

## **CAPITOL DISTRICT BYLAWS**

### **Article I - Name and Boundaries**

#### Section 1.

This Association shall be known as the Capitol District Association of the Nebraska State Education Association. For all remaining components of these bylaws, the Capitol District Association of the Nebraska State Education Association shall be defined as the Capitol District.

#### Section 2.

The Capitol District shall be defined by NSEA bylaws.

#### Section 3.

The purpose of the Capitol District Association shall be to promote the welfare of the members of the teaching profession and the educational interests of the State of Nebraska.

### **Article II - Membership**

#### Section 1.

Persons who are members of a chartered local educational association within the boundaries of the Capitol District will become active members of the Capitol District upon becoming active members of the Nebraska State Education Association. An active member is entitled to vote as provided in these bylaws and is entitled to hold an elective or appointive office.

#### Section 2.

Every member of this association shall, upon presentation of credentials without further charge, be admitted to general or district meetings.

### **Article III - Association Year**

#### Section 1.

The Capitol District Association year shall be the same as the association year of the Nebraska State Education Association. In addition, the Capitol District Association membership year and the fiscal year shall be the same as the membership year and the fiscal year of the Nebraska State Education Association.

### **Article IV - Officers and Duties of Capitol District Board of Directors**

#### **Section 1. Board Positions**

- a. The Capitol District Board of Directors shall consist of the officers (President, Vice-President, Secretary, and Treasurer), the NSEA Directors representing Capitol District, and four at-large members. The Board of Directors shall appoint annually at least one ex-officio position for each of the following groups: NSEA-Retired (NSEA-R), Education Support Professionals (ESP), Higher Education, Aspiring Educators, and Ethnic Minority Affairs Committee (EMAC).

- b. All members of the Capitol District Board of Directors shall have voting rights in all actions of the Board. Ex-Officio members shall represent their respective membership category. Ex-officio members are full members of the board except that they shall not vote on actions of the board.

## **Section 2. Terms and Duties of Officers**

- a. The President shall be elected in Year C. The President shall hold office for a term of three years and shall be eligible for re-election for one additional consecutive term. Election to a term as President constitutes election to a three-year term as an ex-officio member of the NSEA Board of Directors and as a delegate to the NSEA Delegate Assembly. The President shall be chair of the Board of Directors, preside over all meetings of the District Association, and perform such duties that involve this office. The President shall receive the printed bank statements and then reconcile them with the Treasurer. The term of office shall commence as defined in Article III.
- b. The Vice President shall preside in the absence of the President. The Vice President shall be elected in Year A. The Vice President shall hold office for a term of three years and shall be eligible for re-election to one additional consecutive term. Election to a term as Vice-President constitutes election to a three-year term as a delegate to the NSEA Delegate Assembly. It shall be the duty of the Vice President to assist the President in all ways possible, and to serve as President when that individual is unable to serve. The term of office shall commence as defined in Article III.
- c. The Secretary shall keep an accurate record of the proceedings of this association and the Capitol District Board. The Secretary shall be elected in Year B. The Secretary shall hold office for a term of three years and shall be eligible for re-election for one additional consecutive term. The Secretary shall furnish a copy of the recorded proceedings to the State Association. The term of office shall commence as defined in Article III.
- d. The Treasurer shall be elected in Year B. The Treasurer shall hold office for a term of three years and shall be eligible for re-election for one additional consecutive term. It shall be the duty of the Treasurer to receive and receipt all fees, to pay out of the fund only upon order of the Board of Directors, and to make an annual report which shall be audited and published by the Board of Directors. The Treasurer shall obtain bond in such amount as the Board of Directors may require. The premium on the bond shall be paid out of the funds of the Capitol District. The Treasurer will maintain online bank statements to be reconciled with the President. The term of office shall commence as defined in Article III.
- e. The four at-large Capitol District Board of Directors members shall be elected for a term of three years each and shall be eligible for re-election for one additional consecutive term. Two at-large Board of Directors members shall be elected in Year C. One at-large Board of Directors member shall be elected in Year A. One at-large Board of Directors member shall be elected in Year B. The Board of Directors shall perform all duties prescribed by these bylaws or essential to the welfare of this association. The term of office shall commence as defined in Article III.

- f. The NSEA Board members representing the Capitol District shall be elected at large. It shall be the duty of the members of the Board of Directors of the NSEA to represent the district on the state level, to communicate the business of the Board to the officers and members, and to assist the President of the district in all ways possible.
- g. If a Capitol District Board of Director member is unable to attend the regularly scheduled board meeting, they must notify the President of the absence. If a member of the Capitol District Board of Directors exceeds two unexcused absences from district meetings per term, their office shall be declared under consideration. The Officer team will meet with the board member and will advise the Capitol Board to deliberate on initiating recall procedures if necessary. In the event this happens, a successor would be elected and appointed by the Capitol District Board of Directors until the next election for district office for the remainder of the term as covered by Article VII, Section 1 of the Capitol District bylaws.

