



# CCEA

Clark County Education Association

the union  
of teaching  
professionals

## **Constitution & Bylaws**

Last revised and amended by the CCEA Association  
Representative Council on April 26, 2016.



# **PREAMBLE**

We, the members of the Clark County Education Association, in order that the Association may serve as the local voice for education, advance the cause of education as expressed through CCEA's mission and vision statements, promote professional excellence among educators, recognize the fundamental importance of the educator in the learning process, protect the rights of educators and advance their interests and welfare, secure professional autonomy, unite educators for active citizenship, promote and protect human and civil rights, act as the recognized bargaining agent for licensed personnel in Clark County, and obtain for its members the benefits of an independent, united education profession, do hereby adopt these Bylaws.

## **ARTICLE I**

### **NAME, GOALS, OBJECTIVES, AND AUTHORITIES FOR GOVERNANCE**

#### **Section 1. NAME**

The name of this organization shall be the Clark County Education Association, herein called the Association.

#### **Section 2. GOALS AND OBJECTIVES**

- A. The goals of the Association shall be as stated in the Preamble. The Association shall have all power necessary and proper to take action for the attainment of these goals.
- B. Nothing in these Bylaws shall be construed to prevent the Association from pursuing objectives which are consistent with the stated goals of the Association. The following are specific objectives:
  - 1. To improve the structure of the Association to ensure the full and effective participation of all members, thereby establishing and maintaining an independent, self-governing organization;
  - 2. To promote and to protect the rights and welfare of its members;
  - 3. To advance professional rights and to enhance professional responsibilities to further the consistent development and improvement of the profession and its practitioners;
  - 4. To work for broad support of education and for improved attitudes toward the profession;
  - 5. To advocate for adequate financial support for public education;

6. To protect and support its members as employees in disputes with employers or with those acting on behalf of employers.

### **Section 3. GOVERNANCE**

The Association shall be governed by its Bylaws and Policies, and such other actions as the Association Representative Council and Executive Board may take consistent therewith.

## **ARTICLE II**

### **MEMBERSHIP**

#### **Section 1. ELIGIBILITY**

Any member of the bargaining unit as defined by the CCEA/CCSD Labor Agreement in the Clark County School District may become a member of the Association when evidence of membership in NSEA and NEA is received and an official plan is signed authorizing payment of dues of the certified professional.

#### **Section 2. RIGHTS AND LIMITATIONS**

- A. Members shall have the right to full participation.
- B. Any member who transfers from another state during the current school year and whose dues are paid in full and who also belongs to the local, state, and national affiliates shall receive from this Association all the rights and privileges of membership until the beginning of the next membership year, providing the state association from which the member has transferred offers a reciprocal membership. Such membership shall begin with official notification to this Association by the member that said member wishes to exercise membership privileges.
- C. Any member whose professional or occupational position changes shall be transferred to the class of membership applicable to the new position; the member shall not remain in a class of membership for which the member is no longer eligible.
- D. Members who fail to adhere to any of the conditions of membership as stated in Article II of the Bylaws shall be subject to censure, suspension, or expulsion by process of the Review Board as outlined in Article VI.

Members subject to censure, suspension or expulsion shall be guaranteed the right of a due process hearing before the Review Board.

### **Section 3. ASSOCIATION FISCAL/MEMBERSHIP YEAR**

The Association fiscal/membership year shall be from September 1 through August 31.

### **Section 4. MEMBERSHIP DUES**

- A. Dues of members shall be increased/decreased annually based upon the percentage of salary increase to Class A, Step 1 of the teacher salary schedule for the previous fiscal year.
- B. The dues for members of the Association may be altered by the Association Representative Council.
- C. The membership fees for persons eligible for membership who are regularly employed for fifty (50) percent or less of the normal schedule for full-time employee shall be one-half (1/2) of the dues.
- D. The Association shall continue to allow membership to those members laid off due to a reduction in force with reduction in dues of fifty (50) percent. Such eligibility for membership shall continue as long as such persons are eligible to be recalled or for three (3) years, whichever is longer.
- E. The Association may continue to allow full membership to members who are on leave of absence from the Clark County School District during the duration of the leave of absence as long as the member continues to pay full dues.

## **ARTICLE III**

### **LEGISLATIVE BODY**

#### **Section 1. RESPONSIBILITY OF ASSOCIATION REPRESENTATIVE COUNCIL**

The Association Representative Council shall be the legislative and policy-forming body of the Association.

