

CAPITOL DISTRICT BYLAWS

Article I - Name and Boundaries

Section 1.

This Association shall be known as the Capitol District Association of the Nebraska State Education Association. For all remaining components of these bylaws, the Capitol District Association of the Nebraska State Education Association shall be named the Capitol District and the Nebraska State Education Association shall be referred to as the NSEA.

Section 2.

The Capitol District shall be defined by NSEA bylaws.

Section 3.

The purpose of the Capitol District shall be to promote the welfare of the members of the teaching profession and the educational interests of the State of Nebraska.

Article II - Membership

Section 1.

Persons who are members of a chartered local educational association within the boundaries of the Capitol District will become active members of the Capitol District upon becoming active members of the NSEA. An active member is entitled to vote as provided in these bylaws and is entitled to hold an elective or appointive office.

Section 2.

Every member of this association shall, upon presentation of credentials without further charge, be admitted to general or district meetings.

Article III - Association Year

Section 1.

The Capitol District Association year shall be the same as the association year of the NSEA. In addition, the Capitol District membership year and the fiscal year shall be the same as the membership year and the fiscal year of the NSEA.

Article IV - Officers and Duties of Capitol District Board of Directors

Section 1. Board Positions

- a. The Capitol District Board of Directors shall consist of the officers (President, Vice President, Secretary, and Treasurer), the NSEA Directors representing Capitol District, four members elected by sub-district, and the at-large representatives of NSEA-Retired (NSEA-R), Education Support Professionals (ESP), Higher Education, Aspiring Educators, and the Ethnic Minority Affairs Committee (EMAC).
- b. All members of the Capitol District Board of Directors shall have voting rights in all actions of the Board.

Section 2. Terms and Duties of Officers

- a. The President shall be elected in Year C. The President shall hold office for a term of three years and shall be eligible for re-election for one additional consecutive term. Election to a term as President constitutes election to a three-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 chair of the Board of Directors, preside over all meetings of the Capitol District, and perform such duties that involve this office. The President shall receive the printed bank statements and then reconcile them with the Treasurer. The term of office shall commence as defined in Article III.
- b. The Vice President shall preside in the absence of the President. The Vice President shall be elected in Year A. The Vice President shall hold office for a term of three years and shall be eligible for re-election to one additional consecutive term. Election to a term as Vice President constitutes election to a three-year term as a 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 as defined in Article III.
- c. The Secretary shall keep an accurate record of the proceedings of this association and the Capitol District Board. The Secretary shall be elected in Year B. The Secretary shall hold office for a term of three years and shall be eligible for re-election for one additional consecutive term. The Secretary shall furnish a copy of the recorded proceedings to the NSEA. The term of office shall commence as defined in Article III.

- d. The Treasurer shall be elected in Year B. The Treasurer shall hold office for a term of three years and shall be eligible for re-election for one additional consecutive term. It shall be the duty of the Treasurer to receive and receipt all fees, to pay out of the fund only upon order of the Capitol District Board of Directors, and to make an annual report which shall be audited and published by the Capitol District Board of Directors. The Treasurer shall obtain a bond in such amount as the Capitol District Board of Directors may require. The premium on the bond shall be paid out of the funds of the Capitol District. The Treasurer will maintain online bank statements, reconcile them with the President, and provide a quarterly cash-flow record to the NSEA. The term of office shall commence as defined in Article III.
- e. Members of the Capitol District board elected by subdistrict shall be elected for a three-year term. Members elected by subdistrict shall be eligible for re-election to one consecutive term. Two Directors elected from Subdistrict 1 shall be elected in Year C. The Director elected from Subdistrict 2 shall be elected in Year A. The Director elected from Subdistrict 3 shall be elected in Year B. The Capitol District Board of Directors shall perform all duties prescribed by these bylaws or essential to the welfare of this association. The term of office shall commence as defined in Article III.
- f. The subdistricts shall be as follows:
 - Subdistrict 1: Lincoln

Subdistrict 2: Conestoga, Elmwood Murdock, Louisville, Plattsmouth, Weeping Water, Johnson County, Sterling, Auburn, ESU #4, Johnson-Brock, State College – Peru, District OR-1, Nebraska City, Syracuse Dunbar Avoca, Lewiston, Pawnee City, Falls City, HTRS, Gretna, Springfield Platteview, Ashland Greenwood, Cedar Bluffs, Mead, Wahoo, Yutan

