NEA-Alaska Policy

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I. GOVERNANCE

A. NEA-ALASKA PRESIDENT

1. Relocation Expense
   The President can fulfill the duties of office regardless of their place of residence in Alaska. The president can choose where to live during their presidency. If the president is an Anchorage or Mat-Su resident, no additional housing assistance will be provided. If the president lives outside of the Anchorage and Matanuska-Susitna Borough area, the president has the option to either
   a. live at their primary home or,
   b. collect a stipend that allows them to have a secondary residence in Anchorage during the term of their presidency.

   If the president chooses (a) to live at their primary home, travel to Anchorage would take place only when required for association business. Business travel under this policy must be directly related to Association duties and documented under the Association's travel policy. Primary residence means the residence the president maintained prior to assuming office and where they intend to return when their term of service ends. Option (a) does not include an additional stipend.
   If the president, instead, chooses (b) to have a secondary residence in Anchorage while also maintaining their primary residence in another part of Alaska, then they will be eligible for a stipend. The amount of the stipend will be based on 125% of the average adjusted rent for that fiscal year for a one-bedroom apartment in Anchorage, as determined by the Alaska Department of Labor and Workforce Development's Department of Research and Analysis Rental Market Survey Results for the Municipality of Anchorage. Under this option (b), NEA-Alaska will also cover the cost of one round-trip flight home per quarter.
   The president shall sign a letter of employment prior to the start of each term.
   https://live.laborstats.alaska.gov/housing/rentall.html

2. Salary
   The Budget and Audit Committee shall budget the president's salary compensation at 2.25 times the teacher's average salary in the state of Alaska plus the State and employee's share of the Teacher Retirement System (TRS) or Public Employee Retirement System (PERS) contribution or participate in NEA-Alaska's staff retirement program. Other employment benefits (reference Bylaws, Article IV, Section 1, B4.) such as 401(k), health, life, AD&D and LTD insurance, will be determined by the Board of Directors. The salary and benefits will be reflected in an employment contract signed by the president and the Executive Director.

3. Duties/Responsibilities
   a. Revise and update this policy manual pursuant to Delegate Assembly and Board of Director actions;
   b. Be the chief policy officer of the Association;
   c. Be the chief spokesperson of the Association;
   d. Preside over all meetings of the Association, the Board of Directors and Delegate Assembly;
   e. Be chair of the NEA-Alaska PACE;

f. Appoint members to commissions and committees with the approval of the Board of Directors;
g. Be an ex-officio member of all special committees;
h. Serve as an alternate NEA Director;
i. Serve as a delegate to NEA Representative Assembly;
j. Monitor the expenses of the Executive Director;
k. Be responsible for complaints regarding the Executive Director;
l. Serve as a member of the Executive Director Evaluation Committee; and
m. Sign and maintain a copy of the Executive Director's evaluation in the president's permanent file.

B. NEA-ALASKA VICE PRESIDENT-SECRETARY/TREASURER

1. Duties/Responsibilities

a. Serve on the Executive Director Evaluation Committee;
b. Be an ex-officio member of all special committees;
c. Prepare written summary reports;
d. At the president's option, serve as alternate NEA Director;
e. Assist in the coordination of PACE fund-raising;
f. Be the chair of the Budget and Audit Committee;
g. Serve as the elections coordinator;
h. Serve as an elected delegate to NEA Representative Assembly;
i. Serve as the governance liaison to the auditing process; and
j. Chair the Constitution and Bylaws Committee.

C. NEA DIRECTOR

1. Duties/Responsibilities

a. Serve as an officer of NEA-Alaska;
b. Advocate NEA-Alaska's interest with the NEA;
c. Prepare written summary reports;
d. Serve as a delegate to NEA Representative Assembly;
e. Shall exercise leadership in interpreting NEA policies and programs, advancing the unified agenda, be a part of the state leadership team, and have a visible and meaningful role at state conferences and Delegate Assembly;
f. Shall meet with the state leadership team prior to the NEA Board meetings for the purpose of discussing agenda items and shall meet following NEA Board meetings to discuss action taken;
g. Chair the Representative Assembly Preview Committee; and
h. Perform the duties of Vice President-Secretary/Treasurer at governance meetings in the absence of the Vice President-Secretary/Treasurer.

D. IMMEDIATE PAST PRESIDENT

a. The immediate past president of NEA-Alaska shall be invited to participate in all Board of Directors meetings for one year following departure from office
b. The immediate past president shall occupy a non-voting seat on the Board of Directo

E. BOARD OF DIRECTORS

1. Duties/Responsibilities
    a. Attend all Board meetings, the Delegate Assembly, the Board Retreat and other NEA-Alaska events as requested by the NEA-Alaska president, unless officially excused;
    b. Serve as liaison to a committee, if requested to do so by the NEA-Alaska president;
    c. Facilitate communication between members, locals, and the state association about statewide issues monthly;
    d. Approve committee appointments of the NEA-Alaska president;
    e. Deal with issues raised at Delegate Assembly (as assigned by the president);
    f. Identify and screen persons for recommendations for appointed positions in governance of NEA-Alaska.

2. Alternates
    Designated alternates for Regional Directors will be seated at the Board of Directors meetings. Alternate Regional Directors shall be allowed full participation except the right to vote or participate in Executive Session.

3. Operating Procedures
    a. Proxy Voting:
    There shall be no proxy voting on the NEA-Alaska Board of Directors.
    b. Executive Session:
    The Board may go into executive session. The guiding criterion for determining if an executive session is appropriate is the potential negative impact of a public discussion on a person's privacy or reputation. A motion to go into executive session is not debatable and requires a majority vote. All discussion and proceedings of an executive session are confidential and shall not be discussed with anyone not entitled to be present.
    c. Agenda and Minutes:
    Board members and local presidents will receive the minutes of each Board of Directors meeting within ten (10) days of the meeting. Further, each Board of Directors member will receive an agenda at least one week prior to each scheduled Board of Directors meeting. Board reports are due 48 hours prior to the board meeting.
    d. Roll Call Votes and Reconsiderations:
    Upon the request of any two (2) Board of Directors members, a roll call vote shall be taken on the issue before the Board at that time.
    The operating rules of the Board shall allow reconsideration of Board action at subsequent meetings by majority vote.
    e. Vacancies:
    When a vacancy occurs in a regional director position on the Board of Directors, the NEA-Alaska president shall notify all local association presidents within the affected region and ask each to nominate one or more person(s) to fill the vacancy, including relevant biographical data on the nominee(s). The NEA-Alaska president shall select one name from the list of names received, such selection to be made within three (3) weeks of the sending of the original notice to the local association. The NEA-Alaska president's selection is subject to confirmation by the Board of Directors.
    f. Minority Director At-Large:
    A Minority Director At-Large shall be established by special election if during a

regular election ethnic minority members are not elected to the Board of Directors to provide representation on the Board proportionate to the ethnic minority membership as of November 1 of the current membership year. The Minority Director At-Large shall be charged with the following:

i. Serve as a member on the Minority Affairs Committee; and
ii. Communicate minority issues to all NEA-Alaska members.

g. Education Support Professional (ESP) Director At-Large:
An ESP Director At-Large shall be established by special election if during a regular election ESP members are not elected to the Board of Directors to provide representation on the Board proportionate to the ESP membership as of November 1 of the current membership year. The ESP Director At-Large shall serve a regular two-year term and shall be charged with the following:

i. Communicate ESP issues to all NEA-Alaska members; and
ii. Serve as a member of the state ESP committee.

h. Calendar Preparation/Adoption:
The NEA-Alaska president, vice president-secretary/treasurer, and Executive Director shall develop a calendar for the upcoming membership year, listing all major association meetings and events. The Board of Directors will adopt the proposed calendar at its spring meeting.

i. Facilities for Meetings:
Board of Directors meetings shall be held, whenever possible, in the most cost-effective facility conducive to our mission.

4. Reports
   a. Board Reports:
   The NEA Director, NEA-Alaska president, vice president-secretary/treasurer, and Regional directors shall prepare written summary reports. Reports are to become part of the formal record of the meeting and are to be used for reference.
   b. Financial Reports:
   The Board will receive current financial reports at the NEA-Alaska board meetings in the form of a consolidated financial statement in two sections, Revenue and Operating Expenses, according to the program areas in the budget showing expenditures compared with budgeted amounts.

5. Policy Amendments
   Board of Directors policy changes shall be
   a. Presented at one meeting and acted upon at the next meeting; or
   b. Approved by a two-thirds (2/3) vote of the board.

6. Budget and Finances
   The Board of Directors shall:
   a. Be responsible for the control of the entire budget and each of its program areas.
   b. Ensure that no program area in the budget be over-expended for the fiscal year without approving the transfer of program area moneys.
   c. Verify each local receives a copy of the annotated proposed budget by December 1.
   d. Make every effort to contain all costs.

7. Executive Committee
   The Executive Committee shall consist of eleven (11) members: the NEA-Alaska president,

vice president-secretary/treasurer, NEA Director and eight (8) members of the board. Of these eight (8) members, at least one ethnic minority and one ESP member of the board will be included. All regions will be represented on the Executive Committee.

a. Committee Purpose:
    i. To serve as an advisory group for the NEA-Alaska president.
    ii. To assist and advise the president on ways to carry out policy and procedures.
    iii. The Executive Committee does not make policy.
    iv. The Board of Directors may determine additional responsibilities.
b. Procedures:
    i. The Executive Committee shall meet as necessary to advise the president.
    ii. The Executive Committee shall meet by teleconference, other means of technology, or in person as it is deemed necessary by the president.
    iii. The Executive Committee shall conduct the evaluation of the Executive Director and present its recommendation to the Board of Directors at the Spring Board of Directors meeting.
c. Elections:
    i. Eligible members shall have served for at least one (1) year on the Board of Directors except any Region that has only one member shall have that member on the Executive Committee.
    ii. Nominations shall be submitted by a regional caucus in writing by the end of the first day of the last Board of Directors' meeting of the school year. All members of the NEA-Alaska Board of Directors will vote for the members of each region.
    iii. If an ethnic minority and/or ESP member of the Board is not elected to the Executive Committee as one of the eight (8) regional Board members, a special election will be held at the September board meeting to fill those positions.

8. President-Elect
    a. If the President-elect is not currently serving on the board, they shall serve as a non-voting member of the Board of Directors immediately following their election.
    b. NEA-Alaska will invite and fund the President-elect to attend the May NEA-Alaska Board meeting prior to taking office.

9. Meeting Attendance
    a. Local President Attendance
        i. NEA-Alaska Board meetings may be attended by any member in good standing as an observer.
        ii. In order to support engagement of local presidents, and to strengthen connections between local and state leadership, NEA-Alaska shall reimburse travel expenses (following current Board travel policies) to one local president from each of the seven geographical regions to attend the in-person, if scheduled as such, September, November, and March NEA-Alaska Board meetings.
        iii. Local presidents who would like to attend shall contact their Region Director.

iv. If requests are received from more than one local president within the Region, the Director shall coordinate with the NEA-Alaska President to determine who will attend.

b. Any NEA-Alaska member in good standing may attend Board Meetings as an observer.

c. Non-Board member participation shall be governed in accordance with Robert's Rules of Order.

F. DELEGATE ASSEMBLY (DA)

1. Policy Assembly for Rural Small Associations (PARSA)
   NEA-Alaska shall conduct PARSA for rural delegates to be held just prior to Delegate Assembly.
   a. Chair:
      i. The Chairperson of PARSA will be an education employee in rural Alaska. The chair of PARSA shall be appointed by the President of NEA-Alaska from those who are qualified to attend PARSA.
      ii. The chairperson of PARSA has floor privileges (without the right of vote), in the event that the chairperson is not a delegate. The chairperson shall be a special guest of NEA-Alaska with the Association bearing only the cost of the chairperson's hotel room on the Friday and Saturday of DA.
   b. Delegates:
      i. NEA-Alaska will fund per diem and hotel costs for the PARSA meeting for all DA delegates from associations with fewer than 150 members.
   c. Other:
      i. Any local associations from Regions 1, 2 and 4 will be allowed to seat delegates at PARSA.

2. Delegate Assembly (DA)
   a. Seating of Delegates:
      Only delegates representing recognized local affiliates will be seated at DA. The exception being NEA-Alaska Retired, which will be treated as if they were a local affiliate.
   b. In accordance with Bylaws Article VI, Section 9 (E), by September 15 of each year, the NEA-Alaska President shall notify each local affiliate of the percentage of ethnic minority members in that local and the number of Delegate Assembly delegates to which a local is entitled. The percentage of ethnic minority members, multiplied by the entitled number of delegates rounded to the nearest whole number shall constitute the minimum number of ethnic minority delegates required from that local to be in compliance with NEA-Alaska Bylaws.
      Locals are to elect delegates and alternates and submit those names to the NEA-Alaska President by November 15 per Bylaws Article VI, Section 9 (A). Such a list must specify ethnic minority composition. Subsequent to receipt of this list, NEA-Alaska shall by December 1 notify locals whose delegations are not in compliance with Article VI, Section 9(E) that their status as delegations are out of compliance. Those locals out of compliance must submit to the NEA-Alaska Board by the January Board meeting, a written report specifying the reasons for noncompliance and its plan to come into compliance. This report shall be included in the Delegate Assembly packets. (Amended 84-57)

c. Board of Directors will review, before the annual Delegate Assembly, all resolutions and continuing business items for editorial changes, compilations by law and duplication. In making the recommendation for deletion or review, the committee will state in writing which area(s) is/are of concern for review or deletion before presenting to subcommittees during Delegate Assembly.
d. New Business Items
    i. Implementation:
    Delegate Assembly's action shall be placed as an item for discussion on the agenda of the board meeting following DA. Issues raised at DA needing further action shall be assigned to appropriate committee by the President. A review of the new business items passed at the previous DA shall be reviewed by the staff following the adjournment of Delegate Assembly. At that time, the staff shall develop review plans to implement them.
    ii. Status Report:
    The Executive Director or his designee shall make a report on the status of work on new business items of the Delegate Assembly at regularly scheduled Board of Directors meetings.
e. Printing and Publishing:
    i. Proposed changes to the Constitution and Bylaws must be received in the Anchorage office by November 1. Proposed amendments will be electronically disseminated to the membership.
    ii. Prefiled proposed changes to the Bylaws and Articles of Incorporation must reference the article, section, and sub-section to be changed and must be received in the NEA-Alaska Anchorage office on or before November 1 in order to be considered prefiled for purposes of Article IX, Section 1. A. The specific language to be added, deleted or changed must be provided.
    iii. A notice of the completed minutes will be published in the first issue of the NEA-AKtivist following Delegate Assembly.
f. Delegate Assembly General Administrative Issues:
    i. A Constitution and Bylaws Committee report form will be developed, printed, and distributed and will be used to prefile and process proposed amendments to the NEA-Alaska Constitution and Bylaws.
    ii. The NEA-Alaska Delegate Assembly Handbook will include a glossary of terms, definitions, and explanations of legislation with numbers referencing "House" or "Senate." Further terms or abbreviations which reference concepts shall be explained.
    iii. A representative from TRS and PERS will be invited to set up an information table at each Delegate Assembly.
    iv. Alaska's Teacher of the Year and NEA-Alaska's Education Support Professional of the Year shall be recognized at a general session of Delegate Assembly.
    v. A yearly invitation will be sent to each past president of NEA-Alaska (and the Alaska Education Association) to attend Delegate Assembly with seat and voice.
    vi. Materials for delegates to Delegate Assembly will be assembled in notebook fashion.
    vii. NEA-Alaska Resolutions booklet will contain an index arranged alphabetically by subject area, and a numerical index.
    viii. The Budget Hearing is a topic at the Special Interest Forum during each Delegate Assembly.

ix. The agenda of Delegate Assembly will have the debate and passage of the budget to follow the first committee report of the business session of DA on Saturday.
x. All material other than NEA-Alaska campaign material intended for distribution to DA delegates by individuals will be registered with Steering and Rules. Steering and Rules will post any such materials prior to distribution. A signature of the sponsoring delegate, who is in attendance, is required for submission.
xi. Policies adopted by DA and which can only be changed by DA, will appear in a separate section labeled "DA Policies" in the DA notebook. Current DA policies are those governing PACE and NEA-Alaska elections.

g. Progress Report:
A report of progress will be made on new business items adopted at the previous Delegate Assembly. This report is to be made part of the record of Delegate Assembly.

h. DA Committees:
The following procedures regarding DA Committees will be implemented when possible:
    i. The President shall appoint a chairperson for each committee whose duties shall be:
        1. Participate in pre DA training with Steering and Rules.
        2. Chair the committee.
        3. Assist recorder in editing NBI's and coordinating them with Bylaws and resolutions.
    ii. The following criteria shall be used for appointment of committee chairpersons:
        1. Achieve appropriate regional, ethnic, and gender representation.
        2. Foster leadership development
        3. Assure knowledgeable, trained leadership of committees.

i. Constitution and Bylaws Committee:
The constitution and Bylaws Committee will be composed of 3-5 board members from various regions.

j. Legislative Review Committee (LRC):
If a region does not have representation because it has no non-board PACE member delegates to DA, the President will appoint an elected delegate from that region to the LRC upon recommendation from the region. The LRC shall consist of delegates appointed in proportional basis by region. Wherever possible, non-board members of PACE shall serve as a regional representative to LRC.
    i. Committee Purpose:
        1. To develop a legislative priority package to provide direction for our lobbyists.
        2. To provide an open forum to increase delegate involvement in the important legislative issues of NEA-Alaska.
    ii. Procedures:
        1. Each committee may identify legislative items which it feels are of a high priority, calling for immediate action on the part of our lobbyists. These will be sent to the LRC for possible inclusion in the LRC report. Any other legislative items can be retained by the committees for presentation in their reports. These items, if

approved by Delegate Assembly will become legislative goals of NEA-Alaska.
2. Any item rejected by the LRC will be sent back to Steering and Rules for inclusion in the report of the originating committee. No changes can be made by LRC to an item not included in its own report.
3. All items currently in the legislative priority package as established at the previous Delegate Assembly will revert to the appropriate committee for re-evaluation. The LRC will thus generate a new priority package each year.
4. There is no limit to the number of items any committee may send to the LRC, but committees are asked to be judicious in selecting the items for consideration by the LRC.
5. There is no limit to the number of items in the LRC report, but it is suggested that the report be kept to five (5) or six (6) items, if possible.
6. No substantive change can be made in any New Business Item (NBI) adopted by the LRC without concurrence of the Committee Chair.
7. The LRC report can be amended from the floor by a two-thirds (2/3) majority vote.

G. NEA REPRESENTATIVE ASSEMBLY (RA)

1. Resolutions Committee
   Prior to the spring NEA Resolutions Committee meeting the representatives to the NEA Resolutions Committee (both the committee person and the alternate which were elected at the previous NEA Representative Assembly) for Alaska shall meet in person or have an audio meeting with the NEA-Alaska President, Vice President-Secretary/Treasurer, and NEA Director; and shall submit a written report to the NEA-Alaska Board of Directors after attendance at the Resolutions Committee meeting.

2. RA Delegation Hotel
   All state-funded delegates to NEA RA are required to stay with the Alaska delegation in the assigned hotel.

3. Preview Committee
   The NEA-Alaska President will appoint a committee of no less than five (5) delegates to research and review items coming before the NEA Representative Assembly. This committee will make recommendations to the delegation on New Business Items coming before the RA. The committee will be appointed prior to RA. There shall be at least one ESP and one ethnic minority on the committee.

H. CODE OF ETHICAL CONDUCT

The NEA-Alaska Board of Directors (the "Board") adopts the following Code of Ethical Conduct (the "Code") for all members serving on the Board ("Director" or "Directors"). This Code is intended to focus the Board and Directors on areas of fiduciary responsibilities and ethical risk, provide guidance to Directors in recognizing and resolving potential ethical issues, provide mechanisms to report unethical and/or concerning conduct, and help foster a culture of trust, honesty, and accountability. All Directors are subject to and must comply with this Code.

Policies cannot anticipate every situation that may arise. Directors are encouraged to bring questions about particular circumstances that may implicate one or more provisions of this Code to the attention of the President, Executive Director, or General Counsel for consultation and advice.

Directors are required to comply with this Code at all times. Each Director shall review and acknowledge this Code by the September board meeting and/or within fifteen (15) days of being seated as a Director.

1) Board of Directors Rights
   All Directors on the NEA-Alaska Board of Directors shall have the following rights:

   a) Right to information necessary to carry out fiduciary duties.
   b) Right to contact officers to discuss NEA-Alaska affairs.
   c) Right to ask for additional information
   d) Right to ask questions and express views during Board deliberations
   e) Right to have objections noted
   f) Right to due process if confronted with an alleged violation of the Code

2) Fiduciary Responsibilities

   The Board represents the interest of all NEA-Alaska members. The responsibilities of every individual Director, and the full Board, in performing this oversight function include the following fiduciary responsibilities:

   a. Duty of Care: A Director's duty of care refers to the responsibility to exercise appropriate diligence in overseeing the management of NEA-Alaska, making decisions and taking action in a manner to ensure prudent use of all assets, such as people, facilities, and goodwill. The duty of care requires:

   1. Exercising reasonable care in work as a Director (i.e., the care that a reasonably prudent person would take).

   2. Being actively engaged in and attending meetings.

   3. Discharging duties and acting honestly and in good faith at all times.

   4. Staying informed about matters before the Board.

   5. Coming to meetings prepared by reviewing meeting materials, being aware of key issues on the agenda, and paying attention to fundamental governance decisions within the authority of the Board.

   6. Exercising independent judgment in considering and making decisions on matters brought before the Board.

   7. Advancing the mission of NEA-Alaska through action of the Board.

   8. Compliance with all NEA-Alaska governing documents and policies which establish the rules under which NEA-Alaska operates.

   9. Compliance with all applicable local, state, and federal laws.

   b. Duty of Loyalty: A Director's duty of loyalty refers to the responsibility to ensure that all NEA-Alaska's activities and transactions are advancing its mission. The duty of loyalty requires a Director to:

1. Act in the best interest of NEA-Alaska.

2. Act only to advance the interest of NEA-Alaska, and not to advance the Director's personal interest or the interest of a local association or specific subset of NEA-Alaska members.

3. Avoid conflicts of interest between the Director and NEA-Alaska or taking any action that creates the appearance of impropriety.

4. Disclose any actual or potential conflict of interest.

5. Maintain the confidentiality of sensitive deliberations and discussions.

6. Respect executive session confidentiality.

7. Provide NEA-Alaska members with information that is complete and accurate.

8. Disclose and offer first to NEA-Alaska any opportunity learned through Board service before seeking personal or external benefit.

9. Supporting the final determination of the Board even when you, as an individual Director, did not vote in favor of that determination.

3. Active Board Participation:

Directors are expected to exercise the duties and responsibilities of their positions with integrity, professionalism, collegiality, and care. This includes:

a. Making attendance at all Board meetings a high priority
b. Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand
c. Cooperating with and respecting the opinions of fellow Directors, leaving personal prejudices out of all Board discussions, and supporting actions of the Board even when the Director personally did not support the action taken
d. Putting the interests of NEA-Alaska above the Director's personal interests
e. Representing NEA-Alaska in a positive and supportive manner at all times and in all places
f. Showing respect and courteous conduct in all Board and Board committee meetings
g. Maintaining executive boundaries by refraining from intruding on administrative issues that are the responsibility of management, except to monitor the implementation of Board directives and ensure that procedures are consistent with Board policy
h. Directing Board requests for information or assistance to the Executive Director or their identified designee.

4. Unacceptable Conduct

To ensure productive NEA-Alaska meetings and events and to foster an environment where all members are able to express their opinions and perspectives, Directors must treat each with the utmost respect and professionalism. Directors are prohibited from engaging in any behavior that physically threatens or harms another Director, Association member, or Association employee, or subjects another Director, Association member, or Association employee to public ridicule based on that Director, Association member, or Association employee's exercising their rights to vote or to express an opinion or perspective on a matter of Association business. The following conduct is a non-exhaustive list of conduct that is deemed to be unacceptable at all NEA-Alaska events and meetings:

a. Discriminatory or harassing speech or actions, including cyber-bullying or cyber-harassment (e.g., using threatening messages or hate speech on social media, public forums, or in deliberative bodies, about event participants, other NEA-Alaska members, or NEA-Alaska positions).
b. Harmful or offensive verbal or written comments or visual images about Directors or members based on race, color, ethnicity, religion, sex, age, national origin, sexual orientation, disability, gender identity or expression, or any other characteristic protected by law
c. Stalking
d. Sexual harassment, including but not limited to uninvited sexual attention, physical contact (for example, uninvited touching or groping), or communications.
e. Actual or threatened physical assault
f. Unauthorized use of NEA-Alaska resources for personal gain

5. Complaint and Investigation Procedure

NEA-Alaska will investigate all complaints alleging violations of the Code. NEA-Alaska has discretion to determine appropriate action following investigations of a complaint, including issuance of a warning or censure, suspension, or removal from the Board. Investigations and determinations will comply with due process requirements by providing the subject of an investigation with a copy of the complaint, an opportunity to respond to the allegations contained in that complaint and speak with the Investigation Committee or its designee, and an opportunity to appeal determinations made following the completion of an investigation.

