

**CCEA**

Clark County Education Association

the union  
of teaching  
professionals

Constitution  
&  
Bylaws

Amended by ARC 4/23/2024

**CONSTITUTION & BYLAWS  
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# Constitution & Bylaws

## PREAMBLE

We, the members of the Clark County Education Association CCEA, in order that the Association may serve as the local voice for public 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 or CCEA.

#### Section 2. GOALS AND OBJECTIVES

- A. The goals of the Association shall be as stated in the Preamble. The Association shall have all the 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 that 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 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 public 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**

- A. 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.
- B. Any student in an education preparation program recognized by the Nevada Department of Education may become a Student Member of the Association.
- C. Student Members will enjoy all the benefits afforded to all other Association members with the following exceptions: (a) Where Prohibited by CCEA policy and (b) with respect to voting or holding office as detailed below.

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

- A. Members shall have the right to full participation in the Association upon signing a membership application.
- B. Members possess the right to express themselves regarding the Association freely. Member actions that seek to decertify, undermine, or destroy the CCEA shall be subject to censure, suspension, or expulsion by the process of the Review Board as outlined in Article VI. Members subject to censure, suspension, or expulsion shall be guaranteed the right to a due process hearing.
- C. Members who fail to adhere to any of the conditions of membership shall be subject to censure, suspension, or expulsion by the process of the Review Board as outlined in Article VI. A member subject to censure, suspension, or expulsion shall be guaranteed the right of a due process hearing.
- D. The Executive Board has the discretion to deny membership to any applicant or bar the admission of any individual if the applicant or individual has sought to decertify, undermine, or destroy CCEA or, in the Executive Board's judgment, the applicant or individual's membership would not be in the best interests of CCEA.
- E. Should an applicant or individual from paragraph D of this section be subsequently granted membership, the applicant or individual shall be prohibited from ever holding any elected or appointed position on any CCEA body. This prohibition shall not be subject to appeal.

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

- A. The Association's fiscal year will be from September 1 through August 31.
- B. The Association's membership year shall commence on the first day of the contract year or on the date of signing the agreement if the school year has already commenced and will continue through the day before the following contract year's start date.
- C. The Association's membership year for Student Members shall commence on September 1 of the year in which the Student Member signs the membership agreement or on the date of signing the agreement if after September 1 and will continue through August 31 of the following year.

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

- A. The member-elected Association Representative Council is empowered to set dues for the Association. The Association may only alter dues by a democratic vote of that body.
  - i. A motion to alter dues may be presented at ARC and voted on at the following ARC meeting. No proposal to set dues shall be presented at the May ARC meeting.
- B. 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 employees shall be one-half (1/2) of the dues.
- C. The Association shall continue to allow membership to those members laid off due to a reduction in force with a 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.
- D. 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.
- E. The membership fees for persons eligible as Student Members will be set by the Associate Representative Council and will be set at a rate that is reduced from that of regular full-time membership.

**ARTICLE III  
LEGISLATIVE BODY**

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

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

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

- A. The Association Representative Council shall consist of the elected Association Representatives (AR), Other Licensed Professionals, School Organizational Team (SOT) Representatives, CCEA Executive Officers, Executive Board members, Review Board members, and Committee members. Association Representatives and SOT Representatives will be elected from each school faculty according to the allocation in Article III, Section 3. The Association will encourage members to promote and support the diversity that is representative of CCEA's membership.

**Section 3. ALLOCATION WITHIN THE ASSOCIATION REPRESENTATIVE COUNCIL**

- A. Each school will be entitled to one (1) School Organizational Team (SOT) Representative.
- B. CCEA members in each worksite shall elect two or more Association Representatives according to the following allocation:
- Two Association Representatives for 1-25 members
  - One additional Association Representative for every additional 25 members, or portion thereof.
- C. All members who do not have representation through a school Association Representative shall meet in groups according to their Other Licensed Professionals (OLP) professional title and elect the corresponding number of Association Representatives per group to represent them in the Association Representative Council. OLP groups include, but are not limited to, speech therapists, physical therapists, nurses, social workers, psychologists, occupational therapists, counselors, and audiologists. These groups will elect Association Representatives according to the following allocation:
- Active CCEA members in each OLP group shall elect two or more Association Representatives according to the following allocation:
- Two Association Representatives for 1-25 members
  - One additional Association Representative for every additional 25 members, or portion thereof.
- The CCEA President must inform the various OLP groups by October 1 of the number of eligible employees to elect Association Representatives.

