

**NEA-SN Policies  
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**Section I**  
**Policy Adoption Procedures**

The procedure for policy adoption is as follows:

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

## **Section II**

### **Membership**

#### **A. Membership Eligibility**

##### Association

1. Membership may be granted upon a member's signature of a NEA-SN membership application.
2. Official Membership in NEA-SN is subject to approval by the NEA-SN Board of Directors. If a prospective member is rejected by the Board of Directors, the applicant can appeal the decision to the NEA-SN Leadership Council.

#### **B. Membership Dues**

##### Association

1. The NEA-SN Board of Directors will recommend the amount of local dues for active membership to the Leadership Council for approval. (CC 07/18)
2. Dues of a member on suspension can be deferred for the duration of the dismissal suspension, if that suspension exceeds 30 days.
3. NEA-SN shall collect a full year's dues from members who have resigned or have been terminated from employment.
4. Those members wishing to drop membership must do so as stated in the in the Membership Application signed by the member.
5. Members who are paying dues by EFT will have dues deducted according to their chosen payment plan options. (CC 07/18)

##### Board of Directors

1. The NEA-SN Board of Directors will set the local dues for all membership categories, excluding Active members.

2. All members who retire during the membership year shall not be liable for the full year's dues, but shall stop paying dues on their last pay period.
3. Each September, NEA-SN dues shall be increased by the same percentage increase in the beginning teacher's salary (Column I, Step A) the previous year.
4. No increase or decrease, with the exception of the automatic step escalator, will be levied without written notification to the General Membership. Such dues changes shall be voted on at a General Membership Meeting or by written ballot.
5. Members' dues will be transmitted through an electronic transfer funds (EFT) agreement between the member and NEA-SN.
6. Part-time teachers shall pay proportional dues to the local, state and national associations based on the proportion of the day covered by the contract.
7. Membership on a cash basis will submit their application for membership and a check of the entire year or that portion of the year which remains.

### **C. Associate Membership**

#### Association

##### Association Membership Benefit Criteria

- a. Publication
- b. Email Alerts
- c. NEA-SN Event Sponsorship
- d. Recognition in publications and web page
- e. Attendance to NEA-SN meetings by invitation of the President or designee

### **E. Elections**

#### Association

Election Procedures will be adopted by the Leadership Council for each election.

Board of Directors

A NEA-SN Director who is interested in an appointment to a vacant NSEA Board of Directors seat must recuse themselves from voting for said vacant seat.

**F. Oath of Office**

Association

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

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

## **Section III**

### **Meetings**

#### **A. General Membership**

##### Association

1. For the purposes of this section, a general membership meeting is defined as:
  - a. Mass meeting of all members, OR
  - b. Smaller area meeting open to all members. Such meetings may or may not be contiguous to established Board of Directors zones.
2. General Membership meetings are held for the purpose of:
  - a. Reporting on the state of affairs of NEA-SN; or
  - b. Ratifying NEA-SN election results

##### Board of Directors

1. Members attending general membership meetings will provide a one-page, condensed of parliamentary procedures.
2. The Elections Committee will be in charge of counting votes of all general membership meetings.
3. A parliamentarian will be present.

#### **B. Leadership Council**

##### Association

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

2. A notification of Leadership Council meetings will be sent to the Leadership Representatives prior to Leadership Council meetings.
3. All motions at Leadership Council meetings must be in writing.
4. The Leadership Council shall approve the minutes of its meetings.
5. Approved Board of Directors minutes shall be placed in the Leadership Council packet.
6. Past minutes of the current year shall be accessible to all member upon their request.
7. All written minutes and back-up materials of the Leadership Council meetings shall be archived. Taped recordings of such meetings shall be retained for one year.
8. The Leadership Council shall determine if NEA-SN will participate in joint activities and/or programs solicited by community groups. If the Leadership Council cannot decide in a timely manner, the President and Board of Directors are authorized to make such decisions and report them to the Leadership Council.

#### Board of Directors

1. Policies may be presented at any Board of Directors meeting for action at the following Board of Directors meeting.
2. All policies will be dated and written on a form.
3. All motions made at the Board of Directors meetings must be written.
4. All written minutes and back-up materials of the Board of Directors meetings shall be archived. Taped recordings of such meetings shall be retained for one year.
5. Past minutes of the current year shall be accessible at all meetings of the Board of Directors.
6. The Board of Directors shall approve the minutes of its meetings.