A. **Complaint**. A complaint alleging a Director's violation of the Code may be filed by any NEA-Alaska member with the NEA-Alaska President or Executive Director. The issuer of the complaint shall identify themselves in the notice, but the President or Executive Director shall, if requested to do so by the issuer of the complaint, treat the complaint as anonymous and shall not, except in response to a legal mandate, reveal the name of the issuer. A complaint must be in writing, set forth the violation or violations of the Code with specificity, be signed and dated by the person making the complaint. No more than 5 days after receipt of a complaint, the President and/or Executive Director will provide a copy of the complaint to the NEA-Alaska Executive Committee and to the Director who is the subject of the complaint.

B. **Investigation**. No more than 5 days after its receipt of a complaint, the Executive Committee shall convene and select three members to serve as an Investigation Committee. The Investigation Committee shall investigate the complaint to determine

whether it is more likely than not that a violation of the Code occurred. The Investigation Committee has discretion to delegate part or all of an investigation to legal counsel. The subject of the complaint may submit a written response to the complaint to the Investigation Committee, and may also request an opportunity to speak with the Investigation Committee as part of its investigation. Following the conclusion of its investigation, the Investigation Committee shall set forth its findings and conclusions in a written report and submit that written report to the Executive Committee and the subject of the complaint.

C. **Determination**. The Executive Committee shall review the report of the Investigation Committee and the written response of the subject of the complaint (if submitted). The Executive Committee may ask the Investigation Committee and the subject of the complaint to attend a hearing and respond to questions from the Executive Committee. Based upon the findings contained in the Investigation Committee's report, the complainant's written response, and a hearing, if any, the Executive Committee will determine whether or not a violation of the Code occurred. If the Executive Committee determines that a violation of the Code occurred, the Executive Committee shall set forth its determination in writing, and provide a copy of its determination to the complainant. The determination will include appropriate action to remedy the violation, and shall specify a period of time during which the complainant must comply with that action to remedy their violation.

D. **Appeal**. The complainant may appeal the final decision of the Executive Committee to the full Board of Directors. Upon receipt of an appeal, the full Board of Directors will convene within 10 days for an appeals hearing to review the decision of the Investigation Committee, review evidence, and hear testimony from the complainant upon request of either party. The decision of the full Board of Directors shall be final.

E. **Hearing and Findings**. Following the conclusion of an investigation and appeal, if any, if the charged Director fails to comply with the Executive Committee's recommendations within the time provided, the Executive Committee shall recommend removal of the Director from the NEA-Alaska Board by three-quarters vote of the NEA-Alaska Board of Directors.

I. INTEGRITY OF INTERNAL CONTROLS

A strong Internal Control structure is fundamental to achieving Association goals. Internal Controls must be designed to provide reasonable assurances regarding the safeguarding of resources against mistakes, fraud or abuse, reliability of operating and financial information, continued commitment to compliance with Association policies, applicable laws and regulations, and the accuracy of our business activities and records. Internal Controls must be built on uncompromising integrity, good business judgment and a culture of good control practices.

In fulfillment of our obligation to maintain the highest standards of quality in financial reporting through business ethics and effective internal controls, we support:

1. A control environment founded on ethical values and technical competence;
2. The identification and analysis of relevant internal and external risks that can hinder the achievement of business and Association objectives;

3. The implementation of control activities that mitigate each identified risk, with the appropriate focus on prevention, detection and correction;
4. The institution of fluid information pathways among management, employees and governance that capture, process and communicate relevant internal and external information in a timely manner;
5. Systems of evaluation and assessment to monitor whether Internal Controls are adequate, effective, and adaptive;
6. Adoption of formal internal control policies and procedures;
7. Documentation of systems of internal control procedures in a comprehensive manner as well as roles and responsibilities of governance and employees;
8. Appropriately communicating with and educating governance and employees on their roles and responsibilities.

J. WHISTLEBLOWER POLICY (WB Policy)

NEA-Alaska officials are obligated to comply with all relevant legal requirements in carrying out their NEA-Alaska responsibilities. A failure to meet this obligation-whether intentional or inadvertent – can have adverse consequences for the reputation and operation of NEA-Alaska. The purpose of this Whistleblower Policy (WB Policy) is to establish a procedure by means of which any such failures can be brought to the attention of NEA-Alaska, so that appropriate corrective action can be taken.

1. Definitions
   As used in the WB Policy, the following terms have the meanings indicated:
   a. The term "misconduct" means an action taken by an NEA-Alaska official in carrying out his or her NEA-Alaska responsibilities that is in violation of a legal requirement.
   b. The term "NEA-Alaska official" means an NEA-Alaska Executive Officer, a member of the NEA-Alaska Executive Committee, a member of the NEA-Alaska Board of Directors, a member of an NEA-Alaska Committee, and any other person designated by NEA-Alaska governance to represent NEA-Alaska. The term does not mean an employee of, or a consultant retained by NEA-Alaska.
   c. The term "person" means a member of NEA-Alaska, an employee of NEA-Alaska, or an NEA-Alaska affiliate, a consultant or vendor who does or seeks to do business with NEA-Alaska or an NEA-Alaska affiliate, and any other representative of NEA-Alaska or an NEA-Alaska affiliate.
   d. The term " WB Officer" means the person who is responsible for the implementation of the WB Policy.
   e. The term "whistleblower" means a person who notifies the WB Officer of an action that he or she has reasonable cause to believe constitutes misconduct.

2. WB Officer
   The NEA-Alaska Vice President-Secretary/Treasurer shall serve as the WB Officer, and shall in that capacity be responsible for the implementation of the WB Policy. The WB Officer shall monitor the implementation of the WB Policy, and make periodic reports regarding its implementation to the NEA-Alaska Executive Committee. The NEA-Alaska Executive Committee shall recommend to the NEA-Alaska Board of Directors such modifications in the WB Policy as it may from time to time deem appropriate.

3. Notifying NEA-Alaska of Alleged Misconduct
    a. Any person who has reasonable cause to believe that an NEA-Alaska official has engaged or is about to engage in misconduct, should notify the WB Officer in writing. That person (the whistleblower) shall identify himself or herself in the notice to the WB Officer, but the WB Officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower's name. If the WB Officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for NEA-Alaska, he or she may notify the NEA Director for Alaska, who shall as soon as possible thereafter turn the matter over to the WB Officer.
    b. If, based upon the information provided by the whistleblower and other relevant information, the WB Officer has reasonable cause to believe that an NEA-Alaska official has engaged or is about to engage in misconduct, the WB Officer shall turn the matter over to the NEA-Alaska general counsel.
    c. NEA-Alaska's general counsel shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the WB Officer a written opinion setting forth its conclusions as to whether the NEA-Alaska official has engaged or is about to engage in misconduct, and, if so, what should be done to correct the situation.
    d. After consulting with the NEA-Alaska Executive Committee, the WB Officer shall arrange for such action to be taken as he or she deems appropriate to correct the situation.
    e. If the WB Officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB Officer, after consulting with the NEA-Alaska Executive Committee, shall arrange for appropriate disciplinary action to be taken against that person.

4. Protection of Persons Who Provide Evidence of Alleged Misconduct
    a. Except as otherwise provided in Section 3 e. above, no person shall be subject to any form of direct or indirect retaliation by an NEA-Alaska official, an NEA-Alaska employee, or other NEA-Alaska representative because he or she 1) is a whistleblower, 2) has participated in an investigation of alleged misconduct, or 3) has in good faith in any other way been involved in the implementation of the WB Policy.
    b. If any person believes that he or she has been subject to retaliation in violation of Section a. above, that person shall report such retaliation to the WB Officer. The WB Officer shall investigate the matter, and if the WB Officer concludes that an NEA-Alaska official, NEA-Alaska employee, or other NEA-Alaska representative has engaged in retaliation, the WB Officer, after consulting with the NEA-Alaska Executive Committee, shall arrange for appropriate disciplinary action to be taken against said NEA-Alaska official, NEA-Alaska employee, or representative of NEA-Alaska.

5. Miscellaneous
    a. Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that he or she may have under the NEA-Alaska governing documents, a contract with NEA-Alaska, or a statute. To the extent that the WB Policy is

inconsistent with any such right, the right in the NEA-Alaska governing document, contract with NEA-Alaska, or statute shall take precedence.

b. Any person who believes that an NEA-Alaska official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other form.
c. All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB Officer shall make such information and documents available to others only on and "as needed" basis. To the extent relevant, all privileges, including the attorney/client and attorney/work product privileges, shall apply to information and documents involved in the implementation of the WB Policy.
d. If a question arises as to whether the WB Officer has engaged, may be engaged, or is about to engage in misconduct, the matter shall be dealt with by the NEA-Alaska President.

6. Effective Date and Amendment; Distribution
    a. The WB Policy shall become effective on the date that it is adopted by the NEA-Alaska Board of Directors and shall supersede all prior NEA-Alaska policies dealing with the same subject. The Board of Directors may amend the WB Policy from time to time as it deems appropriate.
    b. The WB Policy shall be distributed to NEA-Alaska Board Members and easily accessible to all members.

K. CONFLICT OF INTEREST

No elected officer of the Association nor staff member shall have any financial relationship with any form of direct or indirect special service available to or rendered to members of the Association.

NEA-Alaska officials have a fiduciary obligation to act in the best interest of NEA-Alaska. The purpose of this Conflict-of-Interest Policy for NEA-Alaska Officials (CI Policy) is to provide guidance to the NEA-Alaska officials in complying with this fiduciary responsibility.

1. Definitions
   As used in the CI Policy, the following terms have meanings indicated:
    a. The term "NEA-Alaska Official" means an NEA-Alaska Executive Officer, a member of the NEA-Alaska Board of Directors, a member of an NEA-Alaska committee, and any other person designated by NEA-Alaska governance to represent NEA-Alaska. The term does not mean an employee of, or a consultant retained by, NEA-Alaska;
    b. The term "immediate family" of an NEA-Alaska official means his or her parent, spouse, or spousal equivalent, child, grandparent, grandchild, sibling, mother-in-law or father-in-law, sister-in-law or brother-in-law, or daughter-in-law or son-in-law;
    c. The term "directly or indirectly" means an action taken by an NEA-Alaska official in his or her own name (directly) or through a member of the immediate family or a business associate of an NEA-Alaska official (indirectly);
    d. The term "participate in an NEA-Alaska decision," means the authority to approve, disapprove, recommend, or otherwise influence the position taken by NEA-Alaska; and

e. The term "Conflict of Interest Officer" means the person who is responsible for the implementation of the CI Policy.

2. Statement of Principle

No NEA-Alaska official shall, directly or indirectly, have an interest or relationship, take any action or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of a conflict with the proper and faithful performance of his or her NEA-Alaska responsibilities.

3. Prohibited Activities

The activities that are prohibited by the Statement of Principle set forth in Section 2 include, but are not limited to, the following:

a. No NEA-Alaska official shall, without the advance written approval of the CI Officer, have a direct or indirect financial or personal interest in or relationship with any business, firm, person, or entity that does or seeks to do business with NEA-Alaska. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business firm, person or entity makes available to the general public in the normal course of business.
b. No NEA-Alaska official shall, receive any compensation, gift, gratuity, loan or other thing of value from any business, firm, person, or other entity which does or seeks to do business with NEA-Alaska, or which has financial or other interests that may be affected by the performance or nonperformance of the NEA-Alaska official's NEA-Alaska responsibilities. The term "business, firm, person or other entity" does not include NEA-Alaska affiliates or subsidiary organizations (e.g. NEA-Alaska Member Benefits Corporation), and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item that has a value of $250 or less, or a loan that is available to the general public on similar terms. The prohibition in this Section 3 b. shall not apply if the NEA-Alaska official receives the item in question in order to perform his or her NEA-Alaska responsibilities.
c. No NEA-Alaska official shall, 1) except in performance of his or her NEA-Alaska responsibilities or in response to a legal mandate, disclose any information obtained by reason of his or her NEA-Alaska position that is not otherwise available to the general membership of NEA-Alaska, and that could be used to the detriment of NEA-Alaska, or 2) use or permit others to use any information obtained by reason of his or her NEA-Alaska position that is not otherwise available to the general membership of NEA-Alaska to directly or indirectly further the NEA-Alaska official's financial or personal interest.
d. No NEA-Alaska official shall, without the advance written approval of the CI Officer, directly or indirectly, sell goods or services to NEA-Alaska. This prohibition shall not apply to the payment, in accordance with NEA-Alaska policy, of compensation or a stipend to an NEA-Alaska official for carrying out his or her NEA-Alaska responsibilities.
e. No NEA-Alaska official shall accept any other position or assignment which would conflict with his or her fiduciary obligation to act in the best interests of NEA-Alaska, or interfere with the NEA-Alaska official's ability to properly carry out his or her NEA-Alaska responsibilities.
f. No NEA-Alaska official shall use or permit others to use his or her position with NEA-Alaska to create the impression that NEA-Alaska endorses or has endorsed a

product, service or program when that is not in fact the case, or to otherwise directly or indirectly further the NEA-Alaska official's financial or personal interest.

4. Implementation Procedure

   a. The NEA-Alaska Vice President-Secretary/Treasurer shall serve as the Conflict-of-Interest Officer (CI Officer), and shall in that capacity be responsible for the implementation of the CI Policy. The CI Officer shall monitor the implementation of the CI Policy and make periodic reports regarding its implementation to the NEA-Alaska Board of Directors.

   b. 1) If the NEA-Alaska official believes that he or she may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, he or she shall consult with the CI Officer. The NEA-Alaska official and the CI Officer shall attempt to deal with the matter informally. If they are unable to do so, the CI Officer shall submit to the NEA-Alaska official a written opinion indicating whether the activity in question is prohibited by the CI Policy, and if so, what should be done to correct the situation.

      2) If the NEA-Alaska official disagrees, in whole or in part, with the conclusions of the CI Officer, he or she may appeal to the NEA-Alaska Board of Directors by filing a written notice of appeal with the NEA-Alaska President within ten (10) calendar days after receiving the opinion of the CI Officer. The Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the Board of Directors shall be final and binding. If the NEA-Alaska official files a timely appeal, he or she need not comply with the opinion of the CI Officer pending the outcome of the appeal. If the NEA-Alaska official does not file a timely appeal, he or she shall comply with the opinion of the CI Officer.

   c. 1) If an NEA-Alaska member or employee believes that an NEA-Alaska official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, the member or employee may file a written complaint with the CI Officer. The complainant shall identify himself or herself to the CI Officer, but the CI Officer shall, if requested to do so by the complainant, treat the complaint as anonymous and not reveal the complainant's name.

      2) Upon receiving a complaint, the CI Officer shall consult with the complainant and the NEA-Alaska official in question. Based upon the information received from the complainant and the NEA-Alaska official, and/or other relevant information, the CI Officer shall decide whether the NEA-Alaska official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, and, if so, what should be done to correct the situation. The CI Officer shall submit to the NEA-Alaska official and the complainant a written opinion setting forth his or her conclusions.

      3) If the NEA-Alaska official disagrees, in whole or in part, with the conclusions of the CI Officer, he or she may appeal to the NEA-Alaska Board of Directors by filing a written notice of appeal with the NEA-Alaska President within ten (10) calendar days after receiving the opinion of the CI Officer. The Board of Directors shall decide the appeal as expeditiously as possible, and the decision of the Board of Directors shall be final and binding. If the NEA-Alaska official files a timely appeal, he or she need not comply with the opinion of the CI Officer pending the outcome of the appeal. If the NEA-Alaska official does not file a timely appeal, he or she shall comply with the opinion of the CI Officer.

d. In implementing the CI Policy, the CI Officer and the NEA-Alaska Board of Directors shall consider all relevant factors, including the specific NEA-Alaska responsibilities of the NEA-Alaska official and the nature of the allegedly prohibited activity, and shall interpret and apply the CI Policy in a manner that furthers its intended purpose.

5. Miscellaneous
    a. Nothing in the CI Policy shall be interpreted or applied to deprive an NEA-Alaska official of any right that he or she may have under the NEA-Alaska governing documents, a contract with NEA-Alaska, or a statute. To the extent that the CI Policy is inconsistent with any such right, the right in the NEA-Alaska governing document, contract with NEA-Alaska, or statute shall take precedence.
    b. If a question arises as to whether the CI Officer or another member of the Board of Directors may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, the matter shall be dealt with by the other members of the NEA-Alaska Board of Directors.
    c. All information and documents involved in the implementation of the CI Policy shall be treated as confidential, and the CI Officer shall make such information and documents available to others only on an "as needed" basis.

6. Effective Date and Amendment; Distribution
    a. The CI Policy shall become effective on the date that it is adopted by the NEA-Alaska Board of Directors and shall supersede all prior NEA-Alaska policies dealing with the same subject. The Board of Directors may amend the CI Policy from time to time as it deems appropriate.
    b. The CI Policy shall be distributed to all NEA-Alaska officials, all candidates for NEA-Alaska office, and all persons who become members of NEA-Alaska committees or are otherwise designated to represent NEA-Alaska.

L. POLITICAL ACTIVITY

NEA-Alaska officers, State PACE Committee members and staff (in their official capacity and during office hours only) shall not be active or official members of a campaign, or its activities, nor use their official position to enhance the candidacy of an opponent of an NEA-Alaska recommended candidate. It is not the intent of this policy to disenfranchise any members', or staff members' right to be active within their political party.

M. AFFILIATION

NEA-Alaska officers, State PACE Committee members and staff (in their official capacity and during office hours only) shall not be active or official members of a campaign, or its activities, nor use their official position to enhance the candidacy of an opponent of an NEA-Alaska recommended candidate. It is not the intent of this policy to disenfranchise any members', or staff members' right to be active within their political party.

1. Minimum Standards
    a. A local shall meet the NEA Bylaw 8-7 "Standards for Local Affiliates."
    b. A local shall have officers who are minimally authorized:

i. To represent the organization in all matters; to carry out the fiduciary responsibilities of the local, including but not limited to dues collection and transmittal; and,
ii. To implement procedures for the enforcement of the contract and the Duty of Fair Representation.

c. A local shall have a constitution and bylaws, which govern its operation.
d. A local shall have a valid contract in place or the bargaining of an initial contract is in progress.
e. A local shall have an adopted membership plan to achieve and maintain at least 75% membership of the bargaining unit.
f. A local shall maintain membership of at least 30% of the bargaining unit. Any local below this threshold will be afforded additional assistance to create a plan to increase membership and build capacity.
g. A local shall adopt an annual balanced budget prior to the start of each fiscal year. The budget shall be sent to NEA-Alaska within 30 days of adoption, or upon request.
h. A local shall ensure that its officers adhere to fiduciary responsibilities, and that adequate internal controls are in place.
i. A local shall have an annual audit or annual internal financial review.

2. Compliance with Minimum Standards
    a. Where concerns are raised about a local's compliance with these minimum standards, the Board of Directors will investigate and may request information from the local that confirms compliance. The local is required to provide the information within the timelines established by the Board of Directors.
    b. If the Board of Directors determines that the local would benefit from additional support but that the concerns do not currently rise to a level to warrant potential censure, suspension or disaffiliation, NEA-Alaska will work with the local to provide support.
    c. If the Board of Directors determines that the local is not meeting the minimum standards of affiliation, the Board may exercise its authority under Article XI, Section 4 of the NEA-Alaska Articles of Incorporation to censure, suspend, or disaffiliate a local, providing the required due process.
3. Due Process
    a. Where the Board of Directors has determined that a local does not meet these standards, the local shall be notified in writing of the specific standards that have not been met, and a date at which a hearing will be held by a tribunal designated by the Board of Directors. The hearing notice will also specify the procedural rules governing the hearing, including the right to present witnesses, cross-examine witnesses, and present argument.
    b. The hearing may result in the local being censured, suspended or disaffiliated. The decision of the tribunal shall be provided in writing. The local shall have the right to appeal an adverse decision to the full Board of Directors, whose decision shall be final, subject to any rights to appeal to NEA.

II. PERSONNEL

A. POLICY PROHIBITING DISCRIMINATION AND HARASSMENT

NEA-Alaska is an equal opportunity employer and makes employment decisions on the basis of merit. NEA-Alaska prohibits discrimination based on race, color, religion, gender, marital status, changes in marital status, sexual orientation, gender identity, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, parenthood, veteran status or any other consideration made unlawful by federal, state or local laws. NEA-Alaska's commitment to equal opportunity employment applies to all persons involved in the operations of NEA-Alaska and prohibits unlawful discrimination by any employee of NEA-Alaska, including supervisors and coworkers.

1. Accommodations
   NEA-Alaska will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee. Any applicant or employee who requires an accommodation to perform the essential functions of the job must contact the Executive Director to request such an accommodation, specifying what accommodation is needed to perform the job. NEA-Alaska will then conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. NEA-Alaska will identify possible accommodations, if any, that will help eliminate the limitation.

2. Complaint Procedure
   An employee who believes that he or she has been subjected to any form of unlawful discrimination related to NEA-Alaska must submit a written or verbal complaint to the employee's supervisor or to the Executive Director. If the Executive Director is the supervisor and is the subject of the complaint, the employee must submit the complaint to the President of NEA-Alaska. The complaint must be specific and should include details of the incident(s), the names of the individuals involved, and the name of any witness. NEA-Alaska will undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

3. Remedial Action and Non-Retaliation
   If NEA-Alaska determines that unlawful discrimination has occurred, it will take remedial action commensurate with the severity of the offense and will also take appropriate action to deter any future discrimination. NEA-Alaska will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management, employees, or coworkers.

   Unlawful Harassment

4. Non-discrimination
   In addition to prohibiting other forms of unlawful discrimination, NEA-Alaska specifically prohibits sexual harassment and harassment because of race, color, religion, gender, marital status, changes in marital status, sexual orientation, gender identity, age, national origin or ancestry, physical or mental disability, medical condition, pregnancy, parenthood, veteran status, and any other status protected by federal, state or local law. All such harassment is unlawful and will not be tolerated. NEA-Alaska is committed to taking all reasonable steps to

prevent discrimination and harassment from occurring.

5. Sexual Harassment Defined

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when:

a. submission to such conduct is made a term or condition of employment;
b. submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
c. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating and intimidating hostile or offensive working environment.

Sexual harassment includes many forms of offensive behavior. The following is a partial list:

a. Offering employment benefits in exchange for sexual favors.
b. Making or threatening reprisals after a negative response to sexual advances.
c. Displaying sexually suggestive objects or pictures, cartoons or posters.
d. Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, lewd comments about an employee's body or dress.
e. Verbal sexual advances or propositions.
f. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
g. Physical conduct: touching, assaulting, impeding or blocking movements.

Sexual harassment on the job is unlawful and will not be tolerated whether it involves coworker harassment, harassment by a supervisor or manager, or harassment by persons doing business with or for NEA-Alaska.

6. Complaint Procedure

To protect its employees from unlawful harassment, NEA-Alaska must be able to rely on its employees to notify it of any perceived harassment. If NEA-Alaska doesn't know about the harassment, it cannot take the necessary measures to correct it. Employees should not assume that anyone in authority knows about a perceived harassment until they have informed the appropriate authority.

NEA-Alaska's complaint procedure provides for an immediate, thorough and objective investigation of any unlawful harassment claim, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment.

An employee who believes he or she has been unlawfully harassed on the job, or who is aware of the harassment of another, must provide a written or verbal complaint to the employee's supervisor or to the Executive Director. If the Executive Director is the supervisor and is the subject of the complaint, the employee must submit the complaint to the President of NEA-Alaska. The complaint must be specific and should include details of the incident(s), the names of the individuals involved, and the name of any witness. All incidents of unlawful harassment that are reported will be investigated.

If NEA-Alaska determines that unlawful harassment has occurred, it will take remedial action commensurate with the circumstances, and will also take appropriate action to deter

any future harassment.