**Section 4. ELECTION OF ASSOCIATION REPRESENTATIVES, OTHER LICENSED PROFESSIONALS, AND SCHOOL ORGANIZATIONAL TEAM REPRESENTATIVES**

- A. The election of Association Representatives shall be conducted electronically according to elections committee procedures. The CCEA President or the President's designee shall conduct the election. All active members at a given work site will be eligible to vote.
- B. If no Association Representative is elected to the worksite in the manner prescribed in subparagraph (A) then the CCEA President may appoint Association Representatives to those worksites with the advice and consent of the Executive Board.
- C. Members at individual work sites will have the power to recall and replace Association Representatives. A petition for the recall of a school's Representative must be signed by a majority of CCEA members at the affected school and then presented to the CCEA President.
- D. The election of School Organizational Team (SOT) Representatives shall be conducted at the worksite according to the open nomination and secret ballot provisions. This election shall be conducted annually by CCEA in its role of electing the School Organizational Team (SOT) at each school. Only CCEA members elected to the SOT are eligible to become the SOT Representative.

The CCEA member with the largest number of votes in the SOT Election shall be elected SOT Representative. If that position is refused, then the next member with the largest vote in the SOT election will be elected SOT Representative. SOT Representatives must be active SOT members.

- E. The election of OLP groups to the Association Representative Council shall be conducted electronically by the Association.
- F. Student Members **are not** eligible to vote for or be elected to the Association Representative Council or a SOT, except that the Executive Board of the Association may create non-voting positions for such members.

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

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

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

If a vacancy occurs after October 31, and there are no alternates, the President or the President's designee shall appoint a representative **with the advice and consent of the Executive Board** or 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 (ARC) shall meet at least nine (9) times during the Association's fiscal year.
- B. The President, with the advice and consent of the Executive Board, shall set the time, location, and agenda for ARC meetings.
- C. The agenda for each Association Representative Council meeting shall be sent to all members of the ARC in advance of the meeting.
- D. All members of the Association Representatives Council shall have floor and voting privileges at all ARC meetings. Any CCEA member in good standing shall have floor privileges to address the meeting. Special Rules will be adopted at the first ARC meeting of the year to outline privileges for members participating electronically in ARC meetings.
- E. All Association Representative Council members present at an ARC meeting shall constitute a quorum for Association Representative Council meetings. That number will be recorded within fifteen (15) minutes after the start of each meeting. If more than one-half (1/2) of members leave at any point during the meeting, then official business must be suspended.
- F. The Association Representative Council shall adopt its own internal rules of procedures for meetings provided they are not in conflict with these Bylaws or *Robert's Rules of Order, Newly Revised*.
- G. In the event of an emergency, the Executive Board may authorize by a majority vote that the ARC meeting be held electronically, as long as all members can simultaneously hear each other and participate during the meeting.

#### **Section 8. SPECIAL MEETINGS**

- A. Special meetings of the Association Representative Council may be called by the CCEA President unless a regularly scheduled Association Representative Council meeting is scheduled within three weeks.
- B. The President shall call a special meeting of the ARC upon the written request to the Executive Board from fifty (50) ARC members.
- C. Association Representative Council members must be given notice at least ten (10) working days before the special meeting occurs. Twenty-five percent (25%) of ARC members shall constitute a quorum for the special meeting.

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

The Association Representative Council shall:

- A. Attend all Association Representative Council meetings.

- B. Establish and amend Association Bylaws, Policies, and Election Procedures
- C. Establish dues.
- D. Adopt the annual budget.
- E. Receive and may act upon Committee Report
- F. Elect member(s) to fill Executive Board vacancy(s) that occur.
- G. Notify CCEA election results.
- H. Confirm members of the Review Board
- I. Receive and act upon the findings of the Review Board.

**Section 10. RESPONSIBILITIES OF ASSOCIATION AND SCHOOL ORGANIZATIONAL TEAM REPRESENTATIVES.**

Association and School Organizational Team (SOT) Representatives shall:

- A. represent CCEA and its members at their school by organizing monthly CCEA meetings and communicating important information to members.
- B. establish and implement a plan of action to increase the number of Union members at their school.
- C. commit to a working knowledge of the CCEA Collective Bargaining Agreement with the School District in order to answer the questions of members at their school.
- D. attend ARC meetings.

