

NATIONAL COUNCIL FOR EDUCATION SUPPORT PROFESSIONALS CONSTITUTION AND BYLAWS

ARTICLE I – NAME

The name of this organization shall be the National Council for Education Support Professionals (NCESP).

ARTICLE II –PURPOSE

The NCESP shall be a special interest council within NEA and shall have as its general purpose the representation of its members in all matters relating to Education Support Professionals (ESP). In order to accomplish these general purposes, NCESP shall have, among others, the following specific objectives:

- A. To speak with a common voice on all matters affecting ESP.
- B. To develop programs which, when implemented by NEA, will have a positive impact on the issues faced by ESP members.
- C. To impact the development and delivery of ESP training. The council shall make recommendations to NEA to improve the quality, development and delivery of programs to ESP members.
- D. To identify and support candidates for NEA offices, as well as ESP At-Large candidates, who will actively work for implementation of NCESP adopted programs and positions.

ARTICLE III – MEMBERSHIP

Section 1 - Eligibility

- A. Individual membership** in NCESP shall be open to anyone who is an active ESP member of the NEA. All individual members have one vote.
- B. Organizational membership** shall be open to all NEA State affiliates as well as all state affiliate locals. Organizations must have ESP memberships. Organizational membership shall have weighted votes that apply to policy items only.
- C. Associate sponsorship** in NCESP shall be open to any individual who is not currently an active ESP member. Sponsorship shall have no voting rights.
- D. State Affiliate Sponsorship** shall be open to NEA State Affiliates. Sponsorship shall have no voting rights.

Section 2 – Membership Year

The membership year shall be from September 1 to August 31.

Section 3 – Membership Dues & Sponsorships

- a. Annual individual dues for an NCESP member shall be \$25. However, annual individual dues for an NCESP member who enrolls or reenrolls membership at the Representative Assembly shall be \$30, which shall be a prorate through the end of the fiscal year (August 31) and carries through the entire next fiscal year. To be eligible to vote, dues must be paid and organizational

designated votes must be declared and endorsed by the organization prior to the start of an NCESP general membership meeting.

- b. Annual organizational membership dues for an NCESP organization shall be:
 - 1-100 members: \$ 75, 2 votes
 - 101-200: \$150, 4 votes
 - 201-300 members: \$325, 8 votes
 - 301-plus members: \$400, 11 votes

The organization must have ESP members and the designee to vote must be an active ESP member.

- c. Associate Sponsorship (non-voting) for a non-active ESP or other NEA member to become an NCESP sponsor shall be: \$15.
- d. State Affiliate Sponsorship:

Platinum	\$500.00
Gold	\$400.00
Silver	\$300.00
Bronze	\$200.00

Section 4 – Individual Rights

The council shall not deny membership to individuals on the basis of race, religion, creed, age, gender, sexual orientation, ethnic or cultural heritage.

Section 5 – Membership Reporting

The council shall report membership numbers at the general membership meetings held in conjunction with NEA ESP Conference and NEA RA in the following manner:

- a. Number of eligible voting NCESP individual members (this number shall be recorded as the actual number of members of NCESP).
- b. List the organizational members and their membership numbers and who their designee is for voting purposes.
- c. Number of non-voting NCESP Individual sponsors.
- d. List the State Affiliate Sponsors and their level of membership.
- e. The member count shall reflect the actual individual members.

ARTICLE IV – POLICY MAKING BODY OF NCESP

The Council shall be the policy making body of NCESP. It also shall approve the budget as well as elect officers and regional directors. Powers not specifically delegated to the officers and regional directors shall be vested to the Council.

ARTICLE V – OFFICERS AND REGIONAL DIRECTORS

Section 1 – Officers and Regional Directors

The officers of NCESP shall be a president, vice president, secretary and treasurer. The regional directors shall be Mid-Atlantic, Southeast, Midwest, Western, Pacific, and Northeast.

Section 2 – Qualifications

Each candidate for office shall be an active Education Support Professional member of NEA and an active member of NCESP for 1 year.

Section 3 – Terms of Office

- a. The president and secretary shall be elected to a three-year term on the same cycle. These officers may not serve more than two terms in the same office, not to exceed 8 years in the event of filling an interim position.
- b. The vice president and treasurer shall be elected to a three-year term on an alternate cycle of the year the election of the president and secretary. These officers may not serve more than two terms in the same office, not to exceed 8 years in the event of filling an interim position.
- c. The regional directors shall be elected to three-year terms. These directors may not serve more than two terms, not to exceed 8 years in the event of filling an interim position.
- d. The terms of office shall begin on September 1st in the year elected.
- e. If a regional director changes region, that individual's eligibility to hold office in that region ceases and the NCESP president shall declare that a vacancy exists.
- f. When a member of the Executive Committee changes his/her employment status or membership status during the term of office, said member shall resign his/her seat effective immediately.
- g. At the time a vacancy occurs, it shall be filled in the manner prescribed in the Bylaws, Article V, Section 5.

