

ISEA BYLAWS

As Amended on 10-15-2022 by the ISEA Executive Board

TABLE OF CONTENTS

ARTICLE	I.	Members	1
ARTICLE	II.	Membership Dues	2
ARTICLE	III.	Qualification and Election of Officers and Exec. Board	3
ARTICLE	IV.	Powers and Duties	5
ARTICLE	V.	Executive Board	5
ARTICLE	VI.	Delegate Assembly	7
ARTICLE	VII.	Annual Convention	8
ARTICLE	VIII.	Amendments	8
ARTICLE	IX.	UniServ Unit	8
ARTICLE	X.	Standing Committees	8
ARTICLE	XI.	Approval of Policies	10
ARTICLE	XII.	Fiscal Year	10
ARTICLE	XIII.	Ethnic Minority	10

IOWA STATE EDUCATION ASSOCIATION

BYLAWS

Article I (Members)

Section 1. Active Members: Active members, as defined in the Articles of Incorporation, are eligible to participate fully in the governance of the association as set forth in the Articles of Incorporation and Bylaws, including the right to vote in elections, and to seek and hold association office. Active members must also be and remain a member of the National Education Association and of a UniServ Unit and a local association affiliated with the ISEA where memberships in these organizations are available.

(a) Professional Members: Any person engaged in educational work of a professional nature in Iowa is eligible for professional membership provided that, where required by law, they hold an appropriate license issued by the State of Iowa or, where no license is required by law, qualifies as listed below:

"Educational work of a professional nature" is defined as teaching and directly related specialized educational services authorized by an appropriate board, governing body, or legal agency, and includes teachers, supervisors, administrators, researchers, business managers, registered nurses, consultants, school psychologists, social workers, speech and hearing clinicians, and other specialists engaged in professional services in schools and colleges, in professional associations directly related to education, in government offices of education, in voluntary accrediting agencies, and in organized educational programs of business and industry.

(b) Educational Support Members: Any person who is not engaged in educational work of a professional nature but is engaged in providing services which are directly related to education (e.g., bus drivers, cooks, custodians, maintenance personnel, cabinet makers, secretaries, non-certified teacher aides, administrative assistants, etc.) is eligible for educational support membership.

(c) Aspiring Educator Members: Any college or university student who intends to enter the education profession is eligible for education student membership.

(d) Substitute Members: An educational employee employed on a day-to-day basis who is eligible for membership in the professional category is eligible for substitute membership unless the employee is drawing educational retirement benefits and is eligible for retired membership.

(e) Retired Members: Any person having qualified for professional or educational support membership and who is retired is eligible for annual or lifetime retired membership. Pre-retirees are eligible for lifetime retired membership provided they maintain either professional or educational support membership until the time of their retirement.

Section 2. Honorary Membership: The Executive Board may, from time to time, grant at its discretion, honorary memberships to those who in its opinion have rendered distinguished and exceptional service on behalf of the profession.

Section 3. Ineligibility: An individual who is a member of a negotiating team representing an employer in negotiations with an affiliate of the ISEA shall be ineligible for membership.

ARTICLE II (Membership Dues)

Section 1. Professional Membership Dues: The professional member annual ISEA dues shall be set annually by the ISEA Budget Committee for the purpose of transmitting a budget to Delegate Assembly and requires approval of the ISEA Executive Board.

Educators, all membership classes and categories, employed on a part-time basis shall pay a percentage of professional membership dues that is equivalent to the percentage of full time equivalency stated on their employment contracts. Substitute teachers and persons on leaves of absence shall pay fifteen percent (15%) of the professional membership dues.