Subdistrict 3: Beatrice, ESU #5, Freeman, Southern, Malcolm, Norris, Raymond Central, SCC, SCC Professionals, University of Nebraska – Lincoln, Waverly, Harvard, Sutton, Exeter-Milligan-Friend, Fillmore Central, Shickley, Diller-Odell, Fairbury, Meridian, Tri County, Lawrence-Nelson, Sandy Creek, Superior, Crete, Dorchester, Wilber-Clatonia, Centennial, ESU #6, Milford, Seward, Bruning-Davenport, Deshler, Thayer Central, Heartland, McCool Junction, York, Statewide Administrators, Statewide Educational Support Professionals, Statewide Higher Education

- g. The NSEA Board members representing the Capitol District shall be elected at large. It shall be the duty of the members of the Capitol District Board of Directors of the NSEA to represent the district on the state level, to communicate the business of the Capitol District Board to the officers and members, and to assist the President of the Capitol District in all ways possible.
 - h. At-large members of the Capitol District board representing the Ethnic Minority Affairs Committee, Higher Education, and Education Support Professionals shall be elected at large. Such members are eligible for a three-year term. They shall be eligible for re-election to one consecutive term.
 - i. The at-large member of the Capitol District board representing NSEA-Retired shall be elected by Retired members. The at-large member of the Capitol District board representing Aspiring Educators shall be elected by Student members. Such board members are eligible for a three-year term. They shall be eligible for re-election to one consecutive term.
 - j. To ensure effective governance and accountability, Capitol District Board of Directors are expected to attend meetings of the Board of Directors and any committees on which they serve. If a Capitol District Board of Director member is unable to attend a regularly scheduled board meeting, they must notify the President of the absence. A Director may be removed from the Capitol District Board of Directors as set forth herein.
1. A Director may be removed for non-attendance if the Director:
 - a. Fails to attend three (3) regular meetings of the Board within any rolling twelve (12)-month period without excuse accepted by the Board, or
 - b. Attends fewer than fifty percent (50%) of the regular Board meetings held in any Capitol District Association year, regardless of excuse, or
 - c. Fails to attend two (2) consecutive regular meetings of the Board without excuse accepted by the Board.
 - i. For purposes of this Section, “attendance” includes remote participation and “regular meetings” excludes special or emergency meetings unless otherwise specified by the Board.
 - ii. An “excused” absence includes circumstances such as illness, family emergency, or other good cause as determined in good-faith by the Board.
 2. Initiation of Removal Consideration: Upon the Secretary’s certification that a Director has met one or more thresholds in subsection (1), the President, or any two Directors, may place the matter on the agenda for the next regular or a special meeting of the Board.
 3. Notice: Written notice of the proposed removal for non-attendance shall be

delivered to the affected Director at least ten (10) days before the meeting at which the removal will be considered. The notice shall: specify the attendance standard(s) allegedly not met; identify the meetings missed and dates; enclose or reference any applicable attendance policy; and state the date, time, and place (or teleconference details) of the meeting at which the proposed removal will be considered.

4. Opportunity to Be Heard: Before any vote on removal, the affected Director shall have a reasonable opportunity to be heard, in person or by remote means if permitted, for up to fifteen (15) minutes, and may submit a written statement and supporting materials for Board consideration. The affected Director shall be recused from voting on the matter but may be counted for quorum purposes unless otherwise required by law.
5. Voting Threshold: Removal under this Section requires the affirmative vote of at least a majority of the Directors then in office, excluding the affected Director, at a meeting at which a quorum is present, unless a higher threshold is required by applicable law or the Articles of Incorporation.
6. Effect of Removal; Vacancy: Removal pursuant to this Section is for cause limited to non-attendance and shall be effective immediately upon the Board's vote. The resulting vacancy shall be filled in accordance with these Bylaws.

Article V – Nominations

Section 1.

All vacancies for Capitol District offices will be advertised to members of the Capitol District. Each candidate may be nominated for only one office. The Capitol District Board of Directors shall attempt to make nominations of at least two candidates for each office of the Capitol District Board of Directors and representatives to the NSEA Board of Directors.

Section 2.

