

BYLAWS of NEA-ALASKA

ARTICLE I

Section 1: Dues:

A. Active Certified Members:

1. Dues for active certified members shall be one percent of the teachers' average salary in Alaska rounded up to the nearest dollar, as of May 1 of the school year preceding Delegate Assembly or \$500.00, whichever is greater. In addition to that amount, \$15 shall be collected from each member for NEA-Alaska PACE. Any member shall have the option to designate that \$15 for NEA-Alaska defense, EE training or bargaining assistance or to indicate no contribution by September 30th. In non-legislative election years one-half of the amount collected for NEA-Alaska PACE, not to exceed the maximum allowed by law, shall be refunded for those locals which have a PACE Committee.
2. Dues for active, certified members who are employed all year, 75% or less, shall be 75% of the state dues plus 75% of the amount designated for NEA-Alaska PACE as specified in A-1 above.
3. Dues for active certified members hired to teach one semester, or all year half-time or less, shall be 50% of state dues, plus one-half of the amount designated for NEA-Alaska PACE as specified in A-1 above.
4. Dues for active certified members who are employed all year 25% or less and dues for substitute teachers shall be 25% of the state dues.
5. Dues for active certified members will be prorated to the actual term of membership

B. Educational Support Members:

1. The dues of active education support professional (ESP) members shall be one percent of the ESPs' average salary in Alaska rounded up to the nearest dollar, as of May 1 of the school year preceding Delegate Assembly, or fifty percent (50%) of the Certified dues, whichever is lower, plus one-half of the amount designated for NEA-Alaska PACE as specified in A-1 above.
2. Dues for active ESP members who are employed 75% or less of the normal schedule for full-time staff members are 75% of the Educational Support Member's dues plus one-half of the amount designated for NEA-Alaska PACE as specified in A-1 above.
3. Dues for active ESP members who are employed 50% or less of the normal schedule for full-time staff members are one-half of the educational support members' dues, plus one-half of the amount designated for NEA-Alaska PACE as specified in A-1 above.
4. Dues for active ESP members who are employed 25% or less of the normal schedule for full-time staff and dues for substitute ESP members are one-quarter of the E.S.P. members' dues.
5. Annual dues will be prorated to actual term of membership.

C. Reserve Members: Dues for reserve members shall be 50% of state dues.

- D. Retired Members: Annual dues for current retired members shall be \$30.00. Effective September 1, 2006, no new annual memberships will be offered. There shall be life member dues available to retired and pre-retired members for \$200.00.
- E. Staff Members: Dues for staff members shall be 10% of state dues.
- F. Student Members: Dues for student members shall be \$5.00.

Section 2: Proof of Membership:

The Executive Director of the Association shall furnish a membership card for each member declaring him/her entitled to all the rights and privileges granted by the Association's Articles of Incorporation and Bylaws.

ARTICLE II

Section 1: Duties of the Officers:

- A. President: The President shall:
 - 1. Be the chief policy officer of the Association;
 - 2. Be the chief spokesperson of the Association;
 - 3. Preside over all meetings of the Association, the Board of Directors and Delegate Assembly;
 - 4. Be the Chair of the NEA-Alaska PACE;
 - 5. Be the NEA-Alaska NEA-PAC representative;
 - 6. Appoint members to commissions and committees with the approval of the Board of Directors;
 - 7. Be an ex-officio member of all standing and special committees;
 - 8. Submit, to the membership of the Association, matters as are required by the Articles of Incorporation and Bylaws; and
 - 9. Perform such other duties as usually pertain to the office of President.
 - 10. Serve as alternate NEA Director.
 - 11. Serve as a delegate to NEA Representative Assembly.
 - 12. Monitor the expenses of the Executive Director.
- B. Vice President-Secretary/Treasurer: The Vice President-Secretary/Treasurer shall:
 - 1. In the event of a vacancy in the office of the President succeed to the Presidency;
 - 2. Serve as a delegate to the NEA Representative Assembly;
 - 3. Receive all funds and be responsible for their safekeeping and accounting;
 - 4. Monitor budget expenditures on a regular basis and recommend, at each Board of Directors' meeting, budget adjustments as necessary;
 - 5. Make annual financial reports as required by Board of Directors;
 - 6. Chair the NEA-Alaska Budget Committee and present an itemized budget to the NEA-Alaska Board;
 - 7. Conduct or oversee all elections as stipulated in Articles of Incorporation, Bylaws and Policy.
 - 8. Perform such other duties as are stipulated by Articles of Incorporation, Bylaws and the President.
 - 9. At the president's option, serve as alternate NEA Director.
- C. NEA Director for Alaska: The NEA Director for Alaska may:
 - 1. Advocate NEA-Alaska's interests with the NEA.
 - 2. Serve as an officer of NEA-Alaska and as a member of the NEA-Alaska Board of Directors;
 - 3. In the absence of the vice president, may perform the duties of the vice president at governance meetings.
- D. Executive Committee: The Executive Committee shall consist of the President, Vice-President, NEA Director, and eight members of the Board of Directors from separate regions elected by the board for staggered two-

