

**CCEA**

Clark County Education Association

**the union**  
**of teaching**  
**professionals**

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**POLICY**  
**HANDBOOK**

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*Last modified May 27, 2014*



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## **CCEA POLICIES**

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**I.**  
**POLICY ADOPTION PROCEDURES**

The procedure for policy adoption is as follows:

1. The policy must be in writing.
2. The written policy is brought to the Association Representative Council or Executive Board by the President upon recommendation of the Policy Committee.
3. The introduction of a proposed new policy or proposed revision shall be limited to questions, answers and clarification only.
4. The policy will be presented at the next regularly scheduled Association Representative Council or Executive Board meeting for action.
5. Executive Board - All Executive Board policies are to be included in the Association policy manual and brought to the Association Representative Council for information only.
6. Association Representative Council - Unless emergency, no policy will be accepted for proposal at the May Association Representative Council meeting.



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**II.**  
**MEMBERSHIP**

**A. MEMBERSHIP DUES**

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Association

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1. Dues of a member on suspension can be deferred for the duration of the dismissal suspension, if that suspension exceeds 30 days.  
*(1/28/75, 1/15/85, 2/17/87, 9/22/98) Senate*
2. CCEA shall collect full a year's dues from members who have resigned or have been terminated from employment.  
*(1/28/75, 10/25/77, 1982, 2/17/87) Senate*
3. Those members wishing to drop membership do so as stated in the Negotiated Agreement.  
*(1975, 1977, 1982, 1987) Senate*

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Executive Board

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1. All members who retire during the membership year shall not be liable for the full year's dues, but shall stop paying dues on their last pay period.  
*(5/16/89) Executive Board*
2. On each September, CCEA dues shall be increased the same percentage as the percentage increase in the beginning teacher's salary (BA, Step 1) the previous year.  
*(11/7/75, 2/15/83, 2/17/87, 9/01/98) Executive Board*
3. No increase or decrease, with the exception of the automatic escalator, will be levied without the written notification to the general membership. Such dues changes shall be voted on at a general membership meeting or by written ballot.  
*(11/7/75, 2/15/83, 2/17/87) Executive Board*
4. Members' dues will be transmitted directly from the Clark County School District to CCEA.  
*(4/6/71, 2/15/83, 4/1/87) Executive Board*

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5. Part time teachers shall pay proportional dues to local, state, and national associations based on the proportion of the day covered by the contract.  
*(9/10/76, 2/15/83, 4/13/82) Executive Board*
  
  6. Members joining on a cash basis will submit with their application for membership, a check for the entire year or that portion of the year which remains.  
*(4/13/83, 2/17/87) Executive Board*



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**II.**  
**MEMBERSHIP**

**B. ASSOCIATE MEMBERSHIP**

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Association

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1. Associate Membership Benefit Criteria:
  - A. Publications
  - B. Email Alerts
  - C. CCEA Event Sponsorship
  - D. Recognition in publications and web page
  - E. Attendance to CCEA meetings by invitation of the President or designee

*(5/22/12) AR Council*



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**II.**  
**MEMBERSHIP**

**C. MEMBER RIGHTS - ARBITRATION**

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Executive Board

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1. Responsibilities
  - A. It is the responsibility of the Member Rights Committee (MRC) to make determinations relating to the disposition of grievances which have been processed through the Grievance Process as described in the Collective Bargaining Agreement (CBA) between the Clark County Education Association (CCEA) and the Clark County School District (CCSD).
  - B. The MRC will, after a hearing, determine whether a grievance shall be taken to final arbitration.
  - C. The MRC is under no obligation to further any grievance to arbitration.
2. Proceedings regarding cases filled by the Association:
  - A. Grievances resulting from a dispute relating to the Collective Bargaining Agreement (CBA) that have completed Level 2 of the Grievance Process are to be brought before the MRC for disposition.
  - B. Association Staff shall prepare a report outlining pertinent information relating to the grievance. Included in the report will be a recommendation whether to proceed to binding arbitration or not.
  - C. The Grievant will be notified of the time and place of the hearing and whether Association Staff recommends arbitration.
  - D. During the hearing Association Staff will present oral/written arguments supporting the recommendation. The Association Staff may make a presentation lasting no more than twenty (20) minutes. Upon conclusion of the presentation committee members may ask pertinent questions of the staff member.
  - E. The Grievant may be present during the staff presentation. The Grievant and anyone accompanying the Grievant will remain silent and not interrupt the proceedings unless specifically asked to respond to a question or a point of information by the Chairperson of the Committee.

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- F. The Grievant will have the opportunity to present pertinent information to either support or challenge the staff recommendation for case disposition. The Grievant may make a presentation lasting no more than twenty (20) minutes.

The Grievant may present oral/written evidence/arguments. The Grievant may be accompanied by up to three (3) witnesses or representatives. Upon the conclusion of the presentation, committee members may ask pertinent questions of the Grievant and/or witnesses.

- G. Prior to deliberations member(s) of the MRC may ask pertinent questions of the Association Staff.
- H. Upon completion of all oral/written evidence/presentations the MRC will, in a closed session, deliberate the case and make a determination whether or not to proceed to binding arbitration. The MRC shall forward a written finding to the Grievant within ten (10) calendar days of its decision. It is permissible for the MRC to table a case until the next scheduled meeting and render a decision at that time.
- I. Upon a majority vote of the MRC time limits and/or witness representative limits may be waived.
- J. If the Grievant fails to attend the MRC meeting and does not notify the CCEA staff liaison at least twenty-four (24) hours prior to the meeting the Grievant waives his/her right to appeal the MRC's decision. In the event of an emergency that prevents the Grievant from providing the required twenty-four hour notice the Grievant may request that the MRC waive this rule and hear their case.

3. Proceedings regarding cases filed by an individual

- A. A copy of the grievance(s) filed by an individual member of the bargaining unit along with copies of supporting documents and a summary of their argument shall be provided to CCEA within thirty (30) days following the appeal of the grievance to arbitration.
  - B. Association Staff shall prepare a report outlining pertinent information relating to the grievance. Included in the report will be a recommendation whether to proceed to binding arbitration or not.
  - C. The Grievant will be notified of the time and place of the hearing and whether Association Staff recommends arbitration.
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- D. During the hearing Association Staff will present oral/written arguments supporting the recommendation. The Association Staff may make a presentation lasting no more than twenty (20) minutes. Upon conclusion of the presentation committee members may ask pertinent questions of the staff member.
  - E. The Grievant may be present during the staff presentation. The Grievant and anyone accompanying the Grievant will remain silent and not interrupt the proceedings unless specifically asked to respond to a question or a point of information by the Chairperson of the Committee.
  - F. The Grievant will have the opportunity to present pertinent information to either support or challenge the staff recommendation for case disposition. The Grievant may make a presentation lasting no more than twenty (20) minutes.

