

PANHANDLE DISTRICT  
Nebraska State Education Association  
By-Laws

Article 1 - Purpose

The purpose of the Panhandle District of the Nebraska State Education Association shall be to promote the educational interests of the District's teachers and the welfare of the members of the teaching profession in the District.

Article II - Membership

- Section 1. The Panhandle District of the Nebraska State Education Association shall consist of the following counties: Banner, Box Butte, Cheyenne, Dawes, Duel, Garden, Kimball, Morrill, Scottsbluff, Sheridan and Sioux.
- Section 2. Any person employed in a publicly-funded educational institution as a certified staff member or in an educational support position shall be eligible for membership. There shall be eight (8) classes of membership: Active Professional; Active Educational Support Professional; Substitute; Reserve; Special Services; Student; Retired; and Staff.
- Section 3. The membership year shall be the same as that of the Nebraska State Education Association.
- Section 4. The right to vote and to hold elective office or appointive position shall be limited to active members except as otherwise provided.
- Section 5. Representation.
- a. No person shall be an active member of more than one local association.
  - b. The delegates representing the chartered local associations, the President and Vice-President of the Panhandle District, and the Panhandle District Board of Director of the State Association shall represent the Panhandle District at the Nebraska State Education Association's Delegate Assembly.

Article III - Officers

- Section 1.
- a. The officers of the Association shall be the President, Vice-President, Secretary, Treasurer, member of the NSEA Board of Directors and area representatives as defined in Article Five.
  - b. These officials shall constitute the Board of Directors of the District Association and shall have voting rights in all action of the Board.

## Section 2. Terms and Duties of Officers

- a. The President shall be elected in even numbered years. The president shall hold office for a term of two years. Election to a term as president constitutes election to a two-year term as an ex-officio member of the NSEA Board of Directors and as a delegate to the NSEA Delegate Assembly. The President shall be chairman of the District Board of Directors, preside over all meetings of the District association, meet with presidents of the other district associations and perform such duties that involve this office. The term of office shall commence on August 1.
- b. The Vice-President shall be elected in even numbered years. The vice-president shall hold office for a term of two years. Election to a term as Vice-President constitutes election to a two year term as delegate to the NSEA Delegate Assembly. It shall be the duty of the Vice-President to assist the President in all ways possible and to serve as President when that individual is unable to serve. The term of office shall commence on August 1.
- c. The Secretary shall be elected in odd numbered years. The secretary shall hold office for a term of two years. It is the duty of the Secretary to keep an accurate record of the proceedings of the Association and shall furnish a copy of the same to the President of the State Association, all local presidents within the district, and district board members, and presidents of other district associations. The term of office shall commence on August 1.
- d. The Treasurer shall be elected in odd numbered years. The treasurer shall hold office for the term of two years. It shall be the duty of the Treasurer to receive and receipt all fees, pay out of the district funds as directed by the Board of Directors, and make an annual report which shall be audited and retained by the Secretary. The term of office shall commence on August 1.
- e. The NSEA Board Member representing the Panhandle District shall be elected from the entire district. The Board Member shall be elected to a term of three years. The Board Member will be eligible for re-election for one consecutive term. The Board Member shall represent the district on the state level, communicate the business of the NSEA Board to the district officers, and assist the President of the district in all ways possible.

### Plan for implementation

The proposed implementation plan will become moot after the 2017 election cycle.

- a. For the 2015 elections, the office of vice-president will be elected for one year.
- b. For the 2016 elections, the office of secretary will be elected for one year.

- c. For the 2016 elections, the offices of president, vice-president, will need nominations and new elections with terms good for two years (implementation will end for these positions).
- d. For the 2017 elections, the offices of treasurer and secretary will need nominations and new elections with terms good for two years (implementation will then end for these positions).

### Section 3. - Vacancies

- a. In the event of a vacancy in the office of President, the Vice-President shall become the President and shall assume the duties and authority of the office for the remainder of that term. If during the first year of a term a vacancy occurs in the office of Vice-President the vacancy shall be filled by the District Board of Directors. The Panhandle District shall elect a Vice-President to complete the second year of the unexpired term. If a vacancy occurs during the second year of a term, District Board of Directors shall fill the vacancy until the next district election.
- b. In the event of a vacancy in the office of Secretary, Treasurer, NSEA Board Director, Area representative, or ESP member, the District Board of Directors shall appoint a member to fill the vacancy for the remainder of the term. If the vacancy occurs in the first year of office, the successor shall be elected to complete the unexpired term. In the event the vacancy occurs in the second/third year of the term, the District Board shall appoint a successor to assume the duties for the remainder of the term.