7. Protection Against Retaliation
   NEA-Alaska's policy and the law prohibit retaliation against any employee by another employee or by NEA-Alaska for using this complaint procedure or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a federal or state enforcement agency. Additionally, NEA-Alaska will not knowingly permit any retaliation against any employee who complains of unlawful harassment or who participates in an investigation.

   NEA-Alaska prohibits retaliation against any employee who opposes unlawful harassment. Any report of retaliation by the one accused of harassment, or by coworkers, supervisors, or managers, will be immediately, effectively and thoroughly investigated in accordance with NEA-Alaska's investigation procedure outlined above. Bear in mind, however, that the protection from retaliation is not protection from unrelated disciplinary action.

8. Liability for Unlawful Harassment
   An employee who engages in unlawful harassment, including any manager who knows about harassment and takes no action to stop it, may be held personally liable for monetary damages. NEA-Alaska will not pay damages assessed personally against an employee under this circumstance.

B. JOB TITLES AND CATEGORIES

1. Executive/Managerial
   Top level position(s) which have broad responsibility for implementing employment policies, goals, allocating resources and directing the operation of the Association's overall program.
   a. Executive Director
   b. UniServ Program Director
   c. Chief Financial Officer
   d. Confidential Executive Assistant
   e. Communications Director

2. Professional
   Field staff positions that require specialized knowledge and abilities normally acquired through formalized education curricula and/or specialized experience.

3. Associate Staff/Program Coordinator
   Positions of a clerical or secretarial nature requiring knowledge and abilities generally learned on the job and sometimes through specialized training courses, and other occupations requiring specialized technical knowledge and ability acquired through on-the-job training or, in some instances, through formal education.

4. Technology Staff
   Position(s) that require specialized computer and technology related knowledge and skills normally acquired through a combination of specialized training courses, on-the-job training, or through formal education.

C. HIRING PRACTICES

1. Affirmative Action Plan
    a. Introduction: An equal employment opportunity policy, under which employment is not denied on the basis of race or gender, will not by itself correct inequities; therefore, NEA-Alaska institutes this Affirmative Action Plan to provide increased employment opportunities and effective professional role models for ethnic minorities and women.

       NEA-Alaska reaffirms its policy to provide equal employment opportunities without regard to race, color, gender, religion, age, disability, national origin, sexual orientation, or gender identity. This policy applies to all employee categories and to all phases of employment including, but not limited to, recruitment, placement, promotion, demotion, transfer, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training.
    b. Statement of General and Specific Objectives: The objective of NEA-Alaska's Affirmative Action Plan is to employ ethnic minorities and women in percentages at least equal to their representation in the Alaska population. The demographic numbers will be updated within the NEA-Alaska Member Engagement/Affirmative Action Plan each year.
    c. Recruitment: The Executive Director will develop means of recruiting minorities and women to fill vacant positions in categories in which under-utilization of ethnic minorities and women exists. Position announcements will be sent to known Alaska organizations which support people of color.

       Job postings placed with employment agencies and other organizations indicate that NEA-Alaska is making an affirmative effort to employ ethnic minorities and women. Copies of the Affirmative Action Plan and related policies will be made available to employees, applicants and members upon request. Specific information will be published designating NEA-Alaska to be an Equal Opportunity/Affirmative Action employer.
    d. Selection Procedures: In order to ensure that requirements for all positions do not reflect any non-job related and potentially discriminatory factors but are truly job-related, the NEA-Alaska Human Civil Rights (HCR) Committee will review these requirements prior to recruitment to fill any positions any time a revised posting for a job is created.

       Prior to the adoption of a change to a job description or the addition of a new job description, the NEA-Alaska HCR Committee shall review the proposed job description.
       Tests purporting to measure intelligence or personality will not be used in the assessment of applicants. Tests designed to measure technical skills, such as typing and shorthand speeds, will be used when the skills which they measure are needed in a position. An equitable retesting policy will be maintained for applicants who do not initially meet the skills requirements.

       Implementation of this Affirmative Action Plan requires that NEA-Alaska seek to know the race and gender of each applicant. A special section of the employment application will be used for this purpose with an explanation on the application of

the purpose for which such information is elicited. The remainder of the employment application will require no information relative to race or gender.

e. Promotion Opportunities: Career counseling and performance review programs are essential elements in enlarging promotional opportunities for employees. NEA-Alaska will develop such programs in order to identify and encourage the special capabilities and interests of its ethnic minority and female employees. Specific training through NEA-Alaska programs and outside programs, including tuition assistance (administered within the limitations of the budget and NSO Agreement) will be offered to ethnic minorities and women whose personal interests and performance records commend development in areas related to NEA-Alaska employment needs.
f. Implementation and Responsibility: The NEA-Alaska HCR Committee is responsible for:
    i. Development of programs and dissemination of information relating to equal employment and affirmative action policies;
    ii. Identification and resolution of discriminatory practices or any act of discrimination.
    iii. Monitoring of selection practices of employees, in monitoring the selection practices of employees, the Executive Director will:
        1. Review applicant data for purposes of comparing the percentage of ethnic minorities and women among the applicants actually hired;
        2. Review all interview procedures to determine whether biases in the interviewers or interview techniques are adversely affecting ethnic minority and women applicants or employees; and
        3. Review all recommendations for appointment, reclassification, promotions, transfers, dismissals, layoffs, recalls and performance reviews to ensure that no discriminatory actions take place.
    iv. The NEA-Alaska HCR Committee with the assistance of the Executive Director shall review and update the Affirmative Action Plan on an annual basis. The plan will be submitted to the Board of Directors for approval and the approved plan will be shared with local presidents and the Delegate Assembly. A summary shall be included in the NEA-AKtivist.
g. Hiring: The Executive Director shall be responsible for the hiring of all State Association staff members. During the hiring process, the Executive Director will have appropriate governance leaders included in the screening and interviewing of candidates. The results of the hiring process will be reported to the Board of Directors at the next NEA-Alaska Board of Directors meeting following the interview process.

    Responsibility for successful implementation of NEA-Alaska's Affirmative Action policies must rest with the NEA-Alaska Board of Directors and ultimately with all NEA-Alaska members. NEA-Alaska management will make every reasonable effort to fulfill goals and timetables set for each employment group.
h. NEA-Alaska and NSO-Alaska Bargaining Agreement: In implementing this Affirmative Action Plan, specifically in terms of seniority, layoffs, transfers, promotion, termination and grievances, NEA-Alaska will fulfill the obligations under the collective bargaining contract to which it is subject.

2. Recruitment Within NEA-Alaska
    a. NEA-Alaska will make a considerable effort to publicize all staff openings to NEA-Alaska members.
    b. The Executive Director or the Executive Director's designee will advertise staff openings on the NEA-Alaska website and send an email to local presidents and any other known members interested in staff positions in a manner that encourages member application.
    c. The Executive Director or the Executive Director's designee will create a file of members interested in applying for NEA-Alaska staff positions. The Executive Director or the Executive Director's designee will send notification of staff openings to members who have a letter of interest on file.
    d. The Executive Director will generate a pool of applications for field staff sufficient to ensure that NEA-Alaska approaches and eventually meets the affirmative action goals of NEA-Alaska.

3. Additional Requirements
   Applicants for employment with NEA-Alaska will provide proof of a valid driver's license or state-issued identification on the employment application. Applicants will be notified on the employment application and will give their authorization to NEA-Alaska to perform a criminal background check and a credit check. All information will be handled confidentially.

D. DUTIES AND RESPONSIBILITIES

1. Executive Director
   The Executive Director shall be an employee of NEA-Alaska under the terms established by the Board of Directors. They shall perform all duties necessary to put into effect the plans and policies of the Association and shall employ such other members of the staff and office force as may be necessary to carry out the work of the Association based on the NEA-Alaska strategic plan and the approved budget of the Board of Directors.
   Subject to the control and direction of the Board of Directors, the Executive Director will be responsible for administering the programs and activities of the Association; developing job descriptions, hiring, firing, supervising and directing the Association staff; meet with Association leaders and members in their locals; and be responsible for governmental relations and political action of the Association; and such other duties consistent with the status and responsibilities of their position as may be assigned to from time to time by the Board.

2. UniServ Program Director
   The general responsibility of the UniServ Program Director is to oversee the UniServ Program. The UniServ Program Director shall be an exempt employee from the NEA-Alaska negotiated agreement between the staff and NEA-Alaska. An updated job description for this position will be kept on file and available for any member to review.

3. Chief Financial Officer
   The general responsibility of the Chief Financial Officer is planning, implementing, managing and controlling all financial-related activities of NEA-Alaska, including membership processing. The Chief Financial Officer shall be an exempt employee from the

NEA-Alaska negotiated agreement between staff and NEA-Alaska. An updated job description for this position will be kept on file and available for any member to review.

4. Confidential Executive Assistant
   The Confidential Executive Assistant will serve at the pleasure of the Executive Director. This exempt employee will perform duties considered confidential for NEA-Alaska management team and the NEA-Alaska leadership team. The Confidential Executive Assistant handles confidential information regarding personnel, employment matters, hiring and termination, union related issues, and day-to-day operations of the office of the President and Executive Director. Using discretion and judgment, the Confidential Executive Assistant makes independent decisions on matters which affect the organization.

   The Confidential Executive Assistant position requires strong computer and internet research skills. It also calls for flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal management, staff, leaders, members, and vendors. The person also will understand and assist the President and Executive Director in overseeing the constitutional mandates, policies, and procedures of the Association. An updated job description for this position will be kept on file and available for any member to review.

5. Communications Director
   The NEA-Alaska Communications Director will lead our efforts to re-fashion our image with key audiences, expand our influence and reach through various mediums of expression including the use of the most current technology.

   The manager of the Communications Department serves as part of the NEA-Alaska management team under the supervision of the Executive Director and works directly with the NEA-Alaska President. The Communications Director has primary responsibility for developing and directing strategic communications for the Instruction and Professional Development, Community Outreach and Government Relations program areas.

   The manager also serves as consultant to the Board of Directors and NEA-Alaska Committees in matters of policy, internal and external communications, and strategic planning.

   The Communications Director shall be an exempt employee from the NEA-Alaska negotiated agreement between staff and NEA-Alaska. An updated job description for this position will be kept on file and available for any member to review.

6. Other Staff
   NEA-Alaska shall employ such other members of the staff and office force as may be necessary to carry out the work of the Association, based on the NEA-Alaska strategic plan and the approved budget of the Board of Directors. These employees will be subject to the collective bargaining agreement negotiated between NEA-Alaska and NSO-Alaska. Updated job descriptions for all positions will be kept on file and available for any member to review.

E. COMPLAINT PROCEDURES

1. Executive Director
    a. A member, a group of members, or a local association may file a formal complaint concerning the Executive Director with the President of NEA-Alaska.
    b. Any formal complaint must be in writing, signed and dated.
    c. The President shall attempt to reach a mutually acceptable informal resolution to the complaint.
    d. If this process does not produce a result that is satisfactory to the Executive Director and the complainant, the complaint shall become part of the Executive Director's employment record.
    e. The Executive Director shall have the right to respond to the complaint and the response shall be attached to the complaint.
    f. Within twenty-five (25) calendar days there shall be a written response from the President to any complaint with copies to the appropriate individuals.

2. UniServ Program Director, Chief Financial Officer, Confidential Executive Assistant, or Communications Director
    a. A member, a group of members, or a local association may file a formal complaint concerning the UniServ Program Director, Chief Financial Officer, Confidential Executive Assistant, or Communications Director with the Executive Director of NEA-Alaska.
    b. Any formal complaint must be in writing, signed and dated.
    c. The Executive Director shall attempt to reach a mutually acceptable informal resolution to the complaint.
    d. If this process does not produce a result that is satisfactory to the UniServ Program Director, Chief Financial Officer, Confidential Executive Assistant, or Communications Director and the complainant, the complaint shall become part of the UniServ Program Director's, Chief Financial Officer's, Confidential Executive Assistant's, or Communications Director's employment record.
    e. The UniServ Program Director, Chief Financial Officer, Confidential Executive Assistant, or Communications Director shall have the right to respond to the complaint and the response shall be attached to the complaint.
    f. Within twenty-five (25) calendar days there shall be a written response from the Executive Director to any complaint with copies to the appropriate individuals.

3. UniServ/Program Director
    a. A member, a group of members, or a local association may file a formal complaint concerning the UniServ/Program Director staff member with the Executive Director of NEA-Alaska.
    b. Any formal complaint must be in writing, signed and dated.
    c. The Executive Director shall attempt to reach a mutually acceptable informal resolution to the complaint.
    d. If this process does not produce a result that is satisfactory to the UniServ/Program Director staff member and the complainant, the complaint shall be handled in accordance with the NSO-Alaska Agreement.

e. Within twenty-five (25) calendar days there shall be a written response from the Executive Director to any complaint with copies to the appropriate individuals.

4. Associate/Technology Staff
    a. A member, a group of members, or a local association may file a formal complaint concerning and Associate/Technology Staff member with the Executive Director of NEA-Alaska.
    b. Any formal complaint must be in writing, signed and dated.
    c. The Executive Director shall attempt to reach a mutually acceptable informal resolution to the complaint.
    d. If this process does not produce a result that is satisfactory to the Associate/Technology staff member and the complainant, the complaint shall be handled in accordance with the NSO-Alaska Agreement.
    e. Within twenty-five (25) calendar days there shall be a written response from the Executive Director to any complaint with copies to the appropriate individuals

F. EXECUTIVE DIRECTOR EVALUATION

The process for evaluating the Executive Director shall be included in the Executive Director's contract with NEA-Alaska. The members of the Executive Committee will gather information from their regional directors and local presidents throughout the year in order to complete the evaluation process and present their evaluation recommendation to the Board of Directors at the Spring Board meeting.

Evaluation Timeline

1. May/June
    a. The Board sets organization goals while developing or reviewing the Strategic Plan, during their biennial board retreat. In years without a board retreat, the Executive Committee will review organization goals and the Strategic Plan, bringing any recommended revisions to the September Board meeting.

2. September
    a. The Board of Directors shall consider proposed revisions of the goals and Strategic Plan and their adoption, if necessary.
    b. Following the September Board meeting, the President meets with the Executive Director to mutually develop 3-5 Performance Expectations for the coming year. The Performance Expectations will be directly aligned with the goals and Strategic Plan as approved by the Board of Directors. The Performance Expectations will be shared with the Executive Committee prior to the November Board Meeting.

3. November
    a. Executive Committee meets with Executive Director to discuss their Performance Expectations progress.

4. January
    a. Executive Committee meets with Executive Director to discuss their Performance Expectations progress.

5. February/March
    a. Executive Director completes Self-Assessment of Performance Expectations, including detailed narrative of each Performance Expectation
    b. President and Executive Director meet to discuss the Executive Director's Self-Assessment.
    c. President drafts Executive Director's Evaluation.
    d. President meets with Executive Committee and shares Executive Director's Self-Assessment and draft of Executive Director Evaluation.
    e. President incorporates feedback and summary comments from Executive Committee into draft of Final Evaluation Document.
    f. Draft of Final Evaluation Document shared with Executive Director.
    g. Confirm compliance with USEDP guidelines as appropriate.

6. Spring Board Meeting
    a. The Executive Committee meets with the Executive Director to complete the Final Evaluation Document before the Board of Directors meeting.
    b. The Executive Committee shares summary comments and Final Evaluation Document with Board of Directors in Executive Session.
    c. Executive Director is invited to discuss the evaluation with Board of Directors in Executive Session.
    d. President and Executive Director sign the Final Executive Director Evaluation Document.
    e. Copies of the Final Executive Director Evaluation Document are maintained as a Personnel document by both NEA-Alaska and the Executive Director

G. OFFICE AND STAFF POLICIES

1. Staff Responsibilities
   The Executive Director shall clearly delineate staff responsibilities in each office.

2. Staff Workday
   The staff workday will be flexible to ensure serving the best interests of members.

3. Office Coverage
   If all NEA-Alaska employees are required to attend a staff meeting, a plan shall be put forward to staff the NEA-Alaska offices.

4. Board Policy Manual Availability
   NEA-Alaska shall keep an updated electronic copy of the Board of Directors Policy Manual that can be easily accessed by both governance and staff.

5. Staff Communication with Local Leaders
   NEA-Alaska staff will communicate with local leaders about any association business being

conducted within the local.

6. NSO-Alaska Negotiations
   Prior to contract negotiations with either the Executive Director or the organization representing employees of NEA-Alaska, the NEA-Alaska Board of Directors will discuss and agree upon the purpose and goal of the negotiations.
   The President of NEA-Alaska shall appoint members to the NEA-Alaska management bargaining team, subject to confirmation by the NEA-Alaska Board of Directors. Some of the appointed members must have previous bargaining experience.

H. POLITICAL ACTION

NEA-Alaska's commitment to political activity has been established and confirmed by both Delegate Assembly and Board of Directors action. The involvement of staff and materials to further the campaigns of recommended candidates according to PACE guidelines is not only appropriate but desirable.

I. ELECTRONIC DATA AND COMMUNICATIONS SYSTEMS ACCEPTABLE USE

The policies in this document apply to all employees, contractors, consultants, and employees of temporary agencies, including any workers affiliated with third parties who access NEA-Alaska computer systems. Throughout this document, the term "user" will be used to collectively refer to all such individuals. The policies also apply to all computer and data communication systems owned by and/or administered by NEA-Alaska, whether they are stand-alone or networked, housed on-site or off-site.

NEA-Alaska reserves the right to change these policies, as circumstances and experience require. Users will be notified promptly of any changes.

1. Prohibited Uses of Office Technologies
   The prohibited uses of office technologies are not necessarily limited to the following:
   a. Use for any purposes which violate the laws of the United States or the State of Alaska.
   b. Use for any commercial activities, including commercial advertising, unless specific to the charter, mission, or duties of the NEA-Alaska.
   c. Use for fund raising, political campaign activities, or public relations activities not specifically related to NEA-Alaska goals.
   d. Use for access to or distribution of indecent or obscene material or child pornography.
   e. Harassing other users' computing systems and/or damaging or altering the software components of same.
   f. Any activity which adversely affects the availability, confidentiality or integrity of any office technology.
   g. Performing any activity with user-IDs belonging to other users, or accessing files, documents or other information to which the user does not have explicit access rights.

2. System Passwords
   Users wishing to establish a session on NEA-Alaska computers must authenticate themselves using a uniquely assigned user-ID and personal password. Employees are responsible for all activity attributable to their account(s). For this reason, employees should not share their system passwords with anyone, including fellow employees.

3. Monitoring Internet Use
   NEA-Alaska reserves the right to routinely monitor Internet and Email use by individuals and report such use to appropriate supervisors. Contents of computers owned by NEA-Alaska are also subject to review.

4. Liability
   Except as otherwise provided, NEA-Alaska assumes no liability for any claim, suit, criminal prosecution, or judgment against a user of the network because of any action taken by him/her in the course of such use.

5. Employee Notification
   This policy is to be read and signed by all employees in the presence of their supervisor and filed in each employee's personnel file. The signature of the employee constitutes acknowledgment of their obligation to abide by the policy. Use of the Internet and other office technology is a revocable privilege. User accounts and password access may be withdrawn if a user violates this policy. Violations may also result in possible personnel action up to and including termination, and depending on the severity may result in criminal prosecution and/or civil liability.

III. FINANCES

A. BUDGET, FINANCE, AND FACILITIES

1. Audit

   The Executive Director shall provide for an audit of the Association's financial statement structure and operation. PACE and other funds shall be accounted for in accordance with generally accepted accounting principles.

   An independent certified public accounting firm shall perform the audit in accordance with generally accepted auditing standards, and present the annual audit to the Board of Directors. The audit shall be completed as soon as practical after the close of the fiscal year but no later than December 31, and presented at the next scheduled Board of Directors meeting to be received and become part of the official Board of Directors minutes for that meeting.

2. Budget and Audit Committee

   a. Appointment: The President shall appoint a five (5) member budget and audit committee, consisting of at least one non-Board of Directors member. The NEA-Alaska Vice President-Secretary/Treasurer will serve as the chair of the Budget and Audit Committee. Budget and Audit Committee appointments shall be confirmed at the first fall Board meeting.
   b. Budget Responsibilities: The Budget and Audit Committee will construct a proposed budget for the upcoming fiscal year. The budget proposal is to be submitted to the Board of Directors at its November meeting in preparation for submission to Delegate Assembly. A copy of the annotated proposed budget will be sent to each local for review by December 1. Regional Directors are responsible to verify that each local receives a copy of the annotated proposed budget. The chair of the Budget and Audit Committee shall be responsible for presenting the proposed budget to Delegate Assembly. A debate and passage of the budget will follow the first committee report during the business session of Delegate Assembly on Saturday.
   c. Goals and Priorities: The Board of Directors shall set the goals and priorities at the fall Board meeting which shall direct the Budget and Audit Committee.
   d. Committee Responsibilities: In fulfillment of the obligation to monitor, question, inform, improve and advise, and as those responsible for the fairness, thoroughness and accuracy of financial information, the Budget and Audit Committee will:
      i. Report to the Board of Directors at least annually.
      ii. Review and understand financial statements.
      iii. Be responsible for the recommendation to the NEA-Alaska Board of Directors of the appointment, compensation and presentation of the work of any public accounting firm performing audit services;
      iv. Review any audit problems or difficulties, and recommend to the NEA-Alaska Board of Directors resolution of disagreement between the independent auditor and management;
      v. Review the Management Letter provided by the independent auditor;
      vi. Establish procedures for the receipt, retention, and treatment of complaints received regarding internal controls and auditing;
      vii. Request to engage independent counsel, independent financial experts, or other advisors, as determined necessary to carry out its duties;

viii. Participate in training necessary to fulfill these duties;
ix. Be aware of all established material related entities/subsidiaries and the specific nature of the relationship with such entities.

3. Check Signing
   Two signatures are required on each check. The authorized signatures are those of the President, the Executive Director, the Chief Financial Officer, and/or a designated Associate Staff person in the Juneau office.

4. Over-expenditures
   No program area in the Association budget shall be over-expended for the fiscal year without the transfer of program area moneys by the Board of Directors.

5. Board Responsibility
   The Board of Directors is responsible for control of the entire budget and each of its program areas.

6. Depreciation and Capital Purchases
   A primary financial goal of the Association is to maintain a stable financial position through sound budgeting techniques. The Association's operating budget must include all expected annual disbursements including capital outlays for such purchases as furniture and equipment.

   NEA-Alaska will budget for these purchases based on the expected needs of the budget year. In the event of a surplus resulting from fewer purchases than expected, the balance shall be added to the Undesignated Fund Reserve to be used for any shortfalls that may occur in the future.
   The Association's budget for capital purchase must be equal to or greater than projected depreciation expense for the same year. If budgeted capital purchases are less than projected depreciation expense, the difference must be budgeted for as a depreciation expense. This will prevent the Association from experiencing a loss due to depreciation expense at year-end.

7. Investment
   a. Investment objectives: Assets of NEA-Alaska, as determined annually by the Board of Directors, shall be invested in a manner consistent with sound fiduciary procedure; namely:
      i. The safeguards and diversity to which a prudent investor would adhere must be present, and
      ii. All transactions undertaken on behalf of the Association must be for the sole interest of the Association and its members in a prudent manner.

      The primary investment emphasis for any assets must be placed upon:
      i. Consistency of growth performance
      ii. Capital protection, and
      iii. Sufficient liquidity to fund the Association's operation and maintenance costs and program

The Association accumulates funds for the purpose of providing stability to the Association's program and activities. The intent of this policy is to provide a sound and logical rationale for accumulation of Association funds which is economically defensible and which provides a high degree of confidence and that insolvency due to normal volatility will not occur

b. Allocation guidelines: The Association's fund accumulation must be invested with the care, skill and diligence that a prudent person acting in this capacity would use to comply with any controlling statutes.
    i. Equity Securities: Equity holdings may be selected from the New York, American, or NASDAQ markets. Convertible securities shall be considered as equity investments. The Executive Director or designee is prohibited from private placements, options or from engaging in short sales, margin transactions or other speculative investment activities.

    Up to 30% of the Association's fund accumulation may be invested in common stocks and other equity securities such as mutual funds, with a minimum of eight (8) separate equity issues, diversified among industries.

    Primary emphasis shall be placed on appreciation potential and income. Considerable emphasis is to be placed on quality; however, no equity security is to be excluded provided quality is considered.

