

River Forest Education Association Bylaws



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BYLAWS

Article I – Name and Objective

Section 1 - Name

The name of this organization will be the River Forest Education Association, an affiliate of the Illinois Education Association and the National Education Association.

Section 2 - Objective

The object of the Association is to advance public education in Illinois and to promote the welfare of non-management school personnel.

Article II – Membership, Affiliation and Non-Discrimination

Section 1 - Membership

Membership will be open to all *teachers* employed by River Forest District 90 River Forest, IL

Section 2 - Affiliation

This organization will be affiliated with, and comply with the Bylaws of the Illinois Education Association and the Constitution and Bylaws of the National Education Association. If there are any conflicts or inconsistencies between these bylaws and the bylaws or constitution of the state or national organization, the state or national documents will govern.

Section 3 - Privileges

Members will have full membership services and privileges, including voting, holding office, serving on committees and commissions, serving as a delegate to IEA and NEA assemblies, participating in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

Section 4 - Censure and Discipline

NEA Bylaw 8-7(g) requires a due process hearing with an appeal procedure before a local can censure, suspend or expel a member. The local shall deny membership to an individual while that individual is denied membership in the IEA pursuant to NEA Bylaw 2-3.d.

Section 5 - Non-Discrimination

This organization shall not deny membership based upon race, color, national origin, religion, gender, sexual orientation, age, disability, marital status or economic status.

Article III – Governance

Section 1 - Executive Officers

The Executive Officers of the Association will be Co-Presidents, Secretary, and Treasurer.

Section 2 - Executive Board

The Executive Board will consist of Building Representatives, Financial Watch Dog, School Board Liaison, Election Chairman, Grievance Chairman, Region 29 Council Representative, and Membership Representatives from each school.

Section 3 - Region Council Representative

The Region Council Representative will be an elected Association Representative from the RFEA membership.

Section 4 - Recall

Any Executive Committee member may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting when a majority of the membership is present. Such recall election will be conducted by the Elections Chairperson upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the membership.

Article IV – Executive Officers

Section 1 - Duties

A. Co-Presidents. The Co-Presidents will be the Chief Executive Officers, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Executive Board serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Board, and the membership. Further, the Co-Presidents will have the power and duty to perform all acts generally associated with the nature of the office and such other duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

If a vacancy occurs with both Co-Presidents simultaneously, the Secretary or Treasurer, the one who has served the greatest time as a voting member of the Executive Committee shall assume the President's duties until an election is conducted by the Election Committee within sixty (60) days to complete the unexpired terms.

B. Secretary. The Secretary will maintain the official files and will assist the President with Association correspondence. The Secretary will keep accurate minutes of

each meeting of the Executive Board and each meeting of the membership, and will notify members of regular and special meetings.

- C. Treasurer.** The Treasurer will maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Board meeting and meetings of the membership. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership rosters to IEA, and for transmitting dues to the IEA as per IEA policies.
- D. Membership Chair.** The membership chair will plan and implement the fall membership drive, advise new teachers on forms/payment options and maintain the current Association membership roster in coordination with the treasurer.
- E. Regional Council Representative.** The regional council representative will initiate, promote and coordinate the communication, services, projects and programs within Region 29, attend all regional council meetings, and report the contents of the regional council business agenda.
- F. Grievance Chair.** The grievance chair will be available to certified staff for concerns about contract violations, represent Association members in discussions with the administration and will bring such concerns to the Executive Board when necessary.
- G. Board Liaison.** The board liaison will attend the monthly Educational Council meetings of the Board of Education and report comments/concerns to the Executive Board when necessary.

Section 2 - Terms

- A. Term.** The term of office for Executive Officers will commence at the May association meeting. The term will be two years and until a successor is elected. Officers may succeed themselves.
- B. Transfer of Records.** Each officer will transfer records to the Association within ten (10) days of leaving office.

Section 3 - Vacancies

Vacancies occurring by reason of death, resignation, incapacity or other disqualification will be filled as follows:

- A. Co-President.** A vacancy in the office of the Co-President, will be filled by the existing Co-President until a special election is held.
- B. Other Officers.** If the vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent by majority.