**Section 11. Prohibited Behavior of an Association Representative Member.**

- A. Actions that seek to decertify, undermine, or destroy the CCEA.
- B. Actions that undermine CCEA’s ability to get a contract.
- C. Actions that seek to organize or coordinate a mass membership drop from the CCEA.
- D. Advocating for or encouraging any of the above behaviors in writing, online, or in person.

**ARTICLE IV  
EXECUTIVE OFFICERS**

**Section 1. ELECTED OFFICERS**

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

**Section 2. ELIGIBILITY**

In order to be eligible to be an Executive Officer, CCEA membership must be held for at least two (2) fiscal years immediately preceding the time of taking office on August 1<sup>st</sup> unless **they have been out on an approved leave of absence**. Members must have achieved a post-probationary member status with the School District at the time of the election in order to qualify for the offices of President, Vice President, Secretary, and Treasurer. Members must have served one (1) fiscal year as a member of the Executive Board at the time of nomination in order to qualify for the offices of President or Vice President. If there are no members who have served at least one (1) fiscal year as a member of the Executive Board who are nominated for the offices of President or Vice President, then nominations will be opened to any member who is in post-probationary status with the School District.

Student Members **are not** eligible to vote for or be elected as Executive Officers.

**Section 3. LIMITATIONS**

Elected Executive Officers may not hold more than one CCEA elected office at the same time during their 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 therein.



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

### **A. President**

The CCEA 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 and serves full-time as President without any responsibilities for the position from which they are being released.

#### **1. Powers and Core Competencies**

Pursuant to policy, the President is responsible for carrying out these powers and mastering these competencies while in the role of President.

##### **A. Engaging/Recruiting members and building leadership in the organization**

1. Respond to members' concerns in a timely matter.
2. Visiting School sites to address educator concerns and recruit new members.
3. Represent the Association by visiting Clark County public schools in order to meet with CCEA members and address their concerns.
4. Work with staff to identify members who are highly engaged in CCEA actions and gauge interest in becoming leaders, ARC reps, committee members, etc.
5. Meet with CCEA leaders to help develop their leadership and organizing skills at their sites.

##### **B. Government Relations**

1. Build relationships with trustees and CCSD Superintendent, reach out to them, and meet to discuss CCEA's priorities.
2. Build relationships with elected members of Nevada's legislature.
3. Build relationships with members of Nevada's state board of ed.
4. Run endorsement process for Federal candidates.

##### **C. Education Policy**

1. Have a deep understanding and be able to communicate and advocate effectively around education policy issues facing our members.
2. Work with staff to develop this understanding in areas that need it.
3. Be able to discuss education policy and the merits of CCEA's position to electeds.
4. Actively work to improve deficiencies with the ED or with other Professional development outside of the organization.

##### **D. Representing the Organization**

1. Attend public meetings to represent CCEA, when appropriate, like CCSD trustee meetings, State DOE Meetings, Commission on Education funding, etc.
2. Be the face of the organization at public events and interviews with the media.
3. Represent the Association at public, professional, and governmental functions.

##### **E. Administrative duties of the Organization.**

1. Set agendas for Association meetings.
2. Appoint all CCEA committee members and chairpersons with the consent of the Association Representative Council. All committee members and chairpersons will serve at the pleasure of the President.
3. Prepare a budget with the Budget Committee for submission to the Association Representative Council for adoption.
4. Sign checks jointly with the Treasurer and/or Vice President.
5. Serve as a member of the Teachers Health Trust Board of Trustees.
6. Appoint members to the Teacher Health Trust Board of Trustees (to a maximum of 12 years served consecutively or intermittently).
7. Serve as an ex-officio member without voting on all committees and ensure that the Standing Committees are meeting to do the work of the Association.

8. Direct the work of CCEA's Executive Director in conjunction with the Executive Board, including writing the Executive Director's evaluation.
9. Perform all administrative duties for Governance, including CCEA Committees and other duties as assigned by the Association Representative Council or the Executive Board.

## **2. Term of Office**

The CCEA President is an elected office with a four-year term of service beginning in 2020 and thereafter. A member elected to the office of President is eligible for two terms and shall serve until a successor is elected. The term of the President shall begin on August 1<sup>st</sup>, 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 half of the President's term, a special election for the 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 half of the President's term, the Vice President shall fulfill the remainder of that term of the President and be able to run for two additional terms as President.
- c. A member elected to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term in that seat; if elected in the second half of the term, the member will be eligible to run for two additional terms.