#### **Section 2. COMPOSITION OF ASSOCIATION REPRESENTATIVE COUNCIL**

- A. The Association Representative Council shall consist of the elected officers, Executive Board, and one or more representatives elected from each school faculty according to the allocation in Article III, Section 3, the Association members of the NSEA Board of Directors, the Association members of the NSEA Delegate Assembly, and NEA Representative Assembly.
- B. Ethnic-minority representation should be proportionate to identified ethnic-minority populations of the Association membership as of April 1 of the preceding Association fiscal year.

**Section 3. ALLOCATION FOR ASSOCIATION REPRESENTATIVES**

- A. Active members in each school shall elect one or more Association Representative(s) according to the following allocation:

- One Association Representative for 1-25 members
- Two Association Representatives for 26-50 members
- Three Association Representatives for 51-75 members
- Four Association Representatives for 76-100 members
- Five Association Representatives for 101-125 members
- Six Association Representatives for 126-150 members
- Seven Association Representatives for 151-175 members
- Eight Association Representatives for 176-200 members

- B. All Active members who do not have representation through a school Association Representative shall meet in groups according to their professional title and elect the corresponding number of Association Representatives per group as stated in Article III, Section 3, Paragraph A. to represent them in the Association Representative Council. These groups must apply annually to the Association Representative Council for recognition of their status as a professional titled group and authorization to elect the correct number of Association Representatives as permitted by Article III, Section 3, Paragraph A. These groups must inform the President by November 1 of the number of eligible employees and the intent to elect Association Representatives.

**Section 4. ELECTION OF ASSOCIATION REPRESENTATIVES**

- A. The election of Association Representatives shall be conducted at the work site according to open nomination and secret ballot provisions. This election shall be conducted by the current building Association Representative, President or the President’s designee. All active members at a given work site will be eligible to vote. This election shall be completed by November 30.
- B. If after the time recognized in subparagraphs (A) no Association Representative is elected to the worksite in the manner prescribed in subparagraph (A), the President may appoint Association Representatives to those worksites.
- C. If there is an insufficient number of ethnic minorities Association Representatives elected, the Minority Affairs Committee will submit names of ethnic-minority members, in accordance with Article III, Section 2. B., to the President who will appoint the number of Association Representatives needed to comply with NEA's *Achieving Minimum Affiliation Standards*.

## **Section 5. ALTERNATE ASSOCIATION REPRESENTATIVES**

Each work site and represented group shall elect an Active member as an alternate Association Representative for each elected Association Representative.

## **Section 6. VACANCIES OF ASSOCIATION REPRESENTATIVES**

If a vacancy occurs after November 30, and there are no alternates, the President or President's designee shall conduct a democratic election if there is more than one candidate contending for the position(s).

## **Section 7. MEETINGS OF THE ASSOCIATION REPRESENTATIVE COUNCIL**

- A. The Association Representative Council shall meet at least nine (9) times per Association fiscal year.
- B. The time, place, and agenda shall be set by the President.
- C. The agenda for each meeting shall be sent to all Association Representatives in advance of the meeting.
- D. Association Representatives shall have floor and voting privileges at all Association Representative Council meetings. Any active member shall have floor privileges.
- E. Association Representatives present shall constitute a quorum for Association Representative Council meetings.
- F. The Association Representative Council shall adopt for meetings its own internal rules of procedure provided they are not in conflict with these Bylaws or *Robert's Rules of Order, Newly Revised*.

## **Section 8. SPECIAL MEETINGS**

- A. Special meetings of the Association Representative Council may be called by the President, unless a regularly scheduled Association Representative Council meeting is scheduled within three weeks.
- B. The President shall call a special meeting upon written request to the Executive Board from fifty (50) Association Representatives.
- C. Association Representatives must be given at least ten working days notice of the special meeting. Twenty-five percent (25%) of elected Association Representatives shall constitute a quorum.

**Section 9. RESPONSIBILITIES OF THE ASSOCIATION REPRESENTATIVE COUNCIL**

- A. The Association Representative Council shall:
1. establish and amend Association Bylaws, Policies, and Election Procedures;
  2. establish dues;
  3. adopt the annual budget;
  4. receive and may act upon Committee Reports;
  5. elect member(s) to fill Executive Board vacancy(s) which occur;
  6. exercise final authority in all matters of the Association;
  7. ratify election results;
  8. adopt procedures for the establishment of the Review Board, the order of succession;
  9. elect members of the Review Board;
  10. receive resignations from the Review Board; and
  11. ratify actions taken by the Review Board.