Article V – Regional Council Representatives and Alternates

Section 1 - Duties

IEA Regional Council Representative will attend the regional council meeting, represent the Association, and report Council activities to the Executive Board and membership as necessary.

An alternate will perform the duties of the Regional Council Representative in his or her absence.

Section 2 - Election, Terms and Recall

The election of a Regional Council Representative and alternate must be as prescribed by the IEA Bylaws. A Regional Council Representative or alternative may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting when a majority of the membership is present. Such recall election will be conducted by the Election Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the membership.

Section 3 - Vacancies

Vacancies for Regional Council Representative(s) and alternate(s) must be filled in the manner of the original election as prescribed by the IEA Bylaws.

Article VI – Building Representatives

Building representative will be elected for a term of two years in each school. There shall be two representatives from each K-4 building and three representatives from the middle school. Building representatives shall be voting members of the Executive Board. Building representatives are to be the hosts when the general meeting is held in their building. They are to provide refreshments and set up the meeting room. Building representatives are responsible for informing the secretary as to deaths, illnesses, retirement and other significant events. Building representatives are responsible for distributing minutes, announcements, surveys and other Association materials to the membership in their respective buildings. Building representatives are responsible for conducting Association elections.

Article VII – Executive Board

Section 1 - Responsibilities

The Executive Board shall conduct and supervise the business of the organization annually recommend a budget for adoption by the membership, undertake such expenditures as are necessary and reasonable for the operation of the organization, consent to the appointment of committees, plan and recommend programs to the membership, develop Bylaws, approve expenditures, and consent to the filling of vacancies.

Section 2 - Meetings

- A. Quorum.** A majority of the members of the Board must be present to conduct business, and a majority vote of those present will rule.
- B. Regular Meeting.** The Executive Board may meet as many times as necessary or reasonable to transact its business.
- C. Special Meetings.** Special meetings may be called by the President, or may be called upon the written request of 10% members of the Executive Board. Except in cases of emergency, at least 48 hours notice must be given to all Executive Board members and business must be limited to that contained in the notice.

Article VIII – Elections

Section 1 - Elections Committee

- A. Qualifications.** No person running for office may serve on the elections committee for that particular election.
- B. Duties.** Establish procedures subject to the approval of the Executive Board for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots consistent with procedures established by the IEA Elections Committee. Hear initial election challenges.
- C. Vacancies.** Should a vacancy occur on the Board, whether because a member becomes a candidate for office or for any other reason, the vacancy will be filled in the manner of the original appointment.

Section 2 - Election Procedures

- A. Calendar.** The Executive Board shall establish a local election calendar with nominations and election timelines.
- B. Conduct.** All elections will be conducted by open nomination and secret ballot.
- C. Nominations.** Reasonable notice will be given for nomination to all offices to be filled. Notice will include time, place, and method for submitting nominations. In cases of elections where the local officer will also serve as a delegate to the IEA or NEA Representative Assembly, a write-in provision is required.
- D. Write-In Provisions.** A write-in provision is required if the number of declared candidates is less than the number of positions available.

Note: This Article conforms with the IEA Bylaws which require that local officers shall be elected in accordance with local requirements and procedures established by the IEA Elections Committee. See, IEA Bylaws, Art. IV, Sec. 2.G.10.

- E. Eligibility.** All active dues paying members must be afforded the opportunity to run for and vote in any election representing active members. This does not include fair share or reserved members.
- F. Notice.** A fifteen (15) day notice of local elections will be given by posting or by other means.
- G. Consistency.** All election procedures will be consistent with Regional, State and Federal requirements.
- H. Use of Dues.** No dues may be used in support of a candidate for any Local, Regional, State or National office.
- I. Offices Governed by this Article.** All Local Officers, Building Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.
- J. Runoff Elections.** In the event that there is no candidate who has received a majority of the votes cast for a particular office, the Elections Committee shall immediately conduct a runoff election between the two. Candidates who had received the highest number of votes for that office. However, elections for Delegates to the IEA and NEA Representative Assemblies shall be decided by plurality votes, except where a candidate is elected as a delegate by virtue of being elected as a local officer. Runoff elections will be run in the same manner as the original election.
- K. Results of the Election.** The results of the election must be published in a timely manner which allows members to obtain the information without unusual effort.

