

**BOARD OF DIRECTORS
HANDBOOK**

September 2011



Great Public Schools for Every Student

**1201 Sixteenth Street, N.W.
Washington, D.C. 20036**

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ELECTIONS, TERMS, AND VACANCIES

Elections¹

Composition of the Board. The Board of Directors consists of at least one director from each state affiliate, six (6) directors for the Retired members of the Association, and three (3) directors for the Student members of the Association. Bylaw 12-1.a. defines a state affiliate as “the association within each state or commonwealth and associations representing the District of Columbia, the Federal Education Association, and such other comparable associations which meet at least the minimum standards of affiliation.”

Except as otherwise provided in Article V, Section I of the NEA Constitution, a state affiliate is entitled to an additional director for each 20,000 Active members of the Association provided that if the number of state directors reaches one hundred fifty (150), the number of directors to which the state units are entitled shall be adjusted to prevent the total from exceeding one hundred fifty (150). The Board of Directors shall adopt rules for this provision.

The Board also includes at-large representatives of ethnic minorities, administrators, classroom teachers in higher education, and Active members employed in educational support positions as necessary to comply with Article V, Section 1 (c), (d), (e), and (f) of the NEA Constitution. (See *At-Large Representation*)

The executive officers and members of the Executive Committee are ex-officio members of the Board.

By action of the Board of Directors, the NEA President appoints one representative of each of the four ethnic-minority groups specified in Bylaw 12-1.h to serve on the Board in a nonvoting capacity.

Method of Election. State directors are elected by majority vote of those voting and by secret ballot for each individual office (a) by the Active NEA members within the state or (b) by the NEA members elected to serve as delegates to the state’s representative body provided that all Active NEA members in the state who meet

¹ See also the publications *Campaign and Election Requirements for the Positions of State, Retired, and Student Directors* and *Requirements for the Allocation and Election of Delegates to the NEA Representative Assembly*, which are available from the Executive Office.

all other relevant requirements are eligible to vote for and serve as delegates to the state representative body.

Retired directors are elected by the retired delegates to the NEA Representative Assembly.

Student directors are elected by the student delegates to the NEA Representative Assembly.

Nominations for director positions shall be open except where the following limitations are required to comply with the provisions of the NEA Constitution and Bylaws:

- At least one director in each state unit shall be a nonsupervisor, and if a state is entitled to more than one director, at least one shall be a classroom teacher. Additional directors shall be on the basis of proportional representation by education position of the NEA members.
- In the event that the first three directors of a state unit or the first three retired directors do not include at least one ethnic-minority person, the state affiliate or the retired delegates to the NEA Representative Assembly, as the case may be, shall take all legally permissible steps to elect a fourth director who is from an ethnic-minority group.¹

At-Large Representation. In the event that NEA directors elected in the states (a) fail to reflect representation of administrators, classroom teachers in higher education, and Active members employed in educational support positions in proportion to their respective memberships in the Association, or (b) fail to reflect at least 20 percent ethnic-minority representation, the Representative Assembly shall elect at-large directors. A candidate for at-large representative of administrators, classroom teachers in higher education, or Active members employed in educational support positions shall be nominated by a delegate who is a member of the particular category. A candidate for at-large representative of ethnic minorities shall be nominated by a delegate.

Student and retired directors are counted in the universe for determining ethnic-minority representation on the Board. Student and retired representation is not counted in determining the entitlements of administrators, classroom teachers in higher

¹ The Retired members are entitled to six directors.

education, or Active members in educational support positions to at-large representation on the Board.

Restriction. Pursuant to Bylaw 5-5, a director shall immediately relinquish the position held on the Board when such director ceases to be employed in the category represented. This restriction applies to directors elected by the states and directors elected at large to represent administrators, classroom teachers in higher education, or Active members employed in educational support positions on the Board.

All candidates for NEA state and at-large directors shall have been Active members of the Association for at least two (2) years immediately preceding the election. All state and at-large directors shall maintain throughout their terms of office Active membership in the Association. Retired directors shall maintain Retired membership throughout their terms of office. Student directors shall be Student members of the Association.

NEA Directors as Ex-Officio Delegates. By virtue of position, members of the Board of Directors are ex-officio delegates to the NEA Representative Assembly, subject to the following conditions:

- A director elected by the Active NEA members within the state will be issued a delegate credential entitling him or her to full voting rights in the Representative Assembly.
- A director elected by the state's representative body will be issued a delegate credential entitling him or her to limited voting rights in the Representative Assembly (i.e., to participate in all business of the Representative Assembly except nominating and voting for Association officers).
- An at-large, student, or retired director will be issued a delegate credential entitling him or her to limited voting rights in the Representative Assembly as defined above.

Alternate and Honorary members of the Board are not eligible for ex-officio delegate credentials. An interim director (i.e., a director appointed to fill a vacancy in an NEA director position or a director appointed to a new NEA director position created as a result of an increase in NEA membership) is not entitled to ex-officio delegate status in the NEA Representative Assembly. Pursuant to Article III, Section 3.b of the Constitution, ex-officio delegate status in the Representative Assembly is dependent upon

the election of the director, either by an all-member ballot or by the state's representative body. Since interim directors are appointed rather than elected, they are not eligible to be ex-officio delegates and therefore do not receive delegate credentials.

A director who is duly elected as a state or local delegate in a separate election will be entitled to all the rights and privileges of a delegate by virtue of that election.

Non-Voting Ethnic-Minority Positions on the Board of Directors. By action of the NEA Board of Directors, the NEA president appoints representatives of each of the four ethnic minority groups recognized in the Association Bylaws as non-voting representatives on the NEA Board of Directors for one year. Such appointments shall be for terms coterminous with that of the appointing president and shall carry the rights and privileges of an NEA Director at meetings of the Board of Directors except the right to vote, to make or second motions, or to nominate or be nominated for positions elected from or by the Board of Directors. Non-voting members receive no ex-officio delegate credentials.

Terms

The terms of NEA directors begin on September 1. The terms of state directors are three (3) years, except that in multi-director states, the term of one or more NEA directors may initially be less than three (3) years in order to achieve staggered terms as required by Bylaw 5-1.d.

The terms of at-large and retired directors are three (3) years.

The terms of student directors are one (1) year.

State, at-large, retired, and student directors may serve no more than two (2) terms. For purposes of applying the two (2) term limitation, the following policies are in effect:

- If a person is elected to a three-year term on the Board, or appointed as an interim director, and serves more than half of said term, the period served shall count as a full term.
- If a person is elected to fill the unexpired portion of a regularly elected director's term and serves more than half of said term, the period served shall count as a full term.

- A person who has served two full terms as a state or an at-large director is not eligible to serve as an interim director.
- If a state affiliate of the Association qualifies for a new director position in midyear as a result of a sufficient increase in membership pursuant to Article V, Section 1 of the NEA Constitution, the period served by a person in the new position will not be counted toward the two-term limit, unless otherwise provided in this bullet item. As of the beginning of the next membership year (i.e., September 1), the term of the newly established position will begin and the director elected to that position will assume office. If a successor to the interim director has not been elected to assume office on September 1, an interim director may continue to serve until the unexpired portion of the term is filled in accordance with the regular election procedures, and the period of time so served will not be counted toward the two-term limit unless it exceeds one-and-one-half years.
- If a state affiliate or the Retired members of the Association establish the term of a position at less than one-and-one-half years for the purpose of staggering the terms of its directors, this term will not be counted toward the two-term limit.
- If a state or retired director must resign his or her directorship to reduce the number of director positions pursuant to Bylaw 5-1.e (i.e., to reduce the number of director positions because NEA membership within a state, on May 31 of two consecutive years, is less than that required to maintain the number of director positions) and the director has served less than one-and-one-half years, the time spent in that position will not be counted toward the two-term limitation.
- A person who has served as an alternate director may subsequently serve two full terms as a state, at-large, student, or retired director. A person who has served two full terms as a state, at-large, student, or retired director may subsequently

serve as an alternate director. Service as an alternate director, whether prior to or following service as a state, at-large, student, or retired director, shall not be counted toward the two-term limit for any director position.

- An individual may serve two (2) terms as a state director or two (2) terms as an at-large director or one (1) term as a state director and one (1) term as an at-large director. However, no one may serve more than a total of two (2) terms as a state and/or at-large director. A director who has served two (2) terms in one state is not eligible to serve as director in the second state. In either case, the two (2) terms constitute a lifetime limit.
- Prior service as a student director will not be counted toward the two (2) term limit for state and at-large directors.
- Prior service on the Board of Directors in any position other than a retired director position will not be counted toward the two-term limit for a retired director.

Vacancies

Upon the resignation of a director, or when the state is entitled to a new position on the Board, such position may be filled (a) by action of the state's governing body (e.g., executive committee) recommending appointment of an interim director until an election may be held, or (b) by an election of the Active NEA members within the state or by the Active NEA members in attendance at the state's representative assembly.

When an interim director is recommended, action of the NEA Executive Committee or NEA Board of Directors is needed to appoint such an interim director. Election of a director does not require action by the Board or the Executive Committee.

Vacancies in the office of at-large directors elected by the Representative Assembly shall be filled by the Board of Directors, when in session, or by the Executive Committee, when the Board is not in session, upon recommendation of the President.

Persons filling vacancies, other than vacancies arising as the result of a state's entitlement to an additional director pursuant to

Article V, Section 1 of the Constitution, shall be from the same education position as the member being replaced. All persons filling vacancies shall serve until the first opportunity that a successor or additional director may be elected in accordance with the regular election procedure.

Challenges to Election of an NEA Officer

1. Any question or dispute as to the election of an NEA director shall be decided by the state affiliate subject to the right of appeal by the aggrieved to the NEA Committee on Constitution, Bylaws, and Standing Rules, which shall make a recommendation to the NEA Board of Directors for its determination.
2. Any question or dispute as to the election of an NEA Executive Officer or member of the NEA Executive Committee shall be referred to the NEA Committee on Constitution, Bylaws, and Standing Rules, which shall make a recommendation to the NEA Board of Directors for its determination.

Recognition Plaques

Recognition plaques will be distributed to officers who have served at least one year.

GUIDELINES GOVERNING THE ELECTION AND ROLE OF ALTERNATE NEA DIRECTORS¹

Bylaw 5-6, adopted by the 1978 Representative Assembly, permits but does not mandate a state to elect one or more alternate directors. Alternate directors shall be elected and serve consistent with the requirements of the Constitution and Bylaws and the application of the relevant provisions as described below.²

Election Requirements

The election requirements parallel those required for the election of a state director. Such requirements include —

- open nominations
- candidates shall have been Active NEA members for at least two (2) years immediately preceding the election. Time spent by an Active member in the educational support membership category shall be counted for purposes of the two (2) year requirement.
- election by (1) the Active NEA members within the state or (2) the Active NEA members elected as delegates to the state representative body
- secret ballot for each alternate position to be filled
- majority vote of those voting.

Bylaw 5-6.b requires as a standard of eligibility for seating an alternate director that the alternate must be from the same educational category as the director being replaced.

¹ Adopted by the NEA Board of Directors on September 29, 1978, revised September 1979.

² Bylaw 5-6 shall apply to the student and retired directors under the same conditions as described for directors elected in the states.

Election of an alternate director(s) shall be held in the same manner as the regular election of NEA director(s). The election shall be certified to NEA by the state president on a form provided by NEA. (In the event the certifying officer is the elected alternate director, the next ranking state officer shall certify the election report.) At the time of certification, the length of term shall be noted on the certification form. The NEA recommends that each alternate director be elected for a term of no less than one (1) year and no more than three (3) years.

An individual who has served as an alternate director may subsequently serve two full terms as a state, at-large, student, or retired director. An individual who has served two full terms as a state, at-large, student, or retired director may subsequently serve as an alternate director. Service as an alternate director, whether prior to or following service as a state, at-large, student, or retired director, shall not be counted toward the two-term limit for any director position.

A state affiliate may designate its president or vice-president as alternate directors provided the following conditions are met:

1. In the election of individuals who are intended to serve as officers and alternate directors, the ballot must clearly state that the successful candidates will serve in both positions.
2. The officers of the affiliate must have been elected only by the Active NEA members, or by the Active NEA members elected as delegates to the state representative body in accordance with the same provisions for the election of NEA directors. The election to office in the affiliate cannot impose any qualifications other than those required of an NEA director (noted above).
3. An affiliate's officer cannot serve as alternate director if the officer is in an educational position which is not entitled to director representation (e.g., an administrator who is president of an all-inclusive affiliate cannot serve as an

alternate if the affiliate is entitled only to a nonsupervisor position(s) on the Board of Directors).¹

Vacancies in the position of alternate director for a state shall be filled upon recommendation of the state association by the Board of Directors when in session, or when not in session, by the Executive Committee. A vacancy in a retired, student, or at-large alternate director position may be filled only through the regular election procedure.

If a state chooses to elect an alternate(s), it need not elect a number equal to the number of its director positions. However, no alternate may replace more than one (1) director at a Board meeting. Replacing the regular or interim director at the Board meeting held in conjunction with the NEA Annual Meeting will not entitle the alternate to ex-officio delegate credentials for the Representative Assembly.

Seating Procedure

It shall be the responsibility of the state president to inform the NEA President of the state's intent to have an alternate seated by the Board of Directors to replace a director at a particular Board meeting. Such notification shall be given as soon as possible and in no event later than the opening of the meeting. Upon receipt of such notice, NEA shall provide the alternate with the necessary written materials in advance of the meeting, whenever feasible.