    The NEA-Alaska Retired Corpus Fund may allocate up to 70% of the fund to equities in accordance with guidelines established in the first and second paragraphs of this subsection.
    ii. Fixed Income Investments: Investments in fixed income securities will be managed actively to pursue opportunities presented by changes in indicated rates, and maturity premiums. Appropriate obligations of the US Government and its agencies, tax-exempt securities of state government and municipalities and securities convertible to equities may be selected.

    Up to 70% of the Association's fund accumulation may be invested in fixed income securities.

    Investments shall be in the short to intermediate maturity range (not over ten years).

    Investments may consist of the following diversification: federal agency obligations, corporate obligations rated "A" or better by Moody's or Standard and Poor's, which may include zero coupon securities, or fixed convertible securities.

    The NEA-Alaska Retired Corpus Fund may allocate up to 70% of the fund to fixed income investments in accordance with the guidelines in the first fourth and fifth paragraphs of this section.
    iii. Cash and Money Market Accounts
    Investments in commercial paper, repurchase agreements, Treasury Bills, certificates of deposit, and money market funds may be made to provide

income, liquidity for expense payments and preservations of the account's principal value.

A minimum of 30% of the Association's fund accumulation shall be invested in good quality money market and or held in brokerage account(s) with interest.
Rates are to be comparable with similar investments.

Investments shall be in the short maturity range of one year or less at the time of purchase.

Investments shall be a rating of A-1 or P-1 according to Standard and Poor's and Moody's, respectively.

Cash balances in a brokerage account shall not exceed the coverage limits applied to cash balances through insurance coverage through the brokerage firm.

iv. Excluded Investments: Real estate, futures contracts, contracts for future delivery, repurchase agreements and private placements.

v. Benchmark Indices
Investment options in various categories may be evaluated according to the benchmarks described below. These benchmarks are intended to be a guide and, in some instances, may not be appropriate to the type of investment being measured. In such cases, a different index should be utilized.

US Equities:	S&P 500
International Equities:	MSCI EAFE Index
Fixed Income:	Barclays Capital Aggregate Bond Index
Cash:	US 3-Month Treasury Bills

8. Emergency Reserve Fund
Emergency Reserve Fund: The Board Designated Fund known in the financial statements as the Emergency Reserve Fund will be a reserve account for use by the Board of Directors to 1) fund bargaining impasse actions by local associations affiliated with NEA-Alaska, 2) unanticipated cash emergencies of the Association, or 3) unanticipated crisis activities of NEA-Alaska. The fund will be kept at a minimum balance of six months of operating expenses. This amount will be calculated based on the previous fiscal year's average monthly expenses. NEA-Alaska management shall annually provide a calculation to the Budget and Audit Committee for review and determination of the need for such appropriation.

9. Capital Improvement Designation
The Capital improvement Designation is a board designation of net assets to be used for capital purchases, furnishings, repairs and maintenance of the NEA-Alaska regional offices. Additions to, and uses of the designation will be by recommendation of the Executive Director upon approval by the Board of Directors.

10. Naming NEA-Alaska Building or Room/Subsection
    a. Properties owned by NEA-Alaska shall only carry the name of the property owners, NEA-Alaska or NEA-Alaska and the co-owner, for example in Fairbanks and Anchorage where a building group agreement exists. Co-owners shall mutually

agree on the named rooms/spaces. The NEA-Alaska Board of Directors will make the decision for the organization.

b. The following criteria shall be used to make the determination of names:
    i. The nominee shall be/have been a member of NEA-Alaska during their career and made a significant contribution to NEA-Alaska as an organization and;
    ii. As a result of the nominee's commitment and effort, a significant lasting change in education in Alaska should have occurred which has had a positive effect on educators and students.

B. DOCUMENT RETENTION SCHEDULE

The following retention periods shall apply to the documents indicated:

1. General Documents

a. Correspondence (general)	3 years
b. Correspondence (legal and important matters only)	Permanently
c. Elections-documents relating to election of NEA-Alaska officers, board members, delegates	1 year
d. Internal committees and conference files (records relating to conferences, retreats, academies, etc.)	5 years
e. Legal case files (after closing)	7 years
f. Minutes of official committees and boards	Permanently
g. Policy and program records (primary mission files, Articles of Incorporation, Bylaws)	Permanently
h. Specific campaign information- Read Across America, American Education Week, etc.	3 years
i. Publications	Permanently

2. Job Recruitment and Hiring Documents

a. Job announcements and internal job postings	1 year
b. Hiring criteria used to select among candidates	
(for unsuccessful applicants)	1 year
(for successful applicants- after separation)	3 years
c. Test and other similar selection criteria	2 years
d. Employment applications, resumes, reference letters, and other documents received from job applicants	
(for unsuccessful applicants)	1 year
(for successful applicants- after separation)	3 years
e. Offer and hiring records, employment contracts	
(after separation)	6 years

3. Employee Documents

a. Accident reports and claims (settled)	7 years
b. Affirmative Action plans	2 years
c. Individual employment records (after separation)	3 years

d. General employment records	3 years
e. General employee benefits plans (after filing)	6 years
f. Retirement plans	Permanently

4. Business and Financial Documents

a. Accounts payable/receivable, notes receivable, and subsidiary ledgers and schedules, purchase orders; petty cash vouchers; invoices to/from vendors and locals	7 years
b. Agency fee materials, calculation, collections	6 years
c. Audit reports (external)	Permanently
d. Audit reports (internal)	7 years
e. Bank reconciliations	7 years
f. Budget work papers	3 years
g. Campaign Disclosure Reports	6 years
h. Charts of accounts	Permanently
i. Contracts, agreements, leases, and other documents that create legal rights and obligations (expired)	6 years
j. Correspondence (routine) with customers or vendors	1 year
k. Deduction registers/employee tax records (withheld income taxes, FICA, unemployment, etc.)	4 years
l. Deeds, mortgages, and bills of sale	Permanently
m. Depreciation schedules	Permanently
n. Deposit slips	1 year
o. Financial statements, general ledger, trial balance (end-of-year)	Permanently
p. Insurance policies (expired)	3 years
q. Lobbying Reports	1 year
r. Membership information:	
Dues deduction rosters, reconciliations, correspondence	7 years
Membership rosters (year-end roster)	Permanently
Membership application	7 years
s. Payroll records	7 years
t. Property appraisals by outside appraisers for owned property	Permanently
u. Tax filings and returns	Permanently
v. Records supporting general tax filings and returns	7 years
w. Timesheets/activity reports	7 years

C. DUES

1. Dues Transmittal
   See Agreement, attachment G

2. Local Incentive
   Each local may apply for an annual $10.00 per member subsidy. Locals with fewer than twenty-five members will receive a subsidy of $250. A local will be entitled to receive a subsidy so long as the local has a written agreement with NEA-Alaska to which they ensure the following:

a. membership reconciliations are performed by the local and received by NEA-Alaska by October 15, January 15, March 31 and June 1;
b. dues are collected from all members within the year for which they are charged; and
c. dues are transmitted to NEA-Alaska per the dues transmittal agreement renewed or renegotiated on or after January 15, 2021 and on file with NEA-Alaska.
d. payroll deduction summaries are submitted to NEA-Alaska electronically monthly or with each dues payment. The summary should include the member name, employee ID number, and the deduction amount.
e. a list of all bargaining unit members is submitted and received by NEA-Alaska preferably four times per year (August 1, September 1, October 31, January 15), but at least once per year at the beginning of the school year.
f. The bargaining unit list should include: Employee's name, mailing and home addresses, personal phone number, personal email address, work location, job title, work hours, FTE status, and date of hire.

Failure to comply with any of the provisions stated above will result in a suspension of any additional subsidy to a local association until the terms of the agreement between the local association and NEA-Alaska are in full compliance. Failure to transmit according to the dates specified will result in the loss of the subsidy for that period. The subsidy will be paid in four equal installments fifteen days after each reconciliation is received per the schedule contained in Section 1 of this policy.

D. BUSINESS EXPENSE REIMBURSEMENTS

1. Travel
    a. Any authorized NEA-Alaska travel must be paid for by the individual and reimbursed or arranged through an NEA-Alaska office.
    b. NEA-Alaska members shall need prior approval for travel and per diem.
    c. A list of all NEA-Alaska persons authorized to charge or direct bill NEA-Alaska will be provided to vendors, as needed.
    d. Whenever possible, NEA-Alaska members shall purchase tickets at least three (3) weeks prior to the event for travel to Association functions. Further, that NEA-Alaska make an effort to publish in a timely manner notice of conferences, etc. so tickets at the best airfare bargains can be purchased. Penalties incurred for changing tickets purchased by the Association shall be paid by the individual if the change is made to accommodate personal travel plans not associated with conducting NEA-Alaska business. If a member selects an indirect route of travel versus a direct route of travel, the member must submit documentation showing the indirect route was equal to or less cost savings over the direct travel for reimbursement. Digital copies of the invoice/passenger receipt and boarding passes are required.
    e. Hotel Guarantees – All room reservation guarantees will be made on the credit cards of individual staff/members. No shows, and cancellations, are the responsibility of the individual affected and NEA-Alaska will not reimburse for any no show "charges". If the room is direct billed by NEA-Alaska and the staff/member is a no show, the local will be charged for any costs incurred.
    f. If a funded participant chooses to drive to an event, reimbursement will be at the lowest airfare rate or the current mileage, whichever is lower.

g. If NEA-Alaska paid for the airfare to attend and the member cancels, the local shall reimburse the full cost of the airfare to NEA-Alaska unless the NEA-Alaska President exempts reimbursement.

2. Expense Reimbursement Forms
    a. NEA-Alaska will not pay any expenses submitted 60 days after charges were incurred, except when extenuating circumstances occur, the president can approve late expenses.
    b. NEA-Alaska will not pay any expenses for events and training which are partially reimbursed by NEA and NEA-Alaska unless a copy of the travel expense reimbursement form sent to NEA accompanies the expense reimbursement form for NEA-Alaska reimbursement.
    c. Whenever possible, NEA-Alaska funded members will utilize double occupancy, single occupancy will be allowed without question.

3. Expense Reimbursement
    a. Expenses incurred on NEA-Alaska's behalf or while on NEA-Alaska business regardless of meeting location shall be reimbursed per guidelines found in the Board approved NEA-Alaska Member Reimbursement Policies.
        i. Meals: NEA-Alaska will provide meal allowance based on a rate of up to $70 per diem rate while in travel status. The allowance allocated as follows: $15 for breakfast, $20 for lunch and $35 for dinner. The allowance is not available for meals that are provided by NEA-Alaska or a third party. To be eligible for meal allowance the traveler must be in travel status for three consecutive hours during the period's midnight to 10:00 AM for breakfast, 10:00 AM to 3:00 PM for lunch, and 3:00 PM to midnight for dinner.

            For board of director members attending a board meeting who are not in travel status, meals may be reimbursed based on business purpose, actual receipts, and IRS rules.
        ii. Hotel: Whenever possible, Board members will utilize double occupancy, but single occupancy will be permitted without question. NEA-Alaska Board members attending NEA-Alaska Board Meetings who require hotel accommodations shall stay at the designated hotel unless prior approval of the NEA-Alaska President. Receipted amount based on double or single occupancy - digital receipts required.
        iii. Taxi and Parking: Receipted amount - digital receipts required.
        iv. Mileage: Current IRS rate.
        v. Miscellaneous: Receipted customary related travel expenses - digital receipts required

4. NEA Representative Assembly (RA) State Delegate Reimbursement
    a. NEA-Alaska State delegates to the NEA Representative Assembly (RA) MUST contact the NEA-Alaska RA coordinator prior to making travel arrangements. NEA-Alaska reserves the right to provide delegates a mileage ticket for travel to the NEA RA consistent with Board Policy.

b. Delegates shall be reimbursed at the rate of a round-trip lowest available fare or actual travel expense, whichever is less. Reimbursement checks shall be issued after the Convention based on attendance status. The President has the prerogative to excuse delegates from any session.
c. Reimbursed hotel and meal expenses shall be funded as per NEA-Alaska policy for the night preceding caucus date through the night succeeding RA adjournment, consistent with hotel and meal reimbursement policies in 3. a. 1) above.
d. NEA-Alaska shall pay hotel expense for additional nights preceding RA for NEA-Alaska state delegates who attend subsidiary conferences only with the prior approval of the NEA-Alaska President.
e. NEA-Alaska shall pay two nights hotel expense and the conference fee for up to two NEA-Alaska members (who are not delegates) to attend one of RA's preconference events when provided for in the Board approved NEA-Alaska budget. All travel expenses will be the responsibility of the members. This policy will be published in two issues of the NEA-AKtivist following the Delegate Assembly; members may contact the NEA-Alaska President if they are interested in attending.

5. Childcare
    a. Board members shall be eligible for reimbursement of up to $600 annually for child/adult dependent care to allow the member to attend NEA-Alaska responsibilities when family living in the same household is not available.
    b. Members attending Solidarity Summit shall be eligible for reimbursement of up to $250, and members attending Delegate Assembly shall be eligible for reimbursement up to $500 for child/adult dependent care to allow the member to attend when family living in the same household is not available.
    c. NEA-Alaska will pay no more than $1520 per hour for coverage. Such reimbursement will be made after the submission of proper documentation of the expenditures according to timelines and procedures established for usual board expenses.

6. Alaska Airlines Mileage Account
    a. Alaska Airline miles accrued by NEA-Alaska may be used for travel that would normally be paid for or reimbursed by NEA-Alaska.

E. ASSISTANCE TO LOCALS

1. Grievance Arbitration Assistance
    a. NEA-Alaska staff has been/will be involved in preparation and presentation of the case before the arbitrator.
    b. The local must have a signed Dues Transmittal Agreement on file.
    c. The local should be current in its dues obligations to both NEA and NEA-Alaska. If the local is not current in its dues transmittals, there must be a repayment plan in place to assist the local in its efforts to come into compliance with the dues obligation.
    d. Only normal costs of grievance arbitration, such as arbitrator's fees and expenses and AAA costs are covered by this policy.

e. The local must have an annual budget that contains funding for the protection of employee rights in place before the expenses are incurred. The budget must be at least $24 per member, $12 per ESP members. The funding for employee rights could include activities such as training of rights advocates, processing costs of grievances, release time for rights advocates and the proportional expenses of a release time officer as appropriate. The UniServ staff person assisting the local should be involved in the development of the local's rights budget. If the UniServ staff person is not involved, the local's request for assistance may receive a negative recommendation and shall require two-thirds (2/3) vote for approval by the NEA-Alaska Board of Directors.
f. The recommendation of the staff person assigned to assist the local and/or the regional director will be given high priority by the Board in considering the request for assistance.

2. Bargaining Assistance
    a. Statewide/Regional Bargaining Conferences
        i. NEA-Alaska will fund one round-trip transportation per local per event.
        ii. Encourage continuity of people from locals.
        iii. The local must have a signed Dues Transmittal Agreement on file.
    b. Regional Training
        i. NEA-Alaska may fund round-trip transportation(s) for locals.
        ii. Conference calls are eligible expenses under this article. One phone number per local. Exceptions may be made for multi-site locals.
        iii. The local must have a signed Dues Transmittal Agreement on file.
    c. Direct Financial Assistance to Locals
    This section is intended to address requests for direct financial assistance to locals to subsidize the local association's bargaining activities. This policy attempts to balance the local's needs for assistance with its responsibilities.
        i. Criteria for consideration
            1. The local must have participated in statewide, region, or local bargaining training.
            2. Local dues must be at least $120 per member, $60 per ESP members. This requirement may be waived if the dues are below the cited amount, so long as a plan is being implemented to increase dues to the specified amount. Further, a waiver of the minimum dues requirement may be granted to a local by the Board of Directors upon submission by the local of documentation demonstrating reserve funds in excess of $90 per member, $54 per ESP member.
            3. The local must have a signed Dues Transmittal Agreement on file.
            4. The local should be current in its dues obligations to both NEA and NEA-Alaska. If the local is not current in its dues transmittals, there must be a repayment plan in place to assist the local in its efforts to come into compliance with the dues obligation.
            5. The local must be able to demonstrate a significant commitment to bargaining in terms of its resources, both human and financial. An example of such a commitment would be a bargaining program area in the local's budget.
            6. The local must have an annual budget that contains funding for bargaining in place before the expenses are incurred. The budget

must be at least $36 per member, $18 per ESP members. The funding for bargaining could include activities such as training of bargaining team members and/or bargaining support activists, expenses for the bargaining team meetings, bargaining support activities (including public relations events directly related to bargaining), release time for bargaining team members and activists and the proportional expenses of a release time officer as appropriate. The UniServ staff person assisting the local should be involved in the development of the local's bargaining budget. If the UniServ staff person is not involved, the local's request for assistance may receive a negative recommendation and shall require a two-thirds (2/3) vote for approval by the NEA-Alaska Board of Directors.

7. The recommendation of the staff person assigned to assist the local and/or the regional director will be given high priority by the Board in considering the request for assistance.
8. Any request for bargaining assistance must be made annually.
9. Requests for Direct Financial Assistance to locals shall be limited to $3,600 or $18 per member whichever is the greater amount.
10. If possible, locals anticipating the need for Direct Financial Assistance under C. 1) shall present a budget and a bargaining plan to the NEA-Alaska Board of Directors for approval prior to making any such request.

ii. Program Assistance

1. Local Bargaining Program
    a. The local has met the criteria as outlined in 2.c
2. Advisory Interest Arbitration
    a. The local has met the criteria as outlined in 2.c
        i. A local which spends $12 per association member per membership year on Advisory Interest Arbitration, is eligible to apply for financial assistance. This expenditure is separate from bargaining expenses and may be funded from a designated account established by the local outside the annual budget
3. Special Project/Crisis
   NEA-Alaska may fund special projects related to bargaining. Special criteria, i.e. project budget, joint financial agreements, coordination with NEA/NEA-Alaska, may be required by the NEA-Alaska Board.
    a. The local has met the criteria as outlined in 2.c.
    b. The local through its bylaws, has established a procedure which designates conditions under which a "special projects/crisis" exists.
        i. Locals applying for "special projects/crisis" assistance shall submit the procedure referenced in board policy 2.c. to the NEA-Alaska Board of Directors for approval in advance of making a request for "special projects/crisis" assistance.
        ii. Locals shall make requests for "special projects/crisis" assistance funding to the NEA-Alaska Board of Directors at the first regularly scheduled

board meeting following the local's determination that the criteria applicable to the procedure referenced in 2.c. has been met.

iii. Prior to the request for NEA-Alaska services, the local president and UniServ staff shall submit in writing to the Executive Director or designee an assessment of the status of the current crisis. The assessment shall include, but not be limited to, causes precipitating the crisis and anticipated actions.

4. Based on the local assessment, the UniServ Director will submit a request for services to the Executive Director or designee. If deemed necessary by the Executive Director or designee, a second assessment shall be made prior to the projected date of the crisis. The Executive Director will determine the extent of financial and staff assistance to be provided by NEA-Alaska during the crisis.
    a. NEA-Alaska and the local association shall enter into a signed agreement listing the responsibilities of both parties. On behalf of NEA-Alaska, such an agreement must be signed by the Executive Director and the President.
    b. Funding shall be available to assist with those collective action costs approved by the Executive Director or designee.
    c. The local association agrees that funds are to be used for expenses of those approved collective actions and beyond the normal activities and programs of the local.
    d. In accordance with the needs of the local and the ability to raise crisis funds, NEA-Alaska may provide financial assistance in the following manner:
        i. The local association shall contribute an amount equal to the dollar amount of each request made of NEA-Alaska, or if unable for valid budgetary reasons, a sum that equals $72 per member, $36 per ESP members. This expenditure is separate from bargaining expenses and may be funded from a designated account established by the local outside the annual budget.
        ii. If the local is unable to make all or part of its contributions, NEA-Alaska at its discretion, may loan the local, interest free, the unpaid portion of the local contribution. Such loan shall be repaid to NEA-Alaska by the end of the local's next fiscal year.

d. Funding assistance to local associations will occur as follows:
    i. Upon satisfactory completion of the process in the sections above, the Executive Director or designee shall authorize up to $2,500 or $5 per member whichever is greater, in initial funding. Expenditures in excess of the initial fund, may be authorized by the Executive Director or designee upon consultation with the NEA-Alaska President or designee. A denial of funding may be appealed to the NEA-Alaska Board of Directors.
    ii. Unexpended funds shall be returned to NEA-Alaska within 90 days following conclusion of crisis action or on the closing of the account, whichever is sooner, in an amount equal to the proportionate contribution made by NEA-

Alaska. The local shall submit a statement of expenditures to NEA-Alaska at the conclusion of the crisis or at least monthly on a form provided by NEA-Alaska. Expenditure reports from these funds will be made to the Executive Director or designee.

iii. Legal services will be handled through NEA-Alaska Counsel assigned and coordinated by the Executive Director.

iv. If the circumstances arise which do not permit compliance with timelines, the Executive Director, at their discretion, may waive the timelines, however, appropriate assessments must be made in a timely fashion in order to receive NEA-Alaska support services.

e. Staff Role

i. For NEA-Alaska, the staff role is to train members to bargain and to ensure there is a viable local organizational structure that supports local member bargainers. Also, a UniServ staff person for NEA-Alaska will participate as a bargaining team member or as a consultant upon request of local leadership.

ii. NEA-Alaska recognizes that there may be times when it is best or necessary for the local organization to have NEA-Alaska staff as the spokesperson. It is the position of NEA-Alaska, however, that staff will serve as spokesperson for bargaining only in extenuating circumstances.

iii. Given limited staff resources, and time. it may be that priorities need to be established to determine which local(s) receive spokesperson assistance when two or more locals make the request. NEA-Alaska staff will determine priorities, weighing the relevant factors which impact the capacity of the local to bargain and the probable outcome of bargaining.

3. Association Leave Reimbursement

a. NEA-Alaska shall pay for leave for Association activities on an ad hoc basis per the following guidelines:

i. NEA-Alaska shall assess:

1. The local's contract provisions regarding leave;
2. The local's budget focusing on dollars budgeted for paying leave costs if the contract allows days to be purchased and on the amount budgeted for membership participation in Association activity;
3. Extenuating circumstances which prevent a local from funding leave;
4. The purpose of the leave weighing its priority;
5. The local's budget and financial condition which determines the local's ability to absorb leave costs.
6. The local's compliance with the minimum standards of affiliation.

ii. When a request is received, the following procedures will apply:

1. The individual shall request leave from the local president (and will notify the NEA-Alaska President if the individual knows of the need for NEA-Alaska to pay for the leave).
2. The local president shall inform the NEA-Alaska President in writing of the need for NEA-Alaska paid leave with a copy of the local contract provisions regarding leave, the most recent treasurer's report, and a fiscal balance sheet.
3. The request to NEA-Alaska shall be in advance of the need for the leave, whenever possible.

4. After the NEA-Alaska President has reviewed the situation using the guidelines for criteria, and has consulted with the NEA-Alaska Executive Director, the President shall authorize or deny the leave request and shall notify the local president of the decision.
5. If it is authorized, NEA-Alaska shall pay the local according to a mutually satisfactory means of payment.

b. Leave requests from a member of an NEA-Alaska committee should be subject to the same procedures as above.
c. NEA-Alaska shall authorize reimbursement for expenses for leave without pay on an ad hoc basis using the same guidelines as above except that authorization shall be made only for matters of the highest priority.
d. NEA-Alaska will reimburse a local for leave days used by the Vice President-Secretary/Treasurer of NEA-Alaska, that must be paid for by the local to the district. Reimbursement will only occur when an invoice is presented to the NEA-Alaska President for approval and subsequent payment.
e. A local may not receive reimbursement for leave days if no cost has been incurred by the local. The amount of reimbursement must be based on actual costs charged by the district. A final accounting of the local's leave days used and leave days paid must be submitted to the NEA-Alaska President by September 15 of each year for the previous year's leave.

4. Substitute Reimbursement

NEA-Alaska will contribute fifty percent (50%) of the cost of a substitute incurred by members participating in NEA-Alaska activities when the Association has less than fifty (50) members and the member or the Association has to pay for the substitute when taking Association or personal leave.