Section 2. Education Support Membership Dues: The education support professional (ESP) member annual ISEA dues shall be set based on the following salary bands:

- a. An ESP member whose annual gross salary is equal to or greater to \$50,000 shall pay 100% of the professional membership dues.
- b. An ESP member whose annual gross salary is \$45,000-\$49,999 shall pay 90% of the professional membership dues.
- c. An ESP member whose annual gross salary is \$40,000-\$44,999 shall pay 80% of the professional membership dues.
- d. An ESP member whose annual gross salary is \$35,000-\$39,999 shall pay 70% of the professional membership dues.
- e. An ESP member whose annual gross salary is \$30,000-\$34,999 shall pay 60% of the professional membership dues.
- f. An ESP member whose annual gross salary is \$25,000-\$29,999 shall pay 50% of the professional membership dues.
- g. An ESP member whose annual gross salary is \$20,000-\$24,999 shall pay 40% of the professional membership dues.
- h. An ESP member whose annual gross salary is \$15,000-\$19,999 shall pay 30% of the professional membership dues.
- i. An ESP member whose annual gross salary is \$10,000-\$14,999 shall pay 20% of the professional membership dues.
- j. An ESP member whose annual gross salary is equal or less than \$9,999 shall pay 10% of the professional membership dues.

However, no individual's dues shall increase by more than twenty percent (20%) in any year.

Section 3. Retired Member Dues: Retired professional members' annual dues shall be nine percent (9%) of the professional membership dues. Retired ESP members' annual dues shall be sixty (60%) percent of the retired professional members' annual dues.

Section 4. Aspiring Educator Dues: The Aspiring Educator member annual dues shall be recommended by the budget committee and approved in the budget.

Section 5. Credit for Aspiring Educator Membership: Any applicant for active membership who is engaged in educational work of a professional nature for the first time shall be entitled to a reduction of ISEA dues in the amount of \$5.00 for each year of membership in state aspiring educator affiliates of the NEA.

Section 6. Non-teaching Coaches Dues: ISEA dues for non-teaching coaches shall be recommended by the budget committee and approved in the budget.

Section 7. Dispute: In the event of any dispute as to an applicant's membership status or dues category the same shall be submitted to the ISEA Executive Director whose decision shall be final.

Section 8. Collection: The membership dues shall be collected by the Executive Director and an accounting shall be made to the UniServ unit treasurer and the affiliated local association treasurer for membership and funds for memberships received respectively from such UniServ unit or affiliated local association.

Section 9. Membership Year: For dues purposes, a membership year shall be from September 1 to August 31. However, pro rata dues may be assessed to new ISEA members in newly organized local affiliates and in other circumstances as designed by the ISEA Executive Board.

Section 10. State UniServ Dues: The annual dues for UniServ program/governance expenditures in State UniServ units shall be determined annually by the UniServ Executive Board. These dues are in addition to the dues specified in Sections 1, 2 and 6.

Section 11. Retired Lifetime Dues: Retired members lifetime dues shall be 12.5 times the annual retired members dues, rounded to the next higher dollar.

Section 12. Dues Calculation: When the application of the above dues formulas result in other than a whole dollar amount such result shall be increased to the next whole dollar.

ARTICLE III **(Qualification and Election of Officers and Executive Board)**

Section 1. Nomination and Election of Executive Board Members: All members of the Executive Board shall be chosen by open nomination and secret ballot procedures and shall serve until a successor has been elected and has qualified and shall during such term be an ex-officio voting member of the Executive Council of the organization which they represent. Terms of office shall be three (3) years.

Section 2. Nomination and Election of President, Vice-President, Treasurer and NEA State Directors: Nomination papers for each proposed candidate for the offices of President, Vice-President, Treasurer or NEA state director shall be filed with the Executive Director of the Iowa State Education Association not later than February 1st preceding the Delegate Assembly at which the election is to be held. Such nomination papers shall be filed in a sealed envelope and shall contain the signature of an active member of the Association. The Executive Director shall transmit the sealed envelopes to the Elections Committee or Associate Executive Director for Business Services, the ISEA staff liaison to the Election Committee, whereupon they shall be opened and a determination made regarding the validity of the nomination papers enclosed therein. The Elections Committee shall certify as nominated those candidates who have met the requirements as set forth above. State NEA directors shall meet the requirements established by NEA. In the event that more than two candidates are nominated for any one office, a primary election shall be held by a secret ballot. Any candidate receiving a majority of the votes shall be declared elected. If no candidate receives a majority, the two candidates receiving the highest number of votes shall appear on the ballot for voting in a run-off election. Such nominees shall be voted upon by secret ballot by the delegates and the candidate receiving the majority of the votes cast for each office shall be declared elected. The NEA state director shall take office in accordance with NEA policy.