## **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 on a higher Column. Then, the President will be paid, at their current Step and Column, for 220 days during the Association fiscal year, including vacations and holidays as contained in the staff's contract. The President will also be paid any additional pay (i.e., step increases, longevity, bonuses, etc.) which they would have otherwise been entitled to as a member of the bargaining unit. Any additional days worked or benefits will be determined by Association policy.

## **5. Onboarding and Professional Development.**

- A. In the summer, immediately following an election for President of the organization, the President-Elect shall complete the following onboarding programs that are created or Coordinated by CCEA staff.
  - a. Education Policy
  - b. State Politics
  - c. Advocacy
  - d. Fiduciary Responsibilities
  - e. Government Relations
- B. After the completion of the president's annual review, if they are found to have deficiencies in any of the areas listed in part A of this section, the executive board may direct the Executive Director to develop or coordinate training(s) in those areas where a deficiency exists that the President will attend and complete.

## **B. Vice President**

A. Vice President is defined as a member who is elected as Vice President. The CCEA Vice President is not a release time position. When CCEA's membership reaches 13,000 members CCEA may adopt a budget for a release time Vice President and set the responsibilities, conditions, and salary of the release time Vice President. The Vice President will receive a stipend based on their contractual rate of pay for the time that they are required to perform work for CCEA beyond their contractual day.

### **1. Duties**

The duties of the Vice President vary depending on if the officer is released full-time from the classroom or not.

- A. When still teaching full time, the Vice President shall:
  1. Act for and on behalf of the Association when the President is unable to perform the duties of that office Article IV. Section 5, A.1.
  2. Perform such other duties on behalf of the Association.
  3. Serve as an ex-officio member without voting on all committees and ensure that the standing committees are meeting to do the work of the association.
  4. Engage members and recruit new members to join the organization.
  5. Build relationships with trustees and CCSD Superintendent, reach out to them, and meet to discuss CCEA's priorities.
  6. Actively work with CCEA staff and CCEA President to develop competency in discussing and advocating on Education Policy issues the organization is prioritizing.
- B. When released from the classroom full time the Vice President shall:
  1. Act for and on behalf of the Association when the President is unable to perform the duties of that office Article IV. Section 5, A.1.
  2. Serve as the Chair of the CCEA Government Relations Committee
  3. Work with CCEA staff to coordinate all CCEA GR work.
  4. Perform such other duties on behalf of the Association.
  5. Serve as an ex-officio member without voting on all committees and ensure that the standing committees are meeting to do the work of the association.
  6. Engage members and recruit new members to join the organization.
  7. Build relationships with trustees and CCSD Superintendent, reach out to them, and meet to discuss CCEA's priorities.
  8. Actively work with CCEA staff and the CCEA President to develop competency in discussing and advocating on Education Policy issues the organization prioritizes.
  9. Attend public meetings to represent CCEA when appropriate, such as CCSD trustee meetings, State DOE Meetings, Commission on Education funding, etc.
  10. Represent the Association at public, professional, and governmental functions.
  11. Coordinate with the CCEA President to visit CCSD school sites to address educator concerns and recruit new members.
  12. Meet with CCEA leaders to help them organize their buildings and support CCEA leaders to develop their leadership and organizing skills at their sites.

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

The CCEA Vice President is an elected office with a four-year term of service beginning in 2020 and thereafter. A member elected to the office of Vice President is eligible for two terms and shall serve until a successor is elected. The term of Vice-President shall begin on August 1<sup>st</sup> in the year that the election for vice-president occurs.

### **3. Vacancy**

If the office of Vice President shall become vacant, the Association Representative Council shall elect a member of the Executive Board to serve as Vice President for the interim period.

However,

- a. If the Vice President was serving as President during the first half of the President's term, they shall return to the office of Vice President upon the ratification of the special Presidential election results by the Association Representative Council.
- b. If the Vice President was serving as President during the second half of the President's term, they shall fulfill the remainder of the President's term.
- c. If the Vice President was not serving as President, and the vacancy occurs during the first half of the Vice President's term, a special election shall be held during the regular election period to elect a Vice President to fulfill the unexpired term of that office.
- d. If the Vice President was not serving as President, and the vacancy occurs during the second half of the Vice President's term, the interim Vice President will fulfill the remainder of the term of office.
- e. A member elected as Vice President to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term; if elected in the second half of the term, the member will be eligible for two additional terms.