5. Associate Staff Support

a. All local affiliates shall receive Associate staff support through the assistance provided to the UniServ Director(s) assigned to the local affiliate to support local plans and to meet the "Standards for Local Affiliates" in II. Governance, L. Affiliation: including
    i. Filing the most recent Constitution and Bylaws with NEA-Alaska by October 1 of each year;
    ii. Filing with NEA-Alaska a paper copy and an electronic copy of the current collective bargaining agreement within thirty (30) days of ratification; and
    iii. Filing electronically with NEA-Alaska a current list of officers, executive committee members and building representatives by October 1 of each year.
b. All local affiliates, which have a political action committee, shall receive Associate staff assistance:
    i. To monitor the filing of all required Alaska Public Office Commission reports;
    ii. To monitor financial records and determine that a review is done on a regular basis (at least every five years); and
    iii. To monitor the filing of all required Internal Revenue Service reports.
c. All local affiliates, which have over 250 members shall receive Associate staff assistance:
    i. To reconcile membership monthly;
    ii. To monitor filing of biennial corporate report;

iii. To monitor filing of all required Internal Revenue Service reports;
iv. To maintain a database of grievances with timelines;
v. To file the local plan;
vi. To monitor dues transmittal and PACE contribution compliance.

d. All local affiliates, which have a full time release president, shall receive Associate staff assistance:
i. To coordinate committee activities;
ii. To maintain an association calendar;
iii. To prepare governance (executive committee, site rep, policy assembly, membership) meeting agenda;
iv. To maintain files;
v. To do large project copying;
vi. To serve as receptionist when staff's office assignment is in the same location as the local president; and
vii. To copy from an original ballot prepared by local leadership and prepare ballots for distribution for local affiliate elections.

6. Building Assistance
NEA-Alaska will financially assist any local with a full-time release president or a combination of locals with full-time release and part-time release presidents who own or rent office space outside of the three NEA-Alaska owned buildings. The amount determined by the budget and audit committee and approved by the board will be a per month contribution to the building operation and will be based on 1,000 members or major fraction thereof of the locals inhabiting the office space. The amount, paid by NEA-Alaska, is in addition to any dollars paid for utilities.

7. Emergency Response Fund
Emergency Response Fund of $20,000 which offers the Officers (President, Vice President, NEA Director) may disburse as aid to NEA-Alaska locals at their discretion without further Board authorization in situations such as natural disasters when immediate assistance would be most helpful. Any requests from affiliates outside of Alaska should be brought to the Board for consideration.

8. NEA-Alaska will reimburse local associations 75% of the cost of an audit or agreed upon procedures when requested. A copy of the audit or agreed upon procedures will be submitted to NEA-Alaska before reimbursement.

9. NEA-Alaska shall reimburse local associations up to $500 per year for costs associated with maintaining a local email and digital document storage service. Receipts shall be submitted to NEA-Alaska once per fiscal year depending on current billing cycles for reimbursement.

Administrative access will be provided to the NEA-Alaska Confidential Executive Assistant to ensure proper access is provided during leadership transitions. Violation of Electronic Data and Communications Systems Acceptable Use standards as found in Section II. Personnel, I of Board Policy may result in termination of reimbursement agreements.

10. Local Leadership Travel
NEA-Alaska shall reimburse local associations for costs up to $1,500 per year for local presidents, and/or designees for travel expenses to represented worksites for the purpose

of member recruitment, retention, and organizing. Requests must be submitted in writing to the NEA-Alaska President by the local president and shall contain a budget, purpose of the travel, and the anticipated outcome of the travel. The NEA-Alaska President shall approve or deny the request in writing with a rationale for the decision.

Reimbursements shall follow existing NEA-Alaska travel and reimbursement policies.

IV. PROGRAM

A. MEMBERSHIP

1. University Student Affiliates
   NEA-Alaska will strive to have Aspiring Educator affiliates at all universities in Alaska.

2. Decline in Membership
   Any local association which experiences a five percent (5%) or more decline in membership shall be reviewed by the appropriate regional director(s)/staff to assist the local in reversing the decline and to make a report to the board.

3. Military Reservist
   NEA-Alaska active membership will be continued for an NEA-Alaska member who is a military reservist/National Guard called to active duty for the United States. Dues for such members will be suspended when their salary is terminated and will remain suspended until the school salary is resumed. Further, the NEA-Alaska Board shall seek the same suspension of dues from each local affiliate by notifying the appropriate local.

B. EVENTS

1. General Conditions for NEA-Alaska
   a. NEA-Alaska will strive to have ethnic minorities represented at all events/conferences at the same percentage or higher as the ethnic minority membership in the organization, including compliance with minority representation at the NEA Representative Assembly.
   b. The NEA-Alaska President may, with prior notice to the NEA-Alaska Board, invite representatives of other unions/community/business/other organizations, to participate in appropriate training sessions and events.

2. Solidarity Summit
   NEA-Alaska will fund round-trip travel to participating members as recommended by local presidents per event policy. The purpose is to provide training to new and existing local leaders. If NEA-Alaska paid for airfare to attend and the member cancels, the local shall reimburse the full cost of the airfare to NEA-Alaska unless the NEA-Alaska President exempts reimbursement.

3. Member Lobby Activities and Events
   NEA-Alaska will fund round-trip transportation for persons who are legislative contacts. The number to be funded and which locals are represented will be determined by NEA-Alaska's chief lobbyist and President, and shall depend on the current issues, their status in the Legislature, and which legislators to be contacted.

4. NEA Education Support Professionals Conference
   NEA-Alaska shall send up to twenty-five (25) total members, with no more than five (5) representatives being certified members, to the annual ESP National Conference until 2035. Funding will include registration, transportation, hotels, and reimbursement for meals not

provided.

5. Alaska Federation of Natives (AFN) Convention
   When budgeted by the Board, NEA-Alaska shall annually fund travel and per diem for two Alaska Native NEA-Alaska members to attend the AFN Elders and Youth conference in conjunction with the AFN Convention as representatives of NEA-Alaska. These representatives shall submit a written report to the next Delegate Assembly.

   AFN Education Resolutions will be presented at the January Board of Directors meeting and available to DA Delegates.

6. Cancellation, No Show, Emergencies, and Partial Participation
   Any local affiliate that registers or approves a member for any NEA-Alaska funded event will be charged for expenses incurred, including travel, per diem, or other incurred costs due to any attendee that:
   a. Cancels after the lodging reservation deadline,
   b. Does not attend the training/event
   c. Leaves the event or training early without notification to the local president and NEA-Alaska President
   d. Alters travel plans that incurs an additional expense without prior authorization from the NEA-Alaska President
   e. Two or more cancellations, no shows, or partial participation may result in the member's ineligibility for future NEA-Alaska funded travel

Exceptions may be granted by the NEA-Alaska President in the case of an emergency. Documentation may be requested.

C. STANDING COMMITTEES

1. General Policies Related to Standing Committees
   a. Purpose: Committees are formed to serve the needs of the organization in reaching its goals. Committees organized under this section can be discharged by the Board of Directors.
      i. Discuss relevant issues to committees and amplify member expertise and experience to address and solve
      ii. Develop NBI's and Resolutions
      iii. Post Delegate Assembly, review NBI's and collaborate with NEA-Alaska staff on the follow through of NBI's
   b. Appointments: The NEA-Alaska president shall announce vacancies to local association presidents prior to the September Board of Directors meeting. In making appointments, the President shall consider:
      i. Educational position – proportionate representation from all categories of membership ESP/Certified.
      ii. Size of local – representations from small, medium and large local associations.
      iii. Level taught – representations from elementary grade levels, secondary subject areas, and teaching specialties.
      iv. Ethnic background – appointments which reflect at least the percentage of ethnic minority membership of NEA-Alaska.

v. Gender – balanced gender participation.
vi. The President of NEA-Alaska shall ask local presidents in affected regions to submit nominations when vacancies need to be filled on any NEA-Alaska committee. Working within the criteria above, the President will make every effort to seek members with a demonstrated interest and/or expertise in the area of committee responsibility.

c. Terms: The committee members are appointed by the NEA-Alaska president with approval by the Board of Directors.
d. Chair: The committee chair is appointed by the NEA-Alaska president. The duties of the chair include, but are not limited to:
    i. Develop agenda and chair regular committee meetings
    ii. Chair Delegate Assembly committee meeting
    iii. Provide committee appointment recommendations to the NEA-Alaska president
    iv. Communicate with members interested in the content area of the committee
e. Representation: Unless otherwise specified, all committees shall consist of at least eight (8) members, one representative from each geographic region except two from Region VI. Region R will be represented when specified.
f. Committee purpose: The President will appoint a liaison from the Board of Directors as one of the regular members of each committee.
g. The chairs of standing committees are appointed annually by the NEA-Alaska president at the September Board meeting
h. Other committees: The NEA-Alaska president, with Board approval, may set up statewide ad-hoc NEA-Alaska committees, and subcommittees of the board, to assist in meeting the goals and objectives of the organization.

2. Standing Committees
    a. Building Local Capacity and Member Engagement
        i. Purpose:
    b. Collective Bargaining and Employee Rights
        i. Purpose
    c. Education Support Professionals Committee
        i. Purpose: The ESP Committee will represent the needs and interests of Education Support Professionals by:
            1. Advocating for the rights of ESPs
            2. Empowering self-advocacy for ESPs statewide
            3. Developing NBIs and Resolutions specific to the needs of ESPs
            4. Encouraging communication and collaboration with ESPs throughout the year
            5. Post Delegate Assembly, reviewing NBIs and collaborating with NEA-Alaska staff on the follow through of NBIs
        ii. Charges:
            1. Identify and discuss issues relevant to this committee, and amplify member expertise and experience to propose solutions
            2. Develop NBIs and Resolutions for Delegate Assembly
            3. Post Delegate Assembly, review NBI's and collaborate with NEA-Alaska staff on the follow through of NBI's
    d. Governance/Constitution and Bylaws
        i. Purpose:
    e. Government Relations and Community Outreach

i. Purpose:
    1. Advocate for the organization's interests with local, state, and federal governments.
    2. Monitor legislation and policy changes that could impact public education.
    3. Build and maintain relationships with elected officials, regulatory bodies, and government agencies.
    4. Support lobbying or policy advocacy efforts, including drafting position statements, participating in public hearings, and finding speakers to testify in matters of interest to public education.
    5. 2. Community Outreach
    6. Foster strong relationships with the local community, including residents, civic groups, nonprofits, businesses, and other interest holders.
    7. Promote the organization's mission, values, and work to the public.
    8. Coordinate or support community events, volunteer programs, and public engagement initiatives.
    9. Listen to and respond to community concerns or feedback to build trust and accountability.
    10. Encourage community involvement in the organization's activities.

ii. Charges:
    1. Identify and discuss issues relevant to this committee, and amplify member expertise and experience to propose solutions
    2. Develop NBIs and Resolutions for Delegate Assembly
    3. Post Delegate Assembly, review NBI's and collaborate with NEA-Alaska staff on the follow through of NBI's
    4. Identify pro public education candidates to run in local and state elections.
    5. Coordinate member participation in pro union activities.

f. Special Education
    i. Purpose: The Special Education Committee will unite special education interest holders statewide to advocate for the creation of high-quality, inclusive environment and supports for students receiving special education services. The committee believes in supporting educators in creating safe and inclusive environments and aims to empower educators to organize for the changes needed to provide high-quality, appropriate education. The committee believes in the power of collaboration to create environments that all students and staff benefit from.
    ii. Charges:
        1. Identify and discuss issues relevant to this committee, and amplify member expertise and experience to propose solutions
        2. Develop NBIs and Resolutions for Delegate Assembly
        3. Post Delegate Assembly, review NBIs and collaborate with NEA-Alaska staff on the follow through of NBIs
        4. Advocate for caseload caps to the AK legislature
        5. Apply to the NEA Campaign Lab to organize around caseload caps
        6. Collaborate in design and create of a public-facing Inclusive Frameworks Document as outlined in NBI 25-54

g. Human and Civil Rights Committee (HCR)

i. Purpose: The Human and Civil Rights Committee (HCR) is to study and recommend policy items with regard to the following:
    1. Promote the cause of minority educators throughout the State of Alaska, and within NEA-Alaska, to all members.
    2. Monitor the goals for minority representation set forth in the NEA-Alaska Constitution and Bylaws and provide the NEA-Alaska Board of Directors with an annual summation of minority involvement in NEA-Alaska.
    3. Review and make recommendations to the President and the NEA-Alaska Board of Directors on designs for the Minority Involvement Program (MIP) and other NEA and NEA-Alaska training programs.
    4. Monitor and make recommendations for future ethnic minority involvement at all levels of governance in NEA-Alaska including participation on program area/ad hoc committees within the Association.
    5. Review the process used for meeting the ethnic minority guidelines for representation at the NEA Representative Assembly and make recommendations to the NEA-Alaska Board of Directors where necessary.
    6. Review and prepare a report on the status of affirmative action clauses and enforcement in our local collective bargaining contracts.
    7. Monitor the NEA-Alaska Affirmative Action Plan.

ii. Composition: The Human and Civil Rights Committee shall be composed of eight (8) members: one member per region except two from Region VI. The committee will have a majority of ethnic minority members.

h. Leading the Profession
    i. Purpose: NEA-Alaska's Leading the Profession Standing Committee is established to advocate for policies and initiatives that foster professional growth, build educator capacity, and ultimately ensure the success of all students in Alaska. The committee will:
        1. Support Professional Excellence and Capacity Building: Develop and recommend policies and strategies that support the continuous improvement and learning of NEA-Alaska members, enhancing their professional excellence and building their capacity to effectively serve all students.
        2. Promote the Association's Role in Student Learning: Identify and promote the Association's role and contributions in improving the learning outcomes and overall well-being of all students in Alaska.
        3. Advocate for Impactful Policies and Strategies: Research, analyze, and actively advocate for the implementation and promotion of policies and strategies at the local, state, and national levels to positively impact the teaching profession and the learning experiences of all students.
        4. Analyze and Apply Research: Critically analyze relevant educational research to determine its potential impact on the teaching profession and the learning of all students, utilizing findings to inform policy recommendations to DEED and NEA-Alaska's advocacy efforts.

i. Related Service Providers
    i. Purpose: The purpose of the Related Service Provider Committee is to create a state-wide network of RSPs to collaborate, share resources and best

practices in our respective fields, provide recommendations for legislative and regulatory changes to relevant state boards and the Department of Education and Early Development, develop and promote relevant and supportive contract language, advise Association leadership on the issues and opportunities facing RSPs, and to support each other.

ii. Charges:
    1. Identify and discuss issues relevant to this committee, and amplify member expertise and experience to propose solutions
        a. Craft legislation amendment language to support the eligibility of National Board Certified/Clinically Licensed Related Service Providers to be included in the same stipend as the 'National Board Certified Teacher' ($5,000 stipend) to submit to the NEA-Alaska Board to bring forward to a legislator to propose
        b. Continue to disseminate and promote the RSP-supportive recommended contract language document for bargaining units across the state to bargain in order to support RSPs within each local
        c. Develop recommended recruitment/retention strategies and resources for RSP members to share with their district to help support students, grow locals, and strengthen our professions
    2. Develop NBIs and Resolutions for Delegate Assembly
    3. Post Delegate Assembly, review NBIs and collaborate with NEA-Alaska staff on the follow through of NBIs assigned to the committee
        a. Craft language related to 'workload vs caseload vs class size' language to share with the NEA-Alaska Board for use in future action related to legislative priorities and collective bargaining agreements
    4. Research and outreach in order to define the criteria and/or identify the list of job roles that NEA-Alaska shall consider part of the "RSP" designation

j. Delegate Assembly Steering and Rules
    i. Purpose: The Delegate Assembly Steering and Rules Committee is to provide organization and support for the annual Delegate Assembly. The Chair of Steering and Rules meets as appropriate with the NEA-Alaska president and staff to plan Delegate Assembly. The Chair recommends to the NEA-Alaska president and other appropriate governance, as needed, any change to enhance the functioning of Delegate Assembly.
    ii. Composition: Steering and Rules is a nine (9) member committee (one per region, including Region R, plus an additional member from the same region as the Chair). If by November 15, a full committee cannot be formed within the above regional parameters, the NEA-Alaska president may appoint other members to fill committee vacancies.

k. Political Action Committee on Education (PACE)
    i. Policies related to PACE shall only be amended by Delegate Assembly
    See Delegate Assembly Policies
    ii. The NEA-Alaska Board of Directors shall distribute an annual report to Delegate Assembly on the number of participants in the PACE checkoff, the amounts rebated to locals and the status of the PACE account.

iii. The NEA-Alaska Board of Directors shall present an itemized budget for PACE and a full accounting of PACE expenditures, including specific endorsement amounts and individuals to the Delegate Assembly annually.

l. Delegate Assembly Review Committee (DARC)
   i. Purpose: The DA Review Committee will provide guidance and direction to the Board of Directors, Steering and Rules, and NEA-Alaska Staff about the functionality and operations of the Delegate Assembly.
   ii. Charges:
      1. Review DA evaluation and feedback and propose changes to improve operations and functionality
      2. Review the Standing Rules annually, amend when necessary, and introduce them at the November Board Meeting for recommended adoption
      3. Approve the initial agenda prior to adoption by Delegate Assembly
   iii. Composition: The DA Review Committee is chaired by the NEA Director and is constituted by:
      1. Eight (8) members (one per region, including Region R, selected during Region Caucuses at Delegate Assembly)
      2. The NEA-Alaska President
      3. The NEA-Alaska Vice President Secretary-Treasurer
      4. The Chair of the Steering and Rules Committee
      5. The NEA-Alaska Parliamentarian
      6. The NEA-Alaska Executive Director
      7. The NEA-Alaska CFO
      8. The NEA-Alaska Communications Director.

      NEA-Alaska Staff and the Parliamentarian shall be non-voting members of the committee. Additional NEA-Alaska staff may participate in DA Review Committee meetings to support the work of the committee. If appointments are not made during Region Caucuses, the President shall appoint to fill vacancies.

   iv. Meetings: The DA Review Committee shall meet at least twice per year, once after the conclusion of the Delegate Assembly, and once prior to the November Board of Directors meeting.

m. Elections/Election Policy Violation Review Committee (EPVRC)
   See Delegate Assembly Policies
n. Budget and Audit
   See Section III. Finance A. 2

3. Political Action Committee on Education (PACE)
   See Delegate Assembly Policies

4. Elections/Election Policy Violation Review Committee (EPVRC)
   See Delegate Assembly Policies

D. APPOINTMENTS

1. External Appointments

a. The President shall inform all locals of any upcoming positions that need to be filled so that names may be submitted to NEA-Alaska for recommendations to the Department of Education and Early Development or appropriate agency or department.
b. The Board of Directors shall serve as the committee for making recommendations for state governmental appointed positions. Such positions shall include but not be limited to:
    i. Commissioner of Education
    ii. Professional Teaching Practices Commission (PTPC)
        1. Application forms with pertinent data will be sent to all local association presidents with a vacancy occurs on the PTPC. A date will be set with all application forms must be in the Anchorage office.
        2. The NEA-Alaska president will evaluate the applicants and submit no more than three (3) names along with the applications to the Board of Directors for their review. After Board approval, the NEA-Alaska president will forward the approved name(s) to the Governor.
        3. Consideration should be given to provide a balance on the PTPC relative to geography, urban/rural, teaching assignment, and other factors in submission of names to ensure the best representation of the profession on this important commission.

           See Attachment H for Statement about the PTPC and Nomination Form.

    iii. Education Commission of the States
    iv. Northwest Regional Educational Laboratory Board positions
    v. Teacher Education Certification Advisory Board
    vi. Alaska Retirement Management Board (ARM)
        1. When vacancies occur on the Alaska Retirement Management Board
        2. NEA-Alaska will request locals to submit names for membership on these boards
c. The Board of Directors shall identify and screen persons for recommendation for appointed positions in governance of the National Education Association. Questionnaires and resumes are to be the primary source of information on potential nominees.
d. Special Education Service Agency (SESA)
    i. The NEA-Alaska appointee to the Board of Directors of SESA shall be the chairperson of the NEA-Alaska Special Education Committee. In the event that the chairperson is unable to serve, the NEA-Alaska president shall recommend the appointment of a different member of the Special Education Committee.

2. Conferences and Workshops
    a. Process for Appointment
        i. NEA-Alaska shall advertise opportunities for conference and workshop participation to all members and provide an easily accessible application process to be considered for appointment.
        ii. Any NEA-Alaska appointments of members to participate in workshops and conferences shall be made after consultation with the leadership in the appropriate local, caucus and NEA-Alaska committee.

iii. The nature and purpose of the activity determines other criteria to be applied.
iv. If the conference offers basic training on the activities and focuses on general issues, the priority should be to identify potential leaders, i.e. first-time participants from targeted locals.
v. If the conference or activity calls for special interest or skills such as conferences on retirement issues or the certification task force, appointment should consider persons with specific potential, interest or expertise in the relevant area.
vi. Appointments shall be used to cultivate new leadership or to develop or capitalize upon specific expertise.

b. Responsibility of NEA-Alaska Participants appointed to NEA Programs
   i. The President shall request reports from NEA-Alaska representatives to the NEA Boards and Commissions, which will also include anyone who is sent to an NEA training program or an NEA workshop.
   ii. Members of the NEA Resolutions Committee shall be required to submit a report to the NEA-Alaska Board of Directors in a timely fashion following the meeting that details the major issues, particularly those of concern to Alaska.

E. NEA-ALASKA FUTURE EDUCATOR SCHOLARSHIP

1. General Structure
   a. NEA-Alaska will establish an annual scholarship budget program area providing up to $5,000 per NEA-Alaska Region I-VII, which are awarded in amounts of $1,000-$5,000 to high school seniors who wish to pursue degrees in education.
   b. The scholarship application period will be open from the last Wednesday of February to the first Sunday of April each year.
   c. Applicants must meet the criteria outlined in the scholarship application developed by a subcommittee of the NEA-Alaska Board of Directors
   d. A Board Member from each Region I-VII will be appointed by the President to oversee a regional committee made up of 3-5 members from the region the applicant is applying from. This committee will make award recommendations using the application score sheet developed by a subcommittee of the Board.
   e. Scholarship reward letters and certificates will be produced by the first Friday in May, and the President will collaborate with region directors on notification.
   f. Scholarship checks will be sent to the college/university listed in the application by August 31.

F. AWARDS

1. General Procedures
   a. Nomination forms will be available from any NEA-Alaska office and on the NEA-Alaska website.
   b. Nominations for all awards except ESP of the Year (see G, 2 D, Procedures) must be received by the NEA-Alaska president by October 15.
   c. Selection committees, appointed by the president, shall be composed of at least three members of the Board of Directors. Wherever possible, the selection

committee should be comprised of members of the Board's relevant DA cognate committee; whenever feasible the selection committee shall include past recipient(s) of the award. Selection committees may meet electronically. Committees will present their recommended award winners to the Board of Directors for action at the November Board meeting.

d. The Board of Directors may choose not to select a recipient for any award from the nominations received in any given year.
e. All individual award recipients who are NEA-Alaska members shall receive a plaque and an honorarium of $500, with the exception of the ESP and the Teacher of the Year who shall each receive $2,500.
f. All award recipients shall be invited to attend DA, either in person or electronically. If an award recipient who is an NEA-Alaska member has no plans to attend DA, NEA-Alaska shall pay expenses and travel and one night's hotel accommodation unless other funds are available. (See Exemplary Student Award for exception.)
g. When an award named for a particular person is presented, a brief description of that person's contributions to NEA-Alaska should be read.
h. When each award is presented, the president should ask previous recipients of that award who are present to stand and be recognized.
i. A perpetual plaque listing the names and locals of the recipients of each award will be displayed in each NEA-Alaska office.
j. The NEA-Alaska Board of Directors may revoke an award if the recipient is found to be no longer deserving.

2. Awards

a. Hall of Fame

Purpose: To honor those people who have made major contributions over their careers to NEA-Alaska as an organization.

Criteria:

i. The nominee shall be/have been a member of NEA-Alaska during his/her career or made a significant contribution to NEA-Alaska as an organization.
ii. As a result of the nominee's commitment and effort, a significant change in education should have occurred which has had a positive and lasting effect on the teachers of Alaska

Procedures:

iii. Not more than one recipient per year will be selected for the Hall of Fame. However, under extenuating circumstances, the Board of Directors may approve more than one request.
iv. Whenever a new person is inducted into the Hall of Fame, the entire list of Hall of Fame members shall be displayed and/or read and those present will stand and be recognized

Human and Civil Rights Awards

a. Emily Ivanoff Ticasuk Brown Award for Human Rights

Emily Ivanoff Ticasuk Brown (1904-1982) was an outstanding Alaskan Native educator, poet, and writer. She recorded and published her people's history, worked in developing a curriculum guide for teaching in Inupiaq Eskimo language in the

elementary schools, organized the Alaska Heritage Writers Association, and worked to improve communication among her people and increase general appreciation of Native cultures by initiating a project to produce an Eskimo encyclopedia.

