

What do we stand for? A basic philosophy

Preamble

THE IDAHO PUBLIC EMPLOYEES ASSOCIATION IS HEREBY CONSTITUTED AND ESTABLISHED, WITHOUT POLITICAL OR LABOR UNION AFFILIATION, IN ORDER TO:

- Foster cooperation, efficiency, and good will among public employees and to develop a fuller knowledge among them of the organization's functions and activities;
- To promote the welfare of public employees in all ways compatible with the public interest, including the support and negotiation of policies, acts and legislation deemed beneficial and provide resistance to such seemed detrimental to their best interests;
- To encourage the maintenance of high standards of conduct in governmental affairs;
- To advocate and defend a just administration of laws; to aid in the improvement of government and in the development of the State's resources and advancement of the State's economy;
- And in all ways to render the most effective service to the people of the United States of America and the State of Idaho.

In order to advance the cause so stated, the members of IPEA declare themselves committed to the following principles:

ORGANIZATIONAL BELIEFS

IPEA is dedicated to promote the welfare of public employees in all ways compatible with the public interest. It supports the concept that efficiency and economy in government can be achieved as a result of implementing good personnel management practices, which include merit principles and employee organization participation as an equal partner with the public employer in an employee-employer negotiations process.

IPEA organizational policies and objectives are conceived and executed at the local level. We favor responsible government at the level nearest the people, and encourage the acceptance of the independent public employee organizational philosophy by all public employees.

IPEA opposes federal, state and local legislation or policy which, as designed, would arbitrarily or capriciously affect merit principles, limit salaries, benefits, or the rights of public employees to join, form, or assist public employee organizations of their own choosing for their mutual aid and comfort.

IPEA supports efforts to raise public employee salaries and benefits at levels comparable to those existing for like positions in major industry and government.

IPEA believes that if government maintains sufficient incentives to ensure a productive and contented work force, competent and efficient government service to the people of Idaho will result. We, therefore, support efforts to protect employees from unjust arbitrary and capricious administrative or legislative action and strive to upgrade working conditions, career opportunities, and provisions for safe, healthy and secure work place.

IPEA shall strive to ensure the dignity of each worker and to guarantee "fair-play" to all. We believe that this objective can best be achieved by the extension of collective negotiation rights to all public employees in Idaho.

IPEA supports the extension of all political rights available to private citizens to all public employees including the right to stand for public or party office.

IPEA declares itself committed to a democratic control and majority rule while recognizing and protecting the rights of the minority view.

IPEA believes it should provide the necessary resources and organizational structure to effectively advance programs that accommodate the members' current and foreseeable needs such as:

1. A schedule of basic and supplemental fringe benefits which are at least equal to those accorded employees in comparable jobs in government and major industry.
2. The maintenance and improvement of employee benefits with special attention to basic security through application of merit principles.
3. Assistance in educating the public to the fact that public employees perform necessary services in a competent, efficient and economical manner.
4. Through organizational representation share with management, as an equal partner in the making of decisions affecting conditions of employment.
5. Representation before the legislature by effective legislative advocates.
6. Representation in administration hearings and the courts by competent counsel.
7. Representation before control agencies, such as: the Personnel Commission, State Board of Examiners, Retirement Board, the State Board of Education, relevant local government bodies, and other agencies which impact employee welfare.
8. Consultation with knowledgeable Association staff when information, advice or assistance is needed on employment related matters.
9. Representation in grievances.
10. Provide information, which will aid members in active political involvement designed to create legislative understanding of public employee objectives.
11. Provides current and accurate information on matters affecting the individual's employment and the organization's activities.
12. Ensures employee needs are being studied and that appropriate actions are being taken in a timely fashion.
13. Securing member benefits at group rates.
14. A responsive Association with an organizational structure, which provides opportunity for active member participation.