### **4. Onboarding**

- a. Following an election for the Vice President of the organization and before the Vice President-Elect begins their term, the Vice President-Elect shall complete the following onboarding programs created or coordinated by CCEA staff.
  1. Education Policy
  2. State Politics
  3. Advocacy
  4. Fiduciary Responsibilities
  5. Government Relations
- b. After the completion of the Vice President's annual review, if they are found to have deficiencies in any of the areas listed in part A of this section, the Executive Board may direct the Executive Director to develop or coordinate training(s) in those areas where a deficiency exists, which the President will attend and complete.

## **C. Secretary**

### **1. Duties**

The Secretary shall, per policy:

- a. keep a record of all the proceedings of the Association governance meetings, i.e., General Membership, annual Member Assembly, Executive Board, and Association Representative Council
- b. sign official and legal documents as required.
- c. maintain an official membership role of the Association.
- d. maintain an electronic archive of official 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 are entered, with any amendments to those documents properly recorded, and to have the current record book(s) on hand at every governance meeting.
- g. maintain a record of attendance, excused and unexcused absences for required meetings of Executive Board members.
- h. perform such other duties as assigned by the Association Representative Council, the Executive Board, and the President.

## **2. Term of Office**

The CCEA Secretary is an elected office with a four-year term of service beginning in 2022 and thereafter. The office of the Secretary will have a temporary three (3) year term for the 2019 election. A member elected to the office of Secretary in 2022 and thereafter is eligible for two terms and shall serve until a successor is elected. The term of Secretary shall begin on August 1<sup>st</sup> in the year that the election for Secretary occurs.

## **3. Vacancy**

If the Secretary's office becomes vacant, the Executive Board shall appoint an Association Representative Council Member to serve as Secretary for the interim period.

However,

- a. If the vacancy occurs during the first half of the Secretary's term, a special election for the 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 half of the Secretary's term, the interim Secretary will fulfill the remainder of the term of office.
- c. A member elected as Secretary to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term; if elected in the second half of the term, the member will be eligible to run for two additional terms.

## **4. Onboarding**

Following an election for the Secretary of the organization and prior to the Secretary-Elect beginning their term, the Secretary-Elect shall complete the following onboarding programs that are created or coordinated by CCEA staff.

- a. Robert's Rules of Order
- b. Fiduciary Responsibilities
- c. Minute Taking
- d. Maintaining record books

## **D. Treasurer**

### **1. Duties**

The Treasurer shall per policy:

- 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 as its chairperson in preparation of the annual budget
- d. perform such other duties as assigned by the Association Representative Council, Executive Board, and/or President.

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

The CCEA Treasurer is an elected office with a four-year term of service beginning in 2022 and thereafter. The office of Treasurer will have a temporary three (3) year term for the 2019 election. A member elected to the office of Treasurer in 2022 and thereafter is eligible for two terms and shall serve until a successor is elected. The term of Treasurer shall begin on August 1<sup>st</sup> in the year that the election for Treasurer occurs.

### **3. Vacancy**

If the office of Treasurer becomes vacant, the Executive Board shall appoint an Association Representative Council Member to serve as Treasurer for the interim period.

However,

- a. If the vacancy occurs during the first half of the Treasurer's term, a special election for the 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 half of the Treasurer's term, the interim Treasurer will fulfill the remainder of the term of office.
- c. A member elected as Treasurer to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term; if elected in the second half of the term, the member will be eligible to run for two additional terms.

### **4. Onboarding**

Following an election for the organization's treasurer and prior to the Treasurer-Elect beginning their term, the Treasurer-Elect shall complete the following onboarding programs created or coordinated by CCEA staff.

- a. Budgeting best practices
- b. Fiduciary responsibilities

## **Section 6. NOMINATIONS**

CCEA Members who meet 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. The elections committee shall establish nominating procedures.

## **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 2020 and every four years thereafter.
  2. Election for the offices of Secretary and Treasurer shall be conducted in 2022 and every four years thereafter.
- B. Elections of officers shall be conducted by a procedure prescribed by the Election Committee and adopted by the Association Representative Council.
- C. Executive Officers shall be elected by CCEA members who cast a secret ballot via a secured online vote.
- D. Executive Officers shall be elected by a plurality 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.

## **Section 8. IMPEACHMENT AND REMOVAL FROM OFFICE**

- A. Elected Executive Officers of the Association may be impeached for misfeasance, malfeasance, or for nonfeasance in office.
- B. Impeachment proceedings against an elected Executive Officer shall be initiated by a written petition submitted to the Review Board by at least 25% of members of the Association.
- C. The Review Board shall establish a due process procedure to implement impeachment proceedings.
- D. After a due process hearing, a majority vote of the Review Board members present shall be required to sustain the impeachment charge.
- E. The impeached Officer will stand before the Association Representative Council. If the impeached Officer is found guilty by a 60% vote of the ARC, then they will be removed, and the Office will become vacant.