Purpose: To recognize distinguished Alaskan ethnic minorities who have made outstanding contributions to education in Alaska.

Criteria: To be eligible for this award, one or more of the following criteria must be met. The nominee must have worked to achieve one or more of the following goals.

i. Preservation of the Alaskan Native culture
ii. Understanding and appreciation of the heritage of Alaskan Natives
iii. Classroom and/or community achievement.
iv. Improved intergroup relations and understanding between Native and non-Native students through school and community program.
v. Equal educational opportunity for Native students.
vi. Development of effective multicultural learning materials.
vii. Increased funding for Native educational programs.
viii. Elimination of the misuse of federal funds set aside for Alaska Native students and Native education programs.

National Nominee: The winner of the Emily Ivanoff Ticasuk Brown Memorial Award will be NEA-Alaska's nominee for the NEA Leo Reano Award

b. Vide Bartlett Memorial Award for Women's Rights

Vide Bartlett (1904-1976) was an Alaskan educator. She served on the University of Alaska Board of Regents, vigorously seeking legislative funding for educational programs. She was very active in Alaskan politics and was married to the late US Senator Bob Bartlett.

Purpose: To recognize NEA-Alaska members who have demonstrated leadership and creativity in advancing the rights of women in Alaska.

Criteria: To be eligible for this award, an individual member must have worked to achieve one or more of the following goals:

i. Equal hiring and promotional practices for women.
ii. Elimination of gender stereotyping in the classroom, in materials used, and in teacher and student attitudes.
iii. Compensatory programs for girls in non-traditional fields of study and careers.
iv. Increase public awareness of the status of women.
v. Equal opportunities for girls in school expenditures, athletics, and all types of training.

National Nominee: The winner of the Vide Bartlett Award will be NEA-Alaska's nominee for the NEA award for creative leadership in Women's Rights.

c. Willard Bowman Memorial Award for Human Rights

Willard Bowman was a legislator from Anchorage who helped draft the Human Rights Bill that created the State Human Rights Commission and served as its first Executive Director. He was legislative chairman for the NAACP and he introduced and worked for legislation that promoted human rights.

Purpose: To recognize NEA-Alaska members who have demonstrated leadership in advancing the cause of human rights

Criteria: To be eligible for this award, an individual member must have worked to achieve one or more of the following goals.

i. Protection and advancement of the civil and human rights and responsibilities of educators.
ii. Elimination of discrimination in the hiring, displacement and all personnel practices of school boards.
iii. Equitable salaries and working conditions.
iv. Eradication of racial inequities in the education profession.
v. Improved intergroup relations and understanding.
vi. Pride on the part of members of minority groups in their own cultures.
vii. Development of programs that will inform teachers about human rights and how they can be carried out.
viii. Development or implementation of programs that will inform teachers about human rights and how they can be carried out.
ix. Curriculum which promotes the concept of cultural pluralism

National Nominee: The winner of the Willard Bowman Award will be NEA-Alaska's nominee for the NEA H. Council Trenholm Award.

Association Leadership Awards

a. Bettye Fahrenkamp Political Action Award

Bettye Fahrenkamp (1923-1991) was an educator, a member of the Fairbanks Education Association and NEA-Alaska, and an Alaskan legislator. At the local level, Bettye was PACE chair and an active education advocate. During her fourteen years as a member of the Alaskan senate, she was an outspoken and vigorous proponent for education issues, employees, and the children of Alaska. She introduced and worked diligently for bills that promoted education.

Purpose: To recognize an NEA-Alaska member who has made outstanding contributions in the areas of political action and legislative action which benefits the organization.

Criteria: To be eligible for this award, the NEA-Alaska member must have worked in three or more of the following areas:

i. Served on a local or state PACE committee;
ii. Served as a member of the legislative contact structure;
iii. Worked on political fund-raising;
iv. Worked on local or statewide elections;
v. Lobbied legislators;
vi. Helped to recruit candidates

b. MacManus/Belts Award for Organizing and Advocacy

Peter MacManus (1936-1983) taught in Shungnak from 1972 to 1976 then transferred to Ambler where he taught until his death in an air crash. He was active

as an association advocate and organizer in rural Alaska. He was a pioneer of the bilingual "integrated" approach to curriculum and he actively worked to get state funding for bilingual education. During his professional career, he was constantly raising the issue of teacher rights – both individually and collectively. Peter had a strong desire to enhance the education, rights and benefits for teacher aides in bush Alaska. He was a strong proponent of organizing ESP as members of NEA-Alaska.

Frank Belts (1936-1993) was a teacher and coach in Montana before joining the Montana Education Association staff. In 1978, he moved to Fairbanks to become the business agent for the classified employees union in Fairbanks. In 1991, he joined NEA-Alaska as a UniServ Director. Frank was a "union man" in the best sense. As a result of his aggressive leadership and determination to overcome adversity, the lives and working conditions of Alaska's school employees were greatly enhanced. He believed in people and their causes, and he was a tireless and committed fighter against injustice and inequality.

Purpose: To recognize a member of NEA-Alaska in the fields of Employee Rights and/or Association Advocacy

Criteria: A nominee must be a recognized leader in local association activity and meet one or more of the following:

i. Have been an outstanding advocate for due process rights;
ii. Possess an excellent record in maintaining rights and in policing the contract;
iii. Have worked diligently to include employee rights language in bargaining agreements.

c. Alan Dill Award for Strong Organizing

Alan Dill (1944-1988) taught English and government at Sitka High School from 1967 to 1987. As a local leader, Region I Director and then president of NEA-Alaska (1976-77), Alan believed local organizing was the key to a successful state association; a fiscal conservative, Alan helped put NEA-Alaska on a firm financial footing.

Purpose: To recognize a local leader whose active and passionate advocacy and understanding of the elements of an effective organization have resulted in a strong or strengthened local association.

Criteria: A nominee must be a recognized leader in local association activity and meet one or more of the following:

i. Demonstrates innovation in a local which results in greater membership involvement.
ii. Strives to strengthen bargained agreements.
iii. Promotes significant change in a local which has positive impact in the community, as well as in locals across the state.

d. New Association Leader Award

Purpose: To recognize a new leader whose contributions to the local and/or state association are exemplary.

Criteria: A nominee must be a recognized leader in local association activity and meet the following criteria:

i. Is an early-career educator with five or fewer years of experience.
ii. Demonstrates leadership within their own local or the state association.
iii. Advances the NEA-Alaska Mission.
iv. Is committed to being an advocate for public education in Alaska.

e. Susan Stitham Leading the Professions Award

Susan Stitham ('Sty-thumb') taught English and history in Fairbanks from 1969 to 2003, twice serving as president of the Fairbanks Education Association, and on its Board of Directors from 1973-2003, and as both president of NEA-Alaska and NEA Director for Alaska. She was on the steering committee to institute the Alaska Writing Project, served on the Alaska 2000 Blue Ribbon Committee, and co-chaired the English Language Arts Alaska Standards committee. In 1987 Susan was appointed to the new National Board for Professional Teaching Standards and in 1991 received a Milken National Educator Award. She served eight years on the University of Alaska Board of Regents, chairing the Academic and Student Affairs Committee, and eight years on the Alaska State School Board, serving as president the last three years. Over her career she was involved in innumerable local and state professional development initiatives. After her retirement she represented Region R on the NEA-Alaska Board for six years and served on the Leading the Professions Committee.

Purpose: To recognize an Association leader who has made exemplary contributions to the teaching profession as well as to the local, state and national Association.

Criteria: A nominee must be or have been a recognized leader in local association activity whose career demonstrates the following:

i. Exemplifying and advocating standards of excellence in the classroom.
ii. Instructional leadership in the building, district and state.
iii. Union advocacy at local, state, and/or national level.
iv. Encouragement and support for new professionals and new Association leaders.
v. Involvement in the development of public educational policy.

f. Outstanding Local Association Award

Purpose: To recognize locals which have made significant achievements in membership, negotiations, grievances, minority membership and involvement, contributions to PACE or the Defense Fund, human rights or innovative practices.

Criteria: The local association must meet one or more of the following criteria by demonstrating:

i. Significant activities and/or programs for organizational development.
ii. Significant gains in the membership/involvement of minority members.

iii. A significant record in maintaining advocacy issues.
iv. Involvement in public affairs.
v. Initiative and creativity in implementing progressive Association activities.

NEA-Alaska Education Support Professional of the Year

a. Education Support Professional (ESP) of the Year Award

Purpose: To recognize excellence in the educational support profession in Alaska.

Criteria: The NEA-Alaska ESP of the Year must be an active member of the association who has worked in the same district for five (5) years preceding nomination. The candidate shall be articulate and have enthusiasm for duties associated with being the NEA-Alaska ESP of the Year and demonstrate the following criteria:

i. Exceptionally skilled and dedicated worker.
ii. The ability to inspire colleagues and others to perform their work well.
iii. The respect and admiration of students and/or colleagues.
iv. An active and useful participant in the community as well as the school.

Procedures:

i. Nominations must be received by the Anchorage office on or before May 1 of each year. The Board shall select the ESP of the Year at the June meeting.
ii. NEA-Alaska will coordinate with the newly selected Education Support Professional's school or site supervisor to have a school-wide assembly at which the recipient is present for the official announcement of the recipient's selection. NEA-Alaska will contact the local media to be present for this announcement and publish a press release with the information.
iii. The ESP if the Year shall speak at Delegate Assembly.
iv. The ESP of the Year will be featured in the NEA-AKtivist

National Nominee: The Alaska ESP of the Year will be NEA-Alaska's nominee for the NEA ESP of the Year.

Teacher of the Year

c. Teacher of the Year (TOY) Award

Purpose: The purpose of the Teacher of the year award is to recognize excellence in the teaching profession in Alaska.

Procedures: NEA-Alaska will work with the Alaska Department of Education and Early Development in developing procedures and selecting the Alaska Teacher of the Year. NEA-Alaska will promote state and local association involvement in the selection process.

If the Teacher of the Year is a member of NEA-Alaska, the following procedures will be applied:

i. The Teacher of the Year will speak at Delegate Assembly.
ii. The Teacher of the Year will be featured in the NEA-Aktivist.
iii. NEA-Alaska will coordinate with the newly selected Teacher of the Year's school or site supervisor and the state DEED to have a school-wide assembly at which the recipient is present for the official announcement of the

recipient's selection. NEA-Alaska will contact the local media to be present for this announcement and publish a press release with the information.

If the Teacher of the Year is not a member of NEA-Alaska, the NEA-Alaska President shall acknowledge the winner with a letter of congratulations.

External Awards

a. Outstanding District Practice Award

Purpose: To recognize school districts for innovative practices which significantly contribute to the quality of education provided in the District.

Criteria: The District's practice nominated for the award must meet the following criteria:

i. There must have been teacher and/or Association involvement in developing the practice.
ii. The practice must provide meaningful support to teachers in their work.

Procedures:

i. The School Board President and Superintendent of the District receiving the award will be invited to Delegate Assembly to accept the award.
ii. A description of the practices receiving the award will be disseminated to local association presidents and local school districts, and featured on the NEA-Alaska website with electronic links provided for further information.

b. School Bell Award

Purpose: To recognize the media for significant contributions to the promotion of school and community welfare.

Criteria: The nominee must meet one or more of the following:

i. Demonstrated strong and comprehensive 12-month coverage of public education.
ii. Presented outstanding features and/or editorials on specific school problems, educational trends, innovations in school programs, etc.
iii. Sought to broaden the public's understanding of education and educational issues through positive radio broadcasts, TV programming, or newspaper articles.
iv. Made positive contributions in reporting and interpreting issues facing public schools in order to advance community understanding of education.

Procedures:

i. Nominations may be made in the following categories:
    1. Radio
    2. Television
    3. Newspaper/Magazines
    4. Electronic Media
ii. Nominations must be accompanied by supportive documentation from the previous year. Entries for radio and TV stations should include evidence such as tape recordings and/or scripts of programs or series along with a

comprehensive statement regarding the scope, significance, and value of the broadcast/program, etc. to education. Entries for newspapers should include clippings, along with a statement summarizing the significance of the continuing coverage, features or editorials. One complete copy of the newspaper/magazine should accompany the issue. The clippings should be mounted in a neat, well-organized scrapbook.
Audio or video clips and/or screen shots should be included for the electronic media category.
A link to the documentation supporting the winner(s) receiving the award will be disseminated to local association presidents and local school districts and featured on the NEA-Alaska website.

National Nominees(s): Winners of the School Bell Award will be submitted as NEA-Alaska's nominee(s) for national media recognition awards.

c. Champions of Children Award

Purpose: To recognize Alaska businesses and business leaders for significant contributions to schools and public education.

Criteria: The nominee must meet one or more of the following:

i. Provide positive support for a school or schools through contributions of time, talent and/or resources.
ii. Encourage employees to help in classrooms through policies such as flextime.
iii. Participate and provide leadership in the public debate about education.
iv. Provide support for elementary and/or secondary students to help them succeed in school and prepare more fully for jobs or higher education.

d. Bettye Fahrenkamp Outstanding Legislator Award

Bettye Fahrenkamp (1923-1991) was an educator, a member of the Fairbanks Education Association and NEA-Alaska, and an Alaskan legislator. At the local level, Bettye was PACE chair and an active education advocate. During her fourteen years as a member of the Alaskan senate, she was an outspoken and vigorous proponent for education issues, employees, and the children of Alaska. She introduced and worked diligently for bills that promoted education.

Purpose: To recognize an Alaska legislator who has shown outstanding support for public schools and for NEA-Alaska's legislative program.

Criteria: To receive this award, the legislator must meet the following criteria:

i. Consistent votes and organizing support for public education and NEA-Alaska's Legislative agenda over a number of Legislative sessions.
ii. Introducing and working for the passage of NEA-Alaska legislation.

e. Exemplary Student Recognition Award

Purpose: To celebrate Alaska's student leadership, initiative, character and extraordinary performance.

Criteria: A nominee shall be a graduating student of an Alaska public high school who has contributed to the quality of student life and who has been exemplary in their performance as a student.

Procedures:

i. The award recipient will be invited to attend Delegate Assembly, and NEA-Alaska shall pay expenses and travel and one night's hotel accommodation unless other funds are available.
ii. The recipient will be invited to briefly address Delegate Assembly.

f. Renowned Alaskan Award

Purpose: To recognize Alaskans who have made significant contributions in public education, business, government, civil rights, or labor relations.

Criteria: The nominee must meet the following criteria:

i. The nominee must be a recognized leader and contributor to public education, business, government, civil rights, or labor relations.
ii. The nominee shall have demonstrated positive support for Alaska's public schools.
iii. The nominee must have had a significant positive impact on education in Alaska.

NEA-Alaska Staff Award

Purpose: To honor an NEA-Alaska staff member who goes above and beyond to ensure members are protected, supported, and able to serve Alaskan students effectively.

Criteria: To be eligible for this award, the NEA-Alaska staff member must meet the following criteria:

i. Have worked for NEA-Alaska for at least one year
ii. Have demonstrated a commitment to the mission, vision, and priorities of the association
iii. Be nominated by an NEA-Alaska member
iv. Employees nominated for this award will be considered by the NEA-Alaska Board of Directors, or a subcommittee thereof, and the NEA-Alaska Executive Director.

G. COMMUNICATIONS

1. NEA-AKtivist
    a. Editorial Guidelines
        i. Editorials
            1. Members only;
            2. No profanity;
            3. No libelous statements;
            4. 150 word limit
        ii. General
            1. Bylines will be used if a personal view or opinion is being expressed.

2. Printing: Contractually commercially printed materials shall be printed through a union shop whenever possible.
3. Content: NEA-Alaska shall publish twice yearly an advertisement in the NEA-AKtivist reminding teachers to look at their certificates and being renewal certification requirements.
   Notices of vacancies on and appointment of members to state boards, councils, advisory groups and/or committees will be published regularly in the NEA-AKtivist.

2. Logo
   The NEA logo within the outlined map of the state of Alaska shall be the official NEA-Alaska logo. The logo is a registered and protected mark which may not be used without the permission of NEA-Alaska. Permission for use of the logo may be granted by the President or Executive Director.

H. LEGAL SERVICES

1. Definitions
   a. Affiliate – A local bargaining unit issues a charter by a majority vote of the NEA-Alaska Board of Directors.
   b. Appeal Procedures
      i. The procedure for appealing legal services nonsupport
      ii. Procedures followed by NEA-Alaska/NEA in deciding whether to continue litigation of a particular case.
   c. Application for Legal Service – the form supplied by NEA-Alaska, which shall be completed by the applicant with the assistance of an appropriate staff person.
   d. Association – NEA-Alaska, NEA and the affiliate
   e. NEA-Alaska – National Education Association – Alaska
   f. NEA – National Education Association
   g. Bargaining Unit Member – an individual employee in a bargaining unit for which the association is the exclusive bargaining agent.
   h. Days – shall mean calendar days
   i. Duty of Fair Representation – The duty of the exclusive agent to represent all employees in the bargaining unit in matters related to collective bargaining and the administration and enforcement of collectively bargained contracts. There is no duty arising from document collateral to the collective bargaining agreement or from statutory or regulatory matters affecting public school employees.
   j. EEL – Educators Employment Liability
   k. Employment Related Matter:
      i. Any matter involving:
         1. A dispute between a school district, college, or university system or other institution as an employer involved in the teaching-learning process and a bargaining unit member if the local affiliate is obligated to provide legal service pursuant to a duty of fair representation.
         2. A dispute between a school district, college or university system or other institution as an employer involved in the teaching-learning process and a bargaining unit member arising from statutes or regulations affecting public school employees and which does not involve the duty of fair representation.

ii. Employment related matter shall not mean:
    1. A dispute which is covered by worker's compensation;
    2. A dispute in which the applicant for legal services is being challenged by one or more bargaining unit members and/or affiliate as a result of an action taken by an applicant as a management or supervisory representative.
    3. A dispute involving personal litigation or a civil proceeding, including libel or slander;
    4. A dispute involving criminal actions against a bargaining unit member or instigated by a school employee against a student or parents; actions for which payment is available through another NEA program (e.g. EEL, APL programs) (Note: The EEL program provides reimbursement of attorney fees in defense of criminal actions when the individual is exonerated.)

l. Fiscal Year – September 1- August 31
m. Legal Services Program – the NEA-Alaska /NEA Unified Legal Services Program which is designed to provide appropriate legal service to school employees in employment-related matters.
n. Legal Services – Shall mean services rendered and/or monies expended in preparation for, or in the course of a grievance or statutory arbitration, unfair labor practice, impasse resolution, administrative or court proceeding involving an employment-related matter by an attorney who is licensed to practice law. NEA-Alaska and the NEA shall agree on the appropriate hourly or other rate or rates at which legal services are to be credited for purposes of the Unified Legal Services Program.
o. Member – an individual who is an active certified or educational support employee, who has joined NEA-Alaska/NEA as a dues paying member and remains current at material times in all respects as to their membership obligations in the association.
p. Participating Attorney – an attorney licensed to practice in the state of Alaska who has agreed to participate in the NEA-Alaska/NEA Legal Services Program.
q. Reimbursement by Applicant – any reimbursement by an applicant out of a recovery or insurance payment.
r. ULSP – Unified Legal Service Program
s. ULSPC – Unified Legal Service Program Coordinator.

2. Legal Service Access
    a. Members of Affiliates:
    A member has access to legal service in any employment related matter. In order to gain access:
        i. An individual must be a dues-paying member of NEA-Alaska/NEA prior to the occurrence of the incident for which assistance is requested. The applicant must maintain membership while the Association is providing legal service. A member who voluntarily terminates employment and/or membership shall no longer be eligible for assistance.
        ii. NEA-Alaska/NEA membership shall become effective when the prospective member delivers a signed membership application form, which is accompanied with either the full amount of the dues, a signed payroll deduction form or approved payment schedule delivered to an agent of NEA-Alaska.

iii. Legal and other services shall not be available to the prospective member for any occurrences arising before a membership form, as described above, is delivered to an agent of the state association.
iv. A local unit must be affiliated in compliance with applicable chartering provisions of NEA and NEA-Alaska and current in its dues transmittal obligation.
v. The Board of Directors may waive the above requirement if in the unfettered discretion of the Board of Directors; the case is of precedent-setting nature.

b. Non-members
A non-member is only eligible for union and staff assistance in an employment related matter concerning the provisions of the collective bargaining agreement.

3. Conditions and Criteria for Legal Services
   a. Conditions
   NEA-Alaska shall fund only legal services cases represented by NEA-Alaska UniServ Directors and/or participating attorneys. The Legal Services Program Coordinator shall maintain a list of attorneys participating in the NEA-Alaska/NEA Legal Services Program. The Legal Services Program Coordinator shall select attorneys for inclusion on said list who have demonstrated a substantial knowledge of school law, whose inclusion would be in the best interest of NEA-Alaska, and who agree to participate in the NEA-Alaska/NEA Legal Services Program according to its terms. The Legal Services Program Coordinator may periodically add or delete the names of attorneys to the participating attorney list.
   b. Criteria
   NEA-Alaska may discretionarily make available legal service, if in its opinion one or more of the following criteria exists:
      i. The case involves a question or questions of substantial denial of due process to the individual member or local;
      ii. The case has reasonable potential as an important precedence setting nature;
      iii. The case affects access to the administrative level of appeal;
      iv. The case is sufficiently meritorious to suggest it will prevail; and/or
      v. The case arises from defense of collectively bargained agreement and the duty of fair representation.

4. Procedures for Obtaining Legal Services
   a. Steps
      i. All requests for legal services will be referred to the appropriate UniServ Director and shall be processed in the manner provided herein.
      ii. In matters involving an individual applicant, that individual shall notify the appropriate local association representative and the UniServ Director immediately on having reason to believe or knowledge of the possible need for assistance.
      iii. The UniServ Director shall begin preliminary investigation with the individual and with the local association if appropriate.
      iv. The local association, in cooperation with the UniServ Director, shall attempt to resolve the case through local procedures if applicable.
      v. Any individual applicant shall have the right to seek assistance through the appropriate UniServ Director in those instances where the local affiliate refuses assistance.

vi. Requests for legal service from local affiliates shall be made directly with the appropriate UniServ Director.
vii. Formal application for legal service from NEA-Alaska by individual applicants or affiliated locals shall be in writing on the appropriate NEA-Alaska forms and shall briefly describe the factual basis for the request.
viii. The application shall be submitted to the UniServ Director. Upon receipt of the application, the UniServ Director shall refer it to the Legal Services Program Coordinator for review and action. Response on requests for legal service shall be the responsibility of the Legal Services Program Coordinator following consultation with the UniServ Director. The UniServ Director handling a legal services matter will, where practicable notify the appropriate regional NEA-Alaska Board of Director.
ix. The UniServ Director may request the applicant to provide NEA-Alaska with a complete written description of the events and circumstances with particulars which in the opinion of the UniServ Director are useful to their assessment of the case suggesting need for legal services. Eligibility for services may depend on full compliance with such request.

b. Negotiation
If the applicant willfully abandons the hearing or litigation, the applicant shall reimburse NEA-Alaska for all amounts paid by it to the attorney. The Association may decline to provide representation in cases where the applicant or local does not fully cooperate and freely assist the Association or its representatives in the handling of the case.

5. Funding Procedures
   a. Steps
      i. Prior to consultation with a participating attorney as outlined in Section 4 (Procedures for Obtaining Legal Services), the UniServ Director must consult with the Legal Services Program Coordinator.
      ii. The Legal Services Program Coordinator shall authorize legal services. NEA-Alaska shall fund only cases represented by NEA-Alaska participating attorneys identified by the Legal Services Program Coordinator.
      iii. Payment for legal services shall be exercised on the basis of careful regard of the provisions of Section 3 (Conditions for Legal Assistance). The coordinator shall have the authority to make a determination of the limits of the commitment to pay for legal services. The coordinator will require a periodic review of a commitment to determine the advisability of further expenditures.
      iv. The Coordinator shall state clearly to the lawyer and/or the applicant in writing, the nature and extent of the commitment and after reasonable notice, the termination of that commitment.
   b. Denial
      i. NEA-Alaska may curtail assistance in any proceeding or deny initial assistance when:
         1. The applicant secures counsel independent of NEA-Alaska.
         2. The applicant refuses to accept a settlement offer approved by NEA-Alaska.
         3. Pursuit of the case serves no sound purpose which the Association can justify.