The Grievant may present oral/written evidence/arguments. The Grievant may be accompanied by up to three (3) witnesses or representatives. Upon the conclusion of the presentation, committee members may ask pertinent questions of the Grievant and/or witnesses.

- G. Prior to deliberations members of the MRC may ask pertinent questions of the Association Staff.
- H. Upon completion of all oral/written evidence/presentations the MRC will, in a closed session, deliberate the case and make a determination whether or not to proceed to binding arbitration. The MRC shall forward a written finding to the Grievant within ten (10) calendar days of its decision. It is permissible for the MRC to table a case until the next scheduled meeting and render a decision at that time.
- I. Upon the majority vote of the MRC time limits and/or witness representative limits may be waived.
- J. If the Grievant fails to attend the MRC meeting and does not notify the CCEA staff liaison at least twenty-four (24) hours prior to the meeting the Grievant waives his/her right to appeal the MRC's decision. In the event of an emergency that prevents the Grievant from providing the required twenty-four hour notice the Grievant may request that the MRC waive this rule and hear their case.

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4. Appeal Procedure

- A. In the event the Grievant was present at the MRC meeting and discovers new information which the Grievant believes the MRC should consider he or she may appeal to the Association's Executive Board. Said request for reconsideration of the MRC's decision must take place within thirty (30) days of the MRC decision. New information is any information which was not known or available at the time of the MRC vote.
- B. The MRC Chairperson or designee will submit a report to the Executive Board summarizing the committee's deliberations/determination of the case on appeal.
- C. If the Grievant fails to attend the appeal hearing and does not notify the CCEA President at least twenty-four (24) hours prior to the hearing date the appeal shall be denied. In the event of an emergency that prevents the Grievant from providing the required twenty-four hour notice the Grievant may request that the MRC waive this rule and hear their case.
- D. If the Association staff has new information, as defined in Section 4.A. above, the Association staff may, at any time, request that the MRC reconsider its earlier vote to arbitrate the Grievant's case.

5. Confidentiality

- A. All proceedings of the MRC shall be held in closed session and, with the exception of required minutes, shall remain confidential.
- B. Except as required by the bylaws of CCEA all appeals to the CCEA Executive Board shall be held in closed session and, with the exception of required minutes, shall remain confidential.

6. Funding

- A. MRC's decision to arbitrate does not determine funding.
- B. Funding for the arbitration of suspension(s) and/or dismissal(s) will be determined by the NSEA Legal Services Program Policy and Procedures.
- C. If MRC determines that a grievance shall go to arbitration the grievance arbitration will only be funded if the grievant was a member

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at all times of the occurrence (i.e. the act or series of acts which lead to the grievance) and shall not have voluntarily terminated membership prior to and up to the decision of the arbitrator.

- D. Grievant(s) who do not meet the criteria contained in 6.C. shall pay for the arbitration according to the CCEA's fee schedule as contained in Section 6.E.
- E. If the Grievant does not qualify for funding but wishes to have the case proceed through arbitration, then the Grievant shall be required to submit a fee to CCEA in the amount of \$3,600.00 no later than sixty (60) days prior to the arbitration hearing. This fee is to cover staff time and administrative costs at a rate of \$100.00 per hour for thirty-six (36) hours of preparation and advocacy. Time in excess of thirty-six (36) hours, as well as, related expenses such as the cost of obtaining witnesses shall be charged to and paid by the Grievant within thirty (30) days of billing by CCEA. An additional fee in an amount equal to one-half (1/2) of the anticipated arbitrator's fee for hearing days and deliberation plus one-half (1/2) of the anticipated cost of a court reporter shall also be submitted to CCEA no later than sixty (60) days prior to the arbitration hearing. Should the Grievant's half of the arbitrator's and/or court reporter's fees be less than the amount submitted, then the excess shall be returned to the Grievant. Similarly the Grievant shall be responsible for one-half (1/2) of any fees and costs charged by the arbitrator and/or court reporter in excess of that already submitted by the Grievant.

*(1/25/11) Executive Board*





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**II.**  
**MEMBERSHIP**

**D. ELECTIONS**

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Association

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1. Election Rules will be adopted by the Association Representative Council for each election.

*(10/27/98) Senate*

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Executive Board

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1. A CCEA Executive Board member interested in an appointment to a vacant NSEA Board of Directors seat must recuse themselves from voting for said vacant seat.



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**II.**  
**MEMBERSHIP**

**E. OATH OF OFFICE**

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Association

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1. The following Oath of Office shall be pledged by the officers, Executive Board members, and Review Board members as prescribed in the bylaws.

*“I, **STATE YOUR NAME**, do hereby faithfully pledge to carry out the duties and responsibilities of the Clark County Education Association to the best of my ability, subverting all personal goals, loyalties and ambitions to the organization. I pledge to conscientiously work towards achieving the collective goals of the organization, to represent the membership of the Clark County Education Association, to keep in the strictest of confidence information acquired as a result of my position in closed or executive session and to diligently avoid any conflict, whether personal or professional in nature, that may tend to have any negative bearing on my ability to fully and honestly perform the duties and responsibilities arising from my position. I do solemnly undertake this Oath of Office, and, hereby, commit my allegiance and loyalty to the Clark County Education Association and its members, any membership in, connection with, or obligation to any other organization notwithstanding.”*

*(04/26/11) Policy Committee*

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Executive Board

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**III.**  
**MEETINGS**

**A. GENERAL MEMBERSHIP MEETINGS**

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Association

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1. For the purposes of this section a general membership meeting is defined as:
  - A. Mass meeting of all members.
  - or
  - B. Smaller area meeting open to all members. Such meetings may or may not be contiguous to established Executive Board zones.

The Executive Director shall advise the Executive Board as to the appropriate type and place of meetings.

2. General Membership meetings must be held to ratify a collective bargaining agreement.
3. General Membership meetings are held for the purposes of:
  - 1) reporting on the state of affairs of the Association, and
  - 2) ratifying contract, when needed.
4. All ratification of collective bargaining agreements are done by written ballot or online voting.

*(1-4 adopted 10/27/98) Senate*

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Executive Board

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1. Members attending general membership meetings will be provided a one-page, condensed list of parliamentary procedures.

*(2/5/80, 2/19/83, 2/17/87) Executive Board*
2. The Election Committee will be in charge of counting votes at all general membership meetings.

*(5/5/77, 4/1/86, 2/17/87) Executive Board*
3. A parliamentarian will be present.

*(5/5/77, 4/1/86, 2/17/87, 10/06/98) Executive Board*
4. Proxy votes will not be allowed at general membership meetings.