**ARTICLE IV  
OFFICERS**

**Section 1. ELECTED OFFICERS**

The elected officers of the Association shall consist of the President, Vice President, Secretary, and Treasurer, who shall be voting members of the Executive Board and Association Representative Council.

**Section 2. ELIGIBILITY**

Membership must be held for at least two (2) Fiscal / Membership years immediately preceding the time of seating for a post probationary member to qualify for the offices of President, Vice President, Secretary and Treasurer.

**Section 3. LIMITATIONS**

No elected officer may hold more than one Association office during his/her term of office.

**Section 4. OATH OF OFFICE**

All elected officers must take an Oath of Office before their term of office begins and shall comply there in.

## **Section 5. OFFICERS' DUTIES, TERMS AND VACANCIES**

### **A. President**

The President shall be the chief executive officer of the Association. The position of President shall be full-time release. A full-time release President is defined as a member who is elected as President, serving full time as President with no responsibilities for the position from which s/he is being released.

#### **1. Duties**

The President shall:

- a. represent the Association at public and professional functions including, but not limited to CCSD Board of Trustees Meetings, or assign at her/his discretion, responsibility for such representation;
- b. set agendas for Association meetings;
- c. appoint all chairpersons and committee members with the confirmation of the Association Representative Council; such chairpersons and members serve at the pleasure of the President;
- d. prepare, with the Budget Committee, a budget for submission to the Association Representative Council for adoption;
- e. sign checks jointly with the Treasurer and/or Vice President;
- f. serve as a member of the Teachers Health Trust Board of Trustees and Retiree Health Trust Board of Trustees;
- g. appoints members to the Teacher Health Trust and Retiree Health Trust Boards of Trustees (to a maximum of 12 years served per board consecutively or intermittently).
- h. serve as an ex-officio member without vote on all committees;
- i. make work site visits each year;
- j. serve as a delegate to the NSEA Delegate Assembly and NEA Representative Assembly by virtue of this office;
- k. serve as an Association member of the TIP Coordinating Council;
- l. direct, in conjunction with the Executive Board, the work of the Executive Director, including writing the Executive Director's evaluation; and
- m. perform such other duties as assigned by the Association Representative Council or the Executive Board.

#### **2. Term of Office**

The office of President is a two-year term. A member elected to the office of President is eligible for three consecutive terms and shall serve until a successor is elected. The term of President shall begin at



the close of business at the NEA/RA in the year in which the election of the President has occurred.

### **3. Vacancy**

If the office of President shall become vacant, the Vice President shall become President. However,

- a. if the vacancy occurs during the first year of that term, a special election for President shall be held during the regular elections to fulfill the rest of that term of office.
- b. if the vacancy occurs during the second year of that term, the Vice President shall fulfill the remainder of that term of the President.

### **4. Salary**

The President will be paid at the daily rate of pay for the highest step in Column V of the Licensed Professional Salary Table, 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's contract. Additional benefits will be determined by Association policy.

## **B. Vice President**

The Vice President may be full-time release.

At the September meeting in the odd numbered years, the AR Council will vote to determine whether or not the position of Vice President is full-time released for the following term of office.

A full-time released Vice President is defined as a member who is elected as Vice President serving full-time as Vice President with no responsibilities for the position from which s/he is being released.

### **1. Duties**

The Vice President shall:

- a. act for and on behalf of the President when s/he is unable to perform the duties of that office;
- b. coordinate the activities and reports to the Executive Board, Association Representative Council, and membership by all committees;
- c. shall serve as a delegate to the NSEA Delegate Assembly and to the NEA Representative Assembly by virtue of this office; and

- d. perform such other duties as assigned by the Association Representative Council, the Executive Board, or President.

## **2. Term of Office**

The office of Vice President is a two-year term. A member elected to the office of Vice President is eligible for three consecutive terms and shall serve until a successor is elected. The term of Vice-President shall begin at the close of the NEA/RA in the year that election for Vice President occurs.

## **3. Vacancy**

If the office of Vice President shall become vacant, the Association Representative Council shall elect one of its own to serve as Vice President for the interim period. After the special election for President is concluded, the member who was serving as President shall return to the office of Vice President to fulfill the rest of that term of office. However,

- a. if the Vice President was serving as President during the first year of the President's term, s/he shall return to the office of Vice President upon the ratification of election results by the Association Representative Council.
- b. if the Vice President was serving as President during the second year of the President's term, s/he shall fulfill the remainder of the term of President.
- c. if the Vice President was not serving as President, a special election shall be held during the regular election period to elect a Vice President to fulfill the un-expired term of that office.