4. Lack of adequate financial resources in the Legal Services Program to meet financial obligations, or
5. The case lacks legal merit.

6. Reimbursement to NEA-Alaska
   Repayment to NEA-Alaska from the individual or affiliate benefited for expenditures made in providing legal services may be required to the extent of those expenditures by NEA-Alaska, whether for costs of attorney's fees, from any payment to the individual or affiliate which exceeds the actual monetary loss of the individual or affiliate. Actual monetary loss will include loss of wages, mitigation expenses and the like, but not consequential or general damages. NEA-Alaska Legal Services Coordinator will recover amounts spent in providing legal services for the individual or affiliate from any sums recovered which are designated as awards of attorney's fees or costs or awarded arbitration costs.

7. Denial/Appeal Procedure
   If legal service is denied, the Legal Services Program Coordinator shall make the reasons for denial known in writing to the member and/or local affiliate.

   NEA-Alaska retains the right to determine if adverse decisions in an applicant's or local affiliate's case are to be funded for appeal to all levels. The individual or local has the right to take the appeal if they are willing to fund it.

   NEA-Alaska's decision to fund an appeal will be made on the same criteria listed in Conditions for Legal Assistance.

   Where a decision is made by NEA-Alaska not to fund the case to the next level of appeal, the applicant or local affiliate may appeal the funding decision using the procedures established in this policy. Any such funding appeal must be made by the applicant or local within ten (10) days of receipt of the notice of denial from the Legal Services Program Coordinator.

   Pending an appeal by an applicant or local affiliate under this section, NEA-Alaska will take all necessary steps to preserve the legal appeal rights of the applicant or local affiliate.

   An applicant whose application for legal service is rejected by the local board of directors after appeal and/or the Legal Services Program Coordinator may appeal the decision to the NEA-Alaska Legal Services Review Committee. The Committee shall be comprised of the NEA-Alaska Vice President-Secretary/Treasurer, a local president not from the grievant's local, and the NEA-Alaska UniServ Program Director or another NEA-Alaska manager.

   All appeals shall be directed to the President of NEA-Alaska. The applicant and the Legal Services Program Coordinator shall provide the NEA-Alaska Board all pertinent documents prior to a NEA-Alaska Legal Services Review Committee hearing of an appeal. The Committee shall meet within twenty (20) days of receiving the notice of appeal. All decisions made by the NEA-Alaska Legal Services Review Committee shall be in accordance with the NEA-Alaska Legal Services Guidelines and shall be in writing. A report will be given to the Board of the outcome.

   If the application for legal assistance is rejected by the NEA-Alaska Legal Services Review Committee, the applicant may appeal within ninety (90) days after the decision is rendered to National Education Association, Office of Legal Services Programs, 1201 Sixteenth Street NW, Washington, DC 20036, on the sole ground that NEA-Alaska failed to process their application in accordance with the provisions of its legal services program.

I. MEMBER BENEFITS

1. Member Benefits Contact Person
   The Member Benefits Program is to be coordinated by an NEA-Alaska office staff member as designated by the Executive Director. This person shall act as Member Benefit Contact person pursuant to NEA and NEA-Alaska Policy and directives of the NEA-Alaska Executive Director.

2. NEA Member Benefits
   NEA-Alaska agrees to support the marketing of all current and future NEA Member Benefit Program to NEA members within the State Association by supporting all NEA Member Benefit Product Lines.

   The NEA-Alaska Board of Directors may vote to endorse programs, products, or services of economic benefit which are designed to serve the needs of the NEA-Alaska members so long as such does not compete with NEA co-sponsored or recommended programs, products or services. Local associations may endorse programs, products, and services of economic benefits which are designed to serve the needs of local members so long as such do not compete with NEA-Alaska co-sponsored or recommended programs, products or services. Local associations are urged to consult with NEA-Alaska Special Services contact person prior to voting on local recommendations.

3. Member Benefit Promotions
   Co-sponsored and endorsed Member Benefits programs, products, and services are to be promoted and included as a segment of the annual leadership conferences and Delegate Assembly.

4. NEA-Alaska Member Benefits Philosophy
   The Association Member Benefits Program has, as its major mission, for membership attraction and retention, the accomplishment of achieving the best products and services for members of the Association involved in utilizing the organization's group purchasing power. Specifically, programs of the voluntary nature, which bring members economic services, offer value, convenience, and reliability, are to be emphasized.

   Member Benefits is considered a business activity of the organization and, as such, operates under the Guidelines and Responsibilities established by the NEA-Alaska Board of Directors.

J. UNISERV PROGRAM EVALUATION

1. Purpose
   To include local associations in evaluation of NEA-Alaska programs to achieve our strategic objectives.

   To fulfill the NEA-Alaska's obligation under NEA UniServ Program Guidelines for annual evaluation of the program of each UniServ unit.

2. Annual Evaluation
   By March 15, NEA-Alaska management will send the NEA-Alaska Annual UniServ Program

Review to local presidents. The UniServ Program Review form should be jointly completed by local presidents, executive boards and committee chairs for return by April 15. The form will be accompanied by a cover letter about the purposes of the review and its use. The current NEA-Alaska Mission Statement and Strategic Objectives will also accompany the form.

Copies of the forms received from assigned local associations will be shared with each UniServ Director. No anonymous forms will be accepted. An overall summary of the evaluations will be shared with the NEA-Alaska Board of Directors along with any resultant recommendations.

DELEGATE ASSEMBLY POLICY

A. POLITICAL ACTION COMMITTEE ON EDUCATION (PACE) GUIDELINES

B. Purpose

a. NEA-Alaska shall mobilize its members, local associations, and the public in order to secure the election of persons committed to fully realizing the goals and objectives of NEA-Alaska and its affiliates in local, state, and federal office. This activity will be rooted in the NEA-Alaska Political Action Committee for Education. NEA-Alaska's Political Action Committee for Education, to be known as and called NEA-Alaska PACE, in conjunction with local PACE committees, members, and staff, shall provide the vehicle for political mobilization.
b. NEA-Alaska shall participate fully in the National Education Association Fund for Children and Public Education (NEA-FCPE).

C. Parameters

a. NEA-Alaska PACE shall have no program or policymaking authority except as specified herein and is not a membership organization; it shall exist as a program area committee and be operated as a separate segregated fund of NEA-Alaska.
b. These guidelines shall be amended only by the Delegate Assembly.
c. These guidelines may be suspended by a two-thirds (2/3) vote of NEA-Alaska PACE in special circumstances.
d. If any language in this policy is in conflict with state or federal law, that law will supersede NEA-Alaska PACE policy.

D. Governance

a. Officers
    i. The activities of NEA-Alaska PACE shall be governed and managed by a committee composed of PACE members from each region, allocated on a ratio of one committee member per NEA-Alaska Director on the NEA-Alaska Board of Directors.
    ii. The President of NEA-Alaska shall serve as the Chairperson of NEA-Alaska PACE and shall be a member of NEA Fund for Children and Public Education's governance council. In the absence of the President, the NEA-Alaska Vice President-Secretary/Treasurer shall perform the function of Chairperson.
    iii. The Vice President-Secretary/Treasurer of NEA-Alaska shall serve as the Secretary/Treasurer for the Committee.
    iv. The term for NEA-Alaska officers serving on the PACE Committee shall coincide with their NEA-Alaska term of office. Appointed member terms shall begin at the meeting following Delegate Assembly, after confirmation by the NEA-Alaska Board of Directors at the spring meeting.
b. Committee

i. Regional representatives shall be appointed by the President of NEA-Alaska, subject to confirmation by the NEA-Alaska Board of Directors. The appointments shall be made from the nominee of nominees submitted by each region following a regional caucus at Delegate Assembly.
ii. Appointed Committee members may serve two consecutive terms of three years. Terms shall be staggered in regions with more than one committee member.
iii. The NEA Director shall be a member of the committee.
iv. When a vacancy occurs on the NEA-Alaska PACE committee during the business year (after Delegate Assembly), the President of NEA-Alaska shall notify the local presidents in the region and ask for nominations from which a new committee member shall be appointed by the President, subject to confirmation by the NEA-Alaska Board of Directors.
v. Any PACE member who is unable to attend a meeting must notify the President and request an excused absence. In the event a committee member misses two or more meetings without an excused absence, the representative may be removed from NEA- Alaska PACE by the President. The vacated committee seat will be considered a vacancy, and a new representative will be appointed using the process outlined above.
vi. The Executive Director of NEA-Alaska (or other such designated staff) shall serve as a consultant to the Committee and shall serve as a nonvoting member.

c. Meetings
i. The current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of official business of the committee.
ii. The Committee shall hold an annual meeting immediately preceding or in conjunction with the NEA-Alaska Delegate Assembly for the purpose of providing an annual account and review of the year's activities.
iii. In addition to the annual review meeting held at Delegate Assembly, the Committee shall hold at least two (2) regular meetings in an election year and one in a non-election year. At least one meeting must be face-to-face (in-person) in the election year. Additional meetings may be held at the discretion of the chair or on request of a majority of the committee and may be face-to-face, or virtual.
iv. The Committee may meet in the fall of non-election years to consider upcoming races, strategies, tactics, early recommendation proposals from the Recommendations Sub-Committee, and to map out potential strategies for the upcoming election year.

d. Recommendations Subcommittee shall:
i. Be composed of the NEA-Alaska President, Vice President-Secretary/Treasurer, and NEA Director. The NEA-Alaska Executive Director, Government Relations Director, and Communications Director shall assist and advise.

ii. Gather and examine candidate information for all state and federal races, such as:
    1. Candidate platforms and voting records (if previously held office).
    2. Information on candidate campaign organization, funds raised, and polling data if available.
    3. Relationship with labor organizations and endorsements by other PACs.
    4. Any other information deemed important.
iii. Present relevant Information collected for each candidate to the PACE Committee as recommendations and support are being considered.
iv. Manage the process around candidate questionnaires.
v. Manage the candidate interview process.
vi. Be tasked with other actions not specified here, as deemed necessary by the NEA-Alaska Pace Committee.

E. Accountability and Compliance

a. Any data or other information gathered by or on behalf of NEA-Alaska PACE, including polling results and research, shall be maintained as confidential and proprietary and is owned by NEA-Alaska PACE for committee purposes only. Such information may be disclosed only in accordance with NEA-Alaska PACE authorization and applicable law, and shall not be disclosed or used for any individual or personal purpose.

b. The Vice President-Secretary/Treasurer and the NEA-Alaska Chief Financial Officer shall be responsible for the proper administration of NEA-Alaska PACE funds. In this capacity, they shall:
    i. Provide such assistance as may be necessary and proper.
    ii. Be responsible for the receipt safe-keeping, disbursement, and reporting of all funds; be a cosignatory of all bank accounts, all of which shall be two signature accounts.
    iii. Prepare and file all financial and other reports, including APOC reports, as required by state and federal law.
    iv. Submit its financial records to an annual independent audit, the results of which shall be presented to the NEA-Alaska Board of Directors and at Delegate Assembly.
    v. Provide a bond in such sum as may be fixed by the committee.
    vi. Maintain a mailing address and registered office of NEA-Alaska PACE.
    vii. Maintain a list of all contributors and amount of contribution.
    viii. Perform such other duties as may be directed by the PACE Committee.
c. Disclosure
    i. Role in Campaign or Relationship to Candidate
        1. Before considering a matter that may impact the personal or financial interests of an NEA-Alaska PACE member, the member shall affirmatively disclose the following status:

a. The member is an immediate family member of a candidate running for office. ("Immediate family member" is defined as spouse, parents, children, including a stepchild and an adoptive child, and siblings of an individual.)
b. The member is the campaign manager, treasurer, deputy-treasurer, paid staffer, or paid consultant for a candidate running for office.

ii. Following disclosure, the affected PACE member shall recuse themselves from discussion and voting in the matter being considered. This exclusion is intended to ensure NEA-Alaska's compliance with state and/or federal laws governing conflict of interest, political expenditures, and political contributions.

F. Distribution of NEA-Alaska PACE Funds

a. Local PACE committees, or local associations, may make recommendations to NEA-Alaska PACE for disbursement of state PACE funds to advance local PACE objectives when the following conditions are met:
   i. Local PACE committee has developed a local plan with identified PACE activities and timeline.
   ii. Local PACE committee has an approved budget, as shown in local meeting minutes, for identified PACE activities and timeline.
   iii. The total amount of disbursement does not exceed one-quarter of the state PACE contributions made by members of the local affiliate during the previous fiscal year.
   iv. Local PACE committee identifies any contributions it has or intends to make to any candidate.
b. Local affiliates will receive an accounting of available funds annually from NEA-Alaska upon request. Requests for PAC-to-PAC contributions from local PACE organizations that are in good standing with APOC shall be included in total dollar amount identified in A3 above.
c. Review Committee
   i. Recommendations will be considered by a review committee composed of the NEA-Alaska PACE Treasurer, Deputy Treasurer, and PACE Chair.
   ii. The review committee will approve or disapprove recommendations by completing the NEA PACE form adopted for that purpose.
   iii. The PACE Chair may assign additional or different members to the review committee.
   iv. Local PACE committees or local associations may appeal a denial by the Review Committee to the full NEA-Alaska PACE Committee.
d. Disbursements will be made by NEA-Alaska PACE directly to candidate campaigns, ballot initiative campaigns, and/or independent expenditure (IE) groups.

G. Candidate questionnaire and interview processes
    a. The Recommendations Subcommittee shall develop candidate questionnaires for all statewide races and state legislative races.
        i. Completed candidate questionnaires received by NEA-Alaska shall be made available for review by NEA-Alaska PACE members, Local Presidents, and Local PACE Chairs upon request.
    b. Candidate interviews
        i. The Recommendations Subcommittee shall develop and conduct candidate interviews for Governor, US Senate, and US House.
        ii. Interviews may be conducted either in-person or virtually, as can be reasonably coordinated with candidates, the Recommendations Subcommittee, and NEA-Alaska PACE members. NEA-Alaska PACE committee members should attend the interviews (either in-person or virtually) whenever possible.
            1. The Recommendations Subcommittee will develop interview questions, determine format, and establish time allowances for interviews and debriefing.
            2. PACE members will debrief after each interview.
            3. US Congressional race and gubernatorial candidate interviews
                a. Candidates from each political party that received at least 15% of the vote in the most recent election, will be invited to participate in an interview before the assembled NEA-Alaska PACE Committee.
                b. No surrogates will be permitted to take the candidate's place at the interview.
                c. The interview will be recorded.
            4. For state legislative races, the Recommendations Subcommittee will rely primarily on locally conducted interviews and/or data from local PACE committees and local boards. In the absence of any substantive input from a local, the Recommendations Committee may arrange for interviews with candidates for state legislative races.
            5. Unless one or more candidates have been early endorsed in a given race, the Recommendations Subcommittee will conduct a candidate interview process for that race.

H. Recommendation Procedure
    a. The PACE Committee makes decisions to support and offer members voting recommendations for Alaska Governor, Alaska State Senate, Alaska State House, and Alaska Ballot Initiatives.
    b. In addition, the PACE Committee may support a candidate financially, within NEA-Alaska Policy, and Alaska State Statute.

c. The PACE committee will use information and data collected by the Recommendations Sub-Committee, as well as the NEA-Alaska Legislative Priorities, as guides for making recommendations.
d. Standard recommendation procedure for candidate support
    i. Statewide races
        1. Once the official candidate filing deadline for an elected office has passed, the NEA-Alaska PACE Committee will convene to consider support for a candidate.
        2. Candidates shall not be considered for recommendation until they have completed and returned the candidate questionnaire to NEA-Alaska, except in the case of early endorsement, as outlined in Section VII. E., below.
        3. Criteria to be used to consider a recommendation of support shall include, but not be limited to:
            a. Advocacy for NEA-Alaska positions in public venues.
            b. Record of previous support for NEA-Alaska positions.
            c. Responses on candidate questionnaire and/or interview supportive of NEA-Alaska positions.
            d. Electability, as measured by:
                i. Polling results
                ii. Percentage of voters by party affiliation
                iii. Percentage of NEA-Alaska members amongst frequent voters
                iv. Incumbent's margin of victory in last election
                v. Impact of related races
                vi. Amount of money raised by the candidate as reported to APOC.
            e. The candidate is an incumbent, has legislative seniority, holds key legislative or committee leadership positions, or key committee memberships.
    ii. State Legislative Races
        1. The criteria used for consideration are similar to that of statewide races.
        2. In legislative districts where only one local association exists, the local must submit a written recommendation to the regional representative or NEA-Alaska President. If there is no local PACE, or if the local does not communicate its recommendation in writing to its regional representative or the NEA-Alaska President prior to the established recommendation meeting of NEA-Alaska PACE, the State PACE Committee may make the recommendation decision with a two-thirds vote.
        3. In legislative districts which encompass more than one local with an active local PACE, upon receipt of a written recommendation from

one local PACE, the NEA-Alaska President shall contact each of the other local PACE's in the legislative district and provide an opportunity for concurrence by a two-thirds (2/3) vote of the committee. The concurrence vote will be reported to the NEA-Alaska President in writing.

4. If there is no concurrence by the other local PACE's, or if a local does not communicate its recommendation in writing to its regional representative or the NEA-Alaska President prior to the established recommendation meeting of NEA-Alaska PACE, the State PACE Committee may make the recommendation decision with a two-thirds vote.
5. In legislative districts that encompass more than one local, none of which have an active local PACE, the NEA-Alaska PACE Committee may make the recommendation decision with a two-thirds vote.

iii. Borough, municipal, and local school board race processes shall be the same as outlined above for local associations to recommend support.

iv. Federal races

1. Congressional races
    a. NEA-Alaska PACE shall use the same recommendation criteria as that for statewide races, with additional input from NEA Government Relations.
    b. The NEA-Alaska President shall put NEA-Alaska PACE recommendations forward to the NEA PAC Council.
2. Presidential race
    a. NEA-Alaska delegates to the NEA Representative Assembly shall vote on Presidential recommendations.
    b. In the event that NEA recommends a Presidential candidate in the general election, NEA-Alaska shall have the option of concurring or remaining silent.
        i. The NEA-Alaska President shall present the NEA position to the NEA-Alaska PACE Committee at a regular meeting.
        ii. The PACE Committee shall decide on concurrence with NEA by a two-thirds (2/3) vote.
    c. In the event that the NEA Fund for Children and Public Education and the NEA Board adopt a position of early support in the primaries and caucuses for a Presidential candidate, NEA-Alaska shall have the option of concurring or remaining silent.
        i. The NEA-Alaska President shall present the NEA position to the NEA-Alaska PACE Committee at the regularly scheduled annual meeting in conjunction with Delegate Assembly.

ii. The PACE Committee shall make a recommendation on the NEA position to the Delegate Assembly.
iii. The Delegate Assembly shall decide on concurrence with NEA by a majority vote.
iv. Should the NEA request for early support come after Delegate Assembly, the PACE Committee shall deal with that request by a two-thirds vote.

e. Early recommendation for support
    i. NEA-Alaska PACE may choose to recommend support for a candidate anytime before the official candidate filing deadline, otherwise known as early endorsement.
    ii. NEA-Alaska PACE may consider the early endorsement of a candidate if they have been previously endorsed by NEA-Alaska, have a strong record of supporting NEA-Alaska's priority legislative issues and public education, or there is strategic value in doing so.
    iii. In addition to the criteria considered as part of the regular endorsement process, additional considerations that justify early endorsement include but are not limited to the following, in order of importance:
        1. The candidate is an incumbent in the office for which they have filed, who has demonstrated support for NEA-Alaska's legislative program.
        2. The incumbent candidate has introduced legislation supporting NEA-Alaska Priority 1 and 2 legislative items.
        3. The incumbent candidate advocated for NEA-Alaska Priority 1 and 2 legislative issues throughout the legislative term.
        4. The incumbent candidate sought out NEA-Alaska lobbyists to provide and receive information during the legislative session.
        5. The candidate has received a recommendation from NEA-Alaska PACE in previous elections.
        6. There is a situation in which early endorsement provides exceptional strategic value to NEA-Alaska, the candidate, and/or potentially impacting the outcome of the race.

f. Recommendations procedure in elections utilizing Ranked Choice Voting (RCV)
    i. "Pick One" Primaries
        1. Recommendations process will follow primary and early recommendation/support guidelines referenced earlier in this document.
        2. Criteria for primary recommendations:
            a. Candidate(s) meets the qualifications for recommendations or meets the requirements for early recommendations.
            b. In the RCV system, primary recommendation(s) shall be made when they clearly represent a strategic advantage for advancing the NEA-Alaska mission.

c. The PACE Committee has the option to make no recommendation or multiple recommendations in the "pick one" primary.

ii. General Elections

1. The objectives of ranking and support decisions made by the PACE Committee shall be to work towards ensuring that NEA-Alaska members are the most informed and strategic pro-public education voters, and to ensure that members utilize ranked choice voting to maximum effect.
2. The NEA-Alaska PACE Committee will reevaluate recommendations and/or endorsements based on the primary election results.
3. The PACE Committee will develop a ranking strategy for each race. Ranking criteria may include but are not limited to:
    a. NEA-Alaska PACE candidate endorsement
    b. NEA-Alaska PACE candidate recommendation
    c. Strategic considerations supporting the best possible electoral outcome, including no ranking recommendation.

g. Ballot Measures/Initiatives

i. NEA-Alaska PACE may take a position either in support of or in opposition to ballot measure campaigns.

ii. Expenditures for campaigns in support of NEA-Alaska PACE positions on ballot measures may be by a simple majority vote.

h. Independent Expenditures

i. NEA-Alaska PACE funds may be contributed to independent expenditure groups for the purposes of electing pro-public education candidates to local and state office and/or to advance the NEA-Alaska mission.

ii. Independent expenditures must be approved by a two-thirds majority vote of NEA-Alaska PACE.

I. Allowable activities in support of PACE recommended candidate and positions

a. Support of candidates

i. Support of recommended candidates may take the form of public and/or internal advertisement of recommendations, and campaign work.

1. Election information sent to members shall contain information on all the recommended candidates in an election district or statewide race. Any information sent to members shall be material developed by NEA or NEA-Alaska PACE.
2. Mailing labels and membership lists will be provided to mail-houses for public officials' use only as part of the nonfinancial support given officially to NEA-Alaska recommended candidates or NEA-Alaska supported issues.

ii. Public statements of support will be made only after consulting with the candidate, and only by the elected chair of NEA-Alaska PACE.

iii. NEA-Alaska staff and office equipment can only be used to publicly promote recommended candidates when such in-kind services shall be reimbursed by NEA-Alaska PACE or the candidate.
iv. NEA-Alaska officers, State PACE Committee members, and staff in their official capacity and during office hours shall not be active or official members of a campaign, or its activities, nor use their official position to enhance the candidacy of an opponent of an NEA-Alaska recommended candidate. (It is not the intent of this section to disenfranchise any members', or staff members', right to be active within their political party.)
v. Local affiliates are encouraged to sponsor candidate forums to provide members direct access to candidates for legislative office. All serious candidates for each office should be invited to attend the candidate forum.

b. Support of or opposition to Ballot Measures/Initiatives:
   i. Excerpted responses may be used in voter guides and in other ways deemed appropriate by the PACE Committee.
   ii. In the case of incumbents or holders of related offices, voting records and other observable behavior may be included in the issues campaign materials.
c. The NEA-Alaska PACE Committee may provide members, and the general public, with information relative to the positions of candidates for elective office. The information will not explicitly advise members or the public to vote for or against a particular candidate.

Definitions:

APOC: Alaska Public Offices Commission

Ballot measure or initiative group: A group registered with APOC for the purpose of supporting or opposing a ballot measure or initiative.

Early Recommendation: A recommendation of an incumbent candidate and/or candidate who has previously received an endorsement. Early Recommendations must be approved by NEA-Alaska PACE.

Endorsement periods:

a) Early pre-filing deadline, meaning before the deadline to file for election has passed
b) Primary endorsement
c) Post-Primary endorsement

Independent Expenditure Group: Independent political action groups formed under state statute and APOC regulations.

NEA-FCPE: NEA Fund for Children and Public Education

PAC: A political action committee registered with APOC

RCV: Alaska's system of Ranked Choice Voting, instituted in 2022.

Recommendations Sub-Committee: a committee composed of the President, Vice President-Secretary/Treasurer, NEA Director, with assistance from the Executive Director and Lobbyists.

Review Sub-Committee: The review committee is composed of the NEA-Alaska PACE Treasurer, Deputy Treasurer, and PACE Chair.