*(2/5/80, 2/19/83, 2/17/87, 10/06/98) Executive Board*



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**III.**  
**MEETINGS**

**B. ASSOCIATION REPRESENTATIVE COUNCIL AND EXECUTIVE BOARD MEETINGS**

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Association

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1. Policies may be presented at any Association Representative Council meeting, excluding May, for action at the following Association Representative Council meeting.  

*(10/27/98) Senate*
2. A notification of Association Representative Council meetings will be sent to the Association Representatives prior to Association Representative Council meetings.  

*(11/28/89, 10/27/98) Senate*
3. All motions made at Association Representative Council meetings must be written.  

*(5/27/68, 2/17/87, 10/27/98) Senate*
4. The Association Representative Council shall approve the minutes of its meetings.  

*(10/27/98) Senate*
5. Approved Executive Board minutes shall be placed in the Association Representative Council packet.  

*(10/27/98) Senate*
6. Past minutes of the current year shall be accessible at all meetings of the Association Representative Council.  

*(5/27/86, 4/5/83, 2/17/87, 10/27/98) Senate*
7. All written minutes and back-up materials of the Association Representative Council meetings shall be archived. Taped recordings of such meetings shall be retained for one year.  

*(8/9/77, 4/12/83, 1/15/85, 10/27/98) Senate*
8. The CCEA building is a non-smoking building.  

*(10/27/98) Senate*
9. The Association Representative Council shall determine if CCEA will participate in joint activities and/or programs solicited by community groups. If the Association Representative Council cannot decide in a timely manner, the Executive Board and/or the President is authorized to make such decisions and report them to the Association Representative Council.  

*(1997, 1985, 1999) Senate*

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## Executive Board

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1. Policies may be presented at any Executive Board meeting for action at the following Executive Board meeting.  
*(10/06/98) Executive Board*
2. All policies will be dated and written on a form.  
*(2/05/80, 4/1/86, 10/06/98) Executive Board*
3. All motions made at Executive Board meetings must be written.  
*(5/27/68, 2/17/87, 10/06/98) Executive Board*
4. All written minutes and back-up materials of the Executive Board meetings shall be archived. Taped recordings of such meetings shall be retained for one year.  
*(8/9/77, 4/12/83, 1/15/85, 10/06/98) Executive Board*
5. Past minutes of the current year shall be accessible at all meetings of the Executive Board.  
*(5/27/86, 4/05/83, 2/17/87, 10/06/98) Executive Board*
6. The Executive Board shall approve the minutes of its meetings.  
*(12/01/76, 4/05/83, 2/15/87, 10/06/98) Executive Board*
7. No one may chair any local CCEA committee while holding an elected office of CCEA, except as approved by the Executive Board.  
*(1974, 1985, 1987) Executive Board*
8. All requests for donations and/or support of community organizations or activities will be forwarded to the CCEA Community Foundation.  
*(1977, 1985, 10/06/98) Executive Board*



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**IV.**  
**FINANCIAL**

**A. BUDGET**

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Association

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1. Mileage claims will be paid to Association Representatives and Executive Board members who represent the Association and live in outlying areas as designated by the CCEA Executive Board.

*(1/24/89, 12/15/98) Senate*

2. No mileage claims will be paid by CCEA unless such claims are vouchered by odometer readings, departure and destination points. Such vouchered claims will be paid at the current IRS rate per mile, round trip.

*(1/24/89, 12/15/98) Senate*

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Executive Board

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**General**

The Association recognizes the establishment of the General Fund, the Capital Improvement Fund, the Scholarship Fund, the Unused Sick Leave Fund, and the Political Action Fund.

1. The General Fund accounts for the receipt of dues, other revenues and the disbursement of non designated funds to carry out the operations and activities of the Association.

*(12/01/98) Executive Board*

2. The Capital Improvement Fund accounts for the receipt and disbursement of funds for CCEA capital items (furniture and equipment in excess of \$1,000; buildings, building improvements, etc.). Each month the General Fund shall pay to the Capital Improvement Fund an amount equal to 1/12 of the annual depreciation of the CCEA General Fund.

*(12/01/98) Executive Board*

3. The Scholarship Fund accounts for the receipt and disbursement of voluntary contributions designated for scholarships awarded to students according to the criteria adopted by the Association Representative Council.

*(12/01/98) Executive Board*

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4. The Unused Sick Leave Fund accounts for the receipt and disbursement of funds negotiated in the Collective Bargaining Agreement for the purpose of paying retiree unused sick days in accordance with the Unused Sick Leave Policy.  
*(12/01/98) Executive Board*
  
  5. The Political Action Fund accounts for the receipt and disbursement of the mandatory and voluntary monies for political contributions to endorsed candidates and political activities  
*(12/01/98) Executive Board*
  
  6. A statement of fixed payments and purchase requests shall be presented at the first Executive Board meeting of each month for the Board's approval.  
*(12/01/98) Executive Board*
  
  7. CCEA shall not make funds available to its employees for loans to purchase any equipment, vehicles, dwellings or any thing of a personal nature.  
*(12/01/98) Executive Board*
  
  8. CCEA has furnished a cellular phone to the CCEA President, Management, and UniServ staff to use for Association business. This cellular phone shall continue to be owned by CCEA. The Employee will account and pay for any personal calls on a monthly basis. The Employee's failure to account for personal calls on a monthly basis will result in the cellular phone being transferred to the Employee's name for record keeping purposes so that the Employee can receive the bills and voucher the business calls. CCEA, at its discretion, may assign additional cellular phones. Such phones are understood to be used for CCEA business.  
*(12/01/98) Executive Board*

#### **Executive Director**

1. The Executive Director may enter into contracts and expend funds as budgeted. The Executive Director will report all contracts and expenditures to the Board.  
*(5/17/83, 2/02/99) Executive Board*
  
2. Expenditures not within the adopted budget shall be presented by the Executive Director to the Board for their approval.  
*(2/02/99) Executive Board*

#### **Expense Vouchers/Reimbursements**

1. Expense vouchers should be submitted within thirty (30) days of incurring expense and must be completely filled out on a day-by-day basis and signed by the traveler. Vouchers received sixty (60) days after the expense has been incurred will not be honored unless accompanied by a written explanation of delinquency.

