

**BYLAWS OF THE ELKHORN DISTRICT**  
Of The Nebraska State Education Association

Article I - Name

The Elkhorn District of the Nebraska State Education Association (NSEA) shall be the name of this organization, herein after referred to as the District.

Article II - Purpose

The purpose of this Association shall be to promote the welfare of its members and the interests of public education in the State of Nebraska.

Article III - Boundaries

The District shall consist of those counties provided for in Article VI, Section I<sub>2</sub> of the NSEA Bylaws.

Article IV - District Year

The District, membership, and fiscal years shall be consistent with the association, membership, and fiscal years of the NSEA.

Article V - Official Publication

The official District publication shall be the official publication of the NSEA.

Article VI - Membership

- Section 1. Persons within the boundaries of the District shall become active members of the District upon becoming active members of NSEA.
- Section 2. Membership categories and provisions for membership shall be consistent with Article I of the NSEA Bylaws.
- Section 3. No person shall be a member of more than one (1) NSEA affiliated local association.
- Section 4. Every member of this District, upon presentation of credentials, and without further charge, shall be admitted to all general or special meetings of the District.
- Section 5. All active members of the District in good standing shall have the right to vote in elections and hold elective or appointive office of the District.

## Article VII - Officers

- Section 1. The officers of the District shall be a President, Vice President, a Secretary, and a Treasurer. They shall serve as the Executive Board.
- Section 2. The terms of office of the President and the Vice President shall be two (2) years with election in odd-numbered years. The terms of the Secretary and the Treasurer shall be two (2) years with election in even-numbered years.
- Section 3. The President shall:
- a. Chair the Executive Board
  - b. Preside over all meetings of the District
  - c. Meet with presidents of other NSEA Districts at NSEA Board Meetings
  - d. Act as an *ex-officio* member of the Board of Directors of the NSEA
  - e. Vote on behalf of the district, should one of the Elkhorn District Board of Directors be absent from an NSEA Board Meeting
  - f. Call special meetings of the District Executive Board
  - g. Serve as chairman of the District Budget Committee
  - h. Appoint, with Executive Board approval, the Nominations Committee and other special *ad hoc* committees
  - i. Serve as an official voting delegate to the NSEA Delegate Assembly and as chairman of the District's delegation
  - j. Perform the duties that are usually associated with the chief officer of such an association and with other duties prescribed by these Bylaws
- Section 4. The Vice President shall:
- a. Assist the President in all ways possible, vote at all meetings, and, in the absence of the President, serve as presiding officer.
  - b. Serve as an official voting delegate to the NSEA Delegate Assembly and as vice-chair of the District's delegation
  - c. Serve as Vice President of the District and perform those duties usually associated with that office
  - d. Become the President of the District when a vacancy occurs in the office of the President
- Section 5. The Secretary shall:
- a. Keep an accurate record of the District and the Executive Board meetings
  - b. Provide a copy of the Elkhorn District minutes to the Elkhorn District Board Members
- Section 6. The Treasurer shall:
- a. Receive and receipt all the funds of the District
  - b. Pay out funds on the order of the Executive Board
  - c. Prepare a report of expenditures for the District Board

- d. Prepare an annual budget report which shall be audited and published by the Executive Board
- e. Reimburse all Executive and District Board members for actual expenses incurred in performing their appointed or elected duties
- f. File reports as called for by the NSEA

Section 7. All officers shall assume their office on August 1<sup>st</sup>, the beginning of the next District year.

Section 8. Vacancies in the District offices shall be filled by the District Board to complete the term of office created by the vacancy.

Section 9. Any complaint or charge of misconduct of any District officer shall be made to the NSEA's Review Board as specified in Article IX of the NSEA's Bylaws.

#### Article VIII - Elkhorn District Representation on the NSEA Board of Directors

Section 1. The District shall be entitled to members on the NSEA Board of Directors in accordance with Article III, Section I, of the NSEA Bylaws.