Rights and Privileges

The alternate who serves in place of a director shall have all the rights and privileges of the regular or interim director during that meeting. NEA shall reimburse an alternate only for travel, hotel, meals, and related expenses for the specific Board meeting at which the alternate is seated. The NEA shall not reimburse an alternate director for in-state activities or for attendance at regional meetings.

An alternate director(s) may not be a candidate for election to any position to be filled by and from the Board.

¹ The NEA Executive Committee has interpreted that a full-time association officer who otherwise meets the qualifications for Active membership shall be designated as a classroom teacher for purposes of meeting any NEA requirements that call for proportional representation by education position.

In the event of a vacancy in the office of a regular director, an alternate, if otherwise eligible, may be designated by the state governing body to fill the position as an interim director until a regular election is held. Upon expiration of service as an interim director, the individual, if not elected to fill the regular position, may resume the position of alternate and complete any unexpired portion of that position.

ROLE/RESPONSIBILITIES OF AN NEA DIRECTOR

Position Description

Although the role of the individual NEA director may differ from state to state, there are certain general responsibilities common to all directors. These responsibilities and activities are outlined in the following position description adopted by the NEA Board of Directors at its February 1993 meeting. The position description codifies existing policies, ongoing practices, and actions of the Board that delineate the national, regional, state, and local roles and responsibilities of an NEA director.

I. NATIONAL LEVEL

A. Program and Policy Development and Implementation

The NEA Board of Directors acts for the Association between meetings of the Representative Assembly. NEA governance documents and/or policies authorize the Board to—

1. monitor the implementation of policy set by the NEA Representative Assembly and the Board of Directors (*Bylaw 5-7.a*)
2. adopt and maintain procedures as specified in the NEA Constitution, Bylaws, and Rules or as required by Representative Assembly action, e.g., affiliation procedures (*Bylaw 5-7.d*), director recall procedures (*5-13.d*), act on boycott recommendations from the Executive Committee (*Standing Rule 6,O*), and the procedures for challenging the election of a director (*Bylaw 5-1.c*) and member of the Executive Committee (*Bylaw 6-1.c*)
3. approve the legislative program for presentation to the Representative Assembly
4. propose amendments to the various governance documents of the Association for submission to the Committee on Constitution, Bylaws, and Rules for presentation to the Representative Assembly (*Constitution, Article IX, Section 1.d and Standing Rule 9, B*)

5. introduce new business items at the Representative Assembly (*Standing Rule 6, N*)
6. accept nominations for awards and/or select award recipients, e.g., Friend of Education (*Board policy*)
7. receive all reports of the Executive Director, the Secretary-Treasurer, and of committees, and transmit appropriate reports to the Representative Assembly with its recommendations (*Bylaw 5-7.f*)
8. determine the time and place of the Annual Meeting and, in the event of an emergency, postpone the Annual Meeting by a two-thirds (2/3) vote (*Bylaw 5-7.b*)
9. develop policy on emerging issues when appropriate in response to initiatives of the Association and/or the Association President (*Constitution, Article V, Section 3*)
10. develop policy to enhance and/or modify existing programs (*Constitution, Article V, Section 3*)
11. recommend the development of new programs and services (*Constitution, Article V, Section 3*)
12. establish procedures and/or requirements for affiliation consistent with the standards set forth in the NEA Bylaws (*Bylaw 5-7.d*)
13. establish a committee to review and to recommend recognition or withdrawal of recognition of a Special Interest Group (*Bylaw 5-7.e*)

B. Fiscal Powers and Fiduciary Responsibilities

To ensure the financial solvency of the Association and to effectively implement Association programs and policies, the Board of Directors assumes responsibilities that are fiscal in nature. The Board is authorized to—

1. receive annual audit report from the Executive Committee (*Bylaw 6-9.b*)
2. a. review and tentatively approve, in even-numbered years, a two-year budget at least forty-five (45) days prior to the Annual Meeting; direct its printing for transmission to state

and local affiliate presidents and to others as determined by the Board of Directors not later than thirty (30) days prior to the Annual Meeting (*Bylaw 11-9*); and, propose the budget to the Representative Assembly (*Bylaw 5-9*)

- b. recommend adjustments as deemed necessary in the second year of a biennial budget at a meeting held at least forty-five (45) days prior to the Annual Meeting and report them to the Representative Assembly. The Representative Assembly will receive and act on the modifications recommended by the Board of Directors. (*Bylaw 11-9.e*)
3. authorize, by a two-thirds vote, disbursements from the Capital Improvement Fund to acquire new properties or to provide for major long-term improvement in existing properties (*Bylaw 11-5.b*)
4. establish investment policies for the General Fund and for the Capital Improvement Fund (*Bylaw 11-5.c*)
5. authorize allocations in excess of \$50,000 from the contingency fund (*Board policy*)
6. establish the dues of Retired members (*Bylaw 2-7.h*)
7. establish the dues of Substitute members (*Bylaw 2-7.i*)
8. make appropriations from the General Fund in accordance with *Bylaw 11-3.c*
9. establish recommended NEA Fund for Children and Public Education contributions and participate in fundraising activities in home states and at the NEA Annual Meeting (*Board policy*)
10. set the salaries of the executive officers in accordance with the provisions of *Bylaw 5-7.h*
11. establish UniServ Grant allocations in accordance with the policy of the NEA Board of Directors (*Bylaw 2-7.a*)

C. Development and Implementation of the NEA Strategic Plan

Board members serve as a major link between individual members and affiliates and the NEA strategic planning process. Board members are directly involved in a scanning procedure to solicit input at the state level to support the NEA strategic planning process. Using this input, the Board annually reviews the Mission Statement and Strategic Objectives, which then become the basis for the subsequent year's budget.

D. The Committee Process

The NEA committee structure provides for standing committees of the Representative Assembly, strategic objective standing committees, advisory standing committees, and special committees. These committees report to the President, Board of Directors, and Executive Committee between meetings of the Representative Assembly.

The Association President designates a Board liaison for each NEA standing and special committee. Board liaisons are appointed from among the Board members who serve on a standing or special committee. Such liaisons will respond to questions or concerns that arise during Board meetings relative to committee activities. Opportunities for reports on standing committee activities will be available at each Board meeting. (*Board policy*)

Various NEA Bylaw provisions specify the role of the Board of Directors in the committee process. The Bylaws cited below authorize the Board to—

1. approve committee appointments made by the NEA President (*Bylaw 4-1.c*)
2. review standing and special committee reports prior to their transmittal to the Representative Assembly (*Bylaw 5-7.f*)
3. ensure ethnic-minority representation on all committees over which it has direct control (*Bylaw 5-7.c*)

Standing Committees

Standing committees may be established and discontinued by the Representative Assembly. When that body is not in session, standing committees shall be accountable to the President, the Board of Directors, and the Executive Committee. Each

committee chairperson shall submit periodic reports to the President and to the Board. (*Bylaw 3-9*)

Special Committees

Special committees may be established by the Representative Assembly, the Board of Directors, or by the Executive Committee for the purpose of accomplishing a specific task within a limited period of time. (*Bylaw 3-11*)

The Board may establish a committee to review and to recommend recognition or withdrawal of recognition of a Special Interest Group. (*Bylaw 5-7.e*)

E. Communications

NEA directors have significant responsibility for facilitating communications between and among the various groups in the Association family. In order to make informed decisions, directors must be aware of the needs and desires of state and local affiliates as well as those of members. Through ongoing contact with affiliates and members, directors gain the knowledge of state issues and concerns that serve as the basis for Board actions.

Conversely, directors must represent NEA to affiliates and members and must assume responsibility for facilitating their understanding and encouraging their support for the positions and policies of the Association.

F. Congressional Briefing and Lobbying Activities

Prior to each Board meeting, NEA directors are briefed on the status of Association issues and initiatives in Congress. Following these briefings, directors contact selected Congressional offices to advance the Association's federal agenda.

The NEA director(s) and the state president should lobby as a team at the national level. The state executive director would be included on the team as appropriate.

G. Operating Procedures of the Board

1. Board meetings

The Board meets four (4) times per year with one meeting held in connection with the Annual Meeting, and at other times it deems necessary to conduct the business of the Association. The President or a majority of the members of the Board determines the time and place of meetings. The Board enacts rules and procedures to govern the conduct of its meetings. (*Bylaw 5-11*)

- Board Forum

The Board Forum is an informal meeting of NEA directors held the evening before the first day of a Board meeting for the purpose of sharing background information on agenda items and emerging issues. The Board Forum also meets at the end of each day of business during the Representative Assembly as needed. Debate and position recommendations should be reserved for official meetings of the NEA Board of Directors. (*Board policy*)

2. Agenda and Related Materials

Board agendas are prepared by the President (*Bylaw 4-1.b*). Agenda items that directors wish to add must be in the President's office three weeks prior to a meeting for inclusion in the mailing of agenda materials or submitted in writing when the President calls for additions to the agenda at the beginning of a meeting. (*Board policy*. Also see page 31, *Rules and Procedures to Govern Conduct of Meetings of the NEA Board of Directors, Agenda*.)

The deadline for submission of new business items at Board meetings is 12:00 noon on the first day of a two-day meeting. Any agenda item submitted during a Board meeting will be for discussion only with the Board taking action on the item at its next meeting, except when immediate action is required. (*Board policy*)

3. *Parliamentary Procedure*

Board meetings are conducted in accordance with *Robert's Rules of Order, Newly Revised* unless otherwise provided.

4. *Committees of the Board*

Committees of the Board are composed of directors elected from and by the Board, appointed by the NEA President or as otherwise provided in the NEA Bylaws. The Board provides for ethnic-minority representation on all committees over which it has direct control. (*Bylaw 5-7.c*) The composition and purpose of the various committees of the Board are shown on page 78.

- Executive Officer Compensation
- Friend of Education
- Internal Concerns
- Steering
- UniServ Advisory

5. *Board Representation on Other Committees*

The Board also elects representatives or the Association President appoints directors to various NEA committees including—

- Committee on Program and Budget (*Bylaw 11-7*)
- Elections Committee (Standing Rule 12, A)
- Committee on New Business (*Standing Rule 6, P*)
- Regional Leadership Conference Planning Committees (*Board policy*)
- NEA Fund for Children and Public Education (*Board policy*)

6. *Representing NEA*

Individual directors may be appointed or elected to represent NEA in a variety of national and international functions. Such representation may involve assignments to—

- serve as a presenter or facilitator at a national conference
- serve as an NEA representative on one of the committees of the National Council for Accreditation of Teacher Education
- serve as an NEA representative on the Member Benefits Corporation Board of Directors
- serve as an NEA representative on the NEA Insurance Trust
- serve as NEA liaison to a non-governance affiliate (International Technology Education Association, Family and Consumer Sciences Education Association, and the National Association of School Nurses)
- serve as a delegate or official observer at meetings of the Education International
- serve in other assignments as made by the President.

II. REGIONAL LEVEL

A. Regional Leadership Team

Members of the Board within an NEA region serve on regional leadership teams to participate in the development of regional programs and services. (*Board policy*)

B. Regional Leadership Conferences

NEA directors participate in the program planning for the regional leadership conferences. The Regional Conference Planning Committee works with regional staff to schedule and plan the regional conference. (*Board policy*)

See the section titled NEA Regional Leadership Conferences for specific procedures and guidelines.

C. Minority Leadership Training Program Conferences

Ethnic-minority directors of the NEA Board within an NEA region participate in the program planning of the Minority Leadership Training Program Conference held in their regions. The planning committee works with regional staff to schedule and plan the Minority Leadership Training Program Conference. (*Board policy*)

The Committee works with the staff liaison of the regional office to plan, implement, and schedule the regional minority leadership training seminars.

III. STATE LEVEL

A major responsibility of every director in his/her home state is to exercise leadership in interpreting the policies and governing documents of NEA. It is essential that the NEA director and the state leadership confer and communicate frequently. The director should be certain that NEA policies and programs are understood at the state level and that the state leadership recognizes its role in implementing such policies and programs.

The following Board policies describe the role of NEA directors in state Association activities, specifically noting responsibilities to—

- exercise leadership in interpreting NEA policies and programs at the state, local, and building levels
- exercise leadership in advancing the unified agenda
- be a part of the state leadership team and meet regularly to discuss ways to advance state and national programs (NEA directors should be informed of the allocation of project grants and services to the states within their respective region.)
- have a visible and meaningful role at state leadership conferences and delegate assemblies
- make verbal and/or written reports at state board meetings and delegate assemblies
- meet prior to NEA Board meetings with other members of the state leadership team for the purpose of discussing agenda items and meet following Board meetings to discuss actions taken.

Examples of ways that NEA directors can fulfill state level responsibilities follow—

- bring member and state affiliate concerns to the Board
- attend state meetings and conferences as appropriate
- speak at various meetings within the state on NEA concerns
- speak at local association meetings about NEA programs and materials
- disseminate information via an NEA booth at state conventions and state committee meetings

A. Relationship with State Officers and Leaders

The state affiliate shall designate at least one of its NEA state directors to serve on the board of directors (or equivalent governing

body) of the state affiliate with full rights of participation.
(*Bylaw 8-11.a*)

At least one NEA state director should serve on state level executive committees in states that have such committees. (*Board policy*)

NEA directors should be recognized as an official spokesperson for the NEA at state functions sponsored by the NEA (i.e., invitations should be extended for directors to participate, speak, or introduce NEA leaders at state functions). Opportunities to participate in public relations events at the state level should also be afforded to NEA directors. (*Board policy*)

B. Strategic Planning

NEA Directors working with state leadership teams, state boards of directors, and to the extent possible with local leaders and membership groups, generate input into the strategic planning process.