Section 3. Nomination and Election of Multicultural, Retired, Higher Education, Education Support Professionals, Area Education Agency Executive Board Member and Alternate: After announcement of election printed in an official ISEA publication, nomination papers for executive board member for each category shall be filed with the Executive Director of the ISEA. Such nomination papers shall be filed in a sealed envelope and shall contain the signature of an active member of the respective constituency group. The Executive Director shall transmit the sealed envelopes to the Elections

Committee or the Associate Executive Director for Business Services which shall certify as nominated those candidates who have met the requirements.

An election shall be conducted between May 15 and June 15 and the new representatives shall be seated at the July Board meeting. The term of office shall be three (3) years.

The individual receiving the majority of votes for executive board member shall be the representative for that respective category to the Executive Board. If no candidate receives a majority of the votes cast, a runoff election will occur with the top two vote receiving candidates. The runoff election will begin no later than 5 days after the end of the first ballot.

An alternate executive board member from each category shall be elected by the respective standing committee. The alternate shall be elected from the committee appointees. The term of office shall be for the remainder of the appointee's three-year term.

Section 4. Nomination and Election of Alternate NEA State Director: Nomination papers for the position of Alternate NEA State Director shall be filed with the Executive Director of the Iowa State Education Association prior to the Delegate Assembly at which the election is to be held, but not later than February 1. Such nomination papers shall contain the signature of another active member of the Association and shall be filed in a sealed envelope. The Executive Director shall transmit sealed nomination envelopes to the Elections Committee or Associate Executive Director for Business Services, the ISEA staff liaison to the Elections Committee, for a determination regarding the validity of the nomination papers enclosed therein. The Elections Committee shall certify the nomination of those candidates who have met the requirements as set forth above.

Alternate NEA State directors shall meet the requirements established by NEA. In the event that more than two candidates are nominated for any one office, a primary election shall be held by secret ballot. Any candidate receiving a majority of the votes shall be declared elected. If no candidate receives a majority, the two candidates receiving the highest number of votes shall appear on the ballot for voting in a run-off election. Delegates shall vote by secret ballot in the run-off election and the candidate receiving the majority of the votes cast shall be declared elected.

In the event of a vacancy in the office of alternate NEA state director, the Executive Board may, but shall not be required to, fill such vacancy by an election. The procedures for such an election shall be established by the Executive Board and shall be conducted in accordance with the requirements of the NEA for such an election.

Section 5. Qualifications for Officers: All officers and candidates for election as officers shall be members of the Iowa State Education Association. In the event any candidate for election as an officer shall terminate membership in the Iowa State Education Association, they shall immediately be disqualified. In the event any officer of the Iowa State Education Association shall terminate membership in the association, they shall immediately cease to hold office. The President and the Vice President of the Iowa State Education Association shall not be eligible to be elected to more than two three-year terms in such office.

In addition to the qualifications for officers and candidates otherwise provided herein, each member of the Executive Board representing a UniServ unit shall at all times be a member of such UniServ unit where such membership is available. If the governing documents of the UniServ unit allow, the Executive Board member may also serve as the chair of the UniServ unit. Candidates for Multicultural Executive Board member shall be ethnic minority members of the ISEA as described in Article XIII of these Bylaws. Any Executive Board member who fails to meet the aforementioned qualifications or who ceases to be qualified to hold active membership or a class of membership which is accorded the privileges of active membership, or who becomes an employee of an education association at any level other than as an elected full time officer, shall thereupon be disqualified and the office shall be deemed vacant.

With the exception of an Alternate NEA Director, no officer, member of the Executive Board, or alternate member of the Executive Board shall hold more than one position at the same time.

ARTICLE IV (Powers and Duties of Officers)

Section 1. President: The president shall be chairperson of the Executive Board, chairperson of the Delegate Assembly, delegate to the NEA Representative Assembly, chairperson of the Iowa delegation to the National Education Association Representative Assembly, and an ex-officio voting member of all committees, commissions and task forces. They shall perform such other duties as are herein assigned to them and such as are usual to the office. They may appoint temporary committees to help in the work of the organization, such appointments being made for one year or less, and subject to approval by the Executive Board.

