

**GLENBARD EDUCATION ASSOCIATION BYLAWS
(Revised March 2014)**

Article I - Name

The name of this organization shall be the Glenbard Education Association, an affiliate of the Illinois Education Association and the National Education Association.

Article II - Purpose

Section 1. To promote the highest type of professional practices in education; to encourage active participation of all teachers in the solution of school problems; to urge every member of the profession to be a progressive student of education; and to arouse allegiance to a genuine spirit of professional ethics.

Section 2. To encourage higher qualifications for entrance into the teaching profession; to promote teacher participation in school management; to aid in securing and maintaining adequate salaries, professional negotiation agreements, tenure, sound retirement systems, and such other improvements in conditions as will enable teachers to function properly as vital factors in the educational process.

Section 3. To cooperate with other associations having educational objectives and to aid in interpreting to the public the problems, the functions, and the progress of the public schools.

Section 4. To enforce the collective bargaining agreement and protect teachers' rights.

Section 5. To encourage teachers to exercise their rights and privileges as citizens and to accept willingly leadership in civic affairs.

Article III - Membership

Section 1. Membership shall be open to all bargaining unit personnel of District 87 who support the purposes of the Association and hold membership in the Illinois Education Association (IEA) and the National Education Association of the United States (NEA) where applicable. A member shall have full membership services and privileges including voting, holding office, serving on committees, and serving as a delegate to the IEA and NEA Representative Assemblies.

Section 2. This organization will be affiliated with, and comply with the Bylaws of the Illinois Education Association and 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. This organization shall not deny membership based upon race, color, national origin, religion, gender, sexual orientation, age, disability, marital status or economic status.

Section 4. The membership year shall be from September 1 to August 31.

Section 5. Dues

A. Dues for active membership shall be determined by the total membership by subtracting from the current base salary the amount to be paid to the Teachers Retirement System (TRS) and multiplying by .0016.

B. Those cash option members who fail to pay the total amount of dues prior to January 1 of the school year shall automatically be changed to payroll deduction status and the dues subtracted from remaining pay periods beginning with the January 20 paycheck. This procedure shall be included in membership information distributed to each member at renewal time.

C. Two-tenths of each person's local dues shall be returned to his/her building organization.

D. A special assessment may be made by two-thirds vote of the total membership, and such an assessment will be deducted through payroll deduction. Those members choosing to pay in cash will have 30 days in which to pay. If the payment is not paid in that time period it will be collected using payroll deduction.

Article IV - Officers and Executive Board

Section 1. The officers of the Association shall consist of a president, a vice president, a secretary, and a treasurer, each of whom shall be an active member and a member in good standing of the Association. The executive officers shall serve for a term of two years beginning with the Monday following the last day of school or, in years of contract negotiations, with the meeting following ratification of the contract and shall be eligible for reelection for a total of five consecutive terms.

Section 2. Duties

A. President. The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Committee (or Representative Council) 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 (or Representative Council), serve as exofficio 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/or Representative Council), and the membership. Further, the President 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.

B. Vice-President. The Vice-President will have the powers and duties of the President in the President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and will otherwise have such powers and duties as may be assigned by the President.

C. 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 Representative Council] and each meeting of the membership, and shall notify members of regular and special meetings.

D. Treasurer. The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Committee (and Representative Council) 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.

Section 3. There shall be an Executive Board with full governing powers. The Executive Board shall be composed of the building chairs, two elected building representatives from each building, the immediate past president of GEA, the officers of GEA, the regional council representatives, and the chairs of the Professional Negotiations, Membership Grievance, and Legislative Committees. All members of the Executive Board shall assume their duties beginning with the Monday following the last day of school or, in years of contract negotiations, with the meeting following ratification of the contract and shall serve for the term to which each has been elected.

Section 4. If a vacancy occurs within the Executive Committee, excluding Executive Officers and Regional Council Representative(s), the President shall appoint a replacement for the unexpired term with the consent by majority vote of the Executive Committee [Representative Council].

Section 5. The following individuals will receive an honorarium of \$500 from the GEA:

- GEA President
- GEA Vice President
- GEA Secretary
- GEA Treasurer
- PN Chair
- Building Chairs
- Grievance Chair
- Membership Chair

Legislative Chair GEA Webmaster

- Section 6. All members of the Executive Board shall carry out the duties of that office as described in the Association's Policies and Procedures.
- Section 7. Upon the Executive Board shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters except as stated otherwise in the Bylaws. They may at any time refer any matter to the entire membership for general consideration, with the Executive Board prescribing the manner of voting.
- Section 8. The Executive Board shall approve the annual budget recommended by the Budget and Finance Committee and shall authorize the spending of money.
- Section 9. The meetings of the Executive Board shall be held once each month (except June and July) and at any other time at the call of the president, or at the call of the majority of the Executive Board, or at the call of three building chairs, providing all members of the Board will be sent a notice of the meeting at least 3 days in advance, unless on emergency requiring shorter notice.
- Section 10. A quorum of the Executive Board shall consist of a majority of its members, including voting alternates for building positions as named by each building chair.
- Section 11. All meetings of the Executive Board shall be open to any member(s) of GEA, except that the Executive Board may go into executive session by two-thirds vote of the Executive Board, present and voting. No action may be taken in executive session.
- Section 12. The Executive Board shall meet monthly with the superintendent.