year terms. The Executive Committee shall meet as necessary between meetings of the board and shall serve as an advisory group for the President. Any additional responsibilities of the Executive Committee shall be determined by the Board of Directors. The Executive Committee **shall include** at least one ethnic minority & one ESP member of the board.

Section 2: Duties of the Executive Director:

The Executive Director shall be an employee of NEA-Alaska under the terms established by the Board of Directors. He/she shall perform all duties necessary to put into effect the plans and policies of the Association, and with the approval of the Board of Directors, shall employ such other members of the staff and office force as may be necessary to carry out the work of the Association.

ARTICLE III

Section 1: Election of Officers:

A. President:

1. The regular term of the President shall be for two years.
2. The President designee shall assume the office of President on the first day following the adjournment of the NEA Representative Assembly.
3. No one shall serve as President more than three (3) terms in direct succession.
4. The Delegate Assembly shall receive nominations for the office of President for presentation to the general membership for election. Each candidate for office shall be an Active member of the Association.
5. If the President designee is not currently serving on the board he/she shall serve as a non-voting member of the Board of Directors immediately following his/her election.

B. Vice President-Secretary/Treasurer:

1. The regular term of the Vice President-Secretary/Treasurer shall be for two years.
2. The Vice President-Secretary/Treasurer shall assume office on the first day following the adjournment of the NEA Representative Assembly.
3. No person shall serve as Vice President-Secretary/Treasurer for more than three (3) terms in direct succession.
4. The Delegate Assembly shall receive nominations for the office of Vice President-Secretary/Treasurer for presentation to the general membership for election. Each candidate for office shall be an Active member of the Association.

C. Immediate Past President:

1. The regular term of office shall only be for the first year of the succeeding President's term; in the event that the President succeeds himself/herself as President, there will be no Past President that term.
2. The retiring current President shall assume the office of immediate Past President on the first day following the adjournment of the NEA Representative Assembly.

D. NEA Director for Alaska:

1. The regular term shall be for three (3) years.
2. The NEA Director for Alaska shall assume office on the first day following the adjournment of the NEA Representative Assembly following his/her election.
3. He/she shall be nominated and elected by the same procedure as the President and Vice President.
4. All candidates shall have been active members of the NEA for at least two years immediately preceding election.
5. The NEA Director shall serve no more than two terms.

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Section 2: Election of Regional Board of Director Members:

- A. Regional Board of Directors members are elected for a two-year (2) terms except for such circumstances where a one-year term is necessary to balance the staggered terms of a multi-director region. In this event, one seat shall be designated as a one-year term prior to the opening of nominations.
- B. No one shall serve as Regional Director more than three (3) terms or six (6) years without an intervening term.
- C. Regions are entitled to a representative for every 475 members, or major fraction thereof, in the region according to the November 1 membership in the school year of their election, or according to June membership in the year previous to their election, whichever is greater. Region R representation on the NEA-Alaska Board of Directors shall not exceed four (4) seats.
- D. The elected Directors shall serve beginning the first day following the adjournment on the NEA Representative Assembly. Those from odd numbered regions and those from Region R will be elected in odd numbered years. Those from even numbered regions will be elected in even numbered years. The terms of Director for multi-director regions shall be staggered.
- E. There shall be open nominations for Directors. Candidates for Director may be nominated at Delegate Assembly or may file a letter of intent before the beginning of Delegate Assembly.
- F. Ethnic minorities and education support professionals shall be represented on the Board of Directors in proportion to the active membership in the Association. If the percentage of ethnic minorities and education support professionals fails to achieve proportional representation, the membership shall elect additional Board of Director members at-large in order to achieve such representation. Ethnic minority status will be calculated based on the members who choose to share their information. The term of an at-Large Director shall be two years.
- G. Immediately after the results of the regular election are reported to the President, the election procedures for at-Large Directors will be implemented if category representation has not been achieved in the regular election.
- H. If a regional director enters the retired membership category after election, he/she must resign from office immediately.