IPEA exists to provide collective strength and the voice of its members to influence the working environment and provide for its members:

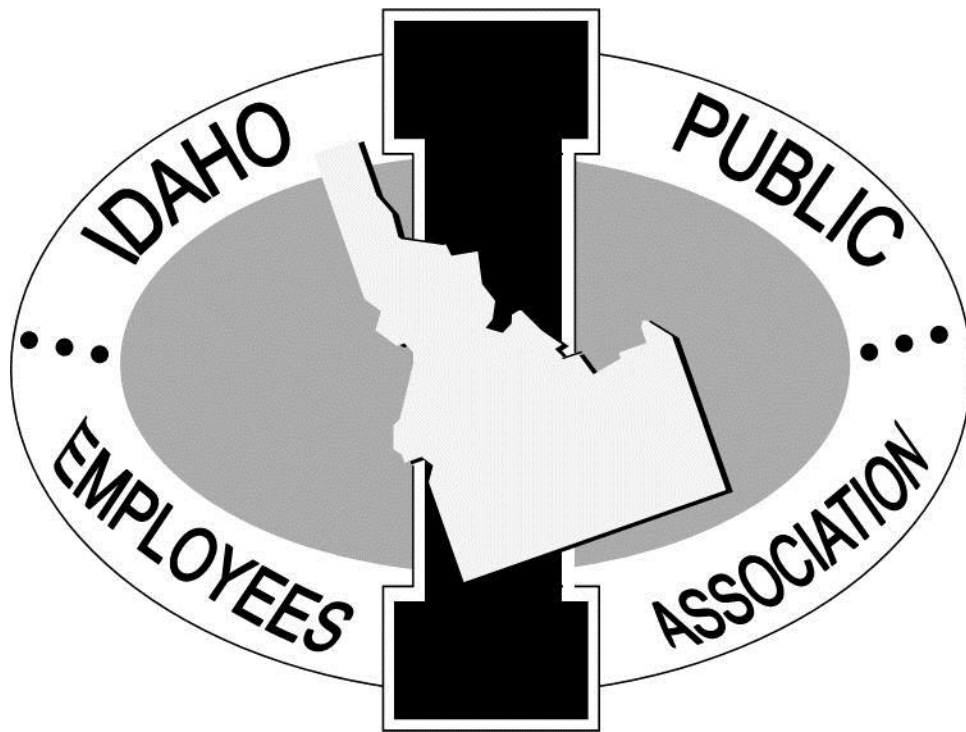
1. Legislative services - a legislative program and lobbying activity.
2. Job Security services - individual and group job related problem or grievance assistance.
3. Legal services - assistance with job related legal questions, problems, appeals, court actions and other matters.
4. Informational services - newspaper and bulletin publications, field representatives and question and answer service.
5. "Watch-dog" protection - representation, presence, and liaison with government policy making bodies such as the Governor's Office, Personnel Commission, retirement system, Group Insurance Department, State Board of Education, and other state and local governmental entities.
6. Negotiation services - negotiation either formally or informally of written or unwritten agreements relating to personal rules, regulations, policies, benefits, and other employment related matters.
7. Identity and participation - through districts, political participation, communication, and membership input in the governing of IPEA.

The Association believes that the best possible means to obtain goals is through the creation of a system of employee-employer relations, which recognizes bilateral decision-making. Therefore we believe that public employee negotiation is a logical and desirable objective. This objective is linked historically to a chain of Association accomplishments including the creation of the state's merit system and the Public Employees Retirement System and represents the major means to accomplish our overall goal.

IPEA believes that governmental economy measures should not be subsidized at the expense of public employees.

IDAHO PUBLIC EMPLOYEES ASSOCIATION

CONSTITUTION



ARTICLE I

Name and Objectives

The IDAHO PUBLIC EMPLOYEES ASSOCIATION IS HEREBY CONSTITUTED AND ESTABLISHED, WITHOUT POLITICAL OR LABOR UNION AFFILIATIONS, IN ORDER TO: foster cooperation, efficiency, and good will among public employees; to develop a fuller knowledge among them of the organization's functions and activities; to promote the welfare of public employees in all ways compatible with the public interest to include the support and negotiation of policies, acts, and legislation deemed beneficial to their best interest and to resist such deemed detrimental; to negotiate and maintain collective bargaining agreements for public employees; to encourage the maintenance of high standards of employee conduct in governmental affairs; to advocate and defend a just administration of laws; to aid in the improvement of government and in the development of the State's resources and economy; and in all ways that render the most effective service to the people of the United states of America and of the State of Idaho.