Section 3 - Election Challenges

Any member desiring to challenge the conduct of any election must file a written challenge according to the procedures as follows:

- A. Local Level** - Initial challenges to all local elections governed by this Article will be filed with the Local Elections Committee. Such challenges must be made no later than 5 calendar days of issuance of the election results.
- B. Region, State and National Level** - Consult the region, state, and national governing documents for additional challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

Article IX – Arbitration and Grievance Appeal

The Executive Board will decide whether or not a grievance will be processed to final and binding arbitration. Recommendations should be provided to the Executive Committee from the Grievance Committee. The affected member (or a designated representative if there are several grievants) has a right to address the Board before the Board decides whether to take the matter to arbitration.

Article X— Committees

Section 1 - Appointment

Committees may be established on an ad hoc basis by the Executive Board. The President will appoint members to standing and ad hoc committees and designate the chairperson with the consent to all appointments by the Executive Board.

Section 2 - Standing Committees

When necessary, there will be the following standing committees: Negotiations, Grievance, Membership, Public Relations, Legislative, Subcontracting, Welfare and Ethics.

Section 3 - Bargaining Committee

The Bargaining Committee will explore and prepare programs as necessary in all areas of employee welfare, contractual and otherwise. The committee shall solicit input from the membership as a whole. The Bargaining Committee will be appointed by the President with consent of the Executive Board.

Section 4 - Grievance Committee

The Grievance Committee will be responsible for monitoring and enforcing the contract. It will assist members in the application of the grievance procedure. It will make recommendations whether to arbitrate grievances to the Executive Board.

Section 5 - Public Relations Committee (optional)

The Public Relations Committee will be responsible for planning and implementing the Public Relations activities of the local association.

Section 6 - Membership Committee

The Membership committee shall organize and conduct the annual membership drive. It shall inform the potential membership of the policies, programs, and accomplishments of the local, state, and national Associations.

Section 7 - Legislative Committee (optional)

The Legislative Committee will work with IEA Government Relations to help promote activities which lead to the passage of desirable state and federal legislation for schools.

Article XII — Meeting of the Membership

Section 1 - Monthly Meetings

Monthly regular meetings of the membership will be held. A budget shall be adopted annually by the membership. A budget of \$3 per member is set aside for the purposes of possible future arbitration.

Section 2 - Special Meetings

Special meetings of the membership may be called by the President, a majority of the Executive Committee, or a petition by thirty (30) percent of the membership. Except in case of emergency, at least 5 days' notice will be given. The Secretary shall notify the membership as soon as possible.

Article XIII – Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board and the membership must be by a majority of those voting. In case of an emergency situation proxy voting is permitted. Electronic voting is not permitted.

Article XIV – Parliamentary Authority

The Association will be governed by Robert's Rules of Order, Newly Revised.

Article XV – Notice

Wherever the word “notice” is used, notice may be given by personal delivery, on paper, electronically or other method to reasonably assure receipt by the necessary parties.

Article XVI – Dues

Local dues will be established by the membership. The IEA-NEA dues will be transmitted to the IEA-NEA pursuant to IEA-NEA policies. The books and records of the organization will be open to inspection by any member upon reasonable request.

Article XVII – Savings Clause

In the event a portion or portions of these Bylaws are found to be inconsistent with state or federal law, such portions to the extent that they violate the law will be deemed deleted and of no force and effect.

Article XVIII – Amending Procedures

Proposed revisions of these Bylaws must be submitted by the Executive Board to the full membership at a regular or special meeting and a two-thirds (2/3) vote of those present will rule, provided that all members of the Association have been sent notice of the date and place of the meeting and the proposed revision(s) at least fourteen (14) days prior to the meeting.