7. No one may chair any local NEA-SN committee while holding an elected office of CCEA, except as approved by the Board of Directors.
8. All requests for donations and/or support of community organizations or activities will be forward to the NEA-SN President or designee.



## Section IV

### Financial

#### B. NEA-SN Policy for NSEA-DA Delegate Funding

##### Association

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

Airfare: NSEA will reserve and purchase the airline ticket in the delegate's name. If the delegate makes a change, the delegate will be responsible for up to the amount the airline charges for the change.
  - b. Hotel

Hotel accommodations will be provided by NSEA for delegates on a double occupancy basis. All hotel rooms will be guaranteed for late arrival. Delegates may choose to have a single room on a first-come-first-reserved basis. For delegates desiring to room alone, there is no guarantee such accommodation is

available. The delegate that chooses a single room will be responsible for half (1/2) of the cost of the room. Delegates will not be given any money towards hotel room costs.

c. Meals

All meals are group meals and will be provided by NSEA. There will be no per diem.

d. Incidentals

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

e. Buyout Days

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

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

The delegate may appeal to the NEA-SN Board of Directors, in person or in writing, by January 15th to have the delegate funding reinstated. This appeal must be completed sixty (60) days prior to the date the Delegate Assembly is held. The Board of Directors will inform the delegate in writing of its decision within ten (1) days after the appeal hearing.

4. NEA-SN alternate delegates will be selected according to NEA-SN Standing Election Procedures and NSEA-DA standing rules.

5. All funded delegates will sign an agreement to adhere to the NEA-SN Policy for NSEA-DA Funding.

### **C. NEA-RA Delegate Funding**

#### Association

1. Delegates will meet the following criteria in order to receive NEA-RA delegate funding:
  - a. Attend a pre-convention caucus called by the local president
  - b. Attend all mandatory State Caucus meetings.
  - c. Attend no less than ninety percent (90%) of all NEA-RA business meetings, unless excused by the appropriate local/state president (i.e., on the RA floor to vote).
  - d. Volunteer to attend at least one (1) selected open hearing and/or meeting as determined by the State Caucus chair.
  - e. Submit copy of a hotel receipt balance of \$0.00 for any and all incidentals.
2. For the 2019 NEA-RA, there will be no expectations of funding for elected delegates. All elected delegates will be self-funded unless budgeted. (CC 07/18)
3. NEA-SN will not fund any pre-convention conferences and/or activities.
4. Absences from the RA must follow NEA-SN Standing Elections Procedures and NEA-RA Standings Rules.
5. The Board of Directors will develop specifics to implement items 1-4 of this policy.

## **Section V**

### **Committees/Caucuses**

#### Association

1. The NEA-SN Board of Directors will develop and maintain guidelines that govern the establishment of caucuses, which will be presented to the Leadership Council at the first meeting of the school year. Considerations shall include timeline for appointments, length of appointments, and approval of appointments. (CC 07/18)
2. The NEA-SN Board of Directors will develop and maintain guidelines governing caucus activities which will be presented to the Leadership Council at the first meeting of the school year.

#### Board of Directors

1. NEA-SN committee chair appointments shall coincide with the President's term of office.
2. Training for committee members will be planned in the spring for the upcoming year.

## **Section VI**

### **Legal**

#### Association

1. A filed grievance may not be withdrawn without prior consultation with the grievant.
2. In the event a NEA-SN member is charged with a crime under the state of Nevada Statutes that is allegedly committed during the course of the teacher's normal professional duties, actions will be taken in accordance to the NEA and NSEA Legal Policy.

## Section VII

### Government Relations

#### A. Endorsed Candidates

##### Association

NEA-SN shall be the exclusive voice on education issues, including legislation, for certified education professionals in Clark County. Through our affiliation with NSEA and NEA, we have a powerful voice in state and national politics. We commit to using our collective voice to further the issues most important to our students, their families, and our community.

NEA-SN shall, in conjunction with NSEA, support those candidates and legislators that exemplify our Mission, Vision, and Core Values. Likewise, NEA-SN will initiate communication with any endorsed candidate or legislator who takes a public stance contrary to the best interests of our students, our members, and our community. Such communication will explain our stated position and ask that individual to reconsider their support or opposition. (CC 07/18)

NEA-SN shall not endorse any candidate contrary to those approved by the NSEA TIP Committee. If members have questions regarding endorsed candidates, they should contact NEA-SN representatives to the Clark County Together in Politics (TIP) Coordinating Council. (CC 07/18)

