

Updated August 6, 2017



HANDBOOK

2017-2018



The Junction City Education Association is committed to representing the professionals of USD 475. JCEA works to enhance teaching and learning, secure member's rights, and promote a partnership of community and educators.

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Important Telephone Numbers

JCEA Website	http://www.jcea-online.org
Cathy Rankin, President	(cell) 785-375-8804 (school) 785-717-4312
KNEA Headquarters Hours: 8:30 am - 5:00 pm, Monday-Friday	785-232-8271
KNEA Fax	785-232-6012
KONZA UniServ	785-232-8271
Linda Brungardt, UniServ Director	Email: linda.brungardt@knea.org
NEA	202-833-4000
NEA Fax	202-822-7074
NEA Hotline	1-800-424-8086
Kansas Governor's Office	785-296-3232 1-800-432-4961
Kansas State Department of Education	785-296-4961
Kansas Licensure Department	785-296-2288

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**Junction City Education Association Officers
2017-2018**

President Cathy Rankin, JCHS-Freshman Success Academy
Junction City, KS 66441
Cell: 785-375-8804
School: 785-717-4312
catherinerankin@usd475.org

Vice President Ryan Norton, Fort Riley Middle School
2019 North Pointe Drive
Manhattan, KS 66502
Cell: 620-344-1751
School: 785-717-4500
ryannorton@usd475.org

Secretary Ashlyn Lehwald, Seitz Elementary
223 Knoxberry Dr.
Manhattan, KS 66502
Cell: 816-560-5621
ashlynlehwald@usd475.org

Treasurer Pam Ricard, FRMS
801 Mission Circle
Manhattan, KS 66502
Home: 785-587-4640
School: 717-4500
pamelaricard@usd475.org

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**Board of Directors
2017-2018**

	Name	Term Ends	Building	Home/Cell Phone
	Rankin, Cathy President	2018	JCHS – FSA	Cell: 785-375-8804
	Norton, Ryan Vice President	2018	Fort Riley Middle School	Cell: 620-344-1751
	Lehwald, Ashlyn Secretary	2018	Seitz Elementary	Cell: 816-560-5621
	Ricard, Pam Treasurer	2018	Fort Riley Middle School	Home: 785-587-4640
1	Gooden, Greg	2019	Fort Riley Elementary	Home: 785-825-5679 Cell: 785-577-4499
2	Whaley, Roxanne	2020	Junction City HS	Cell: 785-210-7016
3	Stackley, Heather	2020	Westwood Elementary	785-280-0526
4	Echevarria, Shannon	2020	Lincoln Elementary	
5	Hook, Angela	2018	Seitz Elementary	785-304-2255
6	Lopez, Erin	2018	Seitz Elementary	
7	<i>Unfilled</i>	2018		
8	Whaley, Mike	2019	Fort Riley Middle School	Cell: 785-210-7017
9	Johnson, Jean	2019	Fort Riley Middle School	785-223-3892
10	Talley, Kenneth	2019	Washington Elementary	Cell:785-210-7233
New Member:				
	<i>Unfilled</i>	2018		
Ex Officio:				
	Voth, Amanda KNEA Board of Directors	2019	Jefferson Elementary	Cell: 785-215-9856
	Dozier, Patricia KONZA Ad Board	2019	JCHS	Cell: 785-375-9549 Work: 717-4251

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**Association Building Representatives
2017-2018**

Devin Center	<i>Unfilled</i>
Larry Dixon Center	Dan Dinkel
Junction City High School - CAC	Danita Gorton
	Roxanne Whaley
	<i>Unfilled</i>
Freshman Success Academy	
	Cathy Rankin
Junction City Middle School	Ben Trenary
	Natasha Kelly
Fort Riley Middle School	Ryan Norton
	Mike Whaley
	Pam Ricard
Eisenhower Elementary	Cara Hartman
	Yumi Quijano
Fort Riley Elementary	Linda Berges
Franklin Elementary	Julie Johnson
Grandview Elementary	Erin Bohanan
Jefferson Elementary	Amanda Voth
Lincoln Elementary	Shawn Ryan
Milford Elementary	<i>Unfilled</i>
Morris Hill Elementary	Natasha Goodman
Sheridan Elementary	Carol Settgest
Seitz Elementary	Mallory Meyer
Spring Valley	<i>Unfilled</i>
Ware Elementary	Erin Taylor
	Susan White
Washington Elementary	Ashtyn Weise
Westwood Elementary	Heather Stackley