Section 3: Geographic Distribution of Regions and Local Membership in Regions:

A. Local Membership in Regions

Region I - SOUTHEAST

Chatham, Craig, Haines, Hoonah, Hydaburg, Juneau, Kake, Ketchikan, Klawock, Metlakatla, Mt. Edgecumbe (TEAME), Pelican, Petersburg, Sitka, Skagway, Southeast Islands, Wrangell, Department of Education, Alyeska Central SEA, Haines ESP, Sitka ESPA, University of Alaska/Southeast.

Region II - EAST INTERIOR

Adak, Adak ESP, Alaska Gateway EA, Alaska Gateway ESP, Aleutians East, Aleutians East ESP, Prince William Sound, Copper Valley, Cordova, Delta-Greely EA, Kodiak BEA, Lake & Peninsula, Unalaska, Nenana, Nenana ESSA, Denali, Valdez, Yakutat EA, Yakutat ESP, Delta-Greely ESP and Kodiak IESA.

Region III - KENAI PENINSULA

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Kenai Peninsula EA. Kenai ESP and AVTECTA.

Region IV - WEST INTERIOR

Bering Strait, Bristol Bay, Dillingham, Galena, Iditarod, Kashunamiut, Lower Kuskokwim, Lower Yukon, Mid-Kuskokwim, Middle Yukon, Nome, North Slope Borough, Northwest Arctic, Pribilofs, St. Mary's, Southwest Region, Tanana, Yukon Flats, Yukon-Koyukuk ESP, Yupiit.

Region V - FAIRBANKS

Fairbanks, University of Alaska Fairbanks, E.S.S.A.

Region VI - ANCHORAGE

Anchorage, University of Alaska/Anchorage.

Region VII - MAT-SU

Mat-Su and Classified Employees Association (CEA).

Region R - All members of NEA-Alaska-R.

- B. The regional boundaries will be reviewed by the Board every three years in conjunction with Section 2A according to NEA guidelines to assure continued compliance with the NEA Constitution.

Section 4: Elections:

- A. The election of the President, Vice President-Secretary/Treasurer and NEA Director shall be by single secret ballot. A candidate receiving a majority of votes shall be declared elected. In the event of no majority decision, the two (2) candidates receiving the highest number of votes shall be entered into a runoff election.
- B. Regional Directors to the Board of Directors shall be elected by regular secret ballot.
- C. On the tenth (10) day following adjournment of each Delegate Assembly, the Vice President-Secretary/Treasurer of the Association shall submit the list of nominees to membership of the Association on paper or electronic ballots approved by the Board of Directors. Ballots will be available online for ten (10) days. In order for new members to be eligible to vote, their enrollment application must be received by the Association by January 15.
- D. Unless NEA-Alaska has contracted an outside firm to conduct its election, the Vice President-Secretary/Treasurer, within ten (10) days following adjournment of each Delegate Assembly, shall appoint a canvassing committee of three (3) or more members who shall receive and count the ballots from the membership; and the committee shall, by the Spring Board meeting, submit to the Board of Directors the results of the election, and the NEA-Alaska Board of Directors shall take action on certification of the election results at the Spring Board meeting. No elective officers shall be eligible to serve on the canvassing committee. Ballots received by the canvassing committee later than twenty (20) days following adjournment of the Delegate Assembly shall not be counted.
- E. In the event that an outside firm is selected to conduct the election, the Vice President-Secretary/Treasurer shall supervise the actions of the firm to achieve the expressed guidelines of this section. If the Vice President-Secretary/Treasurer is a candidate for office, the President shall select a member who is not a candidate for NEA-Alaska office to fulfill this duty.
- F. The President of the Association shall inform all candidates of the election results.