Article V - Building Organization

- Section 1. Each school shall organize, elect its own officers, conduct monthly meetings, and carry out its own duties, functions, and committees as it sees fit so long as these functions and committees do not conflict with these Bylaws.
- Section 2. Each school shall elect their building officers, representatives and committee members between March 1 and May 1 in conjunction with the GEA Executive Board election. However, a building may set a different date if there is just cause. Such exemption requires approval of the GEA Executive Board.
- Section 3. Each school shall elect two building representatives to the GEA Executive Board for staggered two-year terms beginning with the Monday following the last day of school or, in years of contract negotiations, with the meeting following ratification of the contract.
- Section 4. Each school shall elect a chair, vice chair, secretary, and treasurer for a one year term beginning the Monday following the last day of school.
- Section 5. Each school shall elect GEA committee members for the terms as specified in these Bylaws. Additional building positions and terms are determined by the building.
- Section 6. A simple majority of those members voting shall declare a candidate elected.
- Section 7. If a vacancy occurs in the office of building chair, the vice chair shall assume the office of chair for the remainder of the term. If the vice chair declines the position of building chair, then a special building election shall take place within 30 days after the vacancy occurs. The building membership shall be notified and nominations shall be solicited by the building vice chair.
- Section 8. If a vacancy occurs in the position of building representative, any officer position other than building chair, or the building PN Committee representative, the building membership shall be notified and nominations shall be solicited by the building vice chair. The office shall be filled by an election in the building within 30 days after the vacancy occurs or an appointment will be made by the GEA President with the approval of the GEA Executive Board.
- Section 9. If a vacancy occurs in any committee other than PN, the building chair shall appoint a new member, with the approval of the Executive Board.

Section 10. Petitions for removal from office of any member of the building Executive Board signed by 25% of the building membership shall be reviewed by the building Executive Board. Upon approval of two-thirds of the building membership, the person shall be removed from the position.

Article VII - Nominations and Elections

Section 1. All nominations and elections shall be handled by the Nominations and Elections Committee. The committee shall consist of the vice chair of each building with the GEA Vice President serving as chair of the committee, unless such individuals are running for office. In such instances committee members will be appointed by the President.

Section 2. This committee shall conduct all elections according to the Elections Policy approved by the GEA Executive Board. All nominations submitted to the committee by any member will be guaranteed a position on the ballot, provided the nominee accepts the nomination and is a member in good standing.

Section 3. The election for GEA officers and regional council representatives shall be held between March 1 and May 1, the exact date to be determined by the Executive Board annually. The Executive Board shall determine this date no later than its January meeting.

Article VII - Vacancies and Resignations

Section 1. Any member of the GEA Executive Board who wishes to resign from his/her position shall present a letter to the GEA President which shall then be distributed to the Executive Board.

Section 2. If a vacancy occurs in the office of the president, the vice president shall assume the office of president for the remainder of the term. If the vice president declines the position of president, then a special election shall take place within 30 days after the vacancy occurs. The membership shall be notified and nominations shall be solicited by the vice president.

Section 3. If a vacancy occurs in any office other than president or in a regional council position, the membership shall be informed of the vacancy and nominations shall be solicited by the Nominations and Elections Committee. The vacancy shall be filled in an election by the Executive Board within 30 days after notification to the Nominations and Elections Committee.

Section 4. The offices of president, vice president, secretary, treasurer and regional council representatives shall be elected by vote of the general membership. A simple majority of the members voting will declare a candidate elected.

Article VIII - Meetings

Section 1. Meetings of the Association may be held at the call of the president, or the president shall call a special meeting for a specific purpose upon the written request of 25% of the membership, except in cases of emergency, at least 3 days' notice shall be given.

Section 2. A quorum of all meetings of the Association shall be defined as 20% of the total membership.

Section 3. "Robert's Rules of Order, Newly Revised" shall be the authority on all questions of procedure not specifically stated in these Bylaws.

Article IX - Arbitration and Grievance Appeal

Section 1. The Executive Committee [or, Representative Council] shall 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 designated representative if there are several grievants) has a right to address the committee before the committee decides whether to take the matter to arbitration.