ARTICLE II

Location of Principal Offices

The principal office of this Association is in Boise, Idaho.

ARTICLE III

Classes of Membership

Section 1. The Association has four classes of membership: Active, Retired, Honorary and Supporting.

Section 2. Active membership is limited to:

- a. Employees of the State of Idaho not elected by the people and employees of political subdivisions of the state, not elected by the people, who receive full services of the Association as defined herein;
- b. Employees of political subdivisions of the state, not elected by the people, who receive full services of the Association as defined herein;
- c. Members who are on medical leave or leave without pay who continue to pay association dues;
- d. Persons who retire from public service.

Section 3. Honorary membership:

- a. May be extended to any person on approval of the majority of the Board;
- b. Honorary members may not hold office in the Association;
- c. All rights, waivers, benefits, dues and other requirements shall be as determined by the Board at the time the honorary membership status is extended to the individual;
- d. Every person who receives honorary membership shall be notified in writing of the rights, waivers, benefits, dues and other requirements that accompany the membership;
- e. Active members ordered to voluntary or involuntary active military duty may be given honorary membership for the duration of the duty;
- f. May be withdrawn by a majority vote of the Board;
- g. Honorary members will be notified in writing when membership is withdrawn.

Section 4. Supporting membership:

- a. May be extended to any person who is not eligible as an active member or as a retiree under the guidelines set by this IPEA Constitution.
- b. Such members shall have no rights of membership except to receive the IPEA NEWS and Legislative Updates.

ARTICLE IV

Organization structure

Section 1. The basic membership group of the Association is the District.

Section 2. The Board shall form Districts- which the Board determines best achieve the goals of IPEA.

ARTICLE V

The District

- Section 1. For representative purposes, the State is divided into districts, not more than ten in number, and each represented by a District Director who must be employed in or had been employed in and/or reside in the district, and must have and maintain active membership in IPEA.
- Section 3. Districts may be redefined and new districts formed by the Board, subject to confirmation by a two-thirds vote of the General Council.

ARTICLE VI

Government

- Section 1. The General Council is the supreme and continuing governing body of the Association.
- Section 2. The membership roll of the General Council is limited to members of the Association as determined at the annual session, and consists of:
- a. Delegates from the Districts;
 - b. Officers of the Association and
 - c. For the duration of the annual session, members of the outgoing board.

ARTICLE VII

Administration

- Section 1. The administration of the affairs of the Association is vested in the Board.
- Section 2. The Board consists of: the officers of the Association, District Directors, and the Director at Large.
- Section 3. The officers of the Association are: President, Immediate Past President, Vice President, and the Secretary/Treasurer.
- Section 4. The Association Officers, (except the Immediate Past President), are to be elected in odd-numbered years, at the annual session of the General Council, from the qualified active members of the Association, to serve for two year terms.

Section 5. The District Directors are to be elected in even-numbered years at the annual session of the General Council, from the qualified members of the Association, to serve for two year terms.

Section 6. The Director At Large shall be appointed in even-numbered years, by the Board during its meeting immediately preceding General Council, from the retired membership, to serve for a two year term.

Section 7. The Board is authorized to employ such administrative, legal, clerical, and other assistance as may be required in the administration of the affairs of the Association, subject to the financial ability of the Association.

Section 8. The employees of the Association shall be designated as members of the Headquarters Staff and upon employment shall be subject to the rules and regulations as prescribed by the Board.

ARTICLE VIII

Limitations

Section 1. The Association shall be politically nonpartisan and shall have no trade or union affiliations. If, at any time, this article of the constitution is amended to permit affiliation with a labor organization, the entire constitution shall become null and void and the Association shall cease to exist.