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- G. Policies regarding NEA-Alaska elections shall be amended only by the action of Delegate Assembly.
- H. Election Policy Violations Review Committee. The Election Policy Violations Review Committee shall consist of three members not currently serving on the board of directors the president shall appoint the three members and two alternates not currently serving on the board of directors subject to confirmation by the Board of Directors.
 - 1. All allegations of campaign violations will be referred to the Election Policy Violations Review Committee, whose findings will be referred to the Board of Directors for action. Any actions in response to alleged campaign violations must be approved by a 2/3 vote of the Board of Directors.
 - 2. Election Policy Violations Review Committee members may not participate in any way in NEA-Alaska election campaigns while serving on the committee.
 - 3. Terms shall be for two years, on a staggered basis, and members may be reappointed once.

Section 5: Unexpected Vacancies:

- A. The Board of Directors shall fill all vacancies in office occurring after the election within thirty (30) days of such vacancy.
- B. In the vacancy of the office of President, the Vice President-Secretary/Treasurer shall become President immediately to serve the duration of that term or until the next regular election, whichever comes first, and the Board of Directors shall appoint an acting Vice President-Secretary/Treasurer within 30 days.
- C. If the Vice President-Secretary/Treasurer assumes the office of President and subsequently is unable to serve the duration of the Presidential term, the Board of Directors shall initiate a special election within thirty (30) days.
- D. In the event that the President is not able to serve as Past President, there will be no Past President.
- E. Vacancies in Regional Director positions will be filled by appointment only until the next regular election.
- F. In the event of a vacancy in the office of NEA-Director, the NEA-Alaska President shall serve as the NEA Director until the next regular election.

ARTICLE IV

Section 1: Board of Directors:

- A. The executive powers of the Association shall be vested in the Board of Directors.
- B. The Board of Directors shall:
 - 1. Have general charge of work of the Association and do all that is necessary to fulfill the purposes as authorized by the Articles of Incorporation.
 - 2. Serve as the policy making body in the interim between Delegate Assembly sessions in order to make necessary emergency policy decisions. Such action shall require 2/3 vote of the Board of Directors.
 - 3. Appoint an Executive Director, fix his/her salary, and determine his/her duties. The NEA-Alaska Board shall select and retain an Executive Director on the basis of a two-third (2/3) vote.
 - 4. Fix the salary and employment benefits of the President subject to the approval of Delegate Assembly.
 - 5. Designate an acting Executive Director to carry out the duties of the Executive Director in the event he/she is incapacitated or vacates, or is suspended or released from his/her position.

6. Declare vacancies in Association offices which exist under the provisions of the Articles of Incorporation and Bylaws and fill vacancies in elective offices as provided by the Articles of Incorporation and Bylaws.
7. Approve an itemized and program budget of the Association, to be presented to the Delegate Assembly where said budget shall be reviewed for approval and/or alteration.
8. Give prior approval to all expenditures over budgeted amount in each account.
9. Provide for an audit of the Association accounts by a certified public accountant.
10. The approved budget and financial statements be published at least once every two years.
11. Have the authority to borrow up to a limit of 10% of the annual budget of the immediately preceding fiscal year to carry on the affairs of the organization.
12. Adopt procedures for electing delegates to Representative Assembly that comply with the NEA Constitution.
13. Arrange for the organization of departments within the Association and approve the Bylaws of such departments organized.
14. Establish and discharge ad hoc committees.
15. Approve or disapprove committee and/or committee appointments made by the President.
16. Call for a referendum vote of the total membership with two-thirds (2/3) approval of the Board of Directors.
17. Have the power to call a special session of the Delegate Assembly with two-thirds (2/3) approval of the Board of Directors.
18. Have the power to seat Delegates to Delegate Assembly from a local with a dues arrearage provided the arrearage has been settled to NEA-Alaska's satisfaction prior to the beginning of Delegate Assembly.
19. Have the authority to seat a nonvoting alternate designated, by a Director who is unable to attend a Board of Directors' meeting.

Section 2: Quorum of the Board of Directors:

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

Section 3: Meetings:

Members shall be notified of Board of Directors meetings in accordance with guidelines established by the Board of Directors. Upon the request of the majority of the Board of Directors, a special meeting of the NEA-Alaska Board of Directors will be convened.