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2. Receipts for hotel, air fare, telephone/telegram, postage/supplies must accompany voucher.
  3. All air travel shall be coach class. Tickets must reflect lowest possible air fare unless approved by the Executive Director due to unusual circumstances. Air fare for persons not on staff must be approved by Executive Director.
  4. Personal cars are to be used for relatively short distances or when plane or train accommodations are not available or practical (latter instance must be explained on voucher). Travel to be reimbursed according to IRS guidelines, plus toll charges, meals en route, and parking charges.
  5. If a car is used in preference to air travel or train for long distances, maximum reimbursement will be cost of coach air fare plus reasonable allowances for taxis and mileage to and from airports or the actual mileage, whichever is lower.
  6. Rental car reimbursement is limited to circumstances of necessity in order to meet time schedule or where no other mode of transportation is available, or where cost is less than for taxi. Explanation as to reason for renting car must accompany voucher. Under no circumstances is reimbursement for car rental allowed in the employee's city of primary residence.
  7. Per diem policy - Staff

When traveling on CCEA business, Staff shall be limited to a per diem meal amount of \$50.00. A cash advance may be provided for the number of days that the staff person will be on CCEA business.

Per diem policy - Governance

When traveling on CCEA business, members shall be limited to a per diem meal amount of \$50.00. A cash advance may be provided for the number of days that the member will be on CCEA business. The President shall have the discretion to designate per diem in half day increments. An expense voucher must be submitted within thirty (30) days of completion of travel.

Per diem policy:

- A. All travel for association business is to be reimbursed according to IRS guidelines.
- B. Per diem shall be actual expenses up to \$50/day (guidelines: \$10/breakfast; \$15/lunch; \$25/dinner). Amounts above \$50 are required to be vouchered with receipts attached.

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- C. Lodging - Lodging at CCEA expense is limited to CCEA members or CCEA staff engaged in official business. A receipt must accompany the voucher.
8. Bus and taxi fares are allowable as necessary, subject to explanation if beyond usual amount of cost. Unless otherwise specified in this policy no other form of ground transportation is available at CCEA expense.
  9. An advance of monies to assist with expenses is available upon request. All advances shall be reported to the Budget Committee at its regularly scheduled meeting. Following the conclusion of the activity or meeting for which the advance was obtained, this must be cleared by the filing of an expense voucher as previously outlined. In those cases where the amount of the advance exceeds the expenditure, a check made payable to CCEA covering the difference should accompany the voucher. When the amount of the advance is less than the expenditures, a reimbursement check for the difference will be issued. If a voucher is not received within sixty (60) days following the activity for which the advance was issued, the individual will not be eligible for hotel master billing or the underwriting of ANY expenses by CCEA until reimbursement for the advance is made.
  10. Multiple (group) meals in connection with Association business, other than those arranged by the CCEA office, are **discouraged**. If circumstances require such billing CCEA will make a daily reimbursement up to but not exceeding the authorized per diem and only for those individuals attending the meeting at CCEA expense. Further, reimbursement for multiple (group) meals will be made only upon submission of a receipt, names of guests, and purpose of meal. This group meal policy, and its reference to per diem guidelines, shall encompass all association activities, unless preapproved by the Executive Director.
  11. Gratuities offered to restaurant service personnel shall be limited to up to 20% of vouchered meal expense. Gratuities in excess of 20% are considered a personal expense.
  12. Unless specifically provided within this policy, all other types of expenditures - vouchered, credit card or direct bill are not authorized. Any variance from this express policy must be approved in advance by the Executive Director.
  13. No expenditures shall be made that are in conflict with the policies, practices or resolutions of the Association; therefore, reimbursement for alcoholic beverages is expressly denied.
  14. The Executive Director or the President of CCEA reserves the right to deny inappropriate expenses.

*(Vouchers/Reimbursements 1-14 adopted 12/01/98) Executive Board*

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## Credit Cards

1. All CCEA credit cards shall be used for only CCEA business. All CCEA credit card holders will submit a written itemized report to the CCEA, including date of purchase, where purchased, what purchased, and purchase amount. Each Association credit card holder will sign an agreement acknowledging this policy. Misuse of credit cards shall be referred to the Executive Director for appropriate action.

*(11/06/79, 2/03/80, 4/05/83, 4/03/84, 4/01/86, 12/01/98) Executive Board*

## Audits

1. The Association shall engage the services of a CPA for the purposes of obtaining an annual audit opinion on the Association financial statements, year ending August 31. An audit report will be presented to the Executive Board.

*(3/16/66, 5/17/83, 12/01/98) Executive Board*

## Budget Committee

1. The Budget Committee shall be chaired by the Association Treasurer with two members from the CCEA Executive Board and two members from the CCEA Association Representative Council to be appointed by the President.
2. Each month the Budget Committee shall review, analyze financial operations, fixed payments, accounts payable and purchase requests in order to prepare a statement and will then present their recommendations to the Executive Board for action prior to the Association Representative Council meeting.
3. In March the committee chairpersons will meet with the President and the Budget Committee to prepare a proposed calendar of activities with fiscal impact for the following fiscal year.
4. Membership Applications shall be kept in perpetuity until the Association acquires document imaging technology.

The Association shall retain for seven (7) years:

A copy of the general ledger for all funds.

Canceled checks and deposit receipts.

Invoices paid with attached check stubs.

Copies of the budget.

*(12/01/98) Executive Board*

5. The President, with assistance from the Treasurer, shall formulate the interim budget based upon the proposals of activities at the March meeting: and use the April 1 membership count as a guideline for revenue.

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(12/06/99) Executive Board

6. The interim budget for the successive budget year shall be presented to the Executive Board prior to the May Association Representative Council meeting. The interim budget shall be presented and adopted at the May Association Representative Council meeting.

(12/06/99) Executive Board

7. A budget hearing shall be held in April.

(12/06/99) Executive Board

8. The President, with the assistance from the Treasurer, shall formulate the annual budget based upon the proposals of activities at the March All Committee meeting. For purposes of projecting revenue, anticipated dues income shall not exceed 7% above the April 1 membership count.

(12/06/99) Executive Board

9. The annual budget shall be presented to the Executive Board prior to the August Association Representative Council meeting.

(12/06/99) Executive Board

10. The proposed annual budget shall be presented to the Association Representative Council at the August Association Representative Council meeting to be acted upon at the September meeting.

(12/06/99) Executive Board

11. The Executive Board shall have the authority during the course of a budget year to amend the budget and bring such changes to the Association Representative Council for approval.

(12/06/99) Executive Board

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**IV.**  
**FINANCIAL**

**B. CCEA POLICY FOR NSEA-DA DELEGATE FUNDING**

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Association

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1. Delegates will meet the following criteria in order to be funded for NSEA-DA:
  - A. Attend a pre-convention Caucus called by the CCEA President.
  - B. Attend no less than ninety percent (90%) of all NSEA-DA business meetings, unless excused by the CCEA President (i.e., on the DA floor to vote).
  - C. Attend all CCEA caucus meetings at the convention.
  - D. Volunteer to attend at least one (1) selected open hearing and/or meeting.
  - E. Vote in all official DA ballot elections.
  