### Section 4. - Attendance

- a. If a member of the District Board of Directors is absent for three regular meetings of the board, his/her office shall be declared vacant. In the event this occurs, a successor shall be appointed by the District Board of Directors until the next election of the district office.

## Article IV – Elections and Board Seats

### Section 1. - Filing

- a. Each candidate for election shall file as prescribed by the policies in effect of the Nebraska State Education Association.
- b. If no candidate has filed by the deadline, the Nominating Committee appointed by the President shall nominate at least one candidate for said office(s) named in Article III by the published deadline.
- c. Each candidate shall be an active member of the United Teaching Profession. Verification of membership shall be made by the president of the candidate's local association.

## Section 2. – Notification

The chairman of the Nominating Committee shall furnish the names of those who have consented to be candidates for the various offices 30 days prior to the election date. The President shall have the nominations published in the next issue of the NSEA Voice. Ballots for election shall be furnished to each local association by the NSEA as prescribed.

## Section 3. - Unexpired Terms

- a. In the event of an unexpired term of office, the District Board of Directors shall appoint another individual to fill the office for the remainder of the unexpired term.

## Section 4. - Deadlines

- a. All election deadlines shall follow NSEA policy.

### Article V – Membership and Expectations

The Panhandle Executive Committee (Board) shall be established as follows:

1. President, Vice President, Secretary and Treasurer shall be elected District-wide;
2. Additionally, a total of five (5) active members shall be elected in the following areas:
  - a. Area 1: Dawes, Garden, Sheridan, and Sioux counties.
  - b. Area 2: Banner, Box Butte, and Morrill counties.
  - c. Area 3: Scotts Bluff County ... 2.
  - d. Area 4: Cheyenne, Duel, and Kimball counties.

The Panhandle District will first try to fill executive member seats from the four pre-defined areas, but if no nomination is made from the four areas, at-large seats will be granted to nominated and elected members. Area 1 will be deemed as seat 1, Area 2 will be deemed as seat 2, Area 3 will be deemed as seat 3 (odd year elections) and seat 4 (even year elections), and Area 4 will be deemed seat 5 for the purposes of maintaining two-year election cycles for the executive member seats if at-large bids are granted due to lack of appropriate area nominations. When an at-large seat is up for election, all attempts will be made to fill the nomination with an appropriate area seat first.

3. Additional members of the Executive Committee may be appointed to represent other groups within the District (ex.: Retired, ESP, SEAN)

4. A term of office for each elected member shall be for two (2) years unless otherwise noted previously in the by-laws.

5. Vacancy(s) on the Executive Board shall be filled by a majority vote of the Board. Individual(s) that have been elected shall serve until the next official election. Appointment to the Board shall not be counted as a term.

6. Expenses of the Board members shall be reimbursed for mileage, meals and room cost when acting as an official representative of the district. Mileage shall be paid based on NSEA's official rate.

7. Duties of the Board shall include plans for training, dissemination of information, formulating a district budget and acting on behalf of the district's members.

#### Article VI - Committees

Section 1. The Executive Committee shall, on its own initiative, or as directed by the Nebraska State Education Association, appoint committees deemed necessary to achieve the purposes of the Panhandle District, and shall perform the duties prescribed or implied by these bylaws. These committees shall be accountable to the Executive Committee.

#### Article VII - Amendments

Section 1. These bylaws may be amended by a two-thirds (2/3) majority of the votes cast.

Section 2. Any individual may propose an amendment to the Panhandle District By-Laws. The amendment shall be submitted to the District president in writing at least ninety(90) days prior to voting by the membership. The District President shall in turn submit the amendment to the local presidents in writing at least sixty (60) days prior to voting by the membership.

#### Article VIII - Other By-Laws Provisions

Section 1.

- a. All general provisions of the Constitution of the Nebraska State Education Association are hereby accepted and incorporated as a part of these By-Laws.

Updated March 2015