ARTICLE V

Section 1: Reserved Powers of Members of the Association:

The active members of the Association reserve the power to:

- A. Approve or disapprove any measure or part of any measure enacted by the Board of Directors and/or Delegate Assembly; and
- B. Recall any elected or appointed officer of the Association.

Section 2: Exercising the Reserved Power:

- A. Petitions:
 1. A petition signed by members of NEA-Alaska in good standing totaling at least 15% of the total NEA-Alaska membership shall be filed with the Board of Directors during the school year.

2. Within thirty (30) days after a petition has been filed, the Board of Directors shall submit the proposed amendment to the entire active membership of the Association for approval or disapproval, provided the ballot is submitted during the school year.
3. At the time the proposal is submitted to the membership, the President shall appoint a canvassing committee to receive the ballots and certify results of the election.
4. Ballots received after sixty (60) days following the date of submission shall not be counted by the canvassing committee.
5. Two-thirds (2/3) of the vote cast shall be necessary for adoption of amendments to the Articles of Incorporation and effecting a recall.
6. A simple majority of the votes cast shall be necessary for the adoption of amendments to the Bylaws and the acceptance of referendum.

Section 3: Repeal Procedure:

Measures determined by referendum vote may be repealed only by referendum petition as provided in Section 2 of this Article.

ARTICLE VI

Delegate Assembly

Section 1: Delegate Assembly shall be the legislative body of the Association.

Section 2: Delegate Assembly shall meet annually at a time and place fixed by the preceding Assembly. Not later than the first of December before Delegate Assembly, the Board of Directors may authorize, by a two-thirds vote, the Delegate Assembly to be convened on a partly or 100 percent virtual basis, upon a determination that emergency conditions, public health needs, or disaster declaration support the reduction or elimination of in-person participation. Notice of such hybrid or 100 percent virtual meetings will be used by the Board, in accordance with state law, and may alter the time, location and date fixed by the preceding Assembly.

Section 3: Delegate Assembly shall be considered the regular annual meeting of the Association.

Section 4: A quorum shall be a majority of the registered delegates.

Section 5: Delegate Assembly shall approve by majority vote any operating indebtedness in excess of 2.5% of the annual budget of the immediately preceding fiscal year to carry on the affairs of the organization.

Section 6: Delegate Assembly shall create and discharge Standing and Special Committees as deemed necessary by its delegates. Standing committee appointments shall be made for staggered two (2) year terms by the President upon approval of the Board of Directors.

Section 7: Delegate Assembly shall be composed of the Board of Directors and other representatives as provided for in Section 8 of this Article.

Section 8: Representation:

- A. For the purpose of determining the number of delegates, each local affiliate shall be entitled to one (1) delegate for each twenty-five (25) active or ESP members and/or major fraction thereof. A local affiliate having less than a major fraction of twenty-five (25) active or ESP members shall be entitled to a delegate if the Association membership in the school district comprises a majority of bargaining unit members in that district. For the purpose of determining retired delegates, the retired local affiliate shall be entitled to

one delegate for each twenty-five (25) retired members for the first 750 members, and one additional delegate for each 250 members or major fraction thereof.

- B. The number of delegates from a local affiliate shall be based on active membership in that local as of June 30 preceding the Delegate Assembly. The Board of Directors shall make exception to this rule for a local which qualifies for additional delegates by November 1.
- C. Members of NEA-Alaska and NEA, who are not members of a local affiliate, shall be represented by their Regional Director at Delegate Assembly, except that if there is a major fraction of twenty-five (25) or more such members in any region, their Regional Director shall conduct an election among them to select a delegate or delegates to Delegate Assembly.

Section 9: Election of Delegates:

- A. There shall be open nominations for delegates. Delegates shall be elected by secret ballot and their names submitted to the NEA-Alaska offices not later than November 15 of the year prior to the next Delegate Assembly. Delegates whose names are submitted after November 15 will only be seated by the approval by the Board of Directors.
- B. Delegates shall be elected for terms not to exceed three years.
- C. Alternates to complete unexpired terms of delegates shall be elected concurrently with the delegates. Alternates shall be designated as First Alternate, who will fill the first delegation vacancy; Second Alternate, who will fill the second delegation vacancy; and so forth, according to their ranking by election results.
- D. Members of NEA-Alaska and NEA, who are not members of a local affiliate, in a region may nominate any other similarly situated members in his/her region by forwarding the name(s) to the local association designated by the Regional Director. The designated local association shall conduct the elections and report the results with their certification to the Executive Director of the Association at least ten (10) days prior to Delegate Assembly.
- E. Each local association shall guarantee that the ethnic minority make-up of its delegation shall be proportional to their membership in their Association.