2. NSEA expense vouchers will be required for appropriate mileage, airport parking fees/ taxi costs not to exceed three (3) days of airport parking fees, and a maximum of \$3 for airport baggage handling.
  - A. **TRANSPORTATION**

Airfare: NSEA will reserve and purchase airline tickets for delegates to arrive and depart the Convention City. If an airline ticket has been purchased in a delegate's name and the delegate makes a change, the delegate will be responsible for up to the amount the airline charges for the change.
  
  - B. **HOTEL**

Hotel accommodations will be provided by NSEA for delegates on a double occupancy basis. All hotel rooms will be guaranteed for late arrival. Delegates may choose to have a single room on a first-come-first-reserved basis. For delegates desiring to room alone, there is no guarantee such accommodation is available. The delegate that chooses a single room will be responsible for half (1/2) of the cost of the room. Delegates will not be given any money towards hotel room costs.
  
  - C. **MEALS**

All meals are group meals and will be provided by NSEA. There will be no per diem.
  
  - D. **INCIDENTALS**

There will be no reimbursement for incidentals. This includes, but is not limited to, maid tipping, transportation expenses to and from the hotel, and phone calls. Housekeeping and transportation recognition is provided by NSEA.

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E. BUYOUT DAYS

There will be no buyout days for delegates unless the delegate lives in an outlying area, or the delegate's primary teaching responsibility warrants it.

3. If a delegate does not comply with the above stipulations, the delegate will be responsible for reimbursement of the NSEA-DA registration fee by December 1<sup>st</sup> of the year in which the Delegate Assembly was held. If the delegate does not comply with the repayment of the registration fee, the delegate will be ineligible to receive funding as an elected delegate to any future DAs.

The delegate may appeal to the CCEA Executive Board, in person or in writing, by January 15 to have the delegate funding reinstated. This appeal must be completed sixty (60) days prior to the date the Delegate Assembly is held. The Executive Board will inform the delegate in writing of its decision within ten (10) days after the appeal hearing.

4. CCEA alternate delegates will be selected according to CCEA Standing Election Procedures and NSEA-DA standing rules.
5. All funded delegates will sign an agreement to adhere to the CCEA Policy for NSEA-DA Delegate Funding.

*(9/28/99, 1/23/01) Senate*



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**IV.**  
**FINANCIAL**

C. NEA-RA DELEGATE FUNDING

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Association

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1. Delegates will meet the following criteria in order to receive NEA-RA delegate funding:
  - A. Attend a pre-convention Caucus called by the local president.
  - B. Attend all mandatory State Caucus meetings.
  - C. Attend no less than ninety percent (90%) of all NEA-RA business meetings, unless excused by the appropriate local/state president. (i.e., on the RA floor to vote).
  - D. Vote in all official RA elections and provide a voting stub to the local president or his/her designee.
  - E. Volunteer to attend at least one (1) selected open hearing and/or meeting as determined by the State Caucus chair.
  - F. Submit copy of a hotel receipt balance of \$0.00 for any and all incidentals.
2. No expense vouchers will be required for delegates to the NEA Representative Assembly Convention.

A. TRANSPORTATION

A delegate will be given 75% of the amount of the airfare as determined by CCEA President or designee and will make his/her own arrangements. If an airline ticket has been purchased in a delegate's name and the delegate cannot attend, the delegate will be responsible for reimbursing CCEA for the transportation funding received.

Other transportation: If a delegate chooses to use any other form of transportation to attend the RA that delegate will be given the same amount as the airfare of the rest of the delegation.

B. HOTEL:

Hotel accommodations will be provided at CCEA's expense for delegates. CCEA will establish a line of credit with the hotel. The payment for hotel rooms will be on a master billing. Delegates will not be given any monies towards hotel room costs. All hotel rooms will be guaranteed for late arrival. However, if the delegate changes their travel plans, the hotel must be notified of the change by 3:00 p.m. of the original arrival day, otherwise, the no-show costs incurred will be considered the personal expense of the delegate.

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C. INCIDENTALS

Each delegate will receive \$125 for other expenses for the entire time of the convention. This includes: tips for luggage and maids, taxi to/from home & LV airport, shuttle service to/from convention airport & hotel, phone calls home, etc. No reimbursements will be made.

3. CCEA will not fund any pre-convention conferences and activities such as Women and Minorities Conference, Men's Issues Conference, IPD Conference, Bargaining Conference, etc.
4. Any delegate who receives incidental funding and does not comply with the stipulated criteria in 1: A-C, shall refund to the CCEA any money advanced by December 1<sup>st</sup> of that year. If the delegate does not comply with repayment of such money, the delegate will be ineligible to receive funding as an elected delegate to any future RAs.

The delegate may appeal to the CCEA Executive Board, in person or in writing, between December 2<sup>nd</sup> and January 15<sup>th</sup> to have the delegate funding reinstated. This appeal must be completed sixty (60) days prior to the date the Representative Assembly is held. The Executive Board will inform the delegate in writing of its decision within ten (10) days after the appeal hearing.

5. Absences for the RA must follow CCEA Standing Election Procedures and NEA-RA Standing Rules.
6. All funded delegates will sign an agreement to adhere to the CCEA Policy for NEA-RA Delegate Funding.
7. The Executive Board will develop specifics to implement paragraphs 1-4 of this policy.

First Reading 11/26/91  
Adopted 12/17/91  
Amended & Adopted 5/25/93  
Amended & Adopted 12/16/97  
Amended & Adopted 1/23/01  
Adopted 05/22/2012, October 2012





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**IV.**  
**FINANCIAL**

**D. CONFERENCE ATTENDANCE POLICY**

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Association

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Executive Board

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1. Members attending conferences will meet the following criteria:
  - A. Attend all sessions at the conference unless excused by the President or designee.
  - B. Provide a written conference report at a designated date.
  - C. Agree to serve on a CCEA Committee for one year.
  - D. Submit copy of a hotel receipt balance of \$0.00 for any and all incidentals.
  
1. No expense vouchers will be required of conference attendees.
  - A. Transportation  
Airfare: CCEA will reserve and purchase airline tickets for the conference attendee to arrive and depart the conference city. If a conference attendee chooses to depart earlier, or stay later, that participant will be given the amount of the airfare, and will make their own arrangements. If an airline ticket has been purchased in a participant's name and the participant makes a change for a non-emergency situation, the participant will be responsible up to the amount the airline charges for the change.  
  
Other Transportation: If a participant chooses to use any other form of transportation to attend the conference, that conference attendee will be given the same amount as the airfare of the rest of the conference attendees.
  