## **4. Salary**

- a. If it is determined by the AR Council to elect to have a full-time release Vice President, the following will apply:  
The Vice President shall be paid at the daily rate of pay for the highest step in Column V of the Licensed Professional Salary Table, unless the Vice President qualifies to be in a higher class, then the Vice President will be paid the highest step in that class, based on the days a 9-month teacher is required to work based on the 9-month standard contract. Additional benefits shall be determined by Association policy.
- b. Buyout(s) - If it is determined by the AR Council to elect to not have a full-time release Vice President, then the following will apply:  
Buyout days for the Vice President will be determined by the CCEA Executive Board within the CCEA Policy guidelines.

## **C. Secretary**

### **1. Duties**

The Secretary shall:

- a. keep a record of all the proceedings of the Association governance meetings, i.e. General Membership, Executive Board and Association Representative Council;
- b. sign official and legal documents as required;
- c. maintain an official membership roll of the Association;
- d. maintain a file of reports of all individual(s) and/or committee(s) for historical purposes;
- e. conduct a roll call or signature roll when required;
- f. maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes entered, with any amendments to those documents properly recorded and to have the current record book(s) on hand at every governance meeting (per a. above);
- g. maintain a record of attendance, excused and unexcused absences for required meetings of Executive Board members;
- h. shall serve as a delegate to the NSEA Delegate Assembly and to the NEA Representative Assembly by virtue of this office; and
- i. perform such other duties as assigned by the Association Representative Council, Executive Board and/or President.

### **2. Term of Office**

The office of Secretary is a two-year term. A member elected to the office of Secretary is eligible for three consecutive terms and shall serve until a successor is elected. The term of Secretary shall begin at the close of the NEA/RA in the year that the election for Secretary occurs.

### **3. Vacancy**

If the office of Secretary shall become vacant, the Executive Board shall appoint one of its own to serve as Secretary for the interim period. However,

- a. if the vacancy occurs during the first year of the Secretary's term, a special election for Secretary shall be held during the regular elections to fulfill the rest of the term of office.
- b. if the vacancy occurs during the second year of the Secretary's term, the interim Secretary will fulfill the remainder of the term of office.

## **D. Treasurer**

### **1. Duties**

The Treasurer shall:

- a. hold the funds of the Association and disburse them upon authorization by the Executive Board;
- b. submit financial reports to the Association Representative Council and Executive Board at their regularly scheduled meetings;
- c. assist the President and Budget Committee in preparation of the annual budget;
- d. shall serve as a delegate to the NSEA Delegate Assembly and to the NEA Representative Assembly by virtue of this office; and
- e. perform such other duties as assigned by the Association Representative Council, Executive Board, and/or President.

### **2. Term of Office**

The office of Treasurer is a two-year term. A member elected to the office of Treasurer is eligible for three consecutive terms and shall serve until a successor is elected. The term of Treasurer shall begin at the close of the NEA/RA in the year that the election for Treasurer occurs.

### **3. Vacancy**

If the office of Treasurer shall become vacant, the Executive Board shall appoint one of its own to serve as Treasurer for the interim period. However,

- a. if the vacancy occurs during the first year of the Treasurer's term, a special election for Treasurer shall be held during the regular elections to fulfill the rest of that term of office.
- b. if the vacancy occurs during the second year of the Treasurer's term, the interim Treasurer will fulfill the remainder of the term of office.

## **Section 6. NOMINATIONS**

Members meeting the qualifications may be nominated for the office of President, Vice President, Secretary, or Treasurer. The nominations shall occur at the designated Association Representative Council meeting in the year in which the election of officers is scheduled. The nominees shall be nominated by a nominating committee, or on a nominating form, or from the floor of the Association Representative Council at the nominating meeting and shall follow the adopted procedures of the Association Representative Council.