NEA Director Development and Training Program

NEA will conduct an orientation at the September/October Board of Directors meeting for NEA directors in their first year of service. The session will be designed to include, but not be limited to, the following topics:

- Orientation on NEA (historical perspective)
- Role and function of the NEA Director
- How to Survive the Agenda
- Corporate Responsibilities as a NEA Director
 - The NEA as a Corporation
 - The Director's Fiduciary Responsibility to the Association
 - The Constituent Groups You Represent
- Understanding the NEA headquarters System and Meeting the Players.

Additional training sessions for all directors will be designed as appropriate, and will address issues identified at the Board Forum on an as needed basis. All sessions will be held in conjunction with a Board of Directors meeting.

NEA Board Meetings

Meetings of the Board customarily begin at 9:00 a.m. on Friday and conclude on Saturday or, if necessary, at noon or thereabout on Sunday, except for the meeting held in conjunction with the NEA Annual Meeting. Evening meetings are rarely held.

Directors are expected to plan their travel schedules to enable them to be present throughout the entire meeting.

The agenda and related materials available prior to the meeting are mailed to directors in advance. This information should be reviewed with the leaders in the state. Directors should bring to the attention of the Board concerns expressed in their home states on any issue before the Board.

NEA Regional Leadership Conferences

I. The NEA's regional leadership conferences have the following objectives:

- A. To develop strategies and programs to advance a broad-based understanding and commitment to NEA's Strategic Plan
- B. To encourage members to become more involved in leadership roles of the Association by expanding their knowledge of the NEA, its programs and activities
- C. To develop and enhance personal leadership skills
- D. To provide opportunities for hearings on NEA's budget, legislative program, and resolutions.

II. The planning of the conference shall be determined in the following manner:

- A. In collaboration with regional offices, the site and the date of each regional leadership conference shall be determined by a planning committee composed of select members of the NEA Board of Directors, and state presidents, (or another leader designated by the state president) who are in attendance at a regional planning meeting held in

conjunction with a regularly scheduled Board of Directors meeting.

- B. The conference planners identified above (II.A) shall discuss the conference themes, speakers, workshops, and other ideas. The conference planners shall work with the regional director to develop the actual conference program.
- C. If necessary, a meeting of the planning committee may be scheduled prior to the fall NEA Board meeting.
- D. With the exception of the hearings (I.D) and the presentation regarding the NEA Mission Statement and Strategic Objectives, mandates passed by NEA governing bodies shall be of one year's duration unless the language in the mandate calls for a longer period.
- E. Other recommendations or suggestions for agenda items should be made in a timely manner in order to allow for appropriate development within the focus of the regional leadership conference agenda.
- F. The Regional Planning Committees should be involved in a continuous process of review which includes effective utilization of staff and promoting the competencies of elected leadership from within the region in order to cut costs and alleviate the possible overburdening of staff.
- G. Agenda items related to the politics of NEA elections are prohibited.
- H. All decisions are subject to the approval of the NEA President.

III. Regional definition and amplification:

- A. The "region" shall be those states in the service assignment of the NEA's regional director.
- B. Each region shall have one leadership conference per year.

IV. Selection and funding of participants to regional leadership conferences will be determined by the following criteria:

- A. The NEA Executive Committee and NEA state directors with all expenses paid by the NEA
- B. At-large NEA directors (education support professionals, administrators, higher education, ethnic-minority), Retired NEA directors, Student NEA directors, and non-voting at-large ethnic-minority directors with all expenses paid by the NEA
- C. State presidents with all expenses paid by the NEA
- D. State vice-presidents with all expenses paid by the NEA
- E. An allocation of NEA funded state and local leaders to equal two (2) times the number of NEA state director(s)
 - 1. The state president shall schedule a meeting with the NEA state director(s) for the purpose of selecting the participants and preparing a list of alternates. If consensus is not achieved at this meeting, the state president shall consider the recommendations offered by the state director(s) but shall be responsible for the final selection. The list of alternates will be used to replace those participants who were selected but are subsequently unable to attend. NEA directors and state presidents will make their selections from the alternate list consistent with the requirements set forth in Section IV of these guidelines.
 - 2. The NEA state director(s) and state president must include ethnic minorities and women in each state's delegation and will attempt to ensure representation from urban and rural locals, Education Support Professionals, Higher Education, Retired, and Student members.
 - 3. The regional directors shall annually notify NEA state directors and state presidents that each state delegation has a goal of at least 20 percent ethnic-minority representation and not less than one ethnic-minority

representative. The regional director shall request ethnic-minority identification at the time the state president submits the names of the NEA-funded participants so that the regional director may alert the NEA state director(s) and president that they must meet the ethnic-minority goal or forfeit funding for all NEA-funded positions.

- F. Other members of NEA in the region will be encouraged to participate, but without NEA funding.

**RULES AND PROCEDURES TO GOVERN
CONDUCT OF MEETINGS OF THE NEA
BOARD OF DIRECTORS**

Introduction

The Board of Directors shall meet four (4) times per year and at other times as it deems necessary for the proper conduct of its business [Bylaw 5-11(a)] and one (1) meeting shall be held in connection with the Annual Meeting of the Association [Bylaw 5-11(b)]. Although the Charter (Section 8) does not clearly prohibit the holding of meetings of the governing bodies outside of the United States, the language therein suggests this intent.

Operating Rules

A. Schedule of Meetings

1. The President shall propose an annual schedule of meetings for adoption by a majority of the members of the Board. Such meeting schedule may be subject to change as necessary to meet the demands placed upon the Board during the course of the year. However, after a meeting date and site have been established, a two-thirds vote is required for a change to be made, unless prior notice of one meeting ahead is given of intent to change.
2. A special meeting of the Board of Directors may be called at the discretion of the President, or upon the written request of a majority of the members of the Board.
3. Between meetings of the Board a mail or electronic vote may be taken on an issue at the discretion of the President.

B. Agenda

1. The President, in consultation with the Executive Director, shall place items on the agenda for each Board of Directors meeting and shall determine the Order of Business.
2. Board members may request items to be placed on the agenda by contacting the President or the Executive Director

or their designee. Requests for action items can be made in writing or by telephone before the meeting or in person at the appropriate time during the meeting. Information items for the Board's agenda must be submitted in written form only.¹

Proposed items may be scheduled on the agenda at the discretion of the President except that any item shall be placed upon the agenda of a particular meeting upon a two-thirds vote of the Board of Directors.

In order for appropriate background materials to be prepared, a director should submit an agenda item including motion and background materials at least three (3) weeks prior to the meeting at which consideration is requested. Such materials will be sent to the Board in advance of the meeting.

3. Any proposed agenda items (action and informational) submitted after the three (3) week cut off will be considered without objection. Upon objection, one-third (1/3) vote will be necessary for consideration at the meeting. Any item not receiving a one-third (1/3) vote will automatically be placed on the agenda for the next scheduled meeting.
4. The deadline for submission of new business items at Board meetings is 12:00 noon on the first day of a two-day meeting. Any agenda item submitted during a Board meeting will be for discussion only with the Board taking action on the item at its next meeting, except when immediate action is required..

C. Conduct of Meetings

1. Meetings of the Board of Directors shall be conducted in accordance with *Roberts Rules of Order, Newly Revised*, unless otherwise provided.
2. A parliamentarian may be present at meetings of the Board at the President's discretion.
3. The President, in consultation with the Executive Director, shall determine the exact time for convening the Board of

¹ Information items submitted in writing will be discussed if there is a question.

Directors meetings, estimate the approximate time necessary to transact the business, and the Board shall be so notified.

4. The President shall preside at the meetings of the Board of Directors. The Vice-President shall preside in the absence of the President. The Secretary-Treasurer shall preside in the absence of both the President and the Vice-President. In the event of the absence of all three, the presiding officer may be designated in advance by the President.
5. The presiding officer shall have authority to change the Order of Business as he/she deems appropriate.
6. The Board members shall address the presiding officer in making motions, speaking to motions, and requesting information.
7. The honorary Board members may speak to issues but have no vote.
8. No director shall speak more than once on any given question until all others who wish to speak have had a chance to do so.
9. No member may speak to a question and then move the previous question on the same recognition.
10. A time limit of three (3) minutes for each speaker shall be observed except by majority decision.
11. Upon request of the director who initiated the motion or of the presiding officer, a motion of the Board shall be duplicated for distribution at the meeting.
12. The presiding officer may rule a member out of order if the discussion is not germane to the issue under discussion.
13. Neither a member of the Board nor a state unit nor the Retired or Student members may send a substitute to serve in place of a director who will be absent from a particular meeting. However, a properly elected alternate director may be seated in place of a regular director in accordance with the procedures described in the "Guidelines Governing the Election and Role of Alternate NEA Directors" section on page 11.

14. States may, at their own expense, send observers to Board meetings. Members of the Association shall be eligible to attend meetings of the Board of Directors as observers. An observer shall register on an information form his/her name, address, school position, and association membership. Observers may speak if recognized by the chair. Appropriate materials will be provided for observers.
15. The presiding officer may call an executive session at his/her discretion to deal with personnel matters or any sensitive or legal concern.

Any member of the Board may at any time request an executive session. Such requests shall be directed to the presiding officer who will rule on whether or not to call the executive session except that an executive session shall be called upon a majority vote of the Board.

Other than duly elected officials, those present at executive sessions shall be by designation of the presiding officer. Persons designated by the presiding officer must be those whose presence is uniquely essential to and for the topic of discussion during the executive session.
16. These rules may be revised by a majority vote of the Board at any of its meetings.

D. Voting

1. A majority of all the voting members of the Board of Directors shall constitute a quorum for the transaction of business on all issues
2. The presiding officer shall vote on all issues before the Board and shall vote at the same time.
3. A roll-call shall be taken upon approval of 20 percent of the Board, present and voting, except that a roll-call vote shall be required to authorize an expenditure of more than \$50,000 from the Contingency Fund. Roll-call votes shall be published in the *NEA Today* after the meeting at which the roll-call votes occurred. The record of roll-call votes shall

indicate any director who is not present for the vote because he/she is away on official NEA business.

4. Decision by mail or electronic ballots shall be recorded in the official minutes of the meeting immediately following the balloting.

E. Recording of Meetings

1. The Secretary-Treasurer has the responsibility of maintaining a record of the proceedings of the Board of Directors meetings.
2. Any director requesting to have material placed in the minutes of the Board must secure the permission of the presiding officer. The presiding officer shall ask that the item be read aloud and then ask if there is objection to its inclusion in the minutes. If there is an objection, the matter shall be placed before the Board and a majority vote shall be required to direct inclusion in the minutes.
3. The actions of each meeting shall be reported in writing and posted online within a week. A supplementary report that provides a brief synopsis of major topics/issues included on the Board agenda of each meeting will accompany the actions.
4. A draft of the minutes of each meeting, arranged in sequential order of action with cross references if several actions relate to the same topic, shall become the official minutes after approval by the Board.
5. An open meeting may be recorded or otherwise transcribed by any member in attendance. An executive session shall not be recorded or otherwise transcribed except as deemed necessary and then only by the Board's official recorder. The original of the official transcript of a meeting shall be retained in the Executive Office. NEA members and staff shall have free access to the transcript in the Executive Office.
6. The summary of actions, the draft of the minutes, and the official minutes shall be distributed in accordance with a list

developed by the Secretary-Treasurer and the Executive Director.

F. Board Elections

Elections shall be by secret ballot. Non-voting members of the Board shall conduct the election under the direction of the President. The Board of Directors shall continue to transact business during the counting of the ballots. Staff secretaries may tally the ballots to enable the elections committee to participate in the meeting.

Any Board member shall have the opportunity to nominate any Board member who meets the requirements for the position to be filled. Elections shall be by majority vote except that a majority of the Board, by voice vote, may direct that a particular election shall be by plurality vote. Further, any committees (including the Committee on Program and Budget) and delegations elected by and from the Board shall be constituted to ensure the 20 percent minimum ethnic-minority requirement. This requirement also applies to elections for Board representatives to the NEA-PAC Council.

- a. A majority vote shall be determined by counting the vote of those directors present and casting valid ballots. A valid ballot shall be a ballot (a) cast for a Board member nominated for the office (rules out write-ins); (b) cast for no more than the maximum number of positions to be filled; (c) cast in a manner that clearly indicates the voter's choice.
- b. Where multiple positions are to be filled for the same committee, the voter shall vote for no more than one nominee for each position to be filled. Nominations and elections shall be in sequential order and the remaining position(s), as appropriate to meet the 20 percent ethnic-minority requirement, shall be limited to minorities if the requisite number of minorities has not been elected. Positions will be filled by order of votes received, providing

that each individual declared elected has received a majority (unless the Board has directed a plurality vote).¹

- c. A candidate who receives a majority of votes shall be elected. If no candidate receives a majority, the two candidates receiving the most votes shall remain and the next round of voting shall consist of those two candidates. The candidate with the most votes is elected.

If more than two candidates are nominated for election to one seat, the top two candidates receiving the highest number of votes shall remain and the final round of voting shall consist of those remaining candidates. In this final round, the candidate with the most votes is elected.