Section 2. The NSEA Board of Directors' members for the District shall:

- a. Represent the District on the NSEA Board of Directors
- b. Communicate the business of the NSEA Board of Directors to the Executive Board and members of the District
- c. Assist the District President in all ways possible
- d. Be delegates to the NSEA Delegate Assembly

Section 3. A vacancy by an officer on the Elkhorn District Board shall be filled by appointment of the Elkhorn District Board until the next general election.

Section 4. Any complaint or charge of misconduct of any NSEA Board of Directors member from the District shall be made to the NSEA Review Board as specified in Article IX of the NSEA By-Laws.

#### Article IX – District Board

Section 1. The voting members of the District Board shall be composed of the general officers, the District's NSEA Board of Directors members, and six (6) Members-At-Large. An Elkhorn District active or retired member serving on any NEA or NSEA affiliate or committee may be appointed as an *ex-officio* member of the District Board. These individuals shall be invited to attend meetings of the Elkhorn District Board as *ex-officio* members without the right to vote. Ex-officio members may include representatives from EMAC, ESP, SEAN and Retired. Budgeted funds from NEA or NSEA affiliate must be utilized for expenses.

- Section 2. The District Board Members-at-Large shall be elected to two-year (2) terms with three (3) members elected each year.
- Section 3. The District Board shall:
- a. Manage the business of the District
  - b. Enact its own rules and procedures for governing the conduct of its meetings
  - c. Adopt an annual financial budget and provide for the receipt, safekeeping, investment, and expenditure of District funds
  - d. Arrange general and special meetings of the District, area meetings, and caucuses
  - e. Fill by appointment, until the next election, vacancies occurring on the District Board
  - f. Perform all other duties prescribed in these Bylaws and other duties essential to the welfare of the District
  - g. Meet at least five (5) times each District year at the call of the President, or a majority of the District Board
  - h. Incur no indebtedness
- Section 4. A majority of the District Board shall constitute a quorum.
- Section 5. Any complaint or charge of misconduct of any District Board Member-at-Large shall be made to the NSEA Review Board as specified in Article IX of the NSEA Bylaws.
- Section 6. Board members missing two meetings without prior notice to the president or vice president may be removed from office.

#### Article X - Committees

- Section 1. A Budget Committee composed of the President, Vice President, Treasurer, and up to two members of the District Board, appointed by the President, shall prepare a budget proposal for presentation to the District Board for approval.
- Section 2. *Ad Hoc* committees shall be appointed by the President with approval of the District Board and are accountable to the District Board.
- Section 3. Standing Committee Chairmen shall be appointed by the President, with approval of the District Board.

#### Article XI - Elections

- Section 1. The NSEA shall promote an election calendar and procedures in compliance with the NSEA Constitution and Bylaws, statutory and regulatory rules, and consistent with the principles of a secret ballot and one person-one vote.

- Section 2. The NSEA members, in good standing, who run for District Office, shall file their candidacy online with the NSEA Office as designated by the dates and procedures outlined in the NSEA election calendar.
- Section 3. The NSEA Office shall provide locals with ballots and an election procedure or provide for members the opportunity for secure voting as designated by NSEA election guidelines
- Section 4. All District elections shall be by secret ballot of the membership and follow the principles of one person-one vote in all elections. The candidate receiving a majority shall be declared elected.

#### Article XII - Amendments

- Section 1. Amendments to these Bylaws may be proposed in the following ways:
- a. A petition signed by fifty (50) active members of the District
  - b. A proposal submitted by any NSEA chartered local association within the District
  - c. A proposal submitted by the District Board
- Section 2. A proposed amendment to these Bylaws shall be printed in full and submitted to all the Elkhorn District members at least thirty (30) days prior to voting on the proposed amendment. A majority of those voting upon the amendment shall be necessary for passage. The amendment shall become effective at the beginning of the next District year.
- Section 3. The District Board shall review the Bylaws yearly and make recommendations for revision.

#### Article XIII - Other Provisions

All general provisions of the Constitution and Bylaws of the National Education Association and the Nebraska State Education Association are hereby accepted and incorporated as part of these Bylaws. Should there be a conflict with these Bylaws, the NEA and NSEA documents shall prevail.

#### Article XIV - Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the authority for all matters not covered by the District's Bylaws.

(Updated April 2017)