### **Article V – Nominations**

#### Section 1.

All vacancies for Capitol District offices will be advertised to members of the Capitol District. Nominations of each candidate may be made for only one office. The Capitol District Board of Directors shall:

- A. Attempt to make nominations of at least two candidates for each office of the Capitol District Board of Directors positions and representatives to the NSEA Board of Directors.
- B. Make nominations of each candidate for only one office.

#### Section 2.

Any active member may file for office in accordance with the NSEA Election Policies.

#### Section 3.

Each candidate shall give a written statement of consent at the time of nomination or filing.

#### Section 4.

All nominations shall be published in the official publication of the Nebraska State Education Association preceding the issuance of ballots for the Capitol District.

### **Article VI – Terms of Office and Election**

All Capitol District elections will be conducted by NSEA. After the election, all nominees will be contacted with the election results. Any nominee for an office receiving a plurality of votes cast for that office shall be elected. Upon a tie, a designated officer will flip a coin.

### **Article VII – Vacancies**

#### Section 1.

In the event of a vacancy in the office of President, the Vice President shall become the President and shall assume the duties and authority of the office for the remainder of the term. The partial term will not be considered when determining re-election eligibility of the new officer.

**Section 2.**

In the event of a vacancy in the office of Vice President, Secretary, or Treasurer occurs, a successor shall be nominated from within the Capitol District Board. If there is no internal candidate, local presidents shall be notified of the opening and nominations will be accepted from the Capitol District membership. The interested candidates shall be invited to speak to the Capitol District Board prior to the election. The successor will be elected by the Capitol District Board to serve the remainder of the term. The partial term will not be considered when determining re-election eligibility of the new officer.

**Section 3.**

In the event of a vacancy of a Capitol District Board of Director at-large member, the local presidents shall be notified of the opening and nominations will be accepted prior to a determined deadline. The candidates shall be invited to speak to the Capitol District Board prior to the election. The successor will be elected by the Capitol District Board to serve the remainder of the term. The partial term will not be considered when determining re-election eligibility of the new officer.

**Section 4.**

In the event of a vacancy in the NSEA Board of Directors, local presidents shall be notified of the opening and nominations will be accepted from the Capitol District membership prior to a determined deadline. The interested candidates shall be invited to speak to the Capitol District Board prior to the election. The successor will be elected by the Capitol District Board to serve the remainder of the term. Determination of re-election eligibility will follow the NSEA bylaws.

**Article VIII - Meetings**

**Section 1.**

Meetings of this association may be called by the Board of Directors. Section 2. Regular meetings of the Board of Directors shall be held each association year. The time and place shall be determined by the Board of Directors.

**Section 2.**

Regular meetings of the Board of Directors shall be held each association year. The time and place shall be determined by the Board of Directors.

**Section 3.**

Electronic Meetings. Electronic meetings of the Board of Directors may be held through the use of group communications equipment including audio, video, and screen share as long as all members participating can communicate with one another at the time of meeting. Participation in such a meeting constitutes presence at the meeting. Each person participating in the meeting shall be recorded in the minutes as an electronic participant. Electronic votes may be cast via email and other means of electronic communication. All votes electronically recorded will follow rules of a regular board meeting.

**Article IX - Delegate Assembly**

Section 1.

Delegates shall meet prior to the Delegate Assembly at a time and place determined by the Capitol District Board of Directors. The President shall serve as the planning chair and the presiding officer of said meeting.

**Article X – Amendments**

Section 1. Proposal

A. The Board of Directors, by majority vote, may propose an amendment.

B. Any member of the association may file a proposed amendment with the District President for the attention of the Board of Directors at least forty-five (45) days preceding the annual election.

Section 2. Publication

A. At least twenty-one (21) days before the annual election at which the amendment(s) will be voted upon, the Capitol District Board of Directors shall provide a digital copy of the amendment(s) to each local president to share with local membership.

C. The Capitol District Board of Directors is empowered to publish the proposed amendment(s) with or without the recommendation.

Section 3. Voting

The Capitol District Board of Directors shall order proposed amendment(s) to be placed upon the official ballot which is prepared for the annual district election. The amendment(s) shall become a part of these bylaws by receiving the affirmative vote of a simple majority of the members voting at the regular annual district election.

**Article XI - Other Bylaws Provisions**

Section 1.

No provisions of these bylaws shall be in conflict with the National Education Association or the Nebraska State Education Association. Should there be a conflict, then the bylaws of the Nebraska State Education Association shall prevail.

**Article XII - Parliamentary Authority**

Section 1.

Robert's Rules of Order, Newly Revised, shall be the authority for all matters of procedure not covered by the Capitol District bylaws.

**Article XIII - Review Board**

Section 1. Any complaint or charge of malfeasance in office of any district officer shall be made to the NSEA Review Board as specified in Article IX of the NSEA bylaws.

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