  - B. Hotel  
Hotel accommodations will be provided at CCEA's expense for conference attendees on a double occupancy basis. The payment for hotel rooms will be on a master billing. Participants may choose to have a single room on a first-come-first-reserved basis. For participants desiring to room alone, there is no guarantee such accommodation will be available. The attendee that chooses a single room will be responsible for half (½) of the cost of the room. Participants will not be given any monies towards hotel room costs. All hotel rooms will be guaranteed for late arrival. However, if the participant changes his/her travel plans, the hotel must be notified of the change by 3:00 p.m. of the original arrival day, otherwise, the no-show costs incurred will be the

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C. Meals

Each member will be given \$50 per diem. Per diem covers meals only.

D. Incidentals

Each member will receive \$20 a day for other expenses for the entire time of the conference. This includes: tips for luggage and maids, taxi to/from home and LV airport, shuttle service to/from conference airport and hotel, phone calls home, etc. No reimbursements will be made.

E. Buyout Days

Those conference attendees who teach in year-round schools and are not on track break at the time of the conference, will be provided buyout days. CCEA will determine the dates and will contact the participant for processing. If the participant is on track break during the conference, the attendee will not be provided with buyout days.

3. Any conference attendee who receives per diem and incidental funding, and does not comply with the above criteria, shall refund to CCEA any monies advanced. The monies must be returned on or before the second Association Representative Council meeting following the conference.
4. If the conference attendee does not comply, they are ineligible to attend any future conferences until such debt is repaid.
5. All conference attendees will sign an agreement to adhere to the CCEA Policy for conference funding.

*(1/11/00) Executive Board*

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**IV.**  
**FINANCIAL**

**E. PROFESSIONAL STAFF REPORT**

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Association

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An annual report will be given to the Association Representative Council regarding the total professional staff salary packages and benefits packages. A list of employed staff will be provided.

*(11/27/07) Association Representative Council*

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Executive Board

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**V.**  
**COMMITTEES/CAUCUSES**

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Association

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1. The CCEA Executive Board will develop and maintain Caucus Recognition guidelines governing the establishment of caucuses, which will be presented to the Association Representative Council at the first meeting of the school year.
2. The CCEA Executive Board will develop and maintain guidelines governing caucus activities which will be presented to the Association Representative Council at the first meeting of the school year.

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Executive Board

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1. CCEA committee chair appointments shall coincide with the President's term of office.  

*(5/11/70, 2/17/87, 10/06/98) Executive Board*
2. Training for committee members will be planned in the spring for the upcoming year.  

*(10/06/98) Executive Board*



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**VI.**  
**MANAGEMENT**

**A. PRESIDENT**

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Association

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**Salary:**

- A. The President will be paid at the daily rate of pay for the highest step in the masters+32 class, unless the President qualifies to be in a higher class, then the President will be paid the highest step in that class, for a minimum of 220 and no more than 260 days during the Association fiscal year, including vacations and holidays as contained in the staff contracts. Additional benefits will be determined by Association policy.
- B. The Association will pay appropriate government taxes including FICA and Medicare.

**2. Benefit Package:**

- A. CCEA shall reimburse CCSD for the appropriate PERS contribution as invoiced by CCSD on behalf of PERS for the benefit of the President. An additional 18.4% contribution for add-on days shall be paid directly to the President. The 18.4% payment for the add-on days shall sunset upon the completion of term (s) of President in office on May 2011 and no future President shall receive said payment.
- B. The President's contribution in the Teachers Health Trust Health, Dental and Vision plans will be paid for by the Association with no less benefit than the staff contracts.
- C. The President will be covered by a long term disability plan with a 90-day exclusion through the Clark County Education Association.
- D. The President will be provided with Term Life Insurance and Accidental Death and Dismemberment.
- E. The President will be covered under NEA's Educators Employment Liability Insurance Plan while working in the capacity as an elected official within the scope of the elected position.
- F. The President will receive a \$650.00 a month car allowance.

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G. It is recognized that as a full-time release President, 403(b) contributions are not permitted as per IRS regulations.

H. Leaves

1. The President shall receive 15 days of sick leave per year with unlimited accumulation for the President's term. Accrued leave has no monetary value. Leave days earned with CCEA and CCSD are not transferable between the two entities.
  - a. The Executive Board will have the authority to extend the President's leave up to 90 work days which includes the accrued leave days.
  - b. The office of President shall be declared vacant after 90 days of continuous absences.
2. The President is entitled to three personal leave days.
3. The President will receive bereavement leave with no less benefit than is contained in staff contracts.

*(04/22/08, 04/26/11, 05/27/14) AR Council*

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Executive Board

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**VI.**  
**MANAGEMENT**

**B. VICE PRESIDENT**

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Association

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**1. Salary:**

- A. The Vice President will be paid at the daily rate of pay for the highest step in the masters+32 class, unless the Vice President qualifies to be in a higher class, then the Vice President will be paid the highest step in that class, for a minimum of 184 and no more than 220 days during the Association fiscal year, including vacations and holidays as contained in the staff contracts. Additional benefits will be determined by Association policy.
- B. The Association will pay appropriate government taxes including FICA and Medicare.

**1. Benefit Package:**

- A. CCEA shall reimburse CCSD for the appropriate PERS contribution as invoiced by CCSD on behalf of PERS for the benefit of the Vice President. An additional 18.4% contribution for add-on days shall be paid directly to the Vice President. The 18.4% payment for the add-on days shall sunset upon the completion of term(s) of Vice President in office on May 2011 and no future Vice President shall receive said payment.
- B. The Vice President's contribution in the Teachers Health Trust Health, Dental and Vision plans will be paid for by the Association with no less benefit than the staff contracts.
- C. The Vice President will be covered by a long term disability plan with a 90-day exclusion through the Clark County Education Association.
- D. The Vice President will be provided with Term Life Insurance and Accidental Death and Dismemberment.
- E. The Vice President will be covered under NEA's Educators Employment Liability Insurance Plan while working in the capacity as an elected official within the scope of the elected position.

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- F. The Vice President will receive a \$650.00 a month car allowance.
- G. It is recognized that as a full-time release Vice President, 403(b) contributions are not permitted as per IRS regulations.
- H. Leaves
1. The Vice President will receive 15 days of sick leave per year with unlimited accumulation for the Vice President's term. Accrued leave has no monetary value. Leave days earned with CCEA and CCSD are not transferable between the two entities.
    - a. The Executive Board will have the authority to extend the Vice President's leave up to 90 work days which includes the accrued leave days.
    - b. The office of Vice President shall be declared vacant after 90 days of continuous absences.
  2. The Vice President is entitled to three personal leave days.
  3. The Vice President will receive bereavement leave with no less benefit than is contained in the staff contracts.

