

Higher Education Affairs Committee Bylaws

Article I: Purpose

The purpose of the Higher Education Affairs Committee (HEAC) is to promote respect and understanding of issues and concerns of members in Higher Education, and advocate for Higher Education in the Nebraska State Education Association (NSEA) and the National Education Association (NEA).

The Committee shall plan and implement programs that:

- Advocate for the rights and needs of Higher Education faculty and professional staff.
- Recruit Higher Education members and leaders at all levels.
- Provide training and professional development for Higher Ed members and leaders.
- Facilitate communication between the HEAC and NSEA membership.

All NSEA members are encouraged to participate in the activities and programs of the Committee.

Article II: Higher Education Committee Membership

Membership in the Committee is open to all active NSEA Higher Ed members. Individuals may join the HEAC by contacting their NSEA Organizational Specialist for Higher Education, an officer of the HEAC, a member of the Executive Committee, or a member of the NSEA Board of Directors.

Article III: Executive Committee

SECTION 1. The NSEA President is responsible for appointing the Chair and Vice Chair of the HEAC annually with approval by the Board of Directors. Six additional members of the Committee and two alternates for a total of ten members will be named to the HEAC Executive Committee by the NSEA President. Selection should maximize the geographic and demographic representation among committee members and include at least one professional staff member.

SECTION 2. The HEAC Executive Committee will consist of up to ten Higher Ed members. Four HE members will be nominated from four different locals with at least one of whom is a member of the HE professional staff in a local association. Four additional Higher Ed members (two HE members of the Committee and two

HE members named as alternates at large from any local association) will be named by the NSEA President to the HEAC Executive Committee. Should the number of Higher Education members named exceed the number of available positions on the Committee, priority will be given to maximize the geographic representation among its members i.e. NSEA Governance Districts.

Article IV: Duties of the Committee Chairs and Executive Committee Members

SECTION 1. The Chair shall:

- a) Call and preside at meetings of the HEAC Executive Committee.
- b) Prepare agendas of meetings as necessary.
- c) Appoint any sub-committees needed.
- d) May serve as an ex-officio member of any HEAC.
- e) Work collaboratively with the HE representative on the NSEA Board of Directors, members of the NSEA Board of Directors, officers, staff, and HE members.

SECTION 2. The Vice Chair shall:

- a) Act as presiding officer at the request of or in absence of the Chair.
- b) Assist the Chair in his/her duties, as requested.
- c) Assume duties as assigned by the HEAC Executive Committee.
- d) Serve as a member of all committees appointed by the Executive Committee.
- e) Work collaboratively with the HE representative on the NSEA Board of Directors, members of the NSEA Board of Directors, officers, staff, and HE members.

SECTION 3. Members of the HEAC Executive Committee shall:

- a) Monitor the progress of Committee goals.
- b) Prepare a written Committee Report for the Delegate Assembly.
- c) Plan goals and activities for each Association year consistent with the purpose of the Committee.
- d) Identify HEAC member concerns and propose appropriate policy, resolution, and/or NSEA bylaw changes to address those concerns.
- e) Represent and promote the activities of the HEAC to all NSEA Governance Districts.

SECTION 4. Members of the HEAC including the Chair and Vice Chair who receive national training provided by the Association shall submit a report to the Executive Committee and the NSEA Board of Directors within twenty days of the conclusion of the event. Those who participate in trainings, events, and/or conferences are required to submit a Travel and Expense Voucher to NSEA within the guidelines listed.

Article V: Amendments to Bylaws

Bylaws may be amended by submitting proposed changes to the NSEA Board of Directors.

Article VI: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the proceedings of the committee.

Article VII: Expense Reimbursement

Requests for reimbursement of expenses shall be on an NSEA Voucher and subject to the reimbursement policy of the NSEA Board of Directors.

Approved by NSEA Board December 2019