If the election involves multiple seats, the following procedures shall apply. If more candidates receive a majority than the number of seats, those with a majority and the highest number of votes are elected.

If any vacancies remain unfilled after the first ballot, a run-off election will be held. The number of candidates in this run-off election will be limited to one more than the number of vacancies to be filled, and the candidates will be those who received the highest vote in the previous election. The candidate receiving the least number of votes is not elected. All other candidates are elected.

- d. Where alternates are to be elected, nominations will be made following the filling of the regular positions and the same procedure for election by majority vote shall be followed.

Nominations shall be made on the first day of the meeting of the Board, and elections shall be conducted on the second day. To be eligible for election as a Board representative to the Education International (EI), the individual nominated should not have been a previously funded delegate to an Education International World Congress outside the continental United States, except for the

¹ Elections to the Committee on Program and Budget shall follow the same procedures except that nominations shall be open. In accordance with Bylaw 11-7, the Board shall elect additional members as appropriate to assure at least 20 percent ethnic-minority representation on the committee.

Executive Officers and Executive Committee members. The election procedure for Education International representatives shall provide that, after nominations are closed, the nominees shall be given the opportunity to make a brief response to the following: (a) their qualifications; (b) why they wish to go; and (c) what they plan to do when they return.

G. Recurring Agenda Items

September/October meeting

- Approve nominees submitted by the President for appointment to standing and special committees and the Review Board.
- Elect Board members to Committee on Program and Budget

December meeting

- Approve audit report
- Elect Education International representatives every four years beginning in 2010
- Conduct an open hearing on resolutions
- Review program accomplishment report

February meeting

- Approve amount of Membership Dues
- Adopt two-year schedule for future Board meetings
- Consider Board positions on proposed amendments
- Review impact statements for proposed amendments
- Review preliminary reports from standing and special committees
- Review preliminary draft of implementation reports

April/May meeting

- Approve recommended modifications to NEA Strategic Plan for consideration at the Representative Assembly
- Approve proposed program budget for distribution to local and state leadership and presentation at Open Hearing
- Approve the Legislative Program for transmittal to the Representative Assembly
- Approve list of nominees to Elections Committee as submitted by the President
- Consider the Preliminary Report of the Resolutions Committee
- Elect New Business Item Committee representative
- Elect representatives to the NEA Fund for Children and Public Education
- Consider the report on the implementation of committee recommendations
- Consider the reports of standing and special committees
- Select the recipient of the Friend of Education Award

June meeting

- Approve additional appointments as necessary to the Elections Committee
- Approve proposed budget for presentation to Representative Assembly
- Elect Board members to Internal Concerns Committee
- Elect NEA representatives to Member Benefits Corporation Board of Directors
- Receive NCATE and NEA Insurance Trust appointments made by Association president
- Review new business items submitted for consideration at the Representative Assembly

At each Board meeting

- Receive reports of NEA officers, executive committee members, and the executive director
- Receive reports on standing committee activities (as appropriate)
- Receive updates on program unit activities (as appropriate)
- Receive report from the Internal Concerns Committee
- Review utilization report
- Conduct Ethnic-Minority Observance

DOLLARS AND SENSE

Policies covering expense reimbursement have been adopted by the Board and are consistent with the regulations of the Internal Revenue Service. In general, a director will be reimbursed for the reasonable expenses incurred in connection with his/her duties as a director. There are, however, some restrictions which apply—which are described in the “Voucherables” section which follows.

To receive reimbursement for expenses, vouchers must be submitted within 30 calendar days of completion of travel or in the case of a billing, within 30 calendar days of receipt of bill.

Where there are extenuating circumstances regarding compliance with the governance expense policies, directors may appeal to the Internal Concerns Committee. Further appeal may be made to the Board of Directors.

- The first time a voucher is late, the Board member will receive a letter indicating that the voucher was not approved. The letter will also remind the Board member of the policy and the member’s right to appeal, in writing, to the Internal Concerns Committee.
- The second time a voucher is late, the Board member will receive a letter indicating that the voucher was not approved and that any appeal will have to be made in person to the Internal Concerns Committee. The Board members will also be advised that future late vouchers will not be approved and any appeal will have to be made to the full Board. A copy of the letter will be sent to the Senior Director.

The senior director will also receive a letter asking him/her to offer assistance to the board member so that the continuance of late vouchers will not occur.

- The third time a voucher is late, there will be no appeal procedure through ICC. Appeals will have to be made to the full Board of Directors.

A director will be reimbursed for expenses in attending the following categories of meetings:

- official meetings of the Board held at least four times during the fiscal year and at other times it deems necessary to conduct the business of the Association with one meeting

being at the time of the Representative Assembly; includes orientation sessions held for new directors the day preceding the fall Board meeting.

- congressional lobbying or conducting business in the NEA building in conjunction with a scheduled Board meeting. Written explanation must accompany voucher.
- meetings within the director's home state when attended as the NEA director
- the NEA regional leadership conference to which the director's state belongs (Separate expense guidelines are provided for Regional Leadership Conference participation.)
- meetings of any NEA committees to which the director has been appointed or elected (separate expense guidelines are provided for committee meetings and can vary from the Board of Directors travel guidelines). Note: For Board committees (Friend of Education, Board Steering, Internal Concerns, Officers Compensation Review, and UniServ Advisory) there are no travel costs/expenses associated with meetings held during Super Week and the Annual Meeting.
- meetings which the director has been requested to attend by the NEA President
- pre-convention conferences/meetings held in conjunction with the NEA Annual Meeting including but not limited to NCSEA, NCUEA, Joint Conference for Women and Minorities, NEA Student Leadership Conference, NEA Retired Annual Meeting, and Ethnic Leaders Meeting.

Advance Monies

An advance of expense monies is available upon request to the Executive Office. Once a director has indicated a desire to receive an advance prior to each meeting of the Board, this will automatically be processed each time, if the previous advance has been cleared. A director may not request advances for meetings more than 45 days before the expenses will be incurred.

Receipt of an advance does not excuse the director from filing a travel expense voucher, even if the amount expended equals the amount advanced.

If an advance is needed for travel other than to a Board meeting, the director must submit a written request to the Executive Office at least three (3) weeks prior to the event.

If a voucher is not received within 30 calendar days after the activity for which an advance of monies was issued, the individual in question will not be eligible for master billing, prepaid airline tickets, or the underwriting of any expenses by the NEA until reimbursement for the advance is made. Further, individuals who abuse the advance/vouchering procedure twice in succession will be denied future advances.

Once a director has received an advance of expense monies, no additional advances will be issued until the outstanding advance is cleared. Advances for the R.A. will not be issued until the previous advance is cleared.

Vouchers

Expenses of NEA directors are handled by the Executive Office. To receive reimbursement for expenses, vouchers must be submitted within 30 calendar days of completion of travel or in the case of a billing, within 30 calendar days of receipt of the bill. Vouchers more than 30 days late will be subject to the appeals process on page 41. Follow instructions and give complete information, otherwise there may be a delay in processing your voucher (and a delay in receipt of your reimbursement check). Some do's:

- DO be specific concerning your destination and purpose of trip as well as any other explanations needed
- DO submit the original signed copy of each voucher to the Executive Office and retain a copy for your files.
- DO enter in the space provided the amount of the advance issued
- DO attach receipts/bills for air fare, hotel, home telephone (mark those for which you are requesting reimbursement), parking, postage, printing, etc.
- DO be friendly with your voucher — it won't bite; once you've done it, you'll find it easy — if you file your vouchers on a regular basis and don't let all of your trips pile up
- DO break out your expenses on a day-by-day basis; this applies to hotel bills as well (the amount of the room plus tax should be separated from any meals and each entered in the appropriate places)
- DO enter any expense items not printed on the voucher and provide sufficient explanation
- DO expect prompt response from the office; however, do allow sufficient mail and processing time

NOTE: Governance vouchers should be addressed to the NEA Executive Office, Governance Vouchers, Suite 813, 1201 Sixteenth St., N.W., Washington, D.C. 20036-3290.

The Voucherables — Standard

Air fare — NEA Board of Directors are required to use NEA authorized travel agency (“the agency”) to make air travel arrangements and secure tickets for all NEA Board meetings unless they can obtain a less expensive air fare elsewhere. In such cases, contact the agency to match or beat the lower fare. If the agency cannot obtain a lower fare, ask them to send you their dated quote (including itinerary) to verify that your airfare is lower than the fare the agency has offered. NEA will only reimburse airfare up to the lowest fare that the agency has offered.

Reimbursement is limited to coach class, except for unique circumstances (as approved by the President). Business class travel may be used only if approved by the President and if coach class travel is not available. Every effort should be made to book flights as far in advance as possible, as soon as meeting dates are known. Directors are encouraged to secure super-saver air fares whenever possible and are reminded that any changes will result in a loss of the special fare. Request for reimbursement must be accompanied by a receipt (ticket stub, electronic ticket paper receipt, or travel agent’s bill; boarding passes are not acceptable as receipts).¹

- Extended stay to obtain a reduced airfare — ***Prior approval for each occurrence is required.*** An extended stay may be authorized for the purpose of securing a lower airfare. The cost of an extended stay may be reimbursable provided that the total cost of the trip is less than it would have been without an extended stay. Such stays generally involve arrival a day or more earlier than usual or departure a day or more later than usual. When a board member extends his/her stay so that the total cost to NEA

¹ NEA will not reimburse a traveler who uses a frequent flyer coupon or voucher for his/her travel.

is reduced, the additional expenses incurred for hotel, meals, and incidentals will be reimbursed.

Airline luggage fee – reimbursable up to the cost equivalent of two pieces of standard-size luggage. Requests for reimbursement must be accompanied by a receipt.

Answering Machine/Phone Card — during his/her term of office, a director will be reimbursed up to \$50 for the purchase of an answering machine **OR** phone card. Requests for reimbursement must be accompanied by a receipt.

Automobile travel club¹— the cost of a standard or plus membership in one automobile travel club (e.g., AAA) will be reimbursed; requests for reimbursement must be accompanied by a receipt.

Bus and taxi — allowable as necessary; requests for reimbursement in excess of \$25 for a single taxi fare must be accompanied by a receipt. Reimbursement for multiple taxi fares in a single day totaling more than \$25 requires an explanation on the voucher.

Child/Adult Dependent Care²— Each Board member shall be eligible for reimbursement of up to \$500 annually for child/adult dependent care expenses with an additional \$300 throughout the year if funds are available. Any such reimbursement will be made only after the submission of proper documentation/receipt of the expenditure. Requests for reimbursement must be received in the Executive Office not later than August 1.

Credit card — Up to \$55 for the cost of a standard major credit card (e.g., American Express, Visa, and MasterCard) will be reimbursed. Receipt must accompany request for reimbursement.

Hotel — reimbursable at the single rate only (plus tax) unless room is shared by another member for whom the NEA is reimbursing expenses; receipt (hotel folio) must accompany voucher; when NEA arranges for master billing, personal charges should be paid upon check out and full information noted concerning any unusual charges; hotel reservations are made and guaranteed for payment based upon your indicated

arrival. If your travel plans change and NEA or the hotel is not notified of the change by 12:00 noon the day before the original arrival day, the no-show costs incurred will be considered your personal expenses.

Hotel Internet Charges — internet service charges not to exceed the NEA hotel rate. Requests for reimbursement must be accompanied by a receipt or verification of such charges.

Hotel Refrigerator – reimbursable if required to refrigerate medicine. An explanation and receipt must be submitted with the voucher.

Internet Service Provider — the cost of a monthly subscription fee, up to \$30, will be reimbursed to board members who subscribe to an Internet service provider. Requests for reimbursement must be accompanied by a receipt or verification of such charges.

Luggage reimbursement ¹— during each term of office, a director will be permitted reimbursement up to \$200 for the purchase of luggage, which may include luggage carts. Requests for reimbursement must be accompanied by receipt

Meals — NEA will make a daily reimbursement up to but not exceeding the contracted NEA staff meal allowance (\$60), including tax and tip. The amount of a planned meal function in connection with an NEA-sponsored meeting will be deducted from the maximum amount allowed.

The following meal breakout is a guide to use for such meal functions (i.e., meals provided during Board meetings, HCR Banquet, conferences associated with the Annual Meeting, and other NEA sponsored out of state conferences and special functions).

Breakfast (\$ 10.00) Lunch (\$20.00) Dinner (\$30.00)

The amounts listed above are not to be construed as the amounts you are entitled to voucher each day for meals. With the exception of sponsored meal functions, reimbursement is based on actual expenses.

NEA management and staff will adhere to NEA Board

¹ Based on the Internal Revenue Service Code, effective January 1, 2006, this reimbursement will be treated as taxable income.

policy for targeted meal allowances when planning NEA sponsored conferences and other functions.

Multiple (group) meals — the practice of billing NEA for multiple (group) meals in connection with official NEA meetings is not permitted.

Organization membership — the annual membership in a non governance affiliate will be reimbursed for any person serving as official Board liaison at the request of the President.

Parking and Tolls — allowable as necessary; requests for reimbursement in excess of \$10 must be accompanied by a receipt.

Personal car — limited to relatively short trips when used in preference to air or train travel. **Maximum reimbursement** will be the cost of coach air fare and reasonable allowances for taxis and mileage to and from the airport or the actual mileage (at the maximum nontaxable amount of reimbursement allowed by the IRS) and necessary allowances for meals and lodging whichever is lower.