## ARTICLE V EXECUTIVE BOARD

### Section 1. COMPOSITION

- A. The CCEA Executive Board shall consist of fifteen (15) members distributed in the following manner:
  - 1. Four (4) Executive Officers (President, Vice President, Secretary, and Treasurer)
  - 2. Ten (10) Executive Board Members elected from five (5) geographic zones that are roughly equal in CCEA member population. Each zone will elect two (2) Executive Board Members, one with a "Seat A" designation and the other one with a "Seat B" designation.
  - 3. One (1) Executive Board Member/Other Licensed Personnel Member elected by their peers.  
All elected Members to the Executive Board are voting members.

### Section 2. ELIGIBILITY

- A. CCEA membership shall be held for at least one (1) fiscal year immediately preceding the time of seating to qualify for the Executive Board Member position.
- B. Membership must be maintained throughout the term of office without a break in service.
  - 1. Break in service includes:
    - a. Retirement
    - b. Termination
    - c. Resignation
    - d. Leave of Absence (other than CCEA, Legislative Service, or leaves protected under Federal and State Law)
    - e. Otherwise no longer employed as licensed personnel at CCSD
    - f. Drop in membership.
  - 2. Where an elected Board Member is no longer eligible under Article V Section 2 of the Bylaws, a vacancy will occur and must be filled pursuant to Article V Section 8 of the Bylaws.
- C. Student Members **are not** eligible to vote for or be elected to the Executive Board of the Association, except that the Executive Board of the Association may create non-voting positions for such members.

### 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 therein.

### Section 4. POWERS AND RESPONSIBILITIES

Executive Board Members shall:

- a. attend Executive Board meetings.
- b. attend Association Representative Council meetings.
- c. make necessary communications with Association and SOT Representatives in their own geographic zone at every ARC meeting.
- d. manage the affairs of the Association, including making CCEA political endorsements for local, state, and federal candidates who appear on the ballot in Clark County
- e. review and approve expenditures, including political contributions to political candidates who have been endorsed by the Association.
- f. oversee the implementation of policies established by the Association Representative Council and Executive Board.
- g. make final decisions on the admission of applicants to CCEA.
- h. establish or amend policies or suggest policies to the Association Representative Council for consideration.
- i. retain legal counsel as deemed necessary.
- j. attend Member Assembly Meetings and General Membership Meetings
- k. foster relationships with State Legislators.
- l. foster relationships with the School Board of Trustees.
- m. review the performance of the CCEA President and Vice President annually and provide the President and Vice President feedback, which may include censure, with a majority vote for failing to carry out the responsibilities listed in Article IV, Section 5-A-1.
- n. perform such other duties as assigned by the Executive Board, Association Representative Council, or other duties designated in the Executive Board policy.

- o. run endorsement process for Federal Candidates.
- p. Meet with CCEA leaders, in their respective zones, to help them organize their buildings and/or support those leaders to develop their leadership and organizing skills at their sites.

### **Section 5. TERM OF OFFICE**

- A. The CCEA Executive Board Member is an elected office with a four-year term of service beginning in 2020 and thereafter. Executive Board Members/Seat A positions will have a temporary three (3) year term for the 2019 election.
- B. An Executive Board Member elected in 2020 and thereafter shall not serve more than two terms. Those Seat A Executive Board Members who were elected to a three (3) year term in 2019 can only serve one (1) more term.
- C. The term of Executive Board Member begins on August 1<sup>st</sup> in the year that the election for that Executive Board seat has occurred.

### **Section 6. NOMINATIONS**

- A. Nominations for Executive Board Member shall occur at the designated Association Representative Council. The elections committee shall establish nominating procedures.
- B. Persons seeking nomination for an Executive Board Member seat shall be employed at a work site within the zone from which the election is sought.

### **Section 7. ELECTIONS**

- A. Election of Executive Board Members shall occur in the year in which the election is scheduled.
  - 1. Election for the office of Executive Board Member/Seat B and OLP shall be conducted in 2020 and every four years thereafter.
  - 2. Election for the office of Executive Board Member/Seat A shall be conducted in 2022 and every four years thereafter. A special term of three years will apply to Executive Board Member/Seat A in the 2019 election.
- 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. Election of Executive Board Members will be by CCEA members according to their respective zones via a secret ballot online vote conducted by the Association.
- D. Executive Board Members shall be elected by a plurality of 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.