Section 10: Seating of Delegates:

- A. To be seated at Delegate Assembly, each delegate shall present to the Executive Director proof of active membership in the Association. In emergency situations where neither the delegate nor the alternate is able to attend Delegate Assembly, the local or the designated local in the case of members of NEA-Alaska and NEA who are not members of a local affiliate shall conduct a special election to fill that vacancy. Results of such election shall be reported immediately to the Executive Director of the Association.
- B. Locals must have submitted a signed dues transmittal agreement in order to be seated at Delegate Assembly. Failure to submit a dues transmittal form prior to the opening of Delegate Assembly will result in loss of seating privileges. Only seated delegates will be funded. The President shall notify those locals not having a dues transmittal form of their ineligibility. A local may appeal their non-delegates status to the Board of Directors prior to Delegate Assembly.
- C. Those locals in dues arrearages as of September 1 previous to the annual Delegate Assembly shall receive notice from NEA-Alaska. With such notice of arrearages, there shall be included a statement that failure to satisfy such arrearages by November 15 will result in failure of that local to be seated at the following Delegate Assembly. Only seated delegates will be funded. A local may appeal their non-delegate status to the Board of Directors prior to DA. The President shall notify those locals still in arrearages of their ineligibility and report such to the Delegate Assembly. In any dispute on the seating of local delegates, the Delegate Assembly shall make the final determination.

- D. Once a delegate or an alternate is seated at any given Delegate Assembly, no substitution may be permitted for the duration of that particular meeting.
- E. Special guests may be seated as Honorary Delegates upon approval of the Board of Directors.

Section 11: Transportation Expense:

Duly elected delegates or their alternates shall be reimbursed by the Association for their transportation expense to and from the site of the Assembly on the basis of the cheapest practical means of travel. NEA-Alaska Retired members who live out of state and are duly elected delegates or their alternates shall be reimbursed by the Association in an amount determined by the Board of Directors. The amount shall be announced at the time nominations are opened.

ARTICLE VII

Section 1: Parliamentary Procedure:

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and consistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE VIII

The Board of Directors shall insure a reserve for cash needs in an amount equal to at least two and one-half percent (2 1/2%) of the annual budget for the previous fiscal year. Appropriation from the Reserve may be made only after approval by two-thirds (2/3) vote of the Board of Directors following thirty (30) days advance notice of the proposed appropriations.

ARTICLE IX

Section 1: Amendments to Bylaws:

- A. Any amendment to the Bylaws may be adopted by the affirmative vote of a simple majority of the Delegate Assembly after notice of proposed amendment has been submitted to NEA-Alaska by November 1 and to the membership not less than sixty (60) days prior to the annual meeting of the Delegate Assembly; or, in absence of such notice, by 2/3 vote of the Delegate Assembly.
- B. Amendments pertaining to changes in dues shall require forty-five (45) days notice to the membership prior to effecting change at the Delegate Assembly.
- C. All proposed amendments shall include the proposed changes, an impact statement, rationale, and a contact person. Published amendments shall include estimated cost implication of the proposed amendment.
- D. Any amendment meeting the above criteria shall be brought to the floor of Delegate Assembly as originally proposed after review by and with recommendation from the Constitution and Bylaws Committee.

Section 2: Notice to Membership:

Notice to membership shall include filing of proposed amendments with the NEA-Alaska Board of Directors and electronic dissemination to membership and official publication in the *NEA-AKtivist*.

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Section 3: Mission Statement:

NEA-Alaska exists to be an advocate for an excellent public education for each child in Alaska and to advance the interests of public school employees.

AMENDMENTS

These Bylaws were amended in accordance with the provisions of Article IX, in January 2022, in Anchorage, by the Delegate Assembly of NEA-Alaska, Incorporated.

Governance\board of directors\policy manual\bylaws