Section 2. An active member of the Association who also is a member of a union or employee organization which has the intent of being the primary public employee representative group shall not be eligible for Association office, be assigned to Association committees or delegated to vote at General Council. This limitation does not extend to those persons with membership in a union or organization not competing with the Idaho Public Employees Association as a primary public employee representative group.

Section 3. Neither the General Council, the Board, committee, agency, office, or member shall take any action in the name of the Association which is incompatible with the objectives of the Association.

Section 4. No debt shall be incurred in excess of funds in the treasury of the Association.

Section 5. The total approved budgetary allotment shall not be exceeded except by prior approval of the General Council.

Section 6. Actions by the General Council or any member or body of the Association in conflict with the powers expressly or implied conferred by this Constitution and Bylaws are VOID.

ARTICLE IX

Amendment to this Constitution

Section 1. This Constitution may be amended by a two-thirds majority vote of the voting members present and voting when General Council is in session. Late resolutions relating to amendments to the Constitution are prohibited.

IDAHO PUBLIC EMPLOYEES ASSOCIATION

BYLAWS

ARTICLE I

The General Council

Section 1. The General Council meets:

- a. In general session annually in the spring at a location and date specified by the Board;
- b. In special session:
 1. On call of the President, with approval of the Board
 2. On written demand of at least 4 districts, addressed to the president and fixing a place of meeting and a time not less than thirty (30) days in the future. In each case, the call to a special session must specify the subject on which action by the General Council is sought.

Section 2. District representation: Subject to the right of every District to representation in the General Council, delegates are accorded to each District on the basis of:

<u>DELEGATES</u>	<u>DISTRICT MEMBERSHIP</u>
5 (five) delegates	for the first 99 members (or fraction thereof)
6 (six) delegates	100-199 members
7 (seven) delegates	200-299 members
8 (eight) delegates	300 -399 members
9 (nine) delegates	400-499 members
10 (ten) delegates	500 or more members

The number of delegates to which a district is entitled at General Council shall be based on the number of members in good standing on the January 1 membership list. In the absence of a delegate at any session of the General Council, an alternate may serve in their stead.

- Section 3. District representation. Each district is represented in the General Council by the District Director. In the absence of the District Director, at any session of the General Council, the alternate shall serve in stead.
- Section 4. Franchise. Voting members are: officers, directors, , and delegates. Each voting member of the General Council is entitled and limited to a single vote on each issue.
- Section 5. Proxy. A delegate may vote in session in person or by proxy. A delegate may give a proxy to the District Director from their district. No other proxy is valid.
- Section 6. Quorum. Quorum at the General Council is present if two-thirds of General Council membership is present.
- Section 7. Resolutions. Resolutions for consideration by the General Council must be delivered to the Association office at least ninety (90) days prior to General Council, and the Association office shall distribute to each chapter a copy of all such resolutions at least sixty (60) days prior to General Council; except that a resolution which is not so submitted may be presented to the General Council by the Board.
- Section 8. Elections.
- a. Nomination and election of President, Vice President, and Secretary/Treasurer: Members from throughout the state are eligible to serve in these offices. Members may declare their candidacy prior to or during General Council and be nominated at General Council. All voting members of General Council are eligible to vote for these candidates.
- Section 9. Eligibility for office. Subject to Article VIII, Section 2, of the Association Constitution, all members are eligible to hold the office of President, Vice President and Secretary/Treasurer provided that they have been a member for a period of one year immediately preceding the nomination and that prior to nomination they give consent thereto and express a willingness to serve if elected. All members are eligible to hold the office of District Director and Director-at-Large provided that they are a member in good standing at the time of their nomination.
- Section 10. Limitation of terms. Members of the Board who are elected at General Council shall serve in the office to which they have been elected no more than two terms during any six-year period beginning with the date of the first election. The term of office for Immediate Past President shall be limited to two years following an office of Presidency.