### **Section 8. VACANCIES**

- A. Vacancies within the 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 fill the vacancy shall occur at the Association Representative Council meeting following the meeting at which the vacancy is announced.
- D. If an elected Executive Board Member voluntarily transfers out of their zone, then the position shall become vacant, and Section 8, subparagraph A takes effect.
- E. If an elected Executive Board Member is involuntarily transferred out of their zone, then the position is not declared vacant, and that member shall serve out the term to which they were elected.
- F. A member elected as Executive Board Member to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term; if elected in the second half of the term, the member will be eligible to run for two additional terms.
- G. An Executive Board Member's position shall be considered vacant upon four (4) absences from Executive Board meetings within the Association's fiscal year. Such an event will be announced at the next Association Representative Council meeting and upon such a vacancy Section 8, subparagraph (A), takes effect.
- H. An Executive Board member's position shall be considered vacant upon (3) three absences from Association Representative Council meetings within the Association's fiscal year. Such an event will be announced at the next Association Representative Council meeting and upon such a vacancy Section 8, subparagraph (A), takes effect.



## **Section 9. Onboarding**

In the summer immediately following an election for Executive Board the Board member(s) Elect shall complete the following onboarding programs that are created or Coordinated by CCEA staff.

- a. Robert's Rules of Order
- b. Fiduciary Responsibilities
- c. Non-profit governance
- d. Strategic planning
- e. Public Speaking
- f. Education Policy
- g. State Politics
- h. Advocacy

## **Section 10 MEETINGS**

- A. The Executive Board shall meet on a monthly basis at least ten (10) times a year. The President, with the consent of the Executive Board, shall establish the time, location, and agenda for Executive Board meetings. A regularly scheduled Executive Board meeting is defined as:
  1. any meeting announced at the first ARC Meeting of the new school year
  2. 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 shall constitute a quorum for the consideration of official business at an Executive Board meeting.
- D. All regular and special meetings of the Executive Board may be held by telephone conference or through other electronic communications media so long as all the participating members can hear each other and act simultaneously. The President, with the consent of the Executive Board, shall determine the need for an electronic meeting.

## **Section 11 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 12. RECALL**

An elected Executive Board member may be recalled for misfeasance, malfeasance, or for nonfeasance in office.

- A. Recall proceedings against an elected Executive Board member shall be initiated by a written petition submitted to the Review Board by at least 25% of members in the Association Executive Board member's zone.
- B. The Review Board shall establish a due process procedure to implement recall proceedings.
- C. After a due process hearing, a majority vote of the Review Board members present shall be required to remove the Executive Board Member from office.
- D. The recalled Member will stand before the Association Representative Council. If the recall is upheld by a 60% vote of the ARC, then the Member will be removed, and the position will become vacant. The resulting vacancy would then be filled according to Article V, Section 8.

## **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. TERM OF OFFICE**

The position of 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) terms as a Review Board Member. The term shall begin on October 1<sup>st</sup> in the year in which the election occurs.

### **Section 3. VACANCIES**

If a Review Board Seat shall become vacant, a vacancy election will be held during the regularly scheduled ARC meeting for the seat that becomes vacant outside of the regular election cycle pursuant to CCEA Bylaws. The Elections Committee shall notify members of the ARC of the vacancy.

- a. A member elected as a Review Board Member to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term; if elected in the second half of the term, the member will be eligible to run for two additional terms.

### **Section 4. QUALIFICATIONS**

Members of the Review Board must be voting members of the Association Representative Council at the time of election. Review Board members may not be local officers, members of the Executive Board, or a chairperson of any CCEA committee. At least one (1) year of experience in the Association Representative Council is required prior to the election to the Review Board. No person shall be concurrently a member of the Review Board and/or any of the aforementioned bodies “with the exception of the ARC.

### **Section 5. DUTIES AND FUNCTIONS**

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

- A. 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 Executive officer(s), or Executive Board Member(s) regarding consistent application of the Bylaws, Policies, or member(s).
- B. The Review Board shall have the following duties and functions 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 members shall have the right to appeal to the Association Representative Council.
  3. To censure, suspend, or expel a member. The members shall have the right to appeal to the Association Representative Council.
  4. To vacate censure, lift suspension, or reinstate a member after expulsion.
  5. To review the action of the officers, Executive Board, or Association Representative Council for consistency with the Bylaws and to recommend the appropriate 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 excluding Review Board members.

