

OPERATING GUIDELINES OF THE NATIONAL ASSOCIATION OF LEGISLATIVE AND POLITICAL SPECIALISTS FOR EDUCATION

Name and Purpose

The business and programs of this organization shall be conducted under the title of National Association of Legislative and Political Specialists for Education.

The purpose of this Association shall be to improve the skills, experience and knowledge of its members and to promote legislative programs and political activity that will achieve the goals of the organized teaching profession.

Membership

Membership of the NALPSE shall be open to those professional staff members of state education associations and the National Education Association whose assignments are in the field of legislation, government relations, political action and political education. To be a member in good standing, the Association annual dues for the current fiscal year must be paid in full.

Officers

Officers of the NALPSE shall include a President, Vice President, Secretary-Treasurer, and a Past President.

Officers shall be elected for two-year terms at the annual fall meeting of the membership except for the Past President who shall serve until the election of the next President.

Executive Committee

The Executive Committee shall consist of eight (8) members elected to serve two (2) year terms. Two (2) members shall be NEA-GR staff members and six (6) members shall be state affiliate staff members elected from the six (6) NEA regions.

Each of the six (6) NEA regions is entitled to a single representative to the Executive Committee.

State Affiliate staff candidates for election to the Executive Committee will be nominated by members from the NEA Region in which they are employed, and NEA-GR staff candidates will be nominated by fellow NEA-GR staff members.

All members present at the annual meeting may vote for the election of any/all Executive Committee members.

Meetings

NALPSE shall hold at least one meeting per year at varied locations.

Dues

The dues structure is as follows:

States with Single Professional Staff	\$ 200
States with 2-3 Professional Staff	\$ 400
States with 4-9 Professional Staff	\$ 600
States with 10 or more Professional Staff	\$1,000
NEA-GR (Headquarters Staff)	\$1,000
NEA-GR (Field Staff)	\$1,000

Rules of Order

A majority vote of the members present at either meeting shall decide all issues presented at that meeting unless otherwise specified within the Operating Guidelines.

Amendments to these Guidelines shall be made according to policies presented to and as adopted by the membership at any meeting.

The nominating committee shall be a standing committee comprised of the past president and the executive committee members whose positions are not open for re-election.

Amended June 10, 1986 (Las Vegas, Nevada)

Amended November 23, 1987 (Sanibel Island, Florida)

Amended June 3, 1988 (Lake Tahoe, California)

Amended June 5, 1990 (Scottsdale, Arizona)

Amended November 18, 1990 (Sanibel Island, Florida)

GUIDELINES FOR NALPSE EXPENSES FOR PRESENTERS

1. The President of NALPSE must approve all expenses for presenters. No other person may commit NALPSE to pay all or any portion of a presenter's expenses. The President shall notify the Secretary/Treasurer of all approvals in writing. E-mail is acceptable for this notification.
2. Expenses may exceed coach round-trip airfare for the presenter and two nights lodging and meals only when approved by vote of the Executive Committee. Presenters should be encouraged to arrange their travel so as to require only one night of lodging. NALPSE members who arrange for a presenter are encouraged to provide some of the meals if at all possible.
3. Expenses or fees for any consultants or vendors who solicit business from NEA and/or its affiliates shall be paid by NALPSE only upon a vote of the Executive Committee.
4. NALPSE may reimburse expenses for any NEA or state affiliate staff upon a vote of the Executive Committee, but shall not pay any amounts other than actual expenses.
5. Expenses shall be submitted to the Treasurer on a NEA or state affiliate expense voucher with appropriate receipts. The Treasurer or President may arrange for lodging to be billed to NALPSE on the master account.

Approved, NALPSE Executive Committee, November 18, 1999