Article X - Notice

Section 1. 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 XI - Standing Committees

Section 1. There shall be the following Standing Committees: Grievance, Membership, Legislative, Public Relations, Nominations and Elections, Budget and Finance.

- A. The president shall appoint chairs of the Grievance, Membership, Legislative, and Public Relations Committees with approval of the Executive Board. The chair of the Nominations and Elections Committee shall be the GEA Vice President. The chair of the Budget and Finance Committee shall be the GEA Treasurer.
- B. Each building shall elect one member to serve a one year term on the Membership, Legislative, and Public Relations Committees. Each building shall elect at least one and not more than two members for the Grievance Committee. The building vice chairs shall serve on the Nominations and Elections Committee unless they are running for office. In such instance the President ~~shall~~ (may) appoint an alternate. The Budget and Finance Committee shall consist of the president, vice president, secretary, and the chairs of the Professional Negotiations, Legislative, and Grievance Committees.

Section 2. The Membership Committee shall plan the annual membership campaign and inform the membership of special services of GEA, IEA, and NEA. Membership reports shall be given at each meeting of the Executive Board.

Section 3. The Legislative Committee shall encourage members of the Association to be politically aware, informed, and active. The committee shall study pending legislation and issues at the federal, state, and local levels, and shall initiate appropriate activities for the good of the Association and the Glenbard schools.

Section 4. The Public Relations Committee shall promote public understanding of the purposes and programs of the Association and the values and importance of teachers in the educational process.

Section 5. The Nominations and Elections Committee shall conduct all elections, including elections for delegates to the IEA and NEA Representative Assemblies, elections for the Executive Board and any other elections as required.

Section 6. The Budget and Finance Committee shall, prior to the second Executive Board meeting of the school year, review the program and committee activities for the coming year and prepare an annual budget to be presented for approval by the Executive Board at its second meeting of the school year. Any extraordinary expenses not covered in this budget shall be referred to this Committee for review and recommendation during the fiscal year from September to September. Representatives from this committee other the treasurer shall audit the treasurer’s books after the May meeting and report to the Executive Board at its second meeting of the school year.

Section 7. The Grievance Committee shall act as representatives of any certified member in all matters resulting from a violation, misinterpretation, or misapplication of the Professional Agreement. Individual building committee members shall keep the committee chair informed of any grievance inquiries or proceeding in their building.

Article XII - Special Committees

Section 1. Professional Negotiations Committee. The PN Committee shall research and negotiate a professional agreement with the District 87 Board of Education. The chair of the committee shall report regularly to the Executive Board.

- A. Each school shall elect two members to staggered terms on the committee. The term shall be two contracts. The GEA President, or his/her designee, shall serve as an ex-officio member of the PN Committee.
- B. A vacancy in the committee shall be filled by an election of the building membership where the vacancy occurred and shall be for completion of the unexpired term.
- C. At the end of each contract, the PN Committee shall elect a chair from its membership. Upon the election of the PN chair, the building with the vacancy shall hold a special election to fill the position.
- D. The PN Committee shall determine its own rules and regulations to conduct committee business, subject to the approval of the Executive Board. Its members shall be the sole faculty representatives to bargain and negotiate with the District 87 Board of Education pertinent to matters directed to the PN Committee. The PN Committee shall invite at their discretion any GEA member to be a non-voting resource person during any bargaining or negotiating session.
- E. Presentation of Proposed Professional Agreement. The PN Committee shall submit the final proposals in writing first to the Executive Board, and upon its full knowledge, to all members of the Association 48 hours in advance of the polling of the membership. The ballot and method of polling shall be determined by the Executive Board and shall be uniform in each building.
- F. Ratification. Ratification of the committee's proposals shall be a simple majority of the members voting.

Article XIII - Recall

Section 1. Absence of Executive Board members from five meetings shall be cause for replacement at the discretion of the Executive Board.

Section 2. Petitions for removal from office of any member of the Executive Board signed by 25% of the GEA membership shall be acted upon by the Executive Board. Upon approval of two-thirds of the membership who voted in the original election, the person will be removed from the Executive Board. Only members at a specific building may vote to remove a Building Representative. All bargaining unit members may vote to remove a district-wide or appointed position.

Article XIV - Amendments

Section 1. An amendment to these Bylaws may be introduced in written form at any meeting of the Executive Board by its members or any member of the GEA. A copy of the proposed amendment shall be sent to each member of the Association, with or without recommendation of the Executive Board, provided that all members have been sent notice of the date and place of the meeting and the proposed revisions. After five school days, it shall be submitted to a vote of the entire membership. The ballot and method of polling shall be determined by the Executive Board. A two-thirds majority