Section 2. Vice-President: The duties of the vice-president shall be defined by the Executive Board.

Section 3. Treasurer: The duties of the treasurer shall be defined by the Executive Board.

ARTICLE V (Executive Board)

Section 1. General Duties: The Executive Board shall, subject only to definite instructions from the Delegate Assembly, determine, direct, and control the policies of the corporation and perform such other duties as may be delegated by the Delegate Assembly.

Section 2. Specific Duties: The Executive Board shall have the power to:

- (a) Employ an executive director, prescribe the duties, fix the salary, and may at its discretion, contract for the services of such executive director for a term not to exceed three years; such executive director shall serve under the direction of the Executive Board and shall devote them time to the achievement of the objectives and purpose of the corporation.
- (b) Fix and prescribe the bonds of all officers and employees handling any money or property.
- (c) Prepare and submit a proposed annual budget to the Delegate Assembly.
- (d) Employ a certified public accountant to audit the books of the association and submit reports thereof to the Delegate Assembly.
- (e) Provide for office, headquarters and staff.
- (f) Define a UniServ unit and the minimum standard professional program for a UniServ unit and an affiliated local association.
- (g) Determine the requirements for affiliation of local associations, and renewal thereof.
- (h) Serve as a hearing panel in cases of member censure, suspension or expulsion and in cases of affiliate censure, suspension or disaffiliation.

- (i) Fill vacancies in the Executive Board as provided in the Bylaws.
- (j) Supervise the balloting for election of officers by the Delegate Assembly.
- (k) Appoint a vice-president in the event the elected vice-president shall be advanced to the presidency by virtue of vacancy of that office.
- (l) Appoint a treasurer in the event of a vacancy in that office.
- (m) Define the duties of the vice-president, the Executive Director, and the treasurer.
- (n) Review, and approve the minutes of the annual meeting of the Delegate Assembly, and distribute copies thereof to all members of the Delegate Assembly.
- (o) Cooperate with and advance and promote activities of this corporation through the affiliated local association, UniServ units, ISEA-R, Student Teacher, Parent-Teacher, and other lay organizations.
- (p) Cooperate with the National Education Association and international organizations or associations of teachers.
- (q) Conduct a review of delegate allocation and member representation at least every five (5) years.
- (r) Establish Legislative Priorities.

Section 3. Regular Meetings: The Executive Board shall set regular meeting date(s) each year.

Section 4. Special Meetings: Special meetings may be called by the president or by a majority of the members, upon giving at least five (5) days notice by regular mail, email, or telephone to all of the other members of the Executive Board of the date, time, place and purpose of such special meeting, by providing such notice to the contact information of such Executive Board members as shown by the records in the principal office of the corporation.

Section 5. Presiding Officer: The president shall preside at all regular and special meetings of the Executive Board, or in their absence, the vice-president shall preside; or in their absence, the treasurer shall preside; and, if none of said officers are be present, the Executive Board may elect a chairperson for such meeting.

Section 6. Quorum: A quorum for the transaction of business shall be such number of members of the Executive Board as possess the right to vote a majority of all of the votes of the members of the Executive Board, but a lesser number may adjourn such meeting from time to time until a quorum shall be present.

Section 7. Minutes: Complete and accurate minutes of all meetings shall be kept and preserved by the executive director and be and remain a part of the official records and property of the corporation.

Section 8. Vacancies: If a vacancy in the Executive Board shall be caused by death, resignation, disqualification, or removal from Iowa, in case of a UniServ unit representative, such a vacancy shall be filled by the executive council of the UniServ unit in which the vacancy occurs or by such other procedure as the UniServ unit involved may establish. In the case of an NEA state director, such vacancy shall be

filled the Alternate NEA Director. In the case of a vacancy in the categories of Area Education Agency, education support, multicultural, higher education, or retired members, a special election shall be held to fill the vacancy according to the procedure in Article III., Section 3., of these BYLAWS. Should the alternate position become vacant, it shall be filled by the remaining members of the board for the duration of the term. In any case, the member so appointed or elected to fill a vacancy shall serve for the remainder of the current term of the vacated office.