## **Section 7. ELECTIONS**

- A. Election of officers shall occur in the year in which the election is scheduled.
  - 1. Election for the offices of President and Vice President shall be conducted in even numbered years.
  - 2. Election for the offices of Secretary and Treasurer shall be conducted in odd number years.
- B. Elections of officers shall be conducted by a procedure prescribed by the Election Committee and adopted by the Association Representative Council.
- C. Officers shall be elected by secret ballot.
- D. Officers shall be elected by a majority of valid votes cast.
- E. If the number of candidates equals the number of positions to be filled, the President shall declare such candidates elected directly after nominations close.
- F. In election for single positions with multiple candidates for one position in which no candidate receives a majority vote in the first ballot, the second ballot shall contain the names of the two persons who received the greatest number of votes on the first ballot.

## **Section 8. IMPEACHMENT**

- A. Elected officers of the Association may be impeached for misfeasance, for malfeasance, or for nonfeasance in office.
- B. Impeachment proceedings against an elected officer shall be initiated by written petition submitted to the Review Board by at least 25% of members in the Association.
- C. The Review Board shall establish a due process procedure to implement impeachment proceedings.
- D. After a due process hearing, a two-thirds (2/3) vote of the Review Board shall sustain the charge, and the office shall become vacant.
- E. The officer may appeal the decision to the Association Representative Council.

**ARTICLE V**  
**EXECUTIVE BOARD**

**Section 1. COMPOSITION**

- A. The Executive Board shall consist of the four (4) elected officers and ten (10) members elected by zones with two (2) members per zone.

**Section 2. ELIGIBILITY**

Membership shall be held for at least one (1) Fiscal / Membership year immediately preceding the time of seating to qualify for the Executive Board position.

**Section 3. OATH OF OFFICE**

All elected Executive Board members must take an Oath of Office before their term of office begins and shall comply there in.

**Section 4. DUTIES AND FUNCTIONS**

Members of the Executive Board shall:

- a. attend all Executive Board meetings;
- b. attend all Association Representative Council meetings;
- c. make necessary communications with Association Representatives/ members in their own region;
- d. manage the affairs of the Association;
- e. review and approve expenditures;
- f. oversee the implementation of policies established by the Association Representative Council;
- g. suggest policies to the Association Representative Council for consideration;
- h. retain legal counsel as deemed necessary;
- i. attend General Membership Meetings;
- j. appoint member(s) to fulfill a vacancy on NSEA Board of Directors; and
- k. perform such other duties as assigned by the Association Representative Council;
- l. perform such other duties designated in the Executive Board policy.

**Section 5. TERM OF OFFICE**

- A. The term of office for an Executive Board member shall be two years.
- B. An Executive Board member may not serve more than three consecutive terms.

- C. The term of Executive Board member begins at the close of the NEA/RA in the year that the election for that Executive Board seat has occurred.

**Section 6. NOMINATIONS**

- A. All Executive Board members shall be nominated by a nominating committee, or on a nominating form, or from the floor of the Association Representative Council during the nominating meeting.
- B. Persons seeking nomination for an Executive Board seat shall be employed at a work site within the zone from which election is sought.

**Section 7. ELECTIONS**

- A. Election of Executive Board members shall occur in the year in which the election is scheduled.
- B. Election of Executive Board members shall be conducted by a procedure prescribed by the Election Committee and adopted by the Association Representative Council.
- C. Executive Board members will be elected by the members in the designated zones by a secret ballot.
- D. Executive Board members shall be elected by a majority of valid votes cast.
- E. If the numbers of candidates equal the number of positions to be filled, the President shall declare the candidate elected directly after nominations close.
- F. In elections for single positions with multiple candidates for one position in which no candidate receives a majority vote in the first ballot, the second ballot shall contain the names of the two persons who received the greatest number of votes on the first ballot.

**Section 8. VACANCIES**

- A. Vacancies within the ten (10) elected Executive Board members shall be filled by an election in the Association Representative Council for the remainder of the term.
- B. The vacancy shall be announced at the Association Representative Council meeting that immediately follows the vacancy determination.
- C. The election to fulfill the vacancy shall occur at the Association Representative Council meeting following the meeting at which the vacancy is announced.
- D. A member elected to the Executive Board to fulfill the term of a vacated seat

in the first half of the term will be eligible to run for two additional consecutive terms; if elected in the second half of the term, the member will be eligible to run for three additional consecutive terms.

- E. If one of the ten (10) elected board members voluntarily transfers out of the zone from which elected, the position shall become vacant and subparagraph A takes effect.
- F. If one of the ten (10) elected board members is involuntarily transferred out of the zone from which elected, the position is not declared vacant and that member shall serve out the term to which elected.
- G. A Board Member's position shall be considered vacant upon four (4) absences within the Association's Fiscal Year\* of Executive Board meetings announced at the first Association Representative Council meeting of the school year and upon such a vacancy, subparagraph (a) takes effect.