6. To remove from office, suspend, or censure a member elected to any Association position for violation(s) of the Association, Bylaws, Policies, or Procedures.
7. To review the membership numbers and recommend adjustments if needed in each Executive Board zone every year as described in the Association Bylaws Article V, Section 1, Paragraph A-2

### **Section 6. 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 7. REVIEW BOARD ELECTION**

- A. Vacancies shall be announced from the Association Representative Council floor during the August Association Representative Council meeting. Nominations and elections by secret ballot of vacant Review Board positions will occur during the September Association Representative Council meeting. Pursuant to Article V section 8(b)(c)
  1. Secret ballots shall be paper or electronic, as outlined in Election Procedures.
- B. If the numbers of candidates equal the number of positions to be filled, the President shall declare the candidates elected directly after nominations close.
- C. A member elected as Review Board Member to fulfill the term of a vacated seat in the first half of the term will be eligible to run for one additional term; if elected in the second half of the term, the member will be eligible to run for two additional terms.

### **Section 8. OATH OF OFFICE**

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

## **ARTICLE VII COMMITTEES**

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

Each Standing Committee shall have a purpose, procedures, and a chairperson. The Standing Committees of the Association, which are elected or appointed by the President with the confirmation of the Association Representative Council, are as follows:

- A. Budget Committee
- B. Bylaws & Policy Committee
- C. Elections Committee
- D. Education Policy and Research Committee
- E. Member Rights Committee
- F. Negotiations Committee
- G. Scholarship Committee
- H. Sick Leave Pool Committee
- I. Special Education Committee
- K. Professional Growth System Committee
- L. Media Moderation Committee

### **Section 2. OTHER COMMITTEES**

Other Committees of the Association shall be created based on the interest of a minimum of twenty-five (25) members.

### **Section 3. REPORTS**

Committees shall report to the Association Representative Council upon the request of the ARC.

#### **Section 4. COMMITTEE MEMBERS**

The CCEA President shall appoint all committee members and chairpersons with the confirmation of the Association Representative Council. Each Standing Committee should promote and support the diversity that is representative of CCEA's membership. Standing Committee members shall be members of the Association Representative Council and possess voting privileges in the ARC.

#### **Section 5. SPECIAL COMMITTEES**

The Association Representative Council is authorized to establish Special Committees.

#### **Section 6. COMMITTEE MEETINGS**

All regular and special meetings of Committees may be held by telephone conference or through other electronic communications media so long as all the participating members can hear each other and act simultaneously.

### **ARTICLE VIII ASSOCIATION MEETINGS**

#### **Section 1. GENERAL MEMBERSHIP MEETINGS**

- A. General Membership Meeting shall be held for members to ratify or reject, by a majority vote of those present, a contract negotiated by CCEA with the School District. Any CCEA member in good standing may attend the Membership Meeting and vote. Reasonable notice of at least seven (7) days shall be provided to all members.
- B. Upon the request of the Association President, a General Membership Meeting shall be held to update members on the Association's activities and provide information on upcoming events and activities. Reasonable notice of the meeting shall be given.
- C. Upon submitting to the CCEA Executive Board a petition signed by 15% of members in good standing, a General Membership Meeting may be called for information and to report on the affairs of the Association.
- D. Student Members **are not eligible to** vote in General Membership Meetings or sign the petition under paragraph C of Article VIII to call a General Membership Meeting.

### **ARTICLE IX PROFESSIONAL STAFF**

#### **Section 1. UNION STAFF**

The Association's Executive Board shall employ professional staff. The CCEA Executive Director shall manage the staff and possess the authority to make all personnel decisions with the advice and consent of the President. The Executive Board shall make an annual report to the Association Representative Council regarding the compensation of the employed staff.

### **ARTICLE X STATE AND NATIONAL AFFILIATION**

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

The Association shall be independent of any state or national affiliation. Members may alter this status in a General Membership Meeting with a majority vote of those present or with a petition signed by 25% of members in good standing.

### **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 a petition signed by at least 50 members; or
  2. by a 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 2. VOTING ON AMENDMENTS**

- A. Adoption of the proposed amendment(s) to these Bylaws shall be by a 60% vote cast at the Association Representative Council meeting in April.
- B. Unless otherwise provided, all amendments shall take effect immediately following their 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, the Executive Board, the annual Member Assembly, and a General Membership Meeting, 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.

# CCEA

Clark County Education Association

the union  
of teaching  
professionals