*Designates Building Representative Coordinator

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**KNEA Representative Assembly
KONZA Sectional Representative Assembly
Delegates 2017-2018**

The delegates to the KNEA-RA are listed below along with the year in which their terms expire:

Terms Expiring in 2018:

Pam Ricard
Cathy Rankin
Ryan Norton

Terms Expiring in 2020:

Terms Expiring in 2018

JCEA Executive Officers:

Cathy Rankin, President
Ryan Norton, Vice President
Ashlyn Lehwald, Secretary
Pam Ricard, Treasurer

**Junction City Education Association Committee Chairs
2016-2017**

Elections Chair Interim: Amanda Voth, Jefferson Elementary
2156 Griffith Terrace
Manhattan, KS 66502
Cell: (785) 215-9856

Membership Chair Debra Stevens, JCHS-Freshman Success Academy
1111 Country Club Lane Apt. 3
Junction City, KS 66441
Cell: (785) 307-2955
debrastevens@usd475.org

Spring Banquet Chair

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Junction City Education Association Constitution

Article I

Section 1:

The name of this association is the Junction City Education Association.

Section 2:

The government and control of the Association shall be vested in its membership, acting through elected representatives.

Section 3:

The Association shall operate as a non-profit organization.

Section 4:

For membership purposes, the official year of the Association shall be September 1 through August 31. For fiscal purposes, the official year of the Association shall be July 1 through June 30.

Article II

Section 1:

The executive officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer.

Section 2:

The term of office for all executive officers shall be two years beginning on the 1st day of July following the election.

Article III

Section 1:

The President shall be elected by secret ballot according to rules, regulations, and procedures adopted by the Board of Directors. If there is only one (1) candidate for the position, the Board of Directors shall declare such candidate elected. The president shall be eligible for two consecutive terms after which he or she shall not be eligible to be president for at least one year.

Section 2:

A candidate for president shall have maintained membership in the National Education Association for the three consecutive years immediately prior to election and shall have served at least one year on the Board of Directors.

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Section 3:

The duties of the president shall be to:

- Preside at meetings of the membership, Board of Directors, and Representative Council;
- Serve as the official representative of the Association;
- Coordinate the work of the Association;
- Implement the policies of the members acting through the Board of Directors and/or the Representative Council;
- Serve as ex-official member of all committees and commissions;
- Recommend to the Board of Directors for their approval all members and chairs of committees and commissions;
- Make administrative decision in the absence of policy, and act for the Board of Directors when the Board is not in session reporting such actions to the Board at its next meeting;
- Serve as delegate to the governing bodies as set forth in Article XII.

Article IV

Section 1:

The Vice President shall be elected by secret ballot according to rules, regulations, and procedures adopted by the Board of Directors. If there is only one (1) candidate for the position, the Board of Directors shall declare such candidate elected. The vice president shall be eligible for two consecutive terms after which he or she shall not be eligible to be vice-president for at least one year.

Section 2:

A candidate for vice president shall have maintained membership in the National Education Association for three consecutive years immediately prior to election and shall have served at least one year on the Board of Directors.

Section 3:

The duties of the vice president shall be to:

- Serve as a member of the Executive Committee, Board of Directors, and Representative Council;

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- Preside at meetings of the membership, Board of Directors, and Representative Council when the president is absent;
- Serve as an official representative of the Association;
- Serve as an ex-official member of all committees and commissions;
- Assume responsibilities of the president in the absence or disability of the president and to assume the office of president on the death, resignation, or impeachment of the president;
- Serve as delegate to the governing bodies as set forth in Article XII;
- Perform such other duties as delegated by the president or the Board of Directors.

Article V

Section 1:

The Secretary shall be elected by secret ballot according to rules, regulations, and procedures adopted by the Board of Directors. If there is only one (1) candidate for the position, the Board of Directors shall declare such candidate elected.

Section 2:

A candidate for secretary shall have maintained membership in the National Education Association for three consecutive years immediately prior to election and shall have leadership experience in the activities of the Association.

Section 3:

The duties of the secretary shall be to:

- Preside at Association meetings in the absence of both the president and vice-president;
- Be responsible for preparing and distributing minutes of all Executive Committee, Board of Directors, Representative Council, and membership meetings of the Association;
- Serve as a member of the Executive Committee, Board of Directors, and Representative Council;
- Serve as delegate to the governing bodies as set forth in Article XII;
- Perform such other duties as delegated by the president or the Board of Directors.