Section 11. Induction. On the last day of the annual session of the General Council, the officers-elect shall be installed. The out-going president will designate the person or persons to administer the oaths of office and conduct the installation.

Section 12. The Association President shall appoint such General Council committees as determined to be necessary from those officers and delegates present at General Council.

- b. The Association President shall assign to the various General Council committees all properly submitted resolutions, as may appear to be appropriate by the subject matter of the resolution and the title of the committee.

Section 13. Expenses. The authorized expenses of all General Council members occasioned by their attendance at any session of the General Council shall be paid by the Association.

Section 14. Voting between sessions. When a vote is required, by the General Council between sessions the Board shall formulate the question. It shall be in writing, with spaces provided for designating the vote, name of the chapter or district, and the signature of the Council member. The ballot shall be so designed to maintain the secret ballot. Ballots may be mailed, faxed, or e-mailed.

Section 15. An election requires at least the number of votes equal to the majority of total number of the voting members present.

Section 16. General Council Delegates:

- a. Shall be familiar with IPEA affairs and problems;
- b. Arrange for an alternate if unable to attend meetings of General Council;
- c. Be thoroughly prepared to debate resolutions and serve as an advocate for the District viewpoint;
- d. Take part in the nominations and election of officers;
- e. Continue to serve as a district delegate throughout the year; attend district meetings to guide it in its affairs related to General Council programs; to perform special assignments delegated by the District Director; to orient any newly elected delegates to their functions prior to

the next annual meeting; and to make recommendations on new or revised General Council policies.

ARTICLE II

Board of Directors

Section 1. Powers.

- a. The Board shall have such powers and duties as are set forth in the Constitution and Bylaws and shall carry out all recommendations and instructions emanating from the General Council, and shall also have general authority, not inconsistent therewith, to formulate the program and administer the affairs of the Association between sessions of the General Council.
- b. The Board may adopt such rules and delegate powers as it deems expedient, consistent with the Constitution, Bylaws and General Council policies.

Section 2. Meeting of the Board.

- a. The Board shall hold at least three general meetings between annual sessions of the General Council upon at least (10) days written notice.
- b. Special meetings of the Board may be called by the President, a majority of the officers, or two-thirds (2/3) of the members of the Board, and are limited to a consideration of the matters specified in the call.

Section 3. Quorum of the Board. A majority of the members of the Board shall constitute a quorum.

Section 4. The Board shall appoint an Executive Director who shall be responsible for the general administration and business affairs of the Association. It shall be the Executive Director's responsibility to maintain communications and to provide advice to officers, directors, board committees, legislature, government agencies, and the media; employ and direct the activities of the Headquarters Staff as required to implement Association policy and to perform such other duties as may be assigned by the Board through the President.

Section 5. Administrative Assistance. The Board shall determine the salary and other remunerative benefits, and the conditions of employment for the Executive Director. Duties, authority, salaries, benefits, and conditions of employment

for all members of the Headquarters staff hired by the Executive Director are subject to the approval of the Board.

Section 6. The Board shall be responsible for the fiscal affairs of the Association and for providing adequate funding to implement programs approved by the General Council.

ARTICLE III

Authorities and Duties of Officers and Directors

Section 1. The President:

- a. Serves as chief elected officer representing the membership and the best interests of the organization;
- b. Shall have such powers and duties as are set forth in the Constitution and Bylaws and shall carry out all recommendations and instructions emanating from the General Council and the Board and such general authority not inconsistent therewith to direct the programs and administer the policies of the Association between meetings of the Board;
- c. Presides at all meetings of the General Council and the Board;
- d. Appoints and dissolves all standing and special committees, designates the chairperson, subject to confirmation by the Board, and is ex-officio member of these committees; also outlines the purpose and duties of these committees and monitors progress;
- e. May sign with the Secretary/Treasurer, or any other officer or member of the Headquarters staff authorized by the Board, any deed, mortgage, bond, contract or other instrument, which the board has authorized to be executed;
- f. Sees that the Board is kept fully informed on conditions and operations of the Association;
- g. Promotes interest and active participation in the Association;
- h. Reports activities of the Board and the Association to the members;
- i. In cooperation with the Executive Director, sees that the organizational structure and policies of the Association are reviewed annually; speaks

for the bodies, and related organizations;