*(04/22/08, 04/26/11, 04/27/14) AR Council*

*(05/22/12) Executive Board*

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Executive Board

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**VI.**  
**MANAGEMENT**

**C.     HIRING PRACTICES**

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Association

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Executive Board

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1. All employed in part-time positions with the Association shall have a job description. Funding for the position shall be approved by the Executive Board.  
*(5/14/75, 4/01/86) Executive Board*
  
2. The Executive Director or his designee shall respond in writing (fax) to requests for employment verification from prospective employers regarding prior employees. The response shall be limited to dates employed.  
*(12/01/98) Executive Board*
  
3. CCEA shall not hire spouses of Administrative Personnel employed by the Clark County School District to work full time in the CCEA office.  
*(4/01/86, 2/02/99) Executive Board*

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**VI.**  
**MANAGEMENT**

**D. PERSONNEL**

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Association

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Executive Board

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1. It is the policy of the CCEA that all staff, in their interactions with members and/or public, be courteous and prompt. This includes *normally* returning telephone calls within twenty four hours, except for extenuating circumstances.
2. All complaints regarding staff performance which are the result of any staff interaction with membership will be investigated by the appropriate supervisor. Within fifteen (15) days of receipt of the complaint, the supervisor will notify the Executive Director of the results of the investigation and recommendations for its resolution. The Executive Director will act on the recommendation within fifteen (15) days, and notify the person originating the complaint.
3. All complaints must be in writing, and contain the name of the person making the complaint, the details of the complaint, and the date(s) the incident precipitating the complaint occurred.

*(1996) Executive Board*



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**VI.**  
**MANAGEMENT**

**F. CCEA'S SEXUAL HARASSMENT POLICY**

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Association

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Executive Board

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CCEA has vigorously and consistently opposed sexual discrimination in employment. With regard to its members, CCEA's opposition is reflected in efforts undertaken by CCEA on behalf of members who have been victims of such discrimination. As an employer, CCEA is equally committed to this principle of nondiscrimination and the collective bargaining agreement between CCEA and the Clark County Staff Organization (CCSO) representing UniServ employees traditionally has prohibited "discrimination on the basis of ...sex."

The Equal Employment Opportunity Commission (EEOC) has indicated that sexual harassment is an unlawful form of discrimination on the basis of sex under Title VII of the Civil Rights Act of 1964. It is, moreover, a violation of CCEA beliefs and contractual prohibitions against such discrimination, and for the purposes of enforcing these prohibitions, the EEOC's definition of sexual harassment will be used. This definition is as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Executive Board reaffirms CCEA's commitment to ensure that its employees are provided with a work environment that is fair, humane, and responsible. Sexual harassment (as defined by the EEOC) is detrimental to the environment, and the Executive Board instructs the Executive Director to take such steps as he/she deems appropriate to deal with complaints of sexual harassment.

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## PROCEDURES

CCEA encourages any employee who questions the conduct of another or wishes to discuss specific concerns to confidentially bring the matter to the attention of the Deputy Executive Director. CCEA also recognizes that, because of the sensitive nature of the issues involved or other special circumstances, employees may be reluctant to process certain complaints of sexual harassment through the regular grievance or complaint procedure. Accordingly, CCEA, in conjunction with CCSO and CCEA employees, has established the following special procedure as an optional alternative for dealing with such complaints by employees in these groups.

1. Any employee who believes that he or she is the victim of sexual harassment may request a meeting with the Deputy Executive Director. Except in unusual circumstances, this meeting will be held within five days after the request is made and will involve only the complaining employee, the Deputy Executive Director, and the appropriate bargaining unit or staff organization president if the employee is a member of CCSO (hereinafter referred to as the President)).
2. The Deputy Executive Director and the President (if the employee is a member of CCSO) will investigate the complaint. This investigation will be treated as confidential, and any documents involved in or resulting from it will be kept in a special file by the Deputy Executive Director. Unless otherwise authorized by the complaining employee, only that employee, the Deputy Executive Director, the Executive Director, and the President (if the employee is a member of CCSO) will have access to this file.
3. Within 30 calendar days from the date that the initial meeting was held, the Deputy Executive Director will recommend an appropriate course of action to the Executive Director, which, if the allegation is proven, may range from professional counseling for the offender to discharge or other appropriate discipline. The Executive Director or Deputy Executive Director will act on the complaint within 10 calendar days after receipt of the recommendation and promptly inform the complaining employee and the President of the action taken.
4. The complaining employee may not file a grievance under the collective bargaining agreement, if applicable, while this special procedure is being implemented. If the complaining employee (if the employee is a member of CCSO) is not satisfied with the action taken by the Executive Director he or she thereafter may utilize the grievance procedure and for purposes of the time requirement for filing, the period will begin on the date on which he or she was notified of such action by the Executive Director.

It is not CCEA's intention to regulate the legitimate social activities that its officers, employees and other representatives choose. CCEA believes, however, that it is obligated to provide each employee with a work environment that is free from unsolicited and unwelcome sexual overtures.

*(1996) Executive Board*

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**VII. LEGAL**

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Association

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1. A filed grievance may not be withdrawn without prior consultation with the grievant.

*(4/27/82, 4/1/87) Senate*

2. In the event a CCEA member is charged with a crime under the state of Nevada Statutes that is allegedly committed during the course of the teacher's normal professional duties, the following will apply.

- A. The CCEA will agree to advance the attorney selected by the CCEA to represent the member, up to \$2,000.00 upon the approval of the CCEA's Executive Director or his/her designee to retain the attorney's services.

- B. Additional money may be advanced above and beyond the \$2,000.00, but only on the approval of the CCEA's Executive Board.

- C. The member will enter into a written agreement with the CCEA, prior to the advancement of any legal counsel fees, which will stipulate the terms by which the member will reimburse CCEA. Such terms will be set by the Executive Director of CCEA and CCEA Treasurer.

- D. In the event that the member is reimbursed by the NEA liability insurance plan, he/she shall endorse the reimbursement check, making it payable to the CCEA within five days of the member's receipt of the NEA reimbursement.

- E. The member's signature below will indicate that he/she had read the document and agreed to abide by its terms and conditions.

CLARK COUNTY EDUCATION ASSOCIATION

BY: \_\_\_\_\_

MEMBER

BY: \_\_\_\_\_

*(4/27/82, 4/1/87) Senate*

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Executive Board

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**VIII.**  
**GOVERNMENT RELATIONS**

**ENDORSED CANDIDATES**

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Association

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1. CCEA will initiate communication with any endorsed Candidate/Legislator who publicly supports a petition, or takes a public stance contrary to any NEA/NSEA resolution. Such communication will explain NEA/NSEA's stated position, and ask that individual to reconsider their support.