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Article VI

Section 1:

The Treasurer shall be elected by secret ballot according to rules, regulations, and procedures adopted by the Board of Directors. If there is only one (1) candidate for the position, the Board of Directors shall declare such candidate elected.

Section 2:

A candidate for treasurer shall have maintained membership in the National Education Association for the three consecutive years immediately prior to election and shall have leadership experience in the activities of the Association.

Section 3:

The duties of the treasurer shall be to:

- Oversee all Association funds and be responsible for their safekeeping and accounting;
- Oversee the budget making process;
- Make monthly and annual financial reports to the Board of Directors;
- Make an annual financial report to the membership;
- Arrange to have the accounts of the Association audited and to report the results of the audit to the Board of Directors and the membership;
- Serve as a member of the Executive Committee, Board of Directors, and Representative Council;
- Serve as delegate to the governing bodies as set forth in Article XII;
- Perform such other duties as delegated by the president or the Board of Directors.

Article VII

Section 1:

The Board of Directors shall consist of the Executive Officers, any Association member serving on the UniServ Administrative Board or the KNEA Board of Directors, ten members elected at large from the membership, and a new member director who shall have joined the Association prior to September 1 during their first year of eligibility. The immediate past president shall serve on the Board for one year after leaving office.

Section 2:

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Nominations for at-large directors shall be open to all Active members and election shall be by every member ballot. The new member director shall be nominated and elected by those eligible for the position.

Section 3:

The term of office for the at large members shall be three years. The term of office for the new member director shall be from the time of election through June 30 of the following calendar year. The terms for the Board members elected for the first time under the terms of this constitution shall be as follows: four Board members shall have three-year terms, three shall have two year terms, and three shall have one year terms. The determination as to the length of terms shall be determined by the number of votes received in the election with the highest vote receivers having the longest terms.

Section 4:

A vacancy on the Board of Directors shall be filled by the Board until the next election when a Director shall be elected to fill the remaining time of the term.

Section 5:

The duties of the Board shall be to:

- Transact the business of the Association;
- Implement policy and program directives of the Board, Representative Council and/or the membership;
- Propose to the membership an annual budget;
- Set the dues;
- Propose amendments to the constitution;
- Procure, maintain, manage, and dispose of property in the name of the Association;
- Incur indebtedness in the name of the Association;
- Establish and charge commissions or committees;
- Approve all members and chairpersons of the commissions and committees authorized by the Board, the Representative council, or the membership;
- Invest funds of the Association;
- Provide such services and define such policies as may contribute to the achievement of the purposes of the Association;
- Establish membership categories;

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- Establish regulations for electing officers, Board members, Representative Council members, and delegates and/or members to any authorized KNEA or NEA body. The Association will do everything legally permissible to encourage ethnic-minority representation;
- Establish procedures for filling a vacancy of an executive officer or Board of Directors;
- Approve a calendar of Association activities and meetings prior to September 1 of each year;
- Require the submission of reports by any committee or commission;
- Cause an official publication of the Association to be published on a regular basis.

Section 6:

The Board of Directors shall meet at least six times annually.

Article VIII

Section 1:

The Executive Committee shall consist of the Executive Officers and one member of the Board of Directors elected by the Board. The Immediate Past President shall serve on the Executive Committee for one year.

Section 2:

The Executive Committee shall recommend to the Board of Directors policies and plans of action; propose an agenda for meetings of the Board of Directors, Representative Council, and membership; act for the Board of Directors in cases of emergencies and in those months when the Board is not scheduled to meet; and assist the President.

Article IX

Section 1:

The Representative Council shall consist of the Executive Committee and Association Representatives elected from the buildings of USD #475.

Section 2:

The Board of Directors shall establish the numbers of representatives a building may have on the Council, such number shall be based on the one-person, one vote principle, with stipulation that each building shall be entitled to at least one representative.

Section 3:

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Until the Board establishes the number of representatives for each building, each building shall be entitled to one representative for each ten members.

Section 4:

The duties, powers and responsibilities of the Representative Council shall be to:

- Enroll new members;
- Disseminate information in regards to professional activities, services, achievements and developments;
- Conduct elections and administer surveys;
- Represent members as to interests, needs and wishes at meetings of the Representative Council;
- Stimulate active participation of Association work among members;
- Make policy recommendations to the Board of Directors;
- Receive training in those skills needed to provide services to members;
- Establish committees.