- j. Acts as inspirational leader and takes an important performance and effectiveness;
- k. For reason of resignation, incapacity, or removal from office, an individual vacates the position of President during the current term being served,, the individual becomes ineligible to serve in the office of Immediate Past President;

Section 2. Vice President:

The Vice President acts in the place and stead of the President in the latter's absence or on request of the President. In the event of death, incapacity, resignation, or removal of the President, the Vice President becomes President and fulfills the unexpired term of that President.

Section 3. Secretary/Treasurer:

- a. Performs or supervises the usual duties of a Secretary/Treasurer and sees that all matters are duly given in accordance with the provisions of the Bylaws or Board policy;
- b. Keeps minutes of the annual meeting and the Board meetings and maintains a permanent record;
- c. Chairs the Finance Committee;
- d. Is the custodian of the Association records, the Association seal, the names and addresses of members in good standing, and both accounts receivable and payable.
- e. May sign with the President, or other authorized officers or member of the Headquarters staff, all instruments, contracts, and other obligations of the Association;
- f. Renders to the annual meeting, a report of the financial condition of the Association, and reports to the Board at such times as directed;
- g. Shall perform such other duties as assigned by the President, Board, or as required by these Bylaws.

Section 4. Immediate Past President:

Serves as an advisor and consultant to the President to maintain continuity in Association programs and enhance organizational stability. Serves without vote as an ex-officio member of the Board.

Section 5. District Directors:

- a. Will attend district meetings in their district;
- b. Will report on their districts to the Board and General Council at each of its meetings;
- c. Will regularly report personally or through designated representatives, to the district members on the proceedings of the General Council and the Board;
- d. Represent their district at General Council and meetings of the Board;
- e. Shall promote and coordinate legislative committee action, membership development, public relation efforts, and member services in the district;
- f. Perform such other duties as assigned by the President or the Board.

Section 7. Director At Large:

Appointed specifically from among the retired members-at-large to serve as their representative on a statewide basis and to perform duties as otherwise appropriate for District Directors. If this office should become vacant for any reason, a replacement to fill the unexpired term shall be appointed by the president, subject to confirmation by the Board at its next regular meeting.

Section 8. Alternate District Directors:

- a. Serve as assistant to the District Director and fills the vacancy if that position is vacated or the position is declared vacant by the President;
- b. Serve for their District Director at meetings of the Board when the District Director must be absent and excused;
- c. Keep fully informed as to activities and programs of the Board;
- d. May be assigned special projects within the district by the District Director.

Section 9. Failure of Duty.

If an officer fails to attend meetings of the Board, or otherwise fails to perform the duties of the office, the President may declare the office vacant. In this event, or in any other case in which it is necessary to fill a vacancy among officers, the President may appoint from the active membership a substitute to serve the remaining portion of the term.

If a District Director fails to attend meetings of the Board, or otherwise fails to perform the duties of the office, the President shall declare the office vacant.

Upon an alternate being elevated to District Director, or if for any reason, the position of alternate District Director becomes vacant, the president shall appoint an alternate within 30 days.

Appointment of officers and directors is subject to confirmation by the board.

Section 10. Removal from Office.

Any member of the Board who acts in a manner contrary to the Constitution and Bylaws of the Association, or in a manner injurious to the Association, may be removed from office by a three-fourths vote of the voting members of the Board. Voting shall be by secret ballot. The board member in question will not be eligible to vote. Notice of the proposed removal from office must be sent, by registered mail, to the board member against which the proposed action will be taken. This notice shall be mailed no less than thirty (30) days prior to such action, with a copy to all Board members.

If such proposed removal is upheld by vote of the Board, as outlined above, the President will name a replacement as outlined in these Bylaws. If the officer so removed is the President, the Vice President becomes President as outlined in these Bylaws.