The deductible on auto insurance when a director is in an accident while on official business is reimbursable. Claim, proof accident and amount deductible must be submitted to the Internal Concerns Committee for reimbursement.

Phone Calls — Personal phone calls while on official NEA business are limited to one call, of reasonable length, per day. An explanation must be submitted with vouchers seeking reimbursement for more than one call.

Rental car — limited to circumstances of necessity in order to meet time schedules, or where no other mode of transportation is available, or where cost is less than that for taxis; reimbursement does not include collision damage fees (refer to Insurance Coverage section); written explanation of the unique need must accompany request for reimbursement.

Subsistence — reimbursable for a period of time not to exceed one travel day preceding and one travel day following authorized meeting (includes costs of meals, hotels, and tips). A written explanation must accompany voucher when travel exceeds one day.

Substitutes/salary loss¹— reimbursable when Director is absent due to official business (see the section titled *Cost of Substitutes and/or Loss of Salary* for further details).

Technology — limited to reimbursement of up to \$500 per term for information and/or communication technology equipment purchases. Such reimbursement shall be made after the submission of proper documentation of the expenditure.

Tipping — reimbursable up to \$3.00 per day for maid service and up to \$1.00 per bag for luggage handling as appropriate.

Traveler's checks — fee for traveler's checks secured for use while on NEA business will be reimbursed.

Valet service — reimbursable when on approved travel status of three consecutive days; payment will be made up to \$25.00 for each three-day block of travel time and must be accompanied by receipts. Reimbursement is not allowed for dry cleaning before scheduled travel.

NOTE: Internal Revenue Service regulations stipulate that any expenditure of \$75.00 or more must be accompanied by a receipt.

¹ Based on the Internal Revenue Service Code, effective January 1, 2006, this reimbursement will be treated as taxable income.

The Voucherables — For the Annual Meeting

Air fare — NEA Board of Directors are required to use NEA authorized travel agency (“the agency”) to make air travel arrangements and secure tickets for all NEA Board meetings unless they can obtain a less expensive air fare elsewhere. In such cases, contact the agency to match or beat the lower fare. If the agency cannot obtain a lower fare, ask them to send you their dated quote (including itinerary) to verify that your airfare is lower than the fare the agency has offered. NEA will only reimburse airfare up to the lowest fare that the agency has offered.

Reimbursement is limited to coach class, except for unique circumstances (as approved by the President). Business class travel may be used only if approved by the President and if coach class travel is not available. Every effort should be made to book flights as far in advance as possible, as soon as meeting dates are known. Directors are encouraged to secure super-saver air fares whenever possible and are reminded that any changes will result in a loss of the special fare. Request for reimbursement must be accompanied by a receipt (ticket stub, electronic ticket paper receipt, or travel agent’s bill; boarding passes are not acceptable as receipts).¹

- Extended stay to obtain a reduced airfare — ***Prior approval for each occurrence is required.*** An extended stay may be authorized for the purpose of securing a lower airfare. The cost of an extended stay may be reimbursable provided that the total cost of the trip is less than it would have been without an extended stay. Such stays generally involve arrival a day or more earlier than usual or departure a day or more later than usual. When a board member extends his/her stay so that the total cost to NEA

¹ NEA will not reimburse a traveler who uses a frequent flyer coupon or voucher for his/her travel.

- is reduced, the additional expenses incurred for hotel, meals, and incidentals will be reimbursed.
- Bus and taxi — allowable as necessary; requests for reimbursement in excess of \$25 for a single taxi fare must be accompanied by a receipt. Reimbursement for multiple taxi fares in a single day totaling more than \$25 requires an explanation on the voucher.
- Hotel — reimbursable at the single rate only (plus tax) unless room is shared by another member for whom the NEA is reimbursing expenses; receipt (hotel folio) must accompany voucher; when NEA arranges for master billing, personal charges should be paid upon checking out and full information noted concerning any unusual charges; hotel reservations are made and guaranteed for payment based upon your indicated arrival. If your travel plans change and NEA or the hotel is not notified of the change by 12:00 noon the day before the original arrival day, the no-show costs incurred will be considered your personal expenses.
- Mailing/Shipping — NEA will reimburse directors up to \$35.00 for the cost of shipping meeting materials from the Representative Assembly. (Requests for reimbursement must be accompanied by a receipt.)
- Meals — NEA will make a daily reimbursement up to but not exceeding the contracted NEA staff meal allowance (\$60), including tax and tip. The amount of a planned meal function in connection with an NEA-sponsored meeting will be deducted from the maximum amount allowed.
- Multiple (group) meals — the practice of billing NEA for multiple (group) meals in connection with official NEA meetings is not permitted.
- Parking and Tolls — allowable as necessary; requests for reimbursement in excess of \$10 must be accompanied by a receipt.
- Personal car — limited to relatively short trips when used in preference to air or train travel. **Maximum reimbursement** will be the cost of coach air fare and reasonable allowances for taxis and mileage to and from the airport or the actual mileage (at the maximum nontaxable amount) and necessary allowances (having driven at least 300 miles a day) for meals

and lodging, whichever is lower; also includes daily mileage and parking incurred while at the Annual Meeting. Request for reimbursement should include cost comparison.

The deductible on auto insurance when a director is in an accident while on official business is reimbursable. Claim, proof accident and amount deductible must be submitted to the Internal Concerns Committee for reimbursement.

Rental car—written request for authorization to incur expense must be submitted in advance by the senior state director; reimbursement does not include collision damage fees; length of time for rental car authorization extends only for the period of time approved for NEA funding.

There is no automatic state entitlement to a rental car. Approval of a rental car request is contingent upon such factors as the distance of the director's housing from RA site, required attendance at meetings not serviced by RA transportation, local availability of taxis and cost thereof, number of directors to be served (including at-large directors), etc.

Rental car requests will be approved only with the understanding that the car will be shared by all directors within the state (including at-large directors) and will be utilized to fulfill Board responsibilities. All of the directors within a state will receive written confirmation of the approval of a rental car for that state.

Subsistence — reimbursable for a period of time not to exceed one travel day preceding and one travel day following authorized meeting (includes costs of meals, hotels, and tips). A written explanation must accompany voucher when travel exceeds one day.

Tipping — reimbursement up to \$3.00 per day for maid service and up to \$1.00 per bag for luggage handling as appropriate.

Valet service — reimbursable when on approved travel status of three consecutive days; payment will be made up to \$25.00 for each three-day block of travel time and must be accompanied by receipts. Reimbursement is not made for cleaning prior to the Annual Meeting.

Miscellaneous

Political activity. The Federal Elections Campaign Act of 1971 prohibits labor organizations from using dues money to support federal candidates. Therefore, members of the Executive Committee and Board of Directors cannot be reimbursed by NEA for any expenses incurred as a result of their direct or indirect support of federal candidates. State law determines whether the NEA may reimburse members of the Executive Committee or Board of Directors for expenses incurred in connection with direct or indirect support of candidates for state and local offices. Some states permit labor organizations to make campaign contributions and others preclude such contributions. Therefore the Board of Directors has directed that no reimbursements shall be made to members of the Executive Committee or Board of Directors for expenses incurred as a result of direct or indirect support of any individual seeking election at the state or local level.

Honoraria may be accepted only when an explanation of or consultation on NEA current or projected policies and programs is incidental to the assignment or engagement and the travel expenses are not being paid by a local, state, or the national association. Non-monetary tokens of appreciation may be accepted.

Loss of personal items as are necessary for travel while in the performance of official duties and/or the performance of assigned functions (e.g., clothing, baggage, etc.) **will not** be reimbursed.

Directors are cautioned against traveling with items with large replacement costs (e.g., furs, jewelry, etc.) as NEA will not reimburse for the loss of such items. Directors are requested to carry sufficient personal insurance to cover those items with large replacement costs.

*Travel Credit Allowance.*¹ Payments for overnight travel when a director is on official NEA business will be reimbursed. Each director shall be eligible for a maximum of \$1,200 Travel Credit Allowance per fiscal year, based on \$20 per overnight.

Directors must submit a list of the number of overnights, including dates, destination, and purpose of each trip.

Credit for overnight stays must accrue within the fiscal year — September 1 through August 31. All requests for payment must be

¹ Based on the Internal Revenue Service Code, effective January 1, 2006, this reimbursement will be treated as taxable income.

submitted within 30 days after the end of the fiscal year in which the overnights occurred, and after a minimum 30 overnights with no more than two submission requests per year. Payments under the Travel Credit Allowance are taxable income.

Travel During NEA Annual Meeting. During the time of the NEA Annual Meeting, directors may request authorization for additional roundtrip transportation from the convention city to their home, if necessary for personal or business emergency. Such a request should be directed to the chairperson of the Internal Concerns Committee prior to incurring any additional expenses. In the event only three members of the Committee are available, a unanimous vote is needed for approval. If more than three members are available, a majority vote is needed. The NEA President is to be informed of the request and the Committee's recommendation, prior to informing the director.

Travel During NEA Board Meetings. Only one roundtrip transportation expense per NEA Board meeting is allowed. Directors must also be in attendance at least one full day of a Board meeting in order to receive any reimbursement for expenses incurred. State RA's, board meetings, etc. are not permissible reasons for negating this policy.

IN-STATE MONIES

“In-State Expenses” is a budgetary line item to cover the expenses of the directors in carrying out their duties in their home states. The Internal Concerns Committee has responsibility for allocating, reviewing and monitoring the appropriated in-state monies. It ensures that the total amount of money allocated for in-state expenses does not exceed the budgetary line item for the fiscal year.

Each fall the ICC provides each director with information and forms to be used in requesting in-state monies. In multiple-director states these are to be coordinated by the senior director, with a combined total budget request submitted. Individuals who do not submit a budget request by the deadline established by ICC are assigned \$200 or the amount they (or their predecessors) were authorized for the previous year, whichever is lower.

The budget request form is designed to cover the major categories of expenditures directors will need — travel (includes meals, hotel, phone/internet on travel, tips, dry cleaning), transportation (includes air fares, mileage, parking, tolls, taxi fares), and communications (includes telephone, postage, duplicating reports, secretarial services). Supplies such as special paper, folders, and pencils may also be included under “communications;” however, this category does not provide for the purchase of equipment. Periodically, the Director Expense Allocation (DEAR) reports are prepared and distributed to each director, indicating amount budgeted, expended, and balance in each category and in total for the director.

Upon receipt of all budget request forms, the ICC reviews each request (and in the case of the multiple-director states, the combined request as well as the individual requests within that state), flags any requested item which is funded elsewhere or is improper for inclusion, and makes final determination as to the amount to be allocated per state, based on past expenditures and the budget request. Directors are then informed of the Committee’s decisions and requested to resubmit forms indicating how much of the total is to be designated for each category. (In multiple-director states the senior-director is requested, in consultation with the others in the state, to submit the form indicating how the allocation is to be divided among the directors in the state and among the categories for each director).

The kinds of activities which are appropriate for inclusion in a director's in-state budget are:

- travel to meetings of the state's governing bodies when the state does not cover such reimbursement
- travel to NEA meetings/conferences in an adjoining state, so long as the costs involved do not exceed the total amount approved for the director's in-state budget.
- travel to local meetings within the state
- travel to any special meetings within the state to which the director has been invited because of the position as NEA director or to which the director feels it necessary to attend
- telephone costs, monthly service fees for call waiting, call forwarding, conference calling, and voice mail/mailbox services. Installation fees for such services are not reimbursable
- printing or any type of reproduction of letters (including newsletters) to leaders and/or members within the state (all-member mailings are not appropriate expenditures)
- individual letters to constituents within the state
- secretarial assistance
- postage for mailings to leaders and/or members within the state
- office supplies

It should be noted that multiple mailings of a political nature (partisan and/or professional) outside the home state or the reproduction of materials available from NEA or the state association are not appropriate expenditures.

NEA campaign guidelines will be enforced for NEA Board members who are campaigning for state or local office.

NEA will not reimburse expenses for directors serving in an elective state association office within the state (i.e., president, president-elect, vice-president) for any meetings that are a part of the state's normal association activity.

Practice and Procedure for Requesting Additional In-State Funding

Each fall, the Internal Concerns Committee provides directors with information and forms for use in requesting in-state monies. In multiple director states, the senior director coordinates these requests. Once the committee receives all budget request forms, it reviews each request and makes a final determination as to the allocation amount per state. Such determination is based on past expenditures, individual director circumstances, and the fiscal year's in-state budget allocation.

Directors are solely responsible for reviewing and monitoring their individual in-state budgets. In this regard, periodically and at each Board of Directors meeting, directors receive a computer printout indicating amount budgeted, expended, and balance in the following categories: travel, transportation, and communications.

Upon review of the printout, and as the year progresses, directors who anticipate exceeding the amount allocated should inform ICC and their senior director. They should also provide written documentation as to the need for additional expenses, and the estimated costs involved before the expenses have occurred. The written notification must include a brief explanation on how the additional funds will be used (travel, communications, etc.). This will enable staff to apply the funds to the appropriate account number.

If close monitoring of a director's budget has not occurred, and the director has over-spent, he/she will receive a letter from ICC indicating the amount of the over-expenditure. The letter will also advise the director that staff will not authorize future spending until a written request for additional funds are received and approved.

ICC will review requests received at its meetings held prior to a Board of Directors meeting. It will also meet on Saturday if the need arises. If a situation occurs after ICC meetings, which requires an immediate answer, ICC will handle the matter via email or a telephone conference call.