\* Note: Fiscal Year is defined as September 1 to August 31

## **Section 9. MEETINGS**

- A. The Executive Board shall meet on a monthly basis at least 11 times a year, the time and place to be established by the elected officers. A regularly scheduled Executive Board meeting is defined as (a) any meeting announced at the first ARC Meeting of the new school year, and (b) has its own agenda and minutes.
- B. Special meetings may be called by the President or at the request of a majority of the members of the Executive Board.
- C. A majority of the Executive Board members shall constitute a quorum for the consideration of business.

## **Section 10. BOARD VOTING**

- A. Executive Board members must be present in order to cast a vote.
- B. In an emergency situation, the President may conduct a phone poll vote. The results of the phone poll vote must be ratified at the next Executive Board meeting.

## **Section 11. RECALL**

- A. After assuming office, a member of the Executive Board may be recalled for misfeasance, for malfeasance, or for nonfeasance in office.



- B. Recall proceedings against an Executive Board member shall be initiated by written petition submitted to the Review Board by at least 25% of members in the zone.
- C. The Review Board shall establish a due process procedure to implement recall proceedings.
- D. After a due process hearing, a two-thirds (2/3) vote of the Review Board shall sustain the charge, and the office shall become vacant.
- E. The officer may appeal the decision to the Association Representative Council.
- F. A recall election shall be conducted in accordance with rules of procedure adopted by the Review Board, provided that:
  - a. all of the members in that zone as of the date of the recall election shall be eligible to vote;
  - b. the recall election shall be by secret ballot; and
  - c. two-thirds (2/3) of the valid ballots cast shall be required for a recall.

## **ARTICLE VI**

### **REVIEW BOARD**

#### **Section 1. JUDICIAL BODY**

The judicial powers of the Association as described herein shall be vested in the Review Board of nine (9) members.

#### **Section 2. OATH OF OFFICE**

All elected Review Board members must take an Oath of Office before their term of office begins and shall comply there in.

#### **Section 3. POWERS**

The Jurisdiction of the Review Board shall extend to cases herein defined:

- A. The Review Board shall review the membership numbers and adjustments made in each zone using the *NEA's Achieving Minimum Affiliation Standards* formulae. They shall report their findings to the Association Representative Council by the end of the October Association Representative Council meeting. Zones shall be adjusted by November 1 of each Association year to maintain the affiliate standards of NEA and NSEA.
- B. The Review Board shall have original jurisdiction in the following cases:

1. Impeachment of an Association officer;
  2. Recall of an Executive Board member;
  3. The censure, suspension, or expulsion of a member;
  4. Review, upon request, of an action of an officer(s), or Executive Board member(s) regarding consistent application of the Bylaws, Policies, and/or Procedures of the Association.
- C. The Review Board shall have the following powers subject to the conditions as herein outlined:
1. To impeach an officer. The officer shall have the right to appeal to the Association Representative Council;
  2. To recall an Executive Board member. The board member shall have the right to appeal to the Association Representative Council;
  3. To censure, suspend, or expel a member. The member shall have the right to appeal to the Association Representative Council;
  4. To vacate censure, lift suspension, or re-instate a member;
  5. To review the action of the officers, Executive Board or Association Representative Council for consistency with the Bylaws and to recommend the appropriate governing body remedial action if necessary. Requests for review may be made only by the Executive Board or upon the petition of fifty (50) members of the Association Representative Council.
  6. To remove from office, suspend, or censure a member elected to any Association position for violation(s) of the Association Election Procedures, Bylaws, policies or procedures.
  7. To review the membership numbers in each Executive Board zone as described in the Association Bylaws Article VI, Section 2, Paragraph A.

#### **Section 4. REVIEW BOARD PREROGATIVES**

The Review Board shall establish its rules of procedure with the approval of the Association Representative Council. Due process must be guaranteed in all proceedings.

#### **Section 5. REVIEW BOARD ELECTION**

- A. Nominations shall be taken from the Association Representative Council floor during the September Association Representative Council meeting. Election by secret ballot of Review Board members will occur during the October Association Representative Council meeting.
- B. If the numbers of candidates equal the number of positions to be filled, the President shall declare the candidate elected directly after nominations close.