Section 9. Expenses of Executive Board: All necessary expenses of each member of the Executive Board incurred in conducting the official business of the association shall be paid from the funds of the corporation in the regular manner subject to the governance travel policy.

ARTICLE VI

(Annual Meeting Delegate Assembly)

Section 1. Place: The annual meeting of the Delegate Assembly shall be held at such place as shall be designated from time to time by the Executive Board.

Section 2. Time: The Delegate Assembly shall convene and hold its annual meeting on such dates as are determined by the Executive Board and reported at the preceding Delegate Assembly.

Section 3. Quorum: A quorum necessary to transact business shall be a majority of the total number of votes allocated to all of the official delegates, but a lesser number may adjourn such meetings from time to time until a quorum shall be present.

Section 4. Rules: The Delegate Assembly shall be governed by the current edition of Roberts Rules of Order Newly Revised, except as the Assembly may annually adopt specific rules in addition thereto, or in variance therefrom, which shall be in effect during the session of the Delegate Assembly only.

Section 5. Notice: Notice of the time and place of the annual meeting or any special meeting shall be published in an official publication of this corporation but not later than thirty (30) days preceding such meeting.

Section 6. Resolutions and New Business:

- (a) Resolutions and new business items originating in affiliated local association meetings, ISEA-R meetings, UniServ unit representative assembly meetings, ISEA Standing Committee meetings, the executive committee of the Aspiring Educator, and the Iowa State Education Association Executive Board meetings or submitted by individual ISEA members and received by the Standing Committee on Resolutions and New Business by the fifteenth day of the fourth month preceding the Delegate Assembly or by such other date as may be established by such committee, shall be edited and consolidated into a single report to be published by ISEA at least thirty (30) days prior to the first general session of the annual ISEA Delegate Assembly. This publication shall constitute the advance report of the Resolutions and New Business Committee to the Delegate Assembly.
- (b) Resolutions and new business items not submitted to the committee in time for publication (as above provided) shall be introduced in writing and considered at an open meeting of the Resolutions and New Business Committee to be held prior to the first general session of the annual Delegate Assembly. The meeting time and place is to be published by ISEA at least thirty (30) days prior to the first general session of the annual Delegate Assembly.

- (c) Other resolutions and new business items must be introduced in writing on the floor prior to the deadline established in the Assembly's adopted agenda.

Section 7. Resolutions: A resolution is a formal expression of opinion, intent, belief, or position of the association providing the direction in which the association should be moving. New resolutions may be proposed and existing resolutions may be amended or deleted by action of the Delegate Assembly.

Section 8. New Business Items: In addition to policies set by resolution, the Delegate Assembly may adopt items of new business. A new business item is one which relates to substantive policies or programs and shall call for specific action by the association and shall be in effect until the next annual Delegate Assembly.

Section 9. Minutes: The Executive Director shall submit the minutes of Delegate Assembly meetings to the Executive Board within sixty (60) days following the annual meeting of the Delegate Assembly. After approval by the Executive Board, copies of the minutes shall be forwarded to UniServ unit presidents, professional staff and all members who request copies.

Section 10. Resolutions and New Business Committee: The Resolutions and New Business Committee shall have the right and obligation to deal with resolutions and new business items submitted to it as provided in the ISEA Policies.

ARTICLE VII (Annual Convention)

Section 1. Time and Place: The Executive Board may provide for an annual convention of the members at such time and place as the board may select.

Section 2. Notice: Notice of an annual convention shall be published in an official publication of this corporation not less than fifteen (15) days immediately preceding such convention.

ARTICLE VIII (Amendments)

Any provisions of these Bylaws may be suspended, altered, or amended by a two-thirds (2/3) vote of the Delegate Assembly. Any resolution adopted by the Delegate Assembly directing the Executive Board to take action which would require an amendment to the Bylaws shall not be considered binding upon the Executive Board unless adopted by a two-thirds (2/3) vote of the Delegate Assembly.

The Executive Board by a two-thirds vote may make, alter, amend or repeal Bylaws for this corporation, subject to the power of the Delegate Assembly to act with respect thereto.

