaws may be employed by any individual or body of this Association.

#### **ARTICLE XVI. POLICY HANDBOOK**

**Section 1.** A handbook of Association procedures and practices shall be published annually. It shall contain pertinent information of the Association not specifically included in these bylaws.

**Section 2.** The handbook shall include policies adopted by Council, or the Board of Directors, and duties and responsibilities of members elected or appointed to Association positions. Policies contained in the handbook shall be consistent with the Bylaws of the Association.

**Section 3.** The Bylaws/Policy Committee shall annually review and update the Policy Handbook and submit it to Council.

### **ARTICLE XVII. PUBLIC EDUCATION ADVOCACY FUND**

**Section 1.** The Association dues shall annually include \$1.00 from each active member for the purpose of funding the Public Education Advocacy Fund.

**Section 2.** The Public Education Advocacy Fund will be used to support public education and/or the LEA/NSEA/NEA mission statement(s) through any of the following:

- legislative bills
- petition drives
- referendums
- ballot issues
- public relation campaigns

### **ARTICLE XVIII. PARLIAMENTARY AUTHORITY**

**Section 1.** ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern proceedings of this Association.

**Section 2.** Ratification: These Bylaws shall become effective and binding upon adoption by a two-thirds majority of those votes cast.

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