## **Section 6. TERM OF OFFICE**

The position of a Review Board member is a three (3) year term. A member elected to serve on the Review Board shall serve no more than two (2) consecutive terms as a Review Board Member and shall serve until a successor is elected. The term shall begin upon election in the year in which the election occurs and end upon the election of a successor.

## **Section 7. QUALIFICATIONS**

Members of the Review Board must be voting members of the Association Representative Council at the time of election and shall serve until a successor is elected. Review Board members may not be a local, state, or national officer, member of the Executive Board, NSEA and/or NEA Board of Directors, or a chairperson of any CCEA committee. At least one (1) year of experience in the Association Representative Council is required prior to election to the Review Board. No person shall be concurrently a member of the Review Board and/or any of the aforementioned bodies.

## **Section 8. VACANCY**

- A. The Association Representative Council is the only body which is eligible to receive a resignation from a Review Board member.
- B. If a vacancy occurs on the Review Board, the following procedures shall be instituted:
  - 1. If a vacancy occurs on the Review Board, the vacancy shall be announced at the next Association Representative Council meeting. Nominations will be accepted at that meeting with the election occurring at the following Association Representative Council meeting.
  - 2. If the vacancy occurs during the first half of the three (3) year term the person filling the vacancy is eligible for one (1) additional term.
  - 3. If the vacancy occurs during the last half of the three (3) year term, the person filling the vacancy is eligible for two (2) additional terms.
  - 4. The end of the first half of a term is defined as the Association Representative Council meeting eighteen (18) months after the election occurred.
  - 5. The last half of a term is defined as the day following the Association Representative Council meeting eighteen (18) months after the elections occurred and through the end of the term.

## **Section 9. IMPEACHMENT**

- A. Members of the Review Board may be impeached for misfeasance, for malfeasance, or for nonfeasance in office.
- B. The process for impeachment of Review Board members shall be as follows:
  - 1. Proceedings against a member of the Review Board shall be initiated by an affirmative vote of the Executive Board.
  - 2. An affirmative vote of at least two-thirds (2/3) of the members of the Executive Board shall be required to sustain a charge following a due process hearing before the Executive Board and the position shall thus become vacant.
  - 3. The member has the right to appeal the Executive Board decision to the Association Representative Council. No member of the Executive Board shall be party to the appellate procedure.

## **ARTICLE VII**

### **COMMITTEES**

#### **Section 1. STANDING COMMITTEES**

The Standing Committees of the Association, which are appointed by the President with the confirmation of the Association Representative Council, are as follows:

- 1. Budget Committee
- 2. Bylaws Committee
- 3. Elections Committee
- 4. Member Rights Committee
- 5. Ethnic Minority Affairs Committee
- 6. Negotiations Committee
- 7. Policy Committee
- 8. Scholarship Committee
- 9. Special Education Committee
- 10. Awards Committee
- 11. Government Relations Committee
- 12. Membership Recruitment and Retention Organizing Committee

Other Committees of the Association shall be created based on interest of a minimum of five members.

## **Section 2. REPORTS**

Committees shall report to the Association Representative Council.

## **Section 3. COMMITTEE MEMBERS**

The President shall appoint all committee members with the confirmation of the Association Representative Council. Each Committee shall include ethnic-minority representation.

## **Section 4. SPECIAL COMMITTEES**

The Association Representative Council is authorized to establish Special Committees.

# **ARTICLE VIII**

## **GENERAL MEMBERSHIP**

A general membership meeting shall be held in contract ratification years, other meetings and their purposes shall be established by the Association Representative Council, the Officers, and the Executive Board.

# **ARTICLE IX**

## **PROFESSIONAL STAFF**

The Executive Board shall employ professional staff. The Executive Board shall make an annual report to the Association Representative Council regarding the salary/benefits package(s) of the employed staff.

# **ARTICLE X**

## **STATE AND NATIONAL AFFILIATION**

### **Section 1. AFFILIATE STATUS**

The Association shall maintain affiliate status with the National Education Association and the Nevada State Education Association under the required procedures of each organization.

### **Section 2. NEA REPRESENTATIVE ASSEMBLY**

- A. The office of delegate is a two (2) year term.
- B. Membership shall be informed annually and ballots shall state that nomination to the elected officer positions of the Association includes nomination to the NEA/RA.