B. ELECTIONS

1. Election Process and Candidate Requirements
    a. Declaration of Candidacy: The period for filing declaration of candidacy opens on September 1 prior to the election year. Candidates for the positions of President, Vice President-Secretary/Treasurer, NEA Director, Regional Directors, and delegates to the Representative Assembly (RA) must file a letter of candidacy with the President of NEA-Alaska stating the candidate's name, local association, membership category, and office sought. A member can only seek one position on the board during any one election The filing deadline for President, Vice President-Secretary/Treasurer and NEA Director is at the end of the Delegate Assembly session on Thursday evening. The deadline for Regional Directors is Friday at 4:00 PM. A roster of candidates will be posted outside the assembly hall of Delegate Assembly and will be updated as candidacies are declared. The NEA Director will abide by NEA Campaign and Election regulations. The campaign period for NEA Director is limited to one year before the election.
    b. Election Guidelines: Upon receipt of a letter of intent, NEA-Alaska will provide each candidate with written election guidelines based on the Constitution, Bylaws and Board Policy. Candidates shall affirm in writing their receipt of the packet and their responsibility to read and abide by the guidelines. Candidates and campaign managers will be encouraged to attend an informational meeting for candidates following Delegate Assembly. NEA-Alaska will provide NEA guidelines to candidates for NEA Director.
    c. Nominations: Nominations for the positions of President, Vice President-Secretary/Treasurer, and NEA Director may be made from the floor of the Delegate Assembly at the time designated on the agenda. Additional nominations for Regional Directors and delegates to Representative Assembly may be made at the regional caucuses during the Delegate Assembly sessions. Nominations for Regional PACE Representatives, State Delegates and Delegates At-Large shall be made in regional caucuses and announced to the Delegate Assembly. Nominations should be with the knowledge and consent of the nominee. RA candidates must choose to run as either a regional or an at-large delegate.
    d. Speech Limits: Nomination speeches, including the second shall not exceed a total of three (3) minutes for each candidate for President, Vice President-Secretary/Treasurer, and NEA Director. Acceptance statements shall not exceed:
        i. Three (3) minutes for President, Vice President-Secretary/Treasurer, and NEA Director
        ii. On (1) minute for Regional Directors.
    e. General Election Administration: As provided in Article III of the Bylaws, the Vice President-Secretary/Treasurer shall conduct or oversee elections, and coordinate with staff of the Association in election planning and management. In the event the Vice President-Secretary/Treasurer is a candidate for NEA-Alaska office, the President shall select a director who is not a candidate for NEA-Alaska office to serve in the Vice President-Secretary/Treasurer's place. In the event that a misprint, administrative or electronic error has or may disrupt the election process, the Vice

President-Secretary/Treasurer may undertake corrective action, and/or make recommendations to the Board prior to Board certification, up to and including invalidating the election. The Board will consider the Vice President-Secretary/Treasurer's recommendations before certifying election results. A complaint about Vice President-Secretary/Treasurer action shall be processed under Section 10.

f. Days Defined: As used in this Policy, "days" means calendar days, unless workdays are specified.
g. Candidate Forum: NEA-Alaska will provide a candidate forum for all statewide officers. It will be recorded and distributed electronically to all members.

2. Candidate Biographies

a. Use of Biographies: NEA-Alaska will include candidate biographies with ballots issued to all members, either by first class mail or through the electronic ballot, no later than ten (10) days after the close of Delegate Assembly. Candidates must strictly comply with the following requirements for biographies. Candidates will be asked to submit a photograph with their biographies. Candidate biographies must be submitted to NEA-Alaska by the close of Delegate Assembly. All biographies will be submitted electronically to NEA-Alaska's Confidential Executive Assistant by the deadline. The Confidential Executive Assistant will acknowledge receipt of biographies sent electronically. Biographies will be reviewed to determine compliance with the word limit before finalizing ballots. Any portion of the biographies exceeding the word limit will not be included.
b. Word Limit: The total number of words included in the candidate biography shall not exceed:
    i. President 250 words
    ii. Vice President-Secretary/Treasurer 250 words
    iii. Regional Director 100 words
    iv. NEA Director 250 words
    v. NEA RA Delegates 75 words

3. Preparation of Ballots

a. The Vice President-Secretary/Treasurer shall approve the ballot for all elections.
b. In the case of multiple offices to be filled, the wording on the ballot shall be "vote for no more than…" (the appropriate number and office to be filled). A write-in candidate line will be provided for all elected positions. For Electronic voting, the order of candidate names will be shuffled. For paper voting, the order of candidates in the paper ballot will be listed by random draw.
c. The ballot for members who request paper ballots shall be mailed to members in envelopes marked "Ballot Enclosed." Paper ballots will include a business reply envelope addressed to the canvasser.
d. NEA-Alaska member identification numbers shall be required for voting electronically or via paper ballot.
e. Each local president and NEA-Alaska Board member will receive an email with the information that the ballots are available. Presidents and Directors should ensure that members in that local are receiving their ballots and urge members to vote. Any discrepancies should be promptly reported to the Anchorage office no later than one week after ballots are available.

4. Election Schedule
    a. Pursuant to d., e., and f. below, NEA-Alaska will publish the calendar dates and times of the election schedule by November 1. The dates will be posted prominently on the NEA-Alaska website. The NEA-AKtivist edition published before the election shall state the dates that the NEA-Alaska election will be open and close.
    b. Up to five (5) days after the Saturday that Delegate Assembly is scheduled to close, candidates may verify their biographies with the Confidential Executive Assistant.
    c. By the 6th day after the Saturday that Delegate Assembly is scheduled to close, the opening and closing dates of the NEA-Alaska election will be emailed as a reminder to local presidents.
    d. Ten days after the Monday following Delegate Assembly, official ballots shall be available at noon. Biographies and election procedures shall be included or will be available electronically.
    e. Polling closes at noon ten days after it opens. Ballots must be received by the canvasser.
    f. The tallying of ballots shall be completed on the first business day after the close of the voting period.
    g. Within 48 hours after the tallying, the President will notify candidates of the results as outlined in 5.b., below.
    h. The Vice President-Secretary/Treasurer or substitute (refer to Section 1. e) shall prepare an elections report.
    i. Not more than ten (10), or earlier than seven (7) days after the voting closes, the Board of Directors shall certify the election, excluding any contested races as outlined in 5.c., below.

5. Canvassing
   Canvassing for NEA-Alaska statewide elections will be completed by a qualified vendor.
    a. Counting Rules
        i. Ballots shall be tallied by region.
        ii. To be counted, the ballot must be received, not postmarked, by the deadline.
        iii. Valid ballots returned to the canvassing authority shall be counted, whether submitted in the provided business reply envelopes or not.
        iv. Envelopes may contain only one ballot. If multiple ballots are enclosed, none will be counted.
        v. In races where a candidate loses by one percent (1%) or less an automatic recount will occur
    b. Notice to Candidates
       After votes are tallied, the canvassing firm or canvassing committee shall notify the NEA-Alaska President of the results and confirm the results in writing. Within 48 hours of receiving the results, the President will notify statewide candidates of the election results by email, followed by telephone call, and will notify regional candidates by email. A single email notice will be sent to candidates running for the same office. The results will be clearly described as uncertified. Following such notice to the candidates, the results will be considered public and available to all members.
    c. Board Certification
       Preliminary results of the election will be sent electronically to the Board of Directors and local presidents after candidate notification and prior to Board

certification. The vote tally by region shall be made available to the Board of Directors. No sooner than seven (7), nor later than ten (10) days after the polls close, the Board of Directors shall certify the election in a conference call, except for races where a complaint has been filed and remains unresolved. In the event of a tied race, after the Board has certified the outcome of the race, and during the same meeting, the President will flip a coin to determine the winner in the presence of at least two (2) witnesses. Election results shall be published in the NEA-AKtivist. One year after the certification, NEA-Alaska may destroy any hardcopy ballots or voting materials.

6. Election of Regional Directors to the Board of NEA-Alaska

   Regional Directors shall be elected by members of their regions following open nominations at Delegate Assembly. Regions shall be allotted seats on the Board of Directors according to one-person one vote. The number of seats calculated in accordance with the Bylaws will be presented each year to the Board at the November meeting. Unexpired terms of Regional Directors shall be filled at the next regular election to a designated one-year seat.

7. Ethnic Minority/Education Support Professional Representation on the Board of Directors

   For the purposes of determining the overall percentage of ethnic minority members, only those active members who have reported their ethnicity to NEA-Alaska shall be included. Proportionate ethnic minority and Education Support Professional representation on the Board of Directors shall be calculated as a percentage of total Board seats representing active members.

   If the Vice President-Secretary/Treasurer's Election Report demonstrates that ethnic minorities and/or Education Support Professionals (ESPs) are not represented in proportion to their active membership in NEA-Alaska, the Board of Directors will immediately initiate the following process to elect ethnic minorities/ESP representatives to the Board of Directors.

   a. The number of additional At-Large ethnic minority/Education Support Professional seats created shall be equal to the difference between those elected to the board of directors in the election held after DA each year, and the minimum required to reach proportional representation. These At-Large Directors shall have the same rights and responsibilities as other Board members (as described in Sec. I. Governance, D. Board of Directors, 1. Duties/Responsibilities), however these seats will be temporary, lasting for only one, two-year term, and shall not be included in the total number of regular Board seats established in NEA-Alaska bylaws (Art. III, Sec. 2, par. C.) used to calculate proportionality. The term as an at-large director will count towards their term limit.
   b. Nominations will be solicited from the membership at large.
   c. The nomination period will be open for ten (10) days after the Board of Directors certify the election results.
   d. Ballots will be available electronically or mailed to the membership at large within five (5) days after nominations close.
   e. Voting will be allowed for fourteen (14) days after ballots are available.
   f. Voting results and certification will follow the process as stated in section 5.b., c., above.
   g. The Ethnic Minority/ESP at-Large Director shall be seated at the first fall Board meeting.

8. Election of Delegates to NEA Representative Assembly
    a. Allocation: State delegates for Representative Assembly (RA) shall be allocated on a 1-1,000 (or major portion) ratio in each region. In addition to the total state delegates allocated to Alaska, the President and NEA Director will be delegates by virtue of their office. Regional State Delegates will be allocated by the above formula. The remaining state delegates shall be at-large seats. If a region does not qualify for a delegate, one of the at-large seats will be used as a region seat before any at-large seats are allocated. NEA-Alaska will fund the number of state delegates allowed at the NEA RA. State delegates serve a one-year term.
    b. Election Process for State RA Delegates: Open nominations will be received at Delegate Assembly. Balloting for regional and statewide delegates shall take place concurrent with the regular NEA-Alaska statewide balloting after Delegate Assembly. The candidates in each race who were not elected will be designated as alternates in the order of highest number of votes cast.
        i. The Vice President-Secretary/Treasurer candidates shall also be elected to an at-large RA seat. The office and the RA at-large seat shall be listed on the ballot as "Vice President-Secretary/Treasurer and At-Large RA delegate".
        ii. An RA delegate nominations and elections notification must be sent by U.S. mail to all eligible NEA members' last known home addresses. The notification must be mailed at least 15 days prior to the election and must contain the time, date, place, and format for making and accepting nominations. This shall include candidates for NEA-Alaska President, NEA-Alaska Vice-President Secretary/Treasurer, and NEA Director.
    c. Guidelines for RA: The expectations of delegates will be provided to candidates (state and local) in written form prior to the election, and will include: participating in the NEA Fund For Children and Public Education, attending the Alaska State Delegate dinner, staying at the assigned RA hotel, arriving on time for caucus meetings, remaining at the Assembly until final adjournment; and a list of expected costs of political contributions expected from a delegate to NEA Representative Assembly.

9. Campaign Practices
    This policy applies to all candidates for NEA-Alaska office. Unless a local affiliate has adopted its own guidelines, these guidelines will apply to local affiliate elections, with the exception of subparagraph(s).

    a. Filing to run for office: A member becomes a declared candidate at the time of filing the letter of intent. No financial support may be accepted prior to September 1. However, this in no way limits any member from exploring the possibility of becoming a candidate. Only candidates who have submitted a letter of intent to run for office may actively campaign, hold campaign events, or distribute campaign materials at NEA-Alaska events. Due to NEA Election regulations, the September 1 limit is inapplicable to the NEA Director's campaign. Refer to Section 1. A.
    b. Association Resources: No NEA-Alaska or local dues money, equipment, materials, staff time, or other resources may be used to support any candidate or to distribute campaign materials for a candidate running for Association office.
    c. Bulletin Space: Upon request, all candidates shall be provided equal access to space in the NEA-Alaska offices to display campaign material. A bulletin board shall be made available in each regional office for candidates running for statewide office (President, Vice President-Secretary/Treasurer, and NEA Director) to display

campaign material. Each candidate will be provided equal space on the bulletin board. Local presidents in each regional office will be consulted, as office space may dictate the size and location of the bulletin boards.

d. Candidate Travel or participation funded by Association: Association-funded travel and opportunities to appear at Association meetings shall be limited to those occurring by virtue of any office held by a declared candidate.
    i. Declared candidates may be selected as trainers and/or participants in Association programs only when other persons or participants, qualified according to NEA participation guidelines, are unavailable. This limitation is not intended to restrict member access to Association training or events. Campaigning is forbidden while training or events are in session.
    ii. Campaigning by NEA-Alaska elected or appointed officials when traveling at NEA-Alaska expense must be incidental to the assignment and must not interfere with the performance of duties. Candidates for statewide office who host campaign events in hotel rooms provided by an association (national, state or local) shall pay the pro-rated cost for the night of lodging during which the event occurred. The candidate's cost is computed as follows: divide the daily rate for the room by 24 and multiply by the number of hours the candidate's room was used for campaigning. If the room cost is zero, the rate generally charged to members shall be substituted to determine the pro-rated cost.
e. Local Affiliate Endorsements: In its regular course of business, the membership or governing body of an affiliate may endorse a candidate for NEA-Alaska office. An affiliate may not call a meeting for the sole purpose of issuing an endorsement and may not spend any funds in any other manner for this purpose. A local may disclose endorsements in its regularly published communications to its members without violating b. or e. of this section.
f. Local Affiliate Voter Education and Equal Access: On a neutral basis, a local affiliate may make available to all candidates for a particular office, resources in the form of interschool mailbags, presentation time at affiliate meetings, voter forums, and publications (newsletters, websites, and social media), either free of charge or at a rate charged to all candidates.
g. Release Time Officer/Candidates: Release time officers are funded by dues dollars. A release time officer may not personally campaign for office or seek the support of others to campaign on the officer's behalf during the normal operating hours of the Association. An exception is available for local release time officers who take personal leave to campaign or (where a leave policy is not in place) who promptly report to their governing board, in writing, the dates and times of personal campaign activity occurring during operating hours.
h. Staff: NEA-Alaska staff may not assist in any state or local campaign activity, distribute campaign materials for a candidate running for Association office, or assist with GOTV (Get out the vote) efforts, with the exception of pre-authorized assistance in managing electronic voting and/or distributing approved information about all candidates on a neutral basis.
i. Campaigning at Association Events: No campaigning for statewide office may occur during Association (local, state, or national) events, with the exception of a candidate's acceptance speech following nomination. An announcement or invitation related to campaign events, needs or activities is considered to be campaigning. During recesses and before and after Association events, non-

disruptive campaigning may occur, and campaign materials may be placed on tables and displayed in other designated locations.

j. Delegate Assembly: At Delegate Assembly, each candidate for statewide office will be provided a table outside the main meeting room for campaign purposes. A candidate forum will be held for all candidates running for statewide office. The schedule for the forum will be designed to maximize audience and candidate participation. A neutral individual will be appointed by the President to facilitate the forum. The forum will be recorded and the video will be published on the NEA-Alaska website following DA.

k. Direct Mail Candidate Communications with Members
    i. Upon a candidate's request, NEA-Alaska will authorize its current mail house to complete a one-time mailing to Association members on behalf of the candidate, at the candidate's cost.
    ii. No candidate or campaign may distribute campaign material using member email addresses obtained through the candidate's service or position in local, regional or state office.
    iii. NEA-Alaska will make one electronic mailing to Association members on behalf of all candidates, including campaign material submitted by candidates, subject to the Association's published formatting, length and time restrictions. The electronic mailing will include a link to the website of candidates for statewide office who provide a website link. Late or noncompliant submissions will be rejected, and NEA-Alaska will not be responsible for content. The electronic mailing may provide the contact and website information designated by the candidates.

l. Disclosure of Source and Sponsor: All campaign material shall be accurate and clearly identify its source and sponsor. In the event that source and sponsor are the same, only sponsor need be noted.

m. Get Out the Vote (GOTV) Drawings/Raffles: In verifying that the member is eligible to participate in the drawing or raffle, no GOTV drawing or raffle shall require disclosure of the member's vote.
    i. Local associations who conduct GOTV drawings or raffles shall advertise the activity on a standalone document with no reference to any candidate. The association shall clearly identify that it is the sponsor of the drawing or incentive.
    ii. Candidates for statewide office may not conduct GOTV drawings/raffles.

n. In Schools: Candidates may not campaign in schools during the student day.

o. Local Officers as Candidates: During the campaign period, a candidate for statewide office who is also an officer of a local affiliate, shall be recused from the affiliate's discretionary election-related actions that are likely to create the appearance of a conflict of interest; such actions would devolve upon the next appropriate local officer. Discretionary actions include decisions about hosting or scheduling endorsement presentations, GOTV efforts, or voter education events, and election messaging through social media or the local's website or publications. Neutral, routine and customary actions of the local such as notifying local members that ballots are ready are not precluded by this provision. (Refer to section 3.e., above)

p. Nonmember Participation in Campaigns: Association state and local elections are internal political procedures, limited to members. Members may provide campaign contributions to a candidate. A candidate may invite family members to attend campaign and/or voter education events, and may accept personal contributions

from the non-member relatives. Candidates for NEA Director must comply with NEA campaign rules and federal law.

q. Pre-distribution Review of Campaign Material: At a candidate's request, the Chair of the Elections Policy Volitions Review Committee (EPVRC) will review campaign material submitted by the candidate prior to distribution. If the Chair provides a written approval of the material, the approval shall create a presumption that the material *as submitted* does not violate this Policy, in the event of a later complaint. Electronic proofs or descriptions may be submitted in lieu of the actual physical item or document. The Chair will be present and available at Delegate Assembly to review campaign material. The Chair may designate a member of the EPVRC to cover for the Chair at Delegate Assembly.
r. Use of NEA-Alaska Logo or Name: The NEA-Alaska logo may not be used by candidates on campaign material. NEA-Alaska's name may not be used in a campaign to suggest endorsement by NEA-Alaska. Candidates may not use NEA-Alaska in their campaign's registered Website Domain names unless the domain name minimizes the possibility of confusion regarding the use of NEA-Alaska resources and endorsement by NEA-Alaska. An example of an acceptable domain name would be "Jones for NEA-AlaskaBoard.com." The use of the NEA logo or the symbol of the united education profession is prohibited by NEA campaign policies.
s. Violations and Complaints Reporting: Any alleged violations of this policy shall be formally reported to the President in writing on the form provided on the NEA-Alaska website as soon as possible, not to exceed ten (10) days after the challenger knew or reasonably should have known of the alleged violation, or five (5) days after the polls have closed, whichever occurs sooner. The President will submit this violation to the Elections Policy Violations Review Committee as soon as possible and the committee will work to expedite their investigation. The NEA-Alaska Board of Directors will postpone certification of the election result for any race affected by an election complaint that has not been finally resolved by the Board. (Refer to section 5.c.) Any member eligible to vote in the affected race may file a complaint.

10. Elections Policy Violations Review Committee (EPVRC)

a. Committee purpose and composition: The Elections Policy Violations Review Committee (EPVRC) is responsible for expeditiously reviewing election or campaign complaints, making necessary factual findings and recommending response or action to the full Board. The Committee shall be composed of three (3) NEA-Alaska members and two (2) alternates not currently serving on the Board of Directors, appointed by the President and confirmed by the Board of Directors. Terms shall be for two (2) years, on a staggered basis, and members may be reappointed once. No member of the EPVRC may participate in any way in NEA-Alaska election campaigns while serving on the committee. A member of the committee shall not be a candidate for any office or offer any support to a candidate running for election during their term. A quorum of two (2) EPVRC members is required for committee action.
b. Candidate Notice and Witnesses: Candidates who have any complaint(s) filed against them shall be notified within three (3) calendar days of the date of filing. The candidate shall be given the chance to speak with the EPVRC about the complaint(s) before the committee renders a decision on its merits. The EPVRC may interview witnesses, complainant, and/or candidate(s) in any order deemed appropriate and to expedite determination.
c. Exclusion Requests: A member who has filed a complaint and asserts that a member of the EPVRC cannot be impartial may submit a written exclusion request to the

Chair. The request shall state the grounds for assuring bias. A timely exclusion request will be addressed by the EPVRC as a priority action. The Chair shall prepare a written response to the exclusion request and forward the response to the Board for decision. Pending Board action on the request, the EPVRC Chair may request participation of the alternate committee members, in addition to the regular committee, in order to avoid delay in committee action. The Board will determine appropriate action to take with regard to the exclusion request.

d. Required Elements of Complaint: Review by EPVRC – Using the form provided on the NEA-Alaska website, a complaint concerning the election shall specify the policies or rules which have been violated, provide the dates and locations of the events that are being challenged. Identify names of individuals who have pertinent knowledge, and attach any evidence or documentation of the violation. The Chair of the EPVRC will notify the candidate who is the subject of the complaint that a complaint has been filed, and if the complaint states a *prima facie* violation of NEA-Alaska policy, shall schedule a time for the candidate to respond. In the event a *prima facie* violation is not found, the candidate and complainant will be notified of such determination. For violations of NEA Campaign and Elections Guidelines, the committee shall also notify NEA. The EPVRC will determine the facts relevant to election or campaign complaints by reviewing the type of evidence normally considered by prudent persons in deciding serious matters, including interviews or statements of witnesses who have firsthand knowledge of relevant facts. The EPVRC may grant the candidate an opportunity to provide factual information, and relevant mitigating circumstances if applicable. The committee and chair shall keep confidential information about submitted items until the Board has decided the complaint.
e. Referral by EPVRC: The committee may delegate all or part of the fact-finding to a neutral third party. Any delegation of fact-finding shall be accompanied by a specific assignment or set of questions for the reviewer, plus a deadline for completion of the review.
f. Recommendations by Committee to Board: The EPVRC shall submit a written summary of its findings to the President to provide the Board of Directors, and if the EPVRC finds merit to the complaint, the summary shall include one or more recommendations for action based on the seriousness of the infraction. The candidate who is the subject of the complaint will be given an opportunity to respond to the committee's findings and recommendations at the Board meeting, in person, or by submitting a written statement. A copy of the committee's summary may be provided to the candidate by the committee prior to the Board meeting only if the candidate agrees in writing to maintain the confidentiality of the EPVRC's conclusions and recommendations until after the Board had decided the matter.
g. Board Determination: The Board of Directors shall determine the appropriate action on the complaint or complaints reviewed by the Committee. Any Board action in response to alleged campaign violations must be approved by a two-thirds (2/3) vote of the Board of Directors. The Board may reject, modify, or accept the committee's summary. The Board's decision is the final decision of NEA-Alaska
h. Examples of Violations and Actions:

Level	Example of Violation:	Example of Actions:
I	1. No attribution statement of payment on distributed campaign material	1. Letter to candidate *If repeated, apply Level II

	2. Deadline for submitting biography and photo missed	2. Letter to candidate; missing information not included in material provided to members
II	Campaigning in NEA-Alaska offices	Letter to candidate, notice on website stating name of candidate and infraction *If repeated, apply Level III
III	Use of local and/or state union resources including materials and/or staff time	Letter to candidate, notification of all local presidents, notice on website stating name of candidate and infraction, other reparative action *If repeated, apply Level IV
IV	Blatant and/or repeated use of local and/or state union resources or opportunities by virtue of office held for campaign purposes	Letter to candidate, notification of all local presidents, and all members; notice on website stating name of candidate and infraction; disqualification of candidate(s). Disqualification shall be for the office which the candidate filed a letter of intent and shall remain in effect for the election cycle in which the infraction occurred unless the candidate has been disqualified for a second time. Repetition may justify disqualifications for longer than one election cycle. *If all declared candidates for specific office are disqualified, a new special election for that office will be held with additional candidacy filing period.
V	Voter fraud, suppressing votes	All penalties from Level IV, plus voiding of election results from affected Region(s) and new election.