ARTICLE IX (UniServ Unit)

As used in the Articles of Incorporation and these Bylaws the term "UniServ unit" shall mean that organization of members of the ISEA and the NEA who have joined together in particular localities of the state of Iowa for the purpose of advancing their common interests and which organization is designated by the ISEA and NEA as a UniServ unit in contractual arrangements for funding and other purposes pursuant to such eligibility requirements as are from time to time established.

ARTICLE X (Standing Committees)

Section 1. Designation: There shall be the following ISEA Committees:

1. An Education Support Professionals Committee consisting of one member from each UniServ unit with an ESP local shall be appointed by the ISEA president from nominations by the presidents of the UniServ units. The president may appoint up to three (3) at-large members with no more than two from each UniServ unit serving on the committee. The total number on the committee shall not exceed the number of UniServ units. The Education Support Professionals representative to the ISEA Executive Board shall serve as the Chair of the committee.
2. An Area Education Agency Committee consisting of one member from each Area Education Agency affiliated local association shall be appointed by the ISEA president from nominations by the presidents of the UniServ units. The Area Education Agency representative to the ISEA Executive Board shall serve as the Chair of the committee.
3. A Multicultural Committee consisting of one member from each UniServ unit shall be appointed by the ISEA president from nominations by the chairs of the UniServ units. The ISEA president shall appoint members in a manner that is consistent with the nature and purpose of the multicultural committee. The multicultural representative to the ISEA Executive Board shall serve as the Chair of the Multicultural Committee.
4. A Retired Members Committee consisting of a member from each UniServ unit shall be appointed by the ISEA president from nominations by the presidents of the UniServ units. The Retired representative to the ISEA Executive Board shall serve as the Chair of the committee.
5. A Resolutions and New Business Committee consisting of a member from each UniServ unit shall be appointed by the ISEA president from nominations by the presidents of the UniServ units.

The members of the Resolutions Committee appointed from the Iowa members of the NEA Resolutions Committee shall be appointed annually. Terms of the remaining ten members shall be for three (3) years.

6. A Higher Education Committee consisting of one member from each higher education affiliated local association. The ISEA president shall appoint members from nominations submitted by the presidents of affiliated higher education local associations. The Higher Education representative to the ISEA Executive Board shall serve as the Chair of the committee.
7. A Political Action Committee.
8. A Aspiring Educator Committee

An Aspiring Educator Committee consisting of a chairperson, chairperson elect, secretary, and one representative from each campus with a local chapter. The chairperson will be the representative to the ISEA Executive Board.

Section 2. Appointments: Appointments of members from the UniServ units shall be rotated among the UniServ units. If by the foregoing process any standing committee has no ethnic minority member, the ISEA president shall appoint to such standing committee an ethnic minority member of one of the corresponding groups.

Section 3. Terms: Members of standing committees other than the Resolutions and New Business Committee shall serve two-year terms, unless the unit president shall designate another individual prior to the expiration of the term. In such instances the most recent designee shall serve until the completion of the term. Initial appointments of approximately one-half of the members of each such committee shall be

for one-year terms so as to allow continuity with near-equal annual turnover. The initial terms shall be determined by the Executive Board by lot. Any ethnic minority member appointed to a standing committee by the president in accordance with the last sentence of Section 2 of this Article shall be appointed for a one-year term.

Section 4. Annual Report: Each committee shall prepare and deliver an annual report to the Executive Board.

ARTICLE XI (Approval of Policies)

Section 1. Approval: Goals, objectives and/or purposed policies of committees and commissions which purport to be or which may be construed to be ISEA goals, objectives or policies shall be approved by the Executive Board or by the Delegate Assembly.

ARTICLE XII (Fiscal Year)

The fiscal year of this corporation shall be a twelve-month period commencing September 1 and ending August 31.

ARTICLE XIII (Ethnic Minority)

Wherever in the Articles of Incorporation or these Bylaws the term "ethnic minority" is used it shall mean those persons designated as ethnic minorities by statistics published by the U. S. Bureau of the Census and shall include American Indian/Alaska Native, Asian/Pacific Islander, Black or African American, and Hispanic or Latino.