By June 1 of each fiscal year, the senior director from a multiple director state, with approval from other directors in that state, can reallocate in-state funds within each director's established amount. These new allocations must be received in the NEA Executive Office by June 1. It is the responsibility of the senior director to inform the affected directors.

The Internal Concerns Committee has responsibility for reviewing and monitoring the appropriated in-state monies. As part of that responsibility, it periodically reviews in-state expenditures and, where necessary, makes adjustments. ICC believes that such reviews should occur often, and has instructed staff to monitor the rate of expenditures closely.

Board members should direct questions regarding in-state expenses to a member of the Internal Concerns Committee or one of the following NEA staff:

Internal Concerns Committee

Richard Bioteau, Chair
RBioteau@psea.org
Melondia Corpus
corpus@bellsouth.net
Jeffery Johnson
jjbodhi@hotmail.com
Cathy Koehler
cathylms@sbcglobal.net
Michael Musser
britcartr8@gmail.com

NEA Staff

Housing/Release Time	Celeste Bowman Cbowman@nea.org 202-822-7024
Vouchers/ Travel Advances	Cathy Mendiola CMendiola@nea.org 202-822-7022
Directors Expense Allocation Reports (DEAR)	Patricia Tallington PTallington@nea.org 202-822-7096
Governance Emergency	1-855-815-7548

**NATIONAL EDUCATION ASSOCIATION
RETIRED NEA DIRECTORS
FUNDING GUIDELINES**

1. Retired NEA Directors shall be funded to attend Board meetings and the NEA Annual Meeting.
2. Retired NEA Directors shall be funded to attend the NEA Regional Leadership Conference to which his/her state belongs or the NEA-Retired Organizing Conference.
3. Retired NEA Directors shall be reimbursed for some “in-state” expenses (e.g., telephone, postage, travel to meetings within their home state), so long as the allocated amount is not over expended. Monies for such in-state expenses shall be allocated by the Internal Concerns Committee from the Board's At-Large Expenses line item.
4. Any requests for Retired NEA Directors to visit affiliates or potential affiliates shall be made in writing to the NEA President by the initiator of the invitation. Upon approval, appropriate notification will be sent.
5. Retired NEA Directors shall be funded to attend the NEA-Retired National Conference held in conjunction with the NEA Annual Meeting.
6. The practice and procedure for additional funding shall be as listed for state directors, except that the request shall be made to the NEA President who will forward the request to the Internal Concerns Committee of the board.

**NATIONAL EDUCATION ASSOCIATION
AT-LARGE NEA DIRECTORS
FUNDING GUIDELINES**

1. At-large NEA Directors (administrators, educational support professionals, ethnic-minority, higher education classroom teachers) elected at the NEA Representative Assembly are viewed as representing their constituent group, although they are elected by all delegates to the NEA Representative Assembly. It is reasonable that their services should be available upon request of affiliates or potential affiliates for the purpose of assisting with membership and member concerns. It is also reasonable to assume that the at-large directors may incur some "in-state" expenses (e.g., telephone, postage, travel to state board meetings within their home state), so long as the allocated amount is not over expended. Monies for such in-state expenses shall be allocated by the Internal Concerns Committee from the Board's At-Large Expenses line item.

2. Each At-Large NEA Director shall be funded to attend the Regional Leadership Conference to which his/her state belongs.

3. When more than one At-Large NEA Director is elected to represent a given constituency, the at-large directors shall coordinate among themselves participation in any meetings of their constituency. The only exception to this would be a national conference for a specified constituency (e.g., NEA National ESP Conference, NEA Higher Education Conference). In these circumstances, the at-large directors representing that constituency should be funded to attend. Otherwise, only in special circumstances, when it is deemed essential and prior approval of the NEA President has been secured in writing, will more than one at-large director be reimbursed for attendance at a given meeting (other than Board meetings, etc). Expenses for attendance at such meetings shall be funded from the Board's At-Large Expenses line item.

4. All requests for At-Large NEA Directors to visit affiliates or potential affiliates (in and out of their home state) shall be made in writing to the NEA President by the initiator of the invitation. Upon approval, appropriate notification will be sent.

5. The practice and procedure for additional funding shall be as listed for state directors, except that the request shall be made to the NEA President who will forward the request to the Internal Concerns Committee of the board.

**NATIONAL EDUCATION ASSOCIATION
NEA STUDENT DIRECTORS
FUNDING GUIDELINES**

1. NEA Student Directors shall be funded to attend meetings of the NEA Board of Directors and the NEA Annual Meeting.

2. NEA Student Directors shall be funded to attend one NEA Regional Leadership Conference, as determined in consultation with the chairperson of the NEA Advisory Committee of Student Members.

3. NEA Student Directors shall be reimbursed for some "in-state" expenses (e.g., telephone, postage, travel to meetings within their home state), so long as the allocated amount is not over expended. Monies for such in-state expenses shall be allocated by the Internal Concerns Committee from the Board's At-Large Expenses line item.

4. All requests for NEA Student Directors to visit affiliates or potential affiliates (in or out of their home state) shall be made in writing to the NEA President by the initiator of the invitation. Upon approval, appropriate notification will be sent.

5. NEA Student Directors shall be funded to attend the National Student Leadership Workshop held in conjunction with the NEA Annual Meeting.

6. The practice and procedure for additional funding shall be as listed for state directors, except that the request shall be made to the NEA President who will forward the request to the Internal Concerns Committee of the board.

NAME:

STATE:

**IN-STATE EXPENSES
BUDGET REQUEST**

Within his/her own state, the NEA director will be reimbursed by the NEA for expenses in attending all meetings in which he/she actively serves in his/her role as an NEA director.

THE INTERNAL CONCERNS COMMITTEE WILL REVIEW ALL BUDGET REQUESTS FOR IN-STATE MONIES AND WILL MAKE ALLOCATIONS TO INSURE THAT THE TOTAL AMOUNT ALLOCATED DOES NOT EXCEED THE BUDGET.

Travel (Hotel, meals, registration fees)	\$ _____
Transportation (Airfare, mileage, parking, taxis)	\$ _____
Communications (Telephone, postage, office supplies)	\$ _____
GRAND TOTAL	\$ _____

In multiple-director states (those states having more than one NEA director), a single combined budget request is to be submitted, together with the individual requests of each director in the state.

COST OF SUBSTITUTES AND/OR LOSS OF SALARY

When a director is absent due to official business and the school system will not underwrite the costs for a substitute or the salary of the director during such absences, the NEA will cover these costs. Specifically excluded are situations involving release time state/local officers when no substitute is required or no salary lost. Such reimbursements extend to the regular employment assignments and other duties that are part of the contractual arrangement with the school system.

Listed below are the three most common methods for handling such reimbursements, together with sample verification letters. The verification letter, signed by the superintendent, principal, or someone in the central school office, is kept on file in the Executive Office.

1. *NEA reimburses school system or local association directly (preferred method)*

The school system agrees that the NEA or the local association may reimburse for the cost of a substitute or the salary of the director without deducting same from the director's paycheck. A verification letter (see below) is filed with the NEA Executive Office. Payment may be initiated (1) by the director, following an absence and when submitting his regular travel expense voucher (which will indicate the reason for the absence), or (2) by receipt of a bill from the school system or local association.

This will verify that Mr. John Jones (or the Osolomo Education Association) is responsible (for the costs involved in providing a substitute) (for reimbursing the school system for the costs of his salary) during his absences from school on NEA business.

The daily rate (for this substitute is \$30) (paid Mr. Jones is \$76.03) and this payment should be made directly to the (Albuquerque Public Schools) (The Osolomo Education Association).

Sam Duke, Superintendent
or
James Patrick (President or Director)

2. *NEA reimburses director who reimburses school system*

The school system agrees to receive reimbursement for the cost of a substitute or the salary of the director but wishes the director to make such reimbursement personally. The director, in turn, must then request reimbursement from the NEA on a regular voucher.

This will verify that Mr. John Jones is responsible (for the costs involved in providing a substitute) (for reimbursing the school system for the costs of his salary) during his absences from school on NEA business. The daily rate (for this substitute is \$30) (paid Mr. Jones is \$76.03). Upon receipt of this amount from NEA, Mr. Jones will reimburse the Albuquerque Public Schools.

Sam Duke, Superintendent

3. *NEA reimburses director for lost wages (least desirable method)*

The school system wants no part of any reimbursement plan and consequently docks the director whenever an absence is due to NEA business. The director then requests reimbursement from NEA and such reimbursements must be declared when income tax forms are filed. The director will receive a 1099 form from NEA; however, NEA is unable to deduct federal or state taxes or FICA from any such reimbursements.

This will verify that when Mr. John Jones is absent from school on NEA business the daily rate of \$76.03 will be deducted from his salary.

Sam Duke, Superintendent

There are several steps that NEA and individual directors can take to increase the likelihood that school districts will grant release time to members of the NEA Board of Directors.

NEA's Role

1. At the request of a Director, NEA will notify his/her school district of the Association's willingness to reimburse the district for a substitute's salary or the Director's salary while on leave for official NEA business.
2. If the school district is unwilling, even in light of NEA's reimbursement policy, to grant a director adequate and appropriate release time for NEA business, the Association will work directly with the school district in an effort to resolve the issue. The Association will emphasize the importance of the director's responsibilities, the contributions he or she makes to the improvement of public education through service on the Board, and the prestige that accrues to the school district as a result of the director's position.

Director's Role

1. Directors should inform their school districts of NEA's reimbursement policy and its willingness to pay either the cost of the substitute's salary or the cost of the director's salary while on leave.
2. To minimize the disruption that might occur as a result of absence from class, the director should inform the district as early as possible in the school year of all dates on which he or she will need to take leave. The initial notice should be followed by reminders several weeks before each date.
3. The director should plan ahead with regard to class work to help ease the transition to the substitute. Some directors have found ways to enable them and their substitutes to be present in class for a brief period immediately preceding the director's absence.

INSURANCE COVERAGE

The National Education Association provides the following insurance coverage for officers while acting within the scope of their duties:

Liability Insurance

The Association Professional Liability (APL) Insurance Program provides \$1,500,000 per occurrence liability coverage (payment for damages) for any actual or alleged error, wrongful act or omission, breach of duty, neglect, or misstatement in the course of authorized association activities that results in a legal claim against an insured. (National annual aggregate limit of liability: \$5,000,000).

General Liability Policy

The NEA carries a primary Commercial Liability policy and a Commercial "Umbrella" (excess) Liability policy with limits of \$1,000,000 and \$25,000,000 respectively. These policies provide coverage for bodily injury, personal injury, and property damage sustained by third parties.

Blanket Accident

Provides up to \$240,000 accidental death and dismemberment coverage, including travel assistance and permanent and total disability benefit, while traveling for Board duties only and at the expense and request of NEA.

NEA Complimentary Life (formerly known as NEA DUES-TAB ®)

Members of the Board of Directors are eligible to receive accidental death insurance from NEA Complimentary Life, a free insurance program from NEA Members Insurance Trust. Board members receive Association Leader Benefits while acting within the scope of their duties.

Association Leader Benefits

Members of the Board of Directors are entitled to an NEA Complimentary Life benefit of \$50,000 for an accidental death or dismemberment that occurs while serving in their capacity as association leaders.

All benefits will be paid according to the NEA Complimentary Life Summary Plan Description available from NEA Member Benefits at 1-800-637-4636 or online at http://www.neamb.com/assets/content/documents/NEAMB_CompLife_SPD.pdf. Board members must identify themselves as a member of the NEA Board of Directors when calling.

STATIONERY, SUPPLIES AND PUBLICATIONS

Each director is provided with the following items:

- official stationery
- memo pads
- business cards
- unstamped envelopes

In addition, directors are provided with a badge and briefcase. Requests for stationery and supplies are handled through the Executive Office.

Publications

A number of publications and items of information are sent periodically to all directors. Among these are:

- NEA Handbook
- NEA Proceedings
- Resolutions, Legislative Program, and New Business
- Governance Documents
- Actions and Minutes of the Board and Executive Committee
- *NEA TODAY*
- Selected publications of various units

THE ANNUAL MEETING AND THE REPRESENTATIVE ASSEMBLY

Clarification of Terms

The Annual Meeting encompasses not only the Representative Assembly but also all other scheduled Association activities related thereto—open hearings, state meetings, and social events, beginning with the first day of delegate registration.

The Representative Assembly encompasses only the business meetings at which delegates establish Association policies, adopt the program budget, and elect officers.

All who participate in any phase of the Annual Meeting must register and wear the proper badge.

Sources of Information

The Committee on Constitution, Bylaws, and Rules sits on a raised platform immediately in front of the stage throughout the business meetings of the Representative Assembly. Upon request the Committee will render advisory opinions involving interpretations of the Constitution, Bylaws, and Standing Rules and the drafting and processing of new business items and amendments to the Constitution, Bylaws, and Standing Rules. The Committee receives proposed new business items and proposed amendments to the governing documents.

The official parliamentarian is on the stage to assist the presiding officer throughout the business meetings of the Representative Assembly. Delegates may direct questions pertinent to the procedures of the Assembly to the parliamentarian through the presiding officer or may consult with the parliamentarian personally as the business of the Assembly permits.

The General Counsel and other members of the NEA legal staff are on stage during the business meetings of the Representative Assembly to deal with any legal questions that may arise and to provide legal assistance to NEA officers and delegates.