Adopted _____, 20 _____

Amended _____, 20 _____

Model Local Bylaws Revised 06102014



What you need to know and do to amend your local bylaws

- ✓ What procedures do your current bylaws require for amending?
- ✓ Who will be on the committee and what is their timeline?
- ✓ What parts of the current bylaws are obsolete or not followed?
- ✓ Do the bylaws define all the needed structures and contain all rules that are so important that they should not be changed without notice to all members and which require a significant majority to change?
- ✓ What structures or practices do you have in your local that are not reflected in the current bylaws?
- ✓ Get a copy of the local's IELRB certification. Is the local's name the same as the one certified? Is the certified bargaining unit the same as the membership definition? Does the local want the bylaws membership definition to include individuals not in the certified unit?
- ✓ Use the IEA Model Local Bylaws template and make sure you have all required components.
- ✓ Make sure the local bylaws don't conflict with IEA bylaws and are in compliance with NEA standards for local affiliates.
- ✓ Look at Robert's Rules Sections 2, 56 & 57 for guidance.
- ✓ If the needed changes are so extensive and general, consider revising the entire bylaws rather than just amending certain parts.
- ✓ Educate and inform members about suggested changes.
- ✓ Follow the notice requirement to amend the bylaws.
- ✓ Vote and publish the amended or revised bylaws.
- ✓ Send a copy of the bylaws to the Executive Director's office at IEA headquarters.

Local Bylaws

Top Ten Items to Review

1. Who are the members and is the definition any different from the certified bargaining unit?
2. What unique political realities must we deal with such as building representation, different groups of members, etc?
3. Who are our officers and what are the terms of office and duties?
4. What kind of Executive Board and other governance structures do we want and what are their duties?
5. How often do we need meetings of members, representatives, boards and how do we notify them of the meetings?
6. Do we have safeguards to ensure open and fair nominations and elections of officers and representatives?
7. Do we provide for required committees and have a fair and stable way to appoint members to the committees?
8. Do we have a mechanism to decide how to take grievances to arbitration and what safeguards do we provide for members who are dissatisfied with the decision?
9. Do the bylaws provide stability in the election and recall of officers and amending procedures, yet provide the members with opportunities to make necessary changes?
10. Is there just a single bylaw document and not an additional local constitution?

Bylaws Glossary

Bylaws establish the purpose and structure of an organization; define membership classifications, rights, and obligations; and define rules and procedures for conducting business.

Parliamentary law principles:

- the will of the majority;
- the right of the minority to be heard;
- protection of the rights of absentees;
- courtesy and justice for all; and
- consideration of one subject at a time.

Deliberative Assembly: an independent or autonomous group of people meeting to determine, in full and free discussion, courses of action to be taken in the name of the entire group.

Ex officio: Latin term meaning "by virtue of office or position." *Ex-officio* members of boards and committees are members by virtue of some other office or position they hold. For example, if the bylaws provide for an audit committee consisting of the treasurer and three other members appointed by the president, the treasurer is said to be an *ex-officio* member since he or she is automatically a member by virtue of the fact that she holds the office of treasurer. *Ex-officio* members have the same rights and privileges as do all other members, including the right to vote.

Due Process: While due process changes in the context of the situation, it essentially means fundamental fairness including notice of the accusations and a right to respond and be heard in an orderly proceeding.

Standing v. Ad hoc committees: A standing committee is one that will have a continuing need to meet such as a grievance or election committee. An *ad hoc* committee is one formed for a particular purpose at hand and no other, such as a crisis committee.

Plurality v. majority: A majority is more than half. A plurality is the largest among many. For example, in an election among three candidates, if one candidate had 20 votes, another 21, and the third had 10. The second candidate would win by a plurality, but there would need to be a run off if the bylaws required winning by a majority vote since that would require at least 26 votes.

Minutes: Official record of the business of an organization. Minutes should record what was done, not what was said.

Without Portfolio: Does not have voting privilege

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