- C. Additional delegate allotment to the NEA/RA shall be nominated and elected at the same time and by the same methods as all officers of the Association, following the rules and procedures of the NEA.
- D. A name of the nominee must appear on the ballot in order to serve as a delegate or successor delegate to the NEA/RA.
- E. A successor delegate must be informed as to which delegate she/he is succeeding before attending the NEA/RA. The President is responsible for assisting with the registration of the successor delegate.
- F. As the membership of the Association increases and the Association is allocated additional delegate(s) to the NEA-RA, the Election Committee will determine if that delegate position is a one-year or two-year term to keep an equitable balance of elected delegates each year.

**Section 3. NSEA DELEGATE ASSEMBLY**

- A. Membership shall be informed annually and ballots shall state that nomination to officer positions of the Association includes nomination to the NSEA/DA.
- B. Additional delegates allotted by the NSEA, beyond the number of officers shall be elected following the rules established by the NSEA.
- C. The nominee's name must appear on the ballot in order to serve as a delegate or successor delegate to the NSEA/DA.
- D. Before attending the NSEA/DA, an alternate shall be informed as to (1) which delegate he/she is replacing; and (2) the length of term of replacement.
- E. As the membership of the Association increases and the Association is allocated additional delegate(s) to the NSEA-DA, the Election Committee will determine if that delegate position is a one-year or two-year term to keep an equitable balance of elected delegates each year.

**ARTICLE XI**

**AMENDMENT OF BYLAWS**

**Section 1. SUBMISSION OF PROPOSED AMENDMENTS**

- A. Amendments to the bylaws must be submitted to the Bylaws Committee by March 1.
- B. Proposed bylaw amendments shall be submitted to the Bylaws Committee for review:

1. by petition signed by at least 50 members; or
  2. by majority vote of the Executive Board; or
  3. by written motion and approval of the Association Representative Council.
- C. The Bylaws Committee may propose Bylaw amendments.
- D. Proposed amendment(s) shall be submitted in written form and referred to the Bylaws Committee for review. The Bylaws Committee shall edit the proposal(s) to conform to the structure and style of the document without changing its substance.
- E. The proposed amendment(s) shall be presented for review at the March Association Representative Council meeting and debated at the April Association Representative Council meeting.

### **Section 3. VOTING ON AMENDMENTS**

- A. Adoption of proposed amendment(s) to these Bylaws shall be by a two-thirds (2/3) vote cast at the April Association Representative Council meeting.
- B. Unless otherwise provided, all amendments shall take effect at the beginning of the Association year following the adoption.

## **ARTICLE XII**

### **PARLIAMENTARY AUTHORITY**

The most recent edition of *Robert's Rules of Order Newly Revised* shall be the authority in all matters of procedure at the Association Representative Council, Executive Board, and general membership meetings, except as otherwise specified in these Bylaws.

## **ARTICLE XIII**

### **INDEMNIFICATION**

The Association shall and hereby does indemnify all present and former officers, directors and employees of the Association for expenses and costs (including attorneys' fees) actually and necessarily incurred by him/her in connection with any claim asserted against him/her, by action in court or otherwise, by reason of his/her being or having been director, officer or employee, except in relation to matters as to which s/he shall have been found guilty of negligence or misconduct in respect to the matter in which indemnity is sought.

## **ARTICLE XIV**

### **INCORPORATION**

The Association is incorporated in the State of Nevada under statutes NRS 81-410 and NRS 81-540.

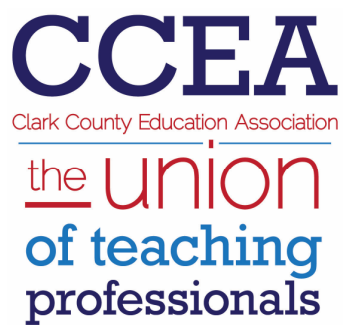
## **ARTICLE XV**

### **DISSOLUTION**

Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all assets of the Association exclusively for the purpose of the Association or donate the remaining assets to such organizations organized and operated exclusively for charitable, education, or scientific purpose as the Executive board shall determine.

bylaws.fin (4/13/92, 10/16/92, 12/14/93, 4/25/95, 8/21/96, 5/5/97, 5/27/97, 7/30/98, 5/19/99, 5/25/00, 5/22/01, 4/22/03, 07/08/05, 11/06, 5/17/07, 04/28/09, 04/26/11, 04/27/14, 04/28/15, 04/26/16)





**Clark County Education Association**

4230 McLeod Drive, Las Vegas, Nevada 89121

Telephone: 702-733-3063 | Fax: 702-733-0240 | Website: [www.ccea-nv.org](http://www.ccea-nv.org)