Section 5:

Representative Council members shall be elected for one-year terms.

Section 6:

The Representative Council shall meet at least three times a year.

Article X

Section 1:

The membership, through actions taken at membership meetings, is the highest authority of the Junction City Education Association.

Section 2:

The Board of Directors shall call a membership meeting at least once a year at which time the members shall:

- Make budget recommendation to the Board of Directors;
- Receive from the President a report on the Activities of the Association for the past year;

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- Pass resolutions stating the beliefs and policies of the Association;
- Propose amendments to the constitution;
- Perform other duties as designated by the Board of Directors or the Representative Council.

Section 3:

Members shall adhere to the Code of Ethics of the Education Profession. The Board of Directors shall have the authority to censure, suspend, or expel members for violations of the Code of Ethics of the Education Profession. No member of the Association shall be censured, suspended or expelled without a due process hearing, which shall include an appropriate appellate procedure.

Section 4:

No member of the Association shall be discriminated against in the right to vote, seek office, or otherwise participate in the affairs of the Association. The Board of Directors shall have the authority to limit governance participation based on categories of membership.

Article XI

Section 1:

Except where in conflict with the Constitution or policies of the Association, the parliamentary authority of this Association shall be Roberts Rules of Order.

Section 2:

For the regularly scheduled meetings of the Association a quorum shall consist of the number of authorized members present.

For specially called meetings of the Board of Directors, Executive Committee, or Representative Council for which written notice has been given and received at least two weeks on advance, a quorum shall be one half of the authorized members.

For a specially called membership meeting where notice has been given, the quorum shall consist of 15% of the membership.

Section 3:

Except where otherwise stated in the constitution, all elections shall be conducted by secret ballot.

Section 4:

The Board of Directors shall establish dates and procedures for conducting of election in accordance with the needs of the KNEA and JCEA.

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Article XII

Section 1:

Candidates for president, vice president, secretary, and treasurer shall also be candidates for delegates or alternates to the National Education Association Representative Assembly. The NEA shall determine the number of delegates allocated for the Association.

Section 2:

The president shall be a delegate to the NEA Representative Assembly. The vice president shall be the second delegate or first alternate. The secretary shall be the third delegate or the second alternate. The treasurer shall be the fourth delegate or third alternate.

Section 3:

Candidates for Executives Officers shall also be candidates for a delegate position to the UniServ and KNEA Representative Assemblies. They shall also be candidates to be members of the UniServ Coordinating Council.

Section 4:

The Board of Directors shall develop policies and procedures to elect delegates and substitute delegates to KNEA and UniServ governing bodies. The Board shall also develop procedures for filling vacancies to fill the Association's allotment or where a delegate has died, resigned, or been removed.

Article XIII

Section 1:

A vacancy of any executive office, except president, due to the death, resignation, or impeachment of that officer shall be filled by the Board of Directors until the next regular election at which time the members will elect someone to complete the term.

Article XIV

Section 1:

An officer or member of the Board may be removed from office if said officer or Board member continually fails to carry out his/her duties. A two-thirds (2/3) vote of both the Board of Directors and the Representative Council shall be necessary to remove an officer or Board member.

Article XV

Section 1:

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This constitution shall be in full force and effect when it has been ratified by a majority of the members. The election shall be invalid unless at least one-half of the members cast ballots.

Section 2:

Amendments to this constitution shall be proposed by a 2/3 vote of the Board of Directors with ratification by a majority vote of the members; or proposed by a 2/3 vote of members present at any special or regularly scheduled membership meeting with ratification by a majority vote of the members.

Section 3:

The Board of directors shall by unanimous vote, be empowered to amend this constitution without a vote of the membership when such amendment does not alter the basic governance structure of the Association or change rights or privileges of members. Such amendments shall be editorial in nature.

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Junction City Education Association

Board of Directors Policies

1. The newly elected JCEA President shall appoint a committee to review the Board of Directors Policies. Committee recommendations shall be made to the Board of Directors no later than January 1.
2. JCEA meeting dates shall be cleared with the buildings involved and reported to Mary E. Devin Center for Education Support for inclusion in the District Calendar. (2/4/97)
3. Agenda of the Board of Directors shall be posted on the JCEA website prior to each meeting.
4. The secretary's minutes shall be reviewed by the BOD within 48 hours of receipt following the BOD Meeting, corrections made as needed and posted on the JCEA website immediately.
5. Roll call shall be included in the minutes of each meeting.
6. Constitution changes shall take effect as soon as the ballots are tabulated unless otherwise stated.
7. The JCEA secretary shall keep on file the official copy of the JCEA Board of Directors policies.
8. Teachers employed half-time or less shall be charged half amount of JCEA dues.
9. Teachers terminating their employment with the district during the school year may have the dues amount adjusted commensurate with the fractional part of the school year which they were actually employed by the school district.
10. Those persons joining the Junction City Education Association as an active member for the first time shall be enrolled in full standing for the remainder of the membership year by paying the amount of annual local dues which is commensurate with the remaining portion of the membership year. National and state dues will be set in accordance with policies set by NEA and KNEA. (2/4/97)
11. In accordance with the state and national policy, the JCEA cannot authorize the renewal of a member in the Junction City Education Association if that person has an unpaid balance on their dues from a previous year(s).
12. Categories, definitions and privileges of membership shall be:

ACTIVE: open to any person employed by USD 475 of who is on a limited leave of absence from USD 475, or who is serving as an executive officer of the Association. Active members shall hold a baccalaureate or higher degree or the regular teaching, vocational or technical certification required by the employment. Active Membership shall be open to all members of the bargaining unit and all administrative personnel.

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Those employed on a permanent or contractual basis as a substitute shall be eligible for Active membership. Privileges of Active Members shall include: voting on all matters submitted to the membership; holding elective and appointed positions after meeting stated qualifications; attending JCEA meetings; receiving publications and reports; and receiving services available to Active Members.

EDUCATIONAL SUPPORT PERSONNEL: open to any person employed by USD 475 who is not eligible for Active membership, including a person who is on a limited leave of absence from such employment. Educational support members shall have all the rights and privileges of Active membership including the right to vote and hold elective or appointive office. (1/6/98)

SUBSTITUTE: open to educational employees who meet the qualification for active membership but who are employed on a day-to-day basis. Privileges of substitute members shall include receiving official publications of the Association and attending JCEA meetings. Substitute members shall not have the right to hold elective office or to vote.

ASSOCIATE: open to any person who is interested in advancing the cause of public education but who is not eligible for any other class of membership. Privileges of associate members shall include receiving official publications of the association.

CONTINUOUS MEMBERSHIP RIGHTS, PRIVILEES AND SERVICES: Members of the Junction City Education Association (JCEA) shall be afforded all rights, privileges, and services of their membership classification beginning with the date of their enrollment in the Association. These rights, privileges and services will continue so long as the membership remains in force. Under no circumstances can the rights, privileges of services be afforded to members on a retroactive basis in order to cover a period of time prior to membership enrollment.

JCEA members serving as Armed Forces reservists or in the National Guard on active duty beyond normal peace time responsibilities shall be issued a complimentary membership for the period of time they serve on active duty. Such membership will include all rights and privileges of Active members except the right to vote in association elections.

Bargaining unit members who have been terminated due to a reduction in force and who are Association members at the time of termination shall be entitled to request JCEA services and/or assistance in and when a recall procedure is implemented. The extent to which services are granted shall be subject to the Legal Services Guidelines of the Kansas NEA. (5/9/2006)

13. JCEA Board of Directors Policies shall be posted on the JCEA website.
14. The JCEA President shall give an annual report at the annual General Membership Meeting.

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15. JCEA shall send flowers or make an appropriate donation in case of the death of a member. An appropriate item shall also be sent to the JCEA elected officers in case of serious personal illness or death in the immediate family as defined in the negotiated agreement. A card shall be sent to a member of the JCEA Board of Directors in the event of a serious personal illness, or death in the immediate family as defined by the negotiated agreement. An appropriate item shall be sent to the superintendent and the assistant superintendent in case of serious personal illness or death in the immediate family as defined in the negotiated agreement. These are to be paid out of the JCEA budget.
16. Retired teachers shall have an open invitation to attend meetings and/or functions of the JCEA.
17. JCEA each year shall submit the name of a candidate for the Master Teacher Award to the appropriate institution as designated by the Board of Directors.

JCEA shall cooperate with the Board of Education in nominating two (2) classroom teachers, one (1) elementary and one (1) secondary, as Kansas Teacher of the Year. The president shall appoint to the selection committee a number of Association members equal to at least half the committee membership. The remainder of the committee shall be appointed by the Board of Education.

18. JCEA will pay the KNEA allowable mileage rate for Association business.
19. All committee actions shall be reported to the Board of Directors. Actions involving expenditures over the budgeted line item amount shall be approved by the Board of Directors if timeliness permits. If timeliness does not permit, such expenditures will be approved by the Executive Committee.
20. No Association member holding elective or appointed office in the National Education Association, Kansas-NEA, UniServ District, or the Junction City Education Association will provide assistance to a non-member in matters related to employment with USD #475 or in matters related to job performance with USD #475.

The JCEA President may provide services to a non-member when, in the President's opinion, such services are in the best interest of the Association. The Board of Directors shall be kept informed of all such instances.

This policy will not be interpreted in such a way as to deny to any member of the bargaining unit any services that the Association is required to provide as the recognized bargaining agent. (2/9/93)

23. Payment of stipends for the officers of the Association will take place in two parts. One-half of the stipends will be paid at the last Board of Directors' meeting of the calendar year. The final one-half of the stipends will be paid at the June Board meeting. An officer may request the treasurer hold the entire stipend for one payment. In this event, the entire stipend will be paid at the May Board meeting. The one exception to this will be the membership chairpersons' stipend. The stipend for this position will be paid in full at the last Board meeting of the calendar year.

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24. No dues dollars shall be spent on alcoholic beverages.

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Policies and Procedures for Conducting Elections and Filling Vacancies

1. All JCEA elections shall be conducted with open nominations and secret ballots. A majority of votes shall be sufficient to elect. If there is only one candidate for a position the JCEA Board of Directors shall declare such candidate elected.
2. Nominations forms for Executive Offices and Board of Directors will be sent to the General Membership by Feb. 1, with nominations due by Feb. 15. Elections will coincide with the election of KNEA offices (Feb. 15-March 31).
3. Nominations for executive office shall take place on the approved form.
4. During the year when executive officers are elected, nominations for the Board of Directors will take place immediately after the election for executive officers.
5. Nominations for JCEA Board of Directors shall be made on the approved form
6. Nominations and elections as delegates to the KNEA Representative Assembly shall take place when JCEA is notified by KNEA of the number of delegates permitted.
7. Nominations and elections for the delegates to the KNEA Representative Assembly shall be repeated in the fall to fill vacancies.
8. Terms for KNEA RA delegates shall be three (3) years.
9. Nominations for delegates to the KNEA Representative Assembly shall be on the approved form.
10. Election to the UniServ Coordinating Council shall be by the Board of Directors from those elected to be delegates to the KNEA Representative Assembly.
11. The constitutional requirement of "leadership experience" for election to an executive office is defined as serving the Association in any way, including, but not limited to, membership on an Association committee, appointment to a USD #475 committee by the Association President, service as an Association Building Representative, election to the KNEA or NEA Representative Assemblies, serving on a KNEA or UniServ Commission or Committee, or participating in any other training provided by the Association.
12. JCEA election results shall be made public as soon as the ballots are counted. Election results shall be posted in each building within a week of the election
13. A short biography about candidates for all offices shall be sent to every member at least one week before elections.
14. Vacancies for the offices of Vice President, Secretary, or Treasurer will be filled by an all member mailing soliciting members interested in serving in any of these offices. Interested members shall fill out an application form and forward it to the President along with a statement of qualifications for serving as an executive officer of JCEA.

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15. The Board of Directors will select the most qualified person to fill the vacancy.
16. Vacancies for the Board of Directors will be filled by an all members mailing soliciting members interested in serving on the Board of Directors.
17. Current members of the Board of Directors will select the most qualified person(s) to fill the vacancy (ies).
18. The length if their term will be one year or until the next election.

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Policies Relating to Negotiations

1. The professional negotiations team shall determine the necessity and manner of polling or surveying the bargaining unit.
2. The Negotiations Team will submit the tentative agreement to the Board of Directors for review and approval. Upon approval by the Board of Directors, it will be presented to the bargaining unit for ratification. If the Board of Directors does not approve it, it will go back to the table for more negotiations.
3. The vote on ratification of the professional negotiation agreement shall be at designated buildings or by mailing if necessary, according to the professional negotiation team.
4. Items submitted in accordance with Article II, Paragraph A of the Negotiated Agreement will be transmitted to the Representative Council two weeks prior to any regular or special meeting called to deal with the item. (2/4/97)
5. Any vote on ratification to amend the negotiated agreement between formal negotiating sessions as provided for in Article II of that document shall be a recorded roll call vote. A majority affirmative vote of the members of the Representative Council as described in article IX of the JCEA Constitution shall be required for ratification. (1/6/98)
6. Stipends for the negotiations team will be paid after the tentative agreement is ratified by the bargaining unit and the Board of Education. (9/20/10)
7. The BOD and Building Representatives shall approve the notice letter during executive sessions prior to submitting it to the BOE on March 31^s.

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Policies Relating to the Spring Banquet

1. The retiring JCEA President shall be presented a plaque at the JCEA Spring Banquet.
2. A gift from the JCEA shall be given to retiring teachers who have members of the Junction City Education Association for the previous five years.
3. Twenty-five year service award certificates shall be given to JCEA teachers who have completed twenty-five years of teaching and have been members of the NEA for the previous five years.
4. The following persons shall be invited to attend the JCEA Spring Banquet at the expense of the Association: (1) Each retiring JCEA member and a guest; (2) Friends of Education Winners and guest; (3) Master Teacher nominee and guest; (4) USD # 475's nominee(s) for Kansas Teacher of the Year and guest; (5) 25 year teachers who are currently members of the Association (3/16/95), and (6) executive officers of the Association (8/4/03), and (7) JCEA Horizon award winner and guest (5/8/07).
5. Members in #4 shall pay prior to attending the banquet however, they will be reimbursed upon attendance
6. A boutonniere or corsage will be provided for the following people: JCEA Retiring teachers, Geary County Master Teacher, JCEA Geary County Kansas Teachers of the Year, JCEA 25 Year teachers, Friends of Education, and JCEA Horizon award winners. (Adopted 5/8/07)

Policies Related to the JCEA Scholarship

1. The Junction City Education Association shall continue to provide a scholarship in the amount of \$500 (or an amount less than that given to a valedictorian or co-valedictorian) to the Salutatorian of Junction City High School according to procedures adopted by the JCEA Board of Directors.

A special fund shall be established out of which the scholarship shall be paid.
Funding for the scholarship shall be from the following sources:

1. Dues from members: \$500 shall be transferred each year from the JCEA General Fund to the Scholarship Fund. This funding source shall be discontinued when the JCEA Board of Directors determines that the fund has become self-sustaining.
2. The JCEA Board of Directors shall have the authority to accept other donations.
3. Interest on the funds in this account.

(Adopted at the General Membership Meeting, May 20, 1993. Amended by Board of Directors February 4, 1997.)

Updated August 6, 2017

Policies Related to Fiscal Issues

1. Any commitment to over expend a line item in the JCEA Budget by more than 15% must be approved by the President and reported to the Board. (2003)
2. Whenever possible, any commitment to over expend a line item in the JCEA Budget by more than 15% will not be made without notification to the Board of Directors. If prior notification is not possible, such over expenditure will be reported to the Board of Directors at its next meeting. (2003)
3. The Board of Directors must approve any commitment to over expend by more than 15% the total budgeted amount in a division of the JCEA Budget. (2003)
4. All checking accounts maintained by and for the Association's General Fund by JCEA shall require two signatures for checks to be valid. Whenever possible, the persons signing checks for the Association should be the President and Treasurer. A minimum of three and maximum of four authorized signatories (including the President and Treasurer) shall be maintained on all bank accounts belonging to the Association, so that business can be conducted in the absence of one or more authorized persons. The Officers of the Board of Directors shall all be signatories. Should the Association go to online banking, all signatories shall be given the appropriate login. Banking statements shall be sent to the Treasurer and the Vice President.
5. JCEA will reimburse any delegate to the KNEA Representative Assembly up to \$85.00 per night for a motel room. Any expense incurred for motel accommodations above the \$85.00 will be the responsibility of the delegate. JCEA will not reimburse a delegate for Friday's KNEA RA expenses unless that delegate attends the Friday evening hearings. JCEA will contribute \$10/day for the JCEA delegates to the KNEA Representatives Assembly. (2010, 2012)
6. JCEA will contribute \$80.00 for JCEA delegates to the National Education Association Representative Assembly.