Any active member may file for office in accordance with the NSEA Election Policies.

Section 3.

Each candidate shall give a written statement of consent at the time of nomination or filing.

Section 4.

All nominations shall be published in the official publication of the NSEA preceding the issuance of ballots for the Capitol District.

Article VI – Terms of Office and Election

All Capitol District elections will be conducted by the NSEA. After the election, all nominees will be contacted with the election results. Any nominee for an office receiving a plurality of votes cast for that office shall be elected. In the event of a tie, a designated officer will flip a coin.

Article VII – Vacancies

Section 1.

In the event of a vacancy in the office of Capitol District President, the Capitol District Vice President shall become the Capitol District President and shall assume the duties and authority of the office for the remainder of the term. The partial term will not be considered when determining re-election eligibility of the new officer.

Section 2.

In the event of a vacancy in the office of Capitol District Vice President, Capitol District Secretary, or Capitol District Treasurer, a successor shall be nominated from within the Capitol District Board. If there is no internal candidate, local presidents shall be notified of the opening, and nominations will be accepted from the Capitol District membership. The interested candidates shall be invited to speak to the Capitol District Board prior to the election. The successor will be elected by the Capitol District Board to serve the remainder of the term. The partial term will not be considered when determining re-election eligibility of the new officer.

Section 3.

In the event of a vacancy of a Capitol District Board of Director at-large member, the local presidents shall be notified of the opening, and nominations will be accepted prior to a determined deadline. The candidates shall be invited to speak to the Capitol District Board prior to the election. The successor will be elected by the Capitol District Board to serve the remainder of the term. The partial term will not be considered when determining re-election eligibility of the new officer.

Section 4.

In the event of a vacancy in the NSEA Board of Directors, local presidents shall be notified of the opening, and nominations will be accepted from the Capitol District membership prior to a determined deadline. The interested candidates shall be invited to speak to the Capitol District Board prior to the election. The successor will be elected by the Capitol District Board to serve the remainder of the term. Determination of re-election eligibility will follow the NSEA bylaws.

Article VIII - Meetings

Section 1.

Meetings of the Capitol District may be called by the Capitol District Board of Directors.

Section 2.

Regular meetings of the Capitol District Board of Directors shall be held each association year. The time and place shall be determined by the Capitol District Board of Directors.

Section 3.

Electronic meetings of the Capitol District Board of Directors may be held through the use of group communications equipment including audio, video, and screen share as long as all members participating can communicate with one another at the time of meeting. Participation in such a meeting constitutes presence at the meeting. Each person participating in the meeting shall be recorded in the minutes as an electronic participant. Electronic votes may be cast via email and other means of electronic communication. All votes electronically recorded will follow the rules of a regular board meeting.

Article IX - Delegate Assembly

Section 1.

Capitol District Delegates shall meet prior to the NSEA Delegate Assembly at a time and place determined by the Capitol District Board of Directors. The Capitol District President shall serve as the planning chair and the presiding officer of said meeting.

Article X – Amendments

Section 1. Proposal

- A. The Capitol District Board of Directors, by majority vote, may propose an amendment.
- B. Any member of the Capitol District may file a proposed amendment with the Capitol District President for the attention of the Capitol District Board of Directors at least forty-five (45) days preceding the annual election.

Section 2. Publication

- A. At least twenty-one (21) days before the annual election at which the amendment(s) will be voted upon, the Capitol District Board of Directors shall provide a digital copy of the amendment(s) to each local president to share with local membership.
- B. Proposed amendments can be published with or without the recommendation of the Capitol District Board of Directors.

Section 3. Voting

The Capitol District Board of Directors shall order proposed amendment(s) to be placed upon the official ballot which is prepared for the annual district election. The amendment(s) shall become a part of these bylaws by receiving the affirmative vote of a simple majority of the members voting at the regular annual district election.

Article XI - Other Bylaws Provisions

Section 1.

No provisions of these bylaws shall be in conflict with the National Education Association or the NSEA. Should there be a conflict, then the bylaws of the NSEA shall prevail.

Article XII - Parliamentary Authority

Section 1.

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

Article XIII - Review Board

Section 1.

Any complaint or charge of malfeasance in office of any district officer shall be made to the NSEA Review Board as specified in Article IX of the NSEA bylaws.

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