If a vote for removal from office is in the affirmative the individual being removed has the right to an appeal to General Council within thirty (30) calendar days from the date of the vote. Such appeal shall be voted on in accordance to Article I, Section 13 of the Bylaws.

ARTICLE IV

Committees

Section 1. There shall be such General Council committees as specified in Article I, Section 12 of these Bylaws.

Section 2. The President, subject to approval of the Board, shall appoint standing committees of; Constitution and Bylaws/Policy Review, Finance, Grievance, Legislative, Membership. These committees shall normally serve throughout the President's term of office.

Section 3. The President, subject to approval of the Board, shall appoint such special committees as necessary.

Section 4. Standing and special committees shall meet on the call of the chairperson. The duties and responsibilities of all standing and special committees shall be determined and prescribed by the President. The authority of all committees is in all matters subordinate to the Board.

ARTICLE V

Designation of Districts

Section 1. The following districts are established and respectively designated:

FIRST DISTRICT

Counties of Boundary, Bonner, Kootenai, Benewah, Shoshone.

SECOND DISTRICT

Counties of Latah, Clearwater, Nez Perce, Lewis, Idaho, Valley.

THIRD DISTRICT

Counties of Ada, Elmore, Boise,

FOURTH DISTRICT

Counties of Camas, Blaine, Gooding, Lincoln, Jerome, Twin Falls, Owyhee.

FIFTH DISTRICT

Counties of Bingham, Power, Bannock, Caribou, Oneida,, Franklin, Bear Lake, Minidoka, Cassia.

SIXTH DISTRICT

Counties of Lemhi, Custer, Butte, Clark, Fremont, Jefferson, Madison, Teton, Bonneville.

SEVENTH DISTRICT

Counties of Adams, Canyon, Gem, Owhyee, Payette, Valley, Washington.

ARTICLE VI

Membership Rights, Duties, Restrictions

- Section 1. Subject to Article VIII, Section 2 of the Association Constitution, membership in IPEA confers voting status to a member in all matters reserved by these Bylaws to the determination of the districts.
- Section 2. A certificate of membership will be issued by the Association Office to each member.
- Section 3. Members in good standing may transfer from one district to another in their place of employment or place of residence changes. A member of the Association may not hold membership in more than one district at one time.
- Section 4. Membership may be terminated by a three-fourths vote of the Board at any duly convened meeting. Within ten days, written notice shall be sent to the terminated member by certified mail--return receipt requested. Copies shall be sent to each member of the Board, the District Director, and the Association office. This notice shall state that the terminated member has the right of appeal to the Board. Such terminated member may be reinstated by a three-fourths vote of the Board.

ARTICLE VII

Dues, Chapter Disbursements

- Section 1. The annual dues for the Association's four mutually exclusive classes of membership shall be determined by the Board of Directors.
- a. Employed
 - b. Retired
 - c. Honorary
 - d. Supporting

Section 2. The Board shall have the authority to annually adjust Association dues of members by augmenting the annual base dues as provided for in Section 1 above, subject to the following conditions:

- a. The amount of any such adjustment must not exceed the average percentage increase in appropriations for salaries of state employees passed in the most recent legislative session;
- b. The dues adjustment must be substantiated by a budget approved by General Council;
- c. The effective date of such adjustment shall be as soon as possible after the beginning of the new state fiscal year;
- d. All affected Association members are notified at least 30 days in advance of the effective date of any such adjustment;
- e. The provisions of this section do not preclude an adjustment in base dues as determined by General Council.

Section 3. The Board shall annually, at its spring meeting, determine any dues adjustment necessary through Section 2 above, the effective date of the adjustment, and direct the Finance Committee to prepare a budget based on revenue projected thereon for submittal to General Council.

Section 4. Each member is required to pay dues on an annual or semi-annual basis, for their class of membership, in one of the following ways:

- a. By annual payment in full; or
- b. By semi-annual payment in full; or
- c. Where payroll deduction of dues is available, by installments based on regular pay periods.