Staff from the office of Governance and Policy Support are on stage to facilitate the business of the Representative Assembly and to support and advise governance. Governance and Policy staff also serve as liaison and policy advisors to the standing committees of the Representative Assembly.

RESOLUTIONS, NEW BUSINESS, AND THE LEGISLATIVE PROGRAM

Resolutions—Standing Rule 10.A. defines resolutions as follows:

Resolutions are formal expressions of opinion, intent, belief, or position of the Association. They shall set forth general concepts in clear, concise language, shall be broad in nature, shall state the positions of the Association positively and without ambiguity, and shall be consistent with the goals of the Association as stated in the Preamble of the Constitution.

Since resolutions are not action-oriented, they are not specifically funded. However, no activity is funded if it is inconsistent with any resolution. NEA resolutions are implemented (a) through activities in the budget adopted by the Assembly and (b) through interpretation and enunciation of the Association's commitment and position by officers and staff. During the Assembly delegates have two opportunities to influence resolutions:

1. They can speak, submit amendments, and/or propose new resolutions at the open hearing.
2. They can speak, submit amendments and/or propose new resolutions from the floor of the Representative Assembly.

New Business—The introduction of new business provides another channel for influencing NEA programs. Such new business items must relate to substantive policies or programs of the Association, must be specific in nature and terminal in application and must reference the appropriate portion of the NEA Strategic Plan. If adopted by the Representative Assembly, new business items provide direction for Association action programs.

A five-member committee shall be established to review new business items prior to and during the Representative Assembly. The committee shall consist of the Secretary-Treasurer, one member of the Board of Directors elected by and from the Board, and three delegates to the Representative Assembly appointed by the President. The committee shall review each new business item

submitted, and without changing or eliminating any, shall (a) make a preliminary estimate of the cost of each item and (b) determine whether the item is covered in the program budget. New business items that are adopted by the Representative Assembly are implemented as soon as possible within the limits of the financial resources of the Association unless amendments to the proposed program budget allocate specific funds to finance said items. Adoption of a new business item does not include approval of any appropriations.

Legislative Program—The proposed Legislative Program is developed by the Standing Committee on Legislation for presentation to the Board of Directors at its May meeting. The Legislative Program is recommended to the Representative Assembly by the Board of Directors.

A new business item relating to federal legislation for consideration of the Representative Assembly is treated as an amendment to the Legislative Program and is discussed at the time that the Representative Assembly acts on the Legislative Program (usually the fifth business meeting).

THE COMMITTEE SYSTEM

NEA's committee structure provides for standing committees of the Representative Assembly, strategic priority standing committees, advisory standing committees, and special committees. These committees report to the president, Board of Directors, and Executive Committee between meetings of the Representative Assembly.

Appointments to committees and to the Review Board are made by the President, upon the advice and consent of the Board of Directors. Candidates for appointment may be recommended by the state and local affiliates and/or the ethnic-minority special interest groups.

Absence of a member from two consecutive meetings of a committee constitutes resignation. Should there be a change in the member's educational position that would violate the constitutional requirement of 75 percent classroom teachers, such member shall vacate the seat held. Vacancies shall be filled for the remainder of the term in accordance with the regular appointment system.

Strategic Priority Standing Committees

The following committees advance one or more of NEA's strategic priorities.

- *Committee on Employee Advocacy*— The Committee on Employee Advocacy is responsible for proposing policies and activities to achieve a pluralistic education workforce and advance the economic interests, protect job security, improve the terms and conditions of employment, and secure the rights to collective bargaining for all education employees.

The committee advises the Association on ways to improve national, state, and local cooperation in coordinated advocacy efforts to achieve specific objectives in such areas as health care, employee compensation and benefits, and bargaining and organizing strategies.

- *Committee on Human and Civil Rights*— The Committee on Human and Civil Rights is responsible for proposing policies and activities to attain equitable treatment for all and

eliminate discrimination in all forms and at all levels, including the international level. The committee may also work with elements of policies and activities related to excellence and equity in public education and to preserving public education.

In advancing these policies, the committee will review the full range of human and civil rights, including the elimination of discrimination from the education system and from the Association family; review the enforcement of constitutional, contractual, and statutory rights of members and citizens; and monitor the status of basic human rights within the international community.

- *Committee on Legislation*— The Committee on Legislation is responsible for advancing policies to expand and protect the quality of public education and secure its adequate and equitable funding and to develop and recommend the NEA Legislative Program. The committee will regularly review and make recommendations to refine the Legislative Program.
- *Committee on Membership Services and Affiliate Relationships*— The Committee on Membership Services and Affiliate Relationships is responsible for advancing policies and activities to attract, represent, and serve members. The committee advises the Association on strategies to achieve cooperation in programs requiring coordinated local, state, and national efforts, such as the strategic planning process, and the formulation of new roles for the Association and its leaders in the restructuring of schools. Its general objective is to propose policies and activities to guide the efforts of NEA and its affiliates to achieve complete integration of Association services to affiliates and members.
- *Committee on Professional Standards and Practices*— The Committee on Professional Standards and Practice is responsible for proposing policies and activities to achieve restructuring of public schools and enhance the preparation, practice, and professional standards of education employees. In addition, the committee reviews developments in

educational technology, curriculum, accountability and assessment, and other current education issues.

Advisory Standing Committees

The advisory standing committees make recommendations to the governing bodies on matters of concern to the constituencies that they represent.

- *Women's Issues Committee*— The Women's Issues Committee is responsible for proposing policies and programs related to issues of particular concern to women. The committee's focus includes multicultural sex equity topics and federal and state initiatives designed to achieve equal rights under the law for women. The committee reviews Association programs affecting women and advises the president and the governing bodies on their implementation as appropriate.
- *Ethnic Minority Affairs Committee*— The Ethnic Minority Affairs Committee is responsible for proposing policies and programs related to issues of concern to ethnic minority groups. It monitors Association implementation of its policies and governance provisions regarding ethnic minorities. The committee also reviews Association programs affecting ethnic minorities and makes recommendations regarding their implementation as appropriate.
- *Membership Committee*— The Membership Committee is responsible for developing policies and programs to serve NEA's diverse membership. The committee considers strategies for enhancing the understanding of both the unique needs and common concerns of specific member constituencies and develops program recommendations to meet those needs and to integrate common concerns into coordinated programs. The committee's responsibilities include: (a) reviewing member recruitment strategies and campaigns, (b) tracking member involvement in governance and program activities, and (c) identifying evolving program needs for members.
- *Advisory Committee of Student Members*— The Advisory Committee of Student Members makes recommendations

regarding the direction of the NEA Student Program. The committee monitors how issues related to the preprofessional needs of students are addressed, including the coordination of Association efforts to recruit and serve Student members and the development and implementation of strategies to retain Student members as NEA Active members following their employment.

- *Sexual Orientation and Gender Identification Committee* – The Sexual Orientation and Gender Identification Committee is responsible for proposing policies and programs related to issues of concern to gay, lesbian, bisexual, and transgendered individuals. It monitors NEA implementation of policies related to the full inclusion and safety of gay, lesbian, bisexual, and transgendered members and students. The committee reviews policies related to sexual orientation and gender identification and advises the president and governing bodies as appropriate.
- *NEA-Retired Executive Council*¹— The NEA-Retired (NEA-R) Executive Council makes recommendations regarding the direction of NEA-R in addressing issues of concern to NEA-Retired members and strategies to involve NEA-R members in Association activities. It develops recommendations to enhance the recruitment of NEA-R members and utilize NEA-R members as a resource in advancing NEA strategic priorities.

Special Committees

Special committees may be established by the Representative Assembly, the Board of Directors, or the Executive Committee for the purpose of accomplishing specific tasks within limited periods of time.

¹ The NEA-Retired Executive Council is an elective, not an appointive body.

RA Committees

Five committees exist to facilitate the operations of the Representative Assembly. Authorized by the Constitution, Bylaws, or Standing Rules, these committees were established by action of the Representative Assembly and report to the Representative Assembly. These are as follows:

- *Constitution, Bylaws and Rules*—This committee is comprised of five members appointed by the President with the advice and consent of the Board of Directors. It may propose amendments to the governing documents. The committee initiates proposed amendments to the Constitution, Bylaws, and Standing Rules as appropriate; receives and processes proposed amendments; supervises the submission and processing of new business and legislative amendments; supervises and counts roll call votes at the Representative Assembly; provides advisory opinions on parliamentary questions upon the request of the presiding officer; and performs other duties as specified in the Rules ore requested by the president.
- *Program and Budget*—This committee is comprised of seven members, including the Secretary-Treasurer (who serves as chairperson), the Vice-President, and five members elected from and by the Board. (Should the elections not provide at least 20 percent ethnic-minority representation, additional members are elected as appropriate to ensure such ethnic-minority representation). The Committee prepares in conjunction with the President, the Secretary-Treasurer, and the Executive Director the proposed annual budget of the Association for presentation to the Executive Committee for review prior to transmittal to the Board of Directors. Following tentative approval of the proposed budget and under the direction of the Board, the Committee supervises the printing of the document and its transmittal to the state and local affiliates prior to the Representative Assembly. The Committee shall hold at least one (1) open hearing on the proposed budget at the Annual Meeting, prior to the opening of the Representative Assembly. Following the open hearing

and approval of the Board, the Committee transmits the proposed budget to the Representative Assembly for action.

- *Resolutions*—The Resolutions committee consists of the five-member Internal Editing Committee appointed by the president, as many additional members and alternates from each state as there are directors for that state, and as many Retired and Student members as there are Retired and Student directors (i.e., six Retired members and alternates and three student members and alternates). At-large representatives of ethnic minorities, administrators, classroom teachers in higher education, and Active members employed in educational support positions are appointed by the president as necessary to ensure compliance with the requirements set forth in the NEA Constitution. The committee prepares and presents to the Representative Assembly proposed resolutions for adoption as specified in Standing Rule 10.
- *Credentials*—The Credentials Committee is comprised of five members appointed by the President with the advice and consent of the Board. The committee is responsible for the supervision of the accreditation of delegates and alternates to the Representative Assembly, the seating of delegates and members, and other appropriate duties as specified in the Standing Rules.
- *Elections*—The Elections Committee is comprised of a chairperson and at least 20 members appointed by the Board of Directors on the basis of recommendations from the state affiliates. The committee conducts the elections at the Representative Assembly, prepares and checks ballot(s) for accuracy, supervises the voting area, acts as judge and constable of the election(s), and performs other appropriate duties as specified in the Standing Rules.

Board Committees

Both the Board of Directors and the Executive Committee may establish subcommittees for the purpose of accomplishing a specific task. In addition, the Board has the following standing committees:

- *Executive Officers' Compensation Review*—This committee is comprised of three members of the Board appointed by the President. It has responsibility for reviewing the salary, fringe benefits, and other policies for the three executive officers and for making recommendations as appropriate to the Board of Directors.
- *Friend of Education Award*—This committee is comprised of five members of the Board appointed by the President. It has responsibility for disseminating information concerning nomination procedures, receiving and processing nominations, and recommending to the Board the recipient of the Award.
- *Internal Concerns*—This committee is comprised of five members elected from and by the Board. It has major responsibility for the allocation and monitoring of in-state monies, orientation of new directors, and other such items as may be referred by the Board.

Any proposed New Business Item, which directly impacts governance expenditures for members of the NEA Board of Directors, is also referred to the Internal Concerns Committee for assessment.

- *Steering*—This Committee is comprised of members of the Board appointed by the President. It has responsibility for advocating at the Annual Meeting positions taken by the Board in regard to matters that are under consideration by the Representative Assembly.
- *UniServ Advisory*—This committee is comprised of five members of the Board appointed by the President. It has responsibility for proposing and receiving recommendations for changes in the UniServ guidelines and for presentation to and action by the Board.

Other

- *The NEA Fund for Children and Public Education (NEA Fund)* is the political action committee of NEA. The NEA Fund works to ensure that pro-public education candidates are elected to public office by making direct contributions to candidates who are recommended by the NEA Fund Council – the NEA Fund’s governing body – and by contributing funds to political party committees that support those candidates.

The NEA Fund Council is composed of the president of each state affiliate or the state president’s designee, representatives of NEA-recognized caucuses, two members of NEA’s Board of Directors, the NEA Student Program president, and the NEA President, vice president and secretary-treasurer. The NEA president serves as chairperson of the Council, and the NEA executive director serves as treasurer. The Council determines the criteria by which presidential and congressional candidates are evaluated and recommended.

- *Education International (EI)*—The Education International, successor to the World Confederation of Organizations of the Teaching Profession (WCOTP), is an international nongovernmental organization comprised of 348 national organizations in 169 countries representing more than 30 million workers in education. The EI was constituted in January 1993 in Stockholm, Sweden, following the dissolution of WCOTP and the International Federal of Free Teachers Unions (IFFTU). The National Education Association and the American Federation of Teachers (AFT) are EI charter members representing the United States. NEA is allocated the maximum of 50 delegates to the World Congress held every four years. Only delegates to the Congress may vote, but non-voting observers may also attend sessions of the Congress. NEA delegates are those representing NEA governance and staff and those nominated by affiliated state associations. Of the 16 persons representing NEA governance and staff, eight (8) are elected by and from the Board of Directors and two (2) from the Executive Committee.

- *Nongovernance Affiliates*—NEA’s governing documents provide that professional organizations may apply for nongovernance affiliate status. In an attempt to keep lines of communication open between the NEA and the nongovernance affiliates, the Board provides a liaison to each nongovernance affiliate. Such liaisons are appointed by the President and attend the meetings of the affiliate’s governing bodies.

CONFLICT OF INTEREST POLICY
FOR NEA OFFICIALS

NEA officials have a fiduciary obligation to act in the best interests of NEA. The purpose of this Conflict of Interest Policy for NEA Officials (“CI Policy”) is to provide guidance to NEA officials in complying with this fiduciary obligation.

I. DEFINITIONS

As used in the CI Policy, the following terms have the meanings indicated:

- A. The term “NEA official” means an NEA Executive Officer, a member of the NEA Executive Committee, a member of the NEA Board of Directors, a member of an NEA committee, and any other person designated by NEA governance to represent NEA. The term does not mean an employee of, or a consultant retained by, NEA;
- B. The term “immediate family” of an NEA official means his or her parent, spouse or spousal equivalent, child, grandparent, grandchild, sibling, mother-or father-in-law, sister-or brother-in-law, or daughter-or son-in-law;
- C. The term “directly or indirectly” means an action taken by an NEA official in his or her own name (directly), or through a member of the immediate family or a business associate of an NEA official (indirectly);
- D. The term “participate in an NEA decision” means the authority to approve, disapprove, recommend, or otherwise influence the position taken by NEA; and
- E. The term “Conflict of Interest Officer” means the person who is responsible for the implementation of the CI Policy.

II. STATEMENT OF PRINCIPLE

No NEA official shall, directly or indirectly, have any interest or relationship, take any action or engage in any transaction, or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of his or her NEA responsibilities.

III. PROHIBITED ACTIVITIES

The activities that are prohibited by the Statement of Principle set forth in Section II include, but are not limited to, the following:

- A. No NEA official shall, without the advance written approval of the CI Officer, have a direct or indirect financial or personal interest in or relationship with any business, firm, person, or entity that does or seeks to do business with NEA. This prohibition shall not apply to investments in a business, firm, or other entity through the purchase of securities that are traded on a registered national securities exchange, or utilizing any services that the business, firm, person, or entity makes available to the general public in the normal course of business.
- B. No NEA official shall receive any compensation, gift, gratuity, loan or other thing of value from any business, firm, person, or other entity which does or seeks to do business with NEA, or which has financial or other interests that may be affected by the performance or nonperformance of the NEA official's NEA responsibilities. The term "business, firm, person or other entity" does not include NEA affiliates or subsidiary organizations (e.g., NEA Member Benefits Corporation), and the term "compensation, gift, gratuity, loan, or any other thing of value" does not include an item or items received during an NEA membership year with an aggregate value of \$250 or less, or a loan that is available to the general public on similar terms. The prohibition in this Section III(B) shall not apply if the NEA official receives the item in question in order to perform his or her NEA responsibilities.
- C. No NEA official shall, (1) except in the performance of his or her NEA responsibilities or in response to a legal

mandate, disclose any information obtained by reason of his or her NEA position that is not otherwise available to the general membership of NEA, and that could be used to the detriment of NEA, or (2) use or permit others to use any information obtained by reason of his or her NEA position that is not otherwise available to the general membership of NEA to directly or indirectly further the NEA official's financial or personal interest.

- D. No NEA official shall, without the advance written approval of the CI Officer, directly or indirectly sell goods or services to NEA. This prohibition shall not apply to the payment, in accordance with NEA policy, of compensation or a stipend to an NEA official for carrying out his or her NEA responsibilities.
- E. No NEA official shall accept any other position or assignment which would conflict with his or her fiduciary obligation to act in the best interests of NEA, or interfere with the NEA official's ability to properly carry out his or her NEA responsibilities.
- F. No NEA official shall use or permit others to use his or her position with NEA to create the impression that NEA endorses or has endorsed a product, service or program when that is not in fact the case, or to otherwise directly or indirectly further the NEA official's financial or personal interest.

IV. IMPLEMENTATION PROCEDURE

- A. The NEA Secretary-Treasurer shall serve as the Conflict of Interest Officer ("CI Officer"), and shall in that capacity be responsible for the implementation of the CI Policy. The CI Officer shall monitor the implementation of the CI Policy, and make periodic reports regarding its implementation to the NEA Executive Committee. The NEA Executive Committee shall recommend to the NEA Board of Directors such modifications in the Policy as it may from time to time deem appropriate.
- B. (1) If an NEA official believes that he or she may be engaged or about to become engaged in an activity that is prohibited by the CI Policy, he or she shall consult with

the CI Officer. The NEA official and the CI Officer shall attempt to deal with the matter informally. If they are unable to do so, the CI Officer shall submit to the NEA official a written opinion indicating whether the activity in question is prohibited by the CI Policy, and, if so, what should be done to correct the situation.

(2) If the NEA official disagrees, in whole or in part, with the conclusions of the CI Officer, he or she may appeal to the NEA Executive Committee by filing a written notice of appeal with the NEA President within ten (10) calendar days after receiving the opinion of the CI Officer. The Executive Committee shall decide the appeal as expeditiously as possible, and the decision of the Executive Committee shall be final and binding. If the NEA official files a timely appeal, he or she need not comply with the opinion of the CI Officer pending the outcome of the appeal. If the NEA official does not file a timely appeal, he or she shall comply with the opinion of the CI Officer.

C. (1) If an NEA member or employee believes that an NEA official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, the member or employee may file a written complaint with the CI Officer. The complainant shall identify himself or herself to the CI Officer, but the CI Officer shall, if requested to do so by the complainant, treat the complaint as anonymous and not reveal the complainant's name.

(2) Upon receiving a complaint, the CI Officer shall consult with the complainant and the NEA official in question. Based upon the information received from the complainant and the NEA official, and/or other relevant information, the CI Officer shall decide whether the NEA official is engaged or is about to become engaged in an activity that is prohibited by the CI Policy, and, if so, what should be done to correct the situation. The CI Officer shall submit to the NEA official and the complainant a written opinion setting forth his or her conclusions.

(3) If the NEA official disagrees, in whole or in part, with the conclusions of the CI Officer, he or she may appeal to the NEA Executive Committee by filing a written notice of appeal with the NEA President within ten (10) calendar days after receiving the opinion of the CI Officer. The Executive Committee shall decide the appeal as expeditiously as possible, and the decision of the Executive Committee shall be final and binding. If the NEA official files a timely appeal, he or she need not comply with the opinion of the CI Officer pending the outcome of the appeal. If the NEA official does not file a timely appeal, he or she shall comply with the opinion of the CI Officer.

- D. In implementing the CI Policy, the CI Officer and the NEA Executive Committee shall consider all relevant factors, including the specific NEA responsibilities of the NEA official and the nature of the allegedly prohibited activity, and shall interpret and apply the CI Policy in a manner that furthers its intended purpose.

V. MISCELLANEOUS

- A. Nothing in the CI Policy shall be interpreted or applied to deprive an NEA official of any right that he or she may have under the NEA governing documents, a contract with NEA, or a statute. To the extent that the CI Policy is inconsistent with any such right, the right in the NEA governing document, contract with NEA, or statute shall take precedence.
- B. If a question arises as to whether the CI Officer has engaged, may be engaged, or is about to become engaged in an activity that is prohibited by the CI Policy, the matter shall be dealt with by the NEA President.
- C. All information and documents involved in the implementation of the CI Policy shall be treated as confidential, and the CI Officer shall make such information and documents available to others only on an "as needed" basis.

VI. EFFECTIVE DATE AND AMENDMENT; DISTRIBUTION

- A. The CI Policy shall become effective on the date that it is adopted by the NEA Board of Directors, and shall supersede all prior NEA policies dealing with the same subject. The Board of Directors may amend the CI Policy from time to time as it deems appropriate.
- B. The CI Policy shall be posted on NEA Connect, and a copy of the Policy shall be distributed to all NEA officials, all candidates for NEA office, and all persons who become members of NEA committees or are otherwise designated to represent NEA.

WHISTLEBLOWER POLICY FOR NEA OFFICIALS

NEA officials are obligated to comply with all relevant legal requirements in carrying out their NEA responsibilities. A failure to meet this obligation – whether intentional or inadvertent – can have adverse consequences for the reputation and operation of NEA. The purpose of this Whistleblower Policy (“WB Policy”) is to establish a procedure by means of which any such failures can be brought to the attention of NEA, so that appropriate corrective action can be taken.

I. DEFINITIONS

As used in the WB Policy, the following terms have the meanings indicated:

- A. The term “misconduct” means an action taken by an NEA official in carrying out his or her NEA responsibilities that is in violation of a legal requirement.
- B. The term “NEA official” means an NEA Executive Officer, a member of the NEA Executive Committee, a member of the NEA Board of Directors, a member of an NEA Committee, and any other person designated by NEA governance to represent NEA. The term does not mean an employee of, or a consultant retained by, NEA.
- C. The term “person” means a member of NEA, an employee of NEA or an NEA affiliate, a consultant or vendor who does or seeks to do business with NEA or an NEA affiliate, and any other representative of NEA or an NEA affiliate.

- D. The term “WB Officer” means the person who is responsible for the implementation of the WB Policy.
- E. The term “whistleblower” means a person who notifies the WB Officer of an action that he or she has reasonable cause to believe constitutes misconduct.

II. WB OFFICER

The NEA Vice-President shall serve as the WB Officer, and shall in that capacity be responsible for the implementation of the WB Policy. The WB Officer shall monitor the implementation of the WB Policy, and make periodic reports regarding its implementation to the NEA Executive Committee. The NEA Executive Committee shall recommend to the NEA Board of Directors such modifications in the Policy as it may from time to time deem appropriate.

III. NOTIFYING NEA OF ALLEGED MISCONDUCT

- A. Any person who has reasonable cause to believe that an NEA official has engaged or is about to engage in misconduct, should notify the WB Officer in writing. That person (the whistleblower) shall identify himself or herself in the notice to the WB Officer, but the WB Officer shall, if requested to do so by the whistleblower, treat the notice as anonymous and shall not, except in response to a legal mandate, reveal the whistleblower’s name. If the WB Officer is unavailable, and the whistleblower believes that a delay in providing notification can have adverse consequences for NEA, he or she may notify the NEA Secretary-Treasurer, who shall as soon as possible thereafter turn the matter over to the WB Officer.
- B. If, based upon the information provided by the whistleblower and other relevant information, the WB Officer has reasonable cause to believe that an NEA official has engaged or is about to engage in misconduct,

the WB Officer shall turn the matter over to the NEA Office of General Counsel (“OGC”).

- C. The OGC shall conduct an expeditious investigation of the alleged misconduct, and shall submit to the WB Officer a written opinion setting forth its conclusions as to whether the NEA official has engaged or is about to engage in misconduct, and, if so, what should be done to correct the situation.
- D. After consulting with the NEA Executive Committee, the WB Officer shall arrange for such action to be taken as he or she deems appropriate to correct the situation.
- E. If the WB Officer concludes that any person has made an allegation of misconduct, or has participated in an investigation of alleged misconduct, in bad faith or without reasonable cause, the WB Officer, after consulting with the NEA Executive Committee, shall arrange for appropriate disciplinary action to be taken against that person.

IV. PROTECTION OF PERSONS WHO PROVIDE EVIDENCE OF ALLEGED MISCONDUCT

- A. Except as otherwise provided in Section III(E) above, no person shall be subject to any form of direct or indirect retaliation by an NEA official, an NEA employee, or other NEA representative because he or she (1) is a whistleblower, (2) has participated in an investigation of alleged misconduct, or (3) has in good faith in any other way been involved in the implementation of the WB Policy.
- B. If any person believes that he or she has been subject to retaliation in violation of Section A above, that person shall report such retaliation to the WB Officer. The WB Officer shall investigate the matter, and if the WB Officer concludes that an NEA official, NEA employee, or other NEA representative has engaged in retaliation, the WB

Officer, after consulting with the NEA Executive Committee, shall arrange for appropriate disciplinary action to be taken against said NEA official, NEA employee, or representative of NEA.

V. MISCELLANEOUS

- A. Nothing in the WB Policy shall be interpreted or applied to deprive any person of any right that he or she may have under the NEA governing documents, a contract with NEA, or a statute. To the extent that the WB Policy is inconsistent with any such right, the right in the NEA governing document, contract with NEA, or statute shall take precedence.
- B. Any person who believes that an NEA official has engaged or is about to engage in misconduct is encouraged to exhaust the WB Policy before attempting to deal with the matter in any other forum.
- C. All information and documents involved in the implementation of the WB Policy shall be treated as confidential, and the WB Officer shall make such information and documents available to others only on an “as needed” basis. To the extent relevant, all privileges, including the attorney/client and attorney work product privileges, shall apply to information and documents involved in the implementation of the WB Policy.
- D. If a question arises as to whether the WB Officer has engaged, may be engaged, or is about to engage in misconduct, the matter shall be dealt with by the NEA President.

VI. EFFECTIVE DATE AND AMENDMENT; DISTRIBUTION

- A. The WB Policy shall become effective on the date that it is adopted by the NEA Board of Directors, and shall

supersede all prior NEA policies dealing with the same subject. The Board of Directors may amend the WB Policy from time to time as it deems appropriate.

- B. The WB Policy shall be posted on NEA Connect, and a copy of the Policy shall be distributed to all NEA officials, all candidates for NEA office, and all persons who become members of NEA committees or are otherwise designated to represent NEA.

