

Carol Stream Support Staff Association, IEA-NEA

Constitution & Bylaws

Constitution

Article I - Name, Goals, and Objectives

- Section A The name of this organization shall be the Carol Stream Support Staff Association, an affiliate of the Illinois Education Association and the National Education Association.
- Section B The objective of the Association shall be to advance public education in Illinois and to promote the welfare of non-management school personnel.

Article II - Membership Affiliation

- Section A Membership shall be open to all full and part-time support staff employees employed by Community Consolidated School District 93, DuPage County, Illinois.
- Section B This organization shall be affiliated with, and comply with the Constitution and Bylaws of the Illinois Education Association and the National Education Association.
- Section C There shall be no discrimination in conditions of membership based upon race, religion, nationality, age or sex.

Article III - Governance

- Section A The executive officers of the Association shall be the President, Vice-President, Secretary and Treasurer.
- Section B The Executive Committee shall consist of the executive officers, regional council representative(s) plus an association representative from each building elected by the membership of that building.
- Section C Any Executive Committee member, excluding Regional Council Representative, 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.

Article IV - Meeting of the Membership

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.

Article V - Voting

Unless otherwise provided herein, the adoption of all business by the Executive Committee and the membership shall be by a majority of those voting.

Article VI - Amendment of Constitution

This Constitution may be amended by two-thirds (2/3) vote of those members voting in a secret ballot election provided all members of the Association receive written notice of the proposed amendment at least thirty (30) days prior to the vote.

Article VII - Parliamentary Authority

All meetings of this Association shall be governed by Robert's Rules of Order, Newly Revised.

Article VIII - Bylaws

Bylaws not inconsistent with this Constitution may be adopted by the membership, and then amended as prescribed in the Bylaws.

BYLAWS

Article I - Executive Officers

Section A - Duties

1. President. The President shall be the Chief Executive Officer, with the power and the duty to enforce the Constitution and Bylaws, carry out Association policies in the interim between Executive Committee 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 Committee 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 Committee and the membership. Further, the president shall have the power and duty to perform all acts generally associated with the nature of the office which are not inconsistent with the Constitution and Bylaws.
2. Vice-President. The Vice-President shall have the powers and duties of the President in the President's absence, shall be grievance chairperson, succeed to the Presidency pursuant to the Bylaws and shall otherwise have such powers and duties as may be assigned by the President.
3. Secretary. The Secretary shall maintain the official files and shall assist the President with Association correspondence. The Secretary shall keep accurate minutes of each meeting of the Executive Committee and each meeting of the membership, shall keep the membership informed of association business on a regular basis, and shall be responsible for notifying members of regular and special meetings.
4. Treasurer - The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Committee meeting and the meetings of the membership. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership rosters to IEA-NEA, and for transmitting dues to the IEA-NEA as per IEA-NEA policies.

Section B - Terms

1. The term of office for executive officers shall be two (2) years commencing on the first day of student attendance in the new school year following the election. Officers may succeed themselves.
2. Within ten (10) days after the close of office, each officer shall transfer records to the incoming officer. Any officer vacating an office shall transfer all records within ten (10) days after a selection of a replacement is made.

Section C - Vacancies

1. In the event a vacancy occurs in the office of the President, the Vice-President shall automatically become President for the remainder of the unexpired term. If a vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent of the Executive Committee.
2. Any officer unable to perform the duties of the office for any reason whatsoever for a period of 30 days shall submit a written resignation. If such resignation is not received within 60 days, the Executive Committee shall declare the office vacant and shall appoint a successor with the Executive Committee's approval.

Article II - Regional Council Representative(s) and Alternate(s)

Section A - Duties

1. IEA-NEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Committee and membership as necessary.
2. An alternate shall perform the duties of the Regional Council Representative in his/her absence.
3. The alternate delegate shall be the runner-up in the election; or if the candidate is not contested, appointed by the President with the consent of the Executive Committee.

Section B - Elections and Terms

1. The election of a Regional Council Representative and alternate shall be as prescribed by the IEA-NEA Bylaws. The term shall be for two (2) years and shall commence on July 15 in the year of the election.

Section C - 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-NEA Bylaws.

Article III - Association Representatives (ARs)

Section A - Duties

The Association Representative(s) shall be a member(s) of the Association selected to provide two-way communication between the Association and the members, distribute materials to members personally, and conduct informative meetings. The ARs shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs.

Section B - Training

The Association shall provide training for ARs, keep the ARs informed of Association activities and positions.

Section C - Terms

The term office for Association Representative shall be two (2) year(s) and shall commence on the first day of student attendance in the new school year following the election.

Section D - Vacancies

If a vacancy occurs among the Association Representatives the president shall appoint a replacement for the unexpired term with the consent of the Executive Committee.

Article IV - Executive Committee

Section A - Duties

In addition to the powers and duties enumerated in the Constitution, the Executive Committee shall conduct and supervise the business of the organization, annually adopt a budget, 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 B - Meetings

1. The Executive Committee shall meet once per month during the school term, and may meet as many additional times as necessary or reasonable to transact its business. A majority of the members of the Committee must be present to conduct business, and a majority vote shall rule.
2. Meetings may be called by the President, or by the request of a majority of members of the Executive Committee.

Article V - Elections

Section A - Elections Committee

The President shall choose an Elections Committee with the approval of the Executive Committee that shall conduct all elections including local, state, regional and national for the year.

Section B - Election Procedures

1. The Elections Committee shall establish an election calendar, insure nominations are open to all members, and accept nominations from members.
2. The Elections Committee shall conduct all elections by secret ballot, announce elections to the membership, and supervise the counting of ballots and certify winners. 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 run-off election between the two (2) candidates who have received the highest number of votes for that office.
3. The Elections Committee shall conduct the elections for local officers and the Association Representatives in May.
4. All election procedures shall be consistent with state and federal requirements.

Article VI - Arbitration and Grievance Appeal

Section A - Decision on Arbitration

The Executive Committee shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations should be provided to the Executive Committee from the Grievance Committee.

Section B - Appeal

The grievant shall have the right to appear before the Executive Committee to appeal a decision not to arbitrate a grievance.

Article VII - Committees

Committees may be established on a standing and/or ad hoc basis by the Executive Committee.

The President shall appoint members to any committees and name the chairperson with the consent of the Executive Committee.

Article VIII - Dues

Annual local dues shall be \$15.00. The IEA-NEA dues shall be transmitted to the IEA-NEA as per IEA-NEA policies.

The books and records of the organization shall be open to inspection by any member upon reasonable request.

Article IX - 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 shall be deemed deleted and of no force and effect.

Article X - Amending Procedures

Revisions of these Bylaws shall be submitted by the Executive Committee (or Representative Council) to the full membership at a regular or special meeting and a majority vote of those present shall rule, provided that all members of the Association have received notice of the date and place of the meeting and the proposed revision at least fourteen (14) days prior to the meeting.