*(3/20/01 Senate)*

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Executive Board

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**IX.**  
**ADDENDUMS**

- A. Clark County Education Association Caucus Recognition Guidelines





# Clark County Education Association Caucus Recognition Guidelines

4230 McLeod, Las Vegas, NV 89121, 702-733-3063  
August, 2005

The Executive Board of the Clark County Education Association encourages communication with and participation of its recognized caucuses. The function of CCEA "recognized" caucuses is to "advise, educate, and/or lobby the CCEA Executive Board on recognized societal issues which deserve to be actively pursued and/or studied within the CCEA." Any member of CCEA may form a caucus, apply for recognition, and invite other members of CCEA to join the caucus.

Members seeking caucus recognition shall abide by the guidelines contained within this document and must petition the CCEA Executive Board for recognition. Caucus recognition is granted to groups that:

1. Are comprised entirely of CCEA members.
2. Are consistent with CCEA Articles of Incorporation, Bylaws, Policies, and Mission Statement.
3. Comply with the procedural requirements and rules governing caucus activities as set forth in this document.

Continuing recognition is subject to annual reapplication and approval by the CCEA Executive Board. Requests for recognition renewal must be submitted to the CCEA President prior to October 1 of each year. (See attached Request to Continue Recognition.)

The CCEA Executive Board has the authority to rescind or suspend the recognition of any CCEA caucus. The following actions are grounds to rescind or suspend recognition:

1. The use of caucus recognition, association, and connection with CCEA for any purpose other than attempting to influence CCEA governance.
2. Any caucus that purports to speak for, or act on behalf of, CCEA; or its affiliates.
3. Failure to comply with the provisions of these Guidelines.

Any CCEA member may file a request to have caucus recognition rescinded or suspended for one or more of the above reasons. If a caucus is denied recognition by the CCEA Executive Board, the caucus may appeal the Board's decision to the Association Representative Council at which the appeal is to be heard. Applications for appeal to the Association Representative Council must be received by within 30 days of the CCEA Executive Board's decision.

These Guidelines contain the following information and documents:

Rules Governing Recognized Caucus Activities  
Caucus Recognition Petition  
Request To Continue Recognition  
Application to Appeal Caucus Recognition  
List of CCEA Recognized Caucuses

CCEA provides the following services for caucuses **at *Delegate Assembly***:

*Logistical Assistance*

CCEA staff will assist in arrangements for caucus meetings held and matters relating to meeting room assignments, meeting announcements, and other support services. All arrangement requests should be directed to CCEA, 4230 McLeod, Las Vegas, Nevada 89121, (702) 733-3063 to the attention of Associate Executive Director.

*Meeting Space*

Upon request by the caucus chairperson, a meeting room shall be provided at the CCEA building. All expenses, incidental to caucus organization, activities or meetings shall be assumed by the Caucus. Caucus meetings shall not be scheduled to conflict with CCEA general business meetings.

*Typing and Copying Service*

Copying services for caucuses will be handled up to a reasonable limit. The reasonable limit will be determined by the officers of CCEA, taking into consideration the number of pages and copies at the time the request is made.

## **RULES GOVERNING RECOGNIZED CAUCUS ACTIVITIES**

- Unless recognized pursuant to the Caucus Recognition Guidelines, a caucus may not include a reference to CCEA in its name.
- The use of the acronym “CCEA” in connection with a recognized caucus name designates that the group is made up of CCEA members, and does not in any way indicate that the caucus speaks for, or acts on behalf of, CCEA.
- A recognized CCEA caucus shall include on all written material (including information published on the CCEA website or any other website published associated in anyway with a recognized caucus) the following disclaimer:

THE VIEWS EXPRESSED IN THIS DOCUMENT ARE THOSE OF THE CAUCUS. THE CAUCUS HAS NO AUTHORITY TO SPEAK FOR, OR ACT ON BEHALF OF, CCEA.

- CCEA, NSEA, and NEA staff may provide support and assistance to a caucus, but may not be voting members or participate in the governance of a caucus.
- CCEA recognized caucuses must be comprised entirely of CCEA members.
- Upon request by the caucus chairperson to the CCEA President, a meeting room shall be provided.
- Caucus meetings shall not be scheduled to conflict with CCEA Association Representative Council or Executive Board meetings.
- CCEA recognized caucuses shall not make CCEA policy or speak on behalf of CCEA, as these functions are reserved for elected officials of CCEA in accordance with written and duly adopted CCEA governance documents.
- CCEA recognized caucuses shall have no cause that is inconsistent with the goals, Articles of Incorporation, Bylaws, Policies, and Mission Statement of CCEA.
- CCEA recognized caucuses electing representation on the CCEA website are responsible for providing content and updates. CCEA reserves the right to remove or reject any material in opposition to CCEA goals, Articles of Incorporation, Bylaws, Policies, and Mission Statement. CCEA will provide website framework.
- All CCEA recognized caucuses shall comply with the procedural requirements set forth in these Guidelines.

**CLARK COUNTY EDUCATION ASSOCIATION  
CAUCUS RECOGNITION PETITION**

A "recognized CCEA caucus" is an internal entity that is recognized by CCEA for the sole purpose of attempting to influence CCEA governance in the development of CCEA policy. Toward this end, caucus may advise, lobby, and/or otherwise communicate with CCEA governance. Any group wishing to be recognized as a CCEA caucus may request recognition by filing this form and forwarding it to the CCEA Offices, 4230 McLeod, Las Vegas, NV 89121.

Date of Application: \_\_\_\_\_

Name of Caucus: \_\_\_\_\_

Purpose of Caucus: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide the names and address of leaders and/or officers:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please provide a projected plan for meetings:

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List of caucus members:

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We understand that status as a recognized CCEA caucus is subject to the provisions of the Guidelines for Recognized Caucuses.

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

.....  
**FOR CCEA USE ONLY:**

**Granted:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

\_\_\_\_\_  
**For CCEA Executive Board**

\_\_\_\_\_  
**Date:**

**CLARK COUNTY EDUCATION ASSOCIATION  
REQUEST TO CONTINUE CAUCUS RECOGNITION**

Requests for recognition renewal must be submitted to the CCEA President prior to October 1 of each year.

We understand that status as a recognized CCEA caucus is subject to the provisions of the Guidelines for Recognized Caucuses.

Name of Caucus: \_\_\_\_\_

Purpose of Caucus: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**CLARK COUNTY EDUCATION ASSOCIATION  
APPLICATION TO APPEAL CAUCUS RECOGNITION**

Basis for appeal of caucus status: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## **CCEA Recognized Caucuses**

**Caucuses to be determined**



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*Last revised and amended by the  
CCEA Association Representative Council  
on May 27, 2014.*

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**CCEA**  
Clark County Education Association  
the union  
of teaching  
professionals