Section 4 – Responsibilities and Duties of Officers

- a. Responsibilities and Duties of the President
 1. The president shall be the chief executive officer of NCESP.
 2. The president may call and shall preside at all meetings of the Executive Committee and at all general membership meetings.
 3. The president shall sign contracts and other legal documents connected with the business affairs and professional activities of NCESP in its name.
 4. The president shall appoint all committees and task forces and may rescind appointments of chairpersons and members of committees and task forces with Executive Committee approval.
 5. The president shall be one of the authorized signatures for all NCESP accounts.

6. The president shall be responsible to see that the budget/financial information be audited by the NEA biannually or in the event of the election of a new treasurer
 7. The president and/or designee shall be the official representative and spokesperson for the NCESP except in such cases in which its function is specifically designated to another.
 8. The president shall approve vouchers in accordance with Article VI, Section 2g.
 9. The president may recommend NCESP members to outside organizations.
 10. The president shall have release time available, reimbursed by NCESP, if funded by the budget.
 11. The president shall serve as liaison to the NEA ESP Board of Directors.
 12. The president shall be an ex officio member of all NCESP committees and task forces except the ballot committee.
- b. Responsibilities and Duties of the Vice President
 1. The vice president shall assume the duties of the president in the absence of the president.
 2. The vice president shall perform any other duties and tasks assigned by the president.
 3. The vice president shall coordinate the annual membership plan.
 - c. Responsibilities and Duties of the Secretary
 1. The secretary shall keep the official minutes of all meetings and maintain the official files.
 2. The secretary shall perform any other duties or tasks assigned by the president.
 - d. Responsibilities and Duties of the Treasurer
 1. The treasurer shall assure that accurate accounts of receipts and disbursements are kept and shall prepare quarterly reports for both the Executive Committee and the general membership.
 2. The treasurer shall collect dues at the NCESP conferences and other NEA activities.
 3. The treasurer shall chair the budget committee.
 4. The treasurer shall perform any other duties or tasks assigned by the president.
 5. The treasurer shall be one of the authorized signatures for all NCESP accounts.
 - e. Responsibilities and Duties of the Regional Directors
 1. The regional directors shall represent their regions at all NCESP meetings.
 2. The regional directors shall maintain regular communication with the state contact and member associations within their region.
 3. The regional directors shall perform other duties as assigned by the president.
 4. To provide the NCESP president with a list of qualified candidates from NCESP membership and to actively promote the appointment of those members to appointed bodies.

Section 5 – Successions and Vacancies

- a. The vice president shall act in the absence of the president and, in the case of death or resignation of the president, shall succeed for the unexpired term. If for any reason the vice president cannot fulfill the succession, an interim successor shall be elected from the Executive Committee until a successor can be elected at the next Annual Meeting of the NCESP at which time an election(s) will be held to fill the unexpired term.
- b. In the event of a vacancy in the office of vice president, secretary and/or treasurer, an interim officer shall be elected from and by the Executive Committee until a successor can be elected at the next Annual Meeting of the NCESP at which time an election(s) will be held to fill the unexpired term.
- c. In the event of a vacancy in the office of regional director, the president, with approval of the Executive Committee, shall appoint an interim director until the next Annual NCESP Meeting at which time an election(s) will be held to fill the unexpired term.

Section 6 – Recall and Removal of Officers and Regional Directors

An officer or regional director may be recalled or removed from office at any regular annual meeting of the Council in a secret ballot by a two-thirds (2/3) vote of the ballots cast by delegates present and voting. Forty-five days prior to any regular scheduled meeting, a petition specifying charges and requesting such an election must be signed by 40% of active NCESP members and must be filed with the NCESP Secretary. Notification of this ballot, with charges, shall be mailed to all members 30 days prior to scheduling meeting.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1 – Membership

- a. Members of the Executive Committee shall be voting members, which are the president, vice-president, secretary, treasurer, regional directors, ethnic minority director-at-large (if necessary) and non-voting member ESP NEA Director.
- b. If no ethnic minorities are elected to the Executive Committee of the NCESP, there shall be a special election at the RA, for the purpose of electing an ethnic minority director-at-large for a one-year term. This person must be a minority as defined by the U.S. Bureau of Census.
- c. There shall be one non-voting member of the Executive Committee selected by members of the NEA ESP Directors to serve as a liaison between the two groups.

Section 2 – Responsibilities and Duties of the Executive Committee

- a. The Executive Committee shall assist the president in identifying members for NEA committees and task forces.
- b. The Executive Committee shall receive and review committee or task force plans and, as appropriate, relevant NEA committee or task force documents, and, as appropriate, act upon committee recommendations.

- c. The Executive Committee shall work with the president to review appointments to NCESP and NEA committees and task forces and shall have the right to make recommendations to the president for rescission of any appointment.
- d. The Executive Committee shall implement programs adopted at all official meetings of NCESP.
- e. The Executive Committee shall determine policy between official meetings of NCESP.
- f. The Executive Committee shall carry out all policies and programs in accordance with NCESP Constitution and Bylaws.
- g. The president and treasurer shall approve all vouchers, with the exception of his/her own voucher. The president and secretary shall approve the treasurer's voucher. The treasurer and secretary shall approve the president's voucher.
- h. The Executive Committee shall submit a proposed budget to the membership at an NCESP meeting held in conjunction with the NEA Representative Assembly.
- i. The Executive Committee shall fill vacancies occurring in the offices of vice president, secretary and/or treasurer per Article IV section 5b.
- j. The Executive Committee shall determine the date and location of NCESP meetings.
- k. The Executive Committee shall report its actions to the members.

Section 3 – Standing Committees

Election Chair shall be appointed by the president—Duties spelled out in election procedures.

Ballot Committee- Chair shall be appointed by the president. Chair appoints two committee members in good standing. Appointed committee members shall not be involved in any NCESP candidate's election or involved with any candidate seeking a recommendation from NCESP. Duties spelled out in election procedure.

Election/Recommendation Review Committee- Shall be chaired by Election Chair and consist of these committee members: Ballot Chair; one member appointed by the NCESP president that currently serves on the NCESP Executive Committee, one member appointed by the NCESP president, in good standing, that serves currently on the NEA Board of Directors that is an ESP. No member serving on this committee can be involved in any NCESP candidate's election or involved in any candidates seeking a recommendation from NCESP. Duties spelled out in election procedures.

ARTICLE VII – MEETINGS

Section 1- Executive Committee Meetings

The Executive Committee shall meet at least two times yearly. Any officer or regional director of the Executive Committee may be removed by action of the Executive Committee after two consecutive absences.

Section 2 – Meetings

The Council shall meet at least twice yearly. The date and location for the first meeting shall be determined by the Executive Committee. The second meeting shall be held in conjunction with the NEA Representative Assembly.

Section 3 – Quorum

A quorum shall consist of a majority of the members and member association representatives registered at an official NCESP Council meeting.

Section 4 – Quorum of the Executive Committee

A quorum of the Executive Committee shall be a majority.

Section 5 – Standing Rules

The Executive Committee shall submit standing rules, when established, to the body. Adoption shall require a two-thirds vote of those members and member association representatives present and voting.

Section 6 – Parliamentary Authority

The current edition of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority of the NCESP Council, subject to the Bylaws and such special rules that have been adopted.

ARTICLE VIII- NOMINATIONS, BALLOTING, ELECTIONS AND RECOMMENDATIONS

Section 1 – Nominations

Candidates for elected office must be nominated by an NCESP member in accordance with the election procedure.

Section 2 – Balloting

The ballot committee shall conduct the balloting for NCESP elections, recommendations, and policy/issue items.

Section 3 – NCESP Elections; NCESP Recommendations of NEA Candidates

- a. NCESP Elections
 - i. Officers of NCESP shall be elected at the meeting held in conjunction with the NEA Representative Assembly.
 - ii. Each individual member shall have one vote, provided said member is an active member of NCESP. The president, vice president, secretary, treasurer and ethnic minority director-at-large (if applicable) shall be elected by all individual members. Regional directors shall be elected by members from the appropriate region.
 - iii. All candidates for each office receiving a majority of votes from those eligible, present and voting, shall be declared elected. Candidates for office who fail to achieve a majority

vote will be involved in a runoff election in which plurality will determine the outcome.

- iv. The ballot committee shall count the votes. The results shall be reported immediately to the president and all present candidates.
 - v. Uncontested elections shall be awarded by acclamation
- b. NCESP Recommendations of NEA Candidates
 - i. The Executive Committee may bring a recommendation for NEA candidates for officers and the NEA Executive Committee. This process shall take place at the NCESP membership meeting at the NEA ESP conference. Candidates will receive the council’s endorsement upon receiving a majority of the votes. Votes will be by secret ballot.
 - ii. The Executive Committee may bring a recommendation for NEA At-large candidates. This process shall take place at the NCESP membership meeting at the NEA Representative Assembly. Candidates will receive the council’s endorsement upon receiving a majority of the votes. Votes will be by secret ballot.

ARTICLE IX – AMENDMENTS

Section 1 – Voting

These Constitution and Bylaws may be amended at the Regular Annual Meeting of the NCESP, in conjunction with the NEA RA, through a secret-ballot vote by a two thirds (2/3) vote of the ballots cast by delegates present and voting.

Section 2 – Submittal

Any proposed amendment to these bylaws shall be sent to the president of NCESP by May 1. Copies of the proposed amendment must be sent to all Organizational and Individual members at least 30 days prior to the council meeting.

Section 3 – Non-substantive Changes

The Executive Committee is authorized to make non-substantive housekeeping changes to these Bylaws.

ARTICLE X – COUNCIL DISSOLUTION

Upon the dissolution of the National Council for Education Support Professionals, all assets belonging to the Council will be transferred to the National Education Association. Any assets transferred should be earmarked for Education Support Professionals programs.