Section 5. Association membership is effective on the date of receipt of application, providing a payroll deduction authorization is signed, or payment of dues is made.

Section 6. Dues in the Association shall become delinquent, unless paid within ten days (10) notice of the delinquency.

Section 7. The Board may approve voluntary insurance or other member benefit programs and the cost may be deducted or paid along with Association dues.

ARTICLE VIII

Section 2. District Director Elections

- a. District Directors shall be elected, using secret ballot by the General Council delegates
- b. District Directors will be elected in even numbered years for a term of two (2) years. The Association President shall make at least one nomination for the office.
- c. The nominee receiving the greatest number of votes for District Director becomes the District Director
- d. In the event of a tie vote, in the election of a District Director, the tie vote shall be resolved by lot supervised by an Association officer.
- e. District Directors take office on the last day of General Council. The Association President will designate a member to conduct the installation and administer the oath of office.

ARTICLE IX

Association Funds

Section 1. Payment of Headquarters Staff salaries and current bills shall be made from the General Fund of the Association.

Section 2. Monthly a percentage of the annual membership dues currently paid to the Association shall be transferred from the general fund to the reserve fund, which is established for the preservation and increase of the assets of the Association. The Board determines the percentage to be transferred and may increase or decrease the percentage as the needs of the Association demand.

Section 3. Withdrawal from the reserve fund may be made if authorized by the Finance Committee.

- Section 4. Association funds or any portion of such funds may be invested as approved by the Board of Directors.
- Section 5. Association funds may be augmented from any lawful sources, such as gifts or income there from, and profits from business enterprises including interest earned on invested funds.
- Section 6. The President, Secretary/Treasurer, other Association officers and all members of the Headquarters staff, whose duties involve the handling of monies of the Association, shall furnish bond as approved by the Board. The premiums of which shall be paid by the Association.
- Section 7. The Board shall employ a certified public accountant, who is not a member of the Association, to prepare an annual review. Such review shall be presented in full to the Board of Directors at the end of the fiscal year. A statement as to the financial condition of the Association shall be presented to the General Council by the Secretary/Treasurer.
- Section 8. The fiscal year of the Association shall be from October 1 through September 30.

ARTICLE X

Amendments to these Bylaws

- Section 1. These Bylaws may be amended or repealed and new Bylaws adopted by a two-thirds majority vote of the delegates present and voting when General Council is in session.
- Section 2. Amendments to these Bylaws may be proposed at any regular or special meeting of the Board of the Association. If a majority of Board members present and voting at the meeting approve the inclusion of any amendment of the Bylaws in the agenda for the next regular or special meeting of the Board, the Secretary/Treasurer shall be instructed to place the proposed amendment on the agenda. Notice of the proposed amendment shall be given to all Board members prior to the next Board meeting. At the next Board meeting at which a quorum is in attendance, the Board may amend these Bylaws by a two-thirds majority vote of the total Board membership. At the next General Council two-thirds vote of the delegates present and voting must approve any Board Bylaw amendment.

ARTICLE XI

Order of Business

Section 1. The order of business of the General Council in annual and special session shall be, as far as applicable, as follows:

- Call to Order and Invocation
- Roll Call
- Reading of Minutes of Previous Council
- Appointment of General Council Committees
- Presentation of New Resolutions to Committees
- Reports of Officers and Directors
- Reports of General Council Committees
- Election of Officers (odd years)
- Unfinished Business
- New Business and budget approval
- Installation of officers or district directors

Section 2. The order of business of the Board in regular and special meetings shall be, as far as applicable, as follows:

- Call to order
- Roll call
- Reading of the minutes
- Communications
- Reports of officers and directors
- Reports of special committees
- Open discussion
- Unfinished business
- New business

Section 3. Robert's Rules of Order, latest edition, is the authority governing proceedings in meetings and conferences of the Association, Board, and officers, so far as such rules are not in conflict with the Constitution and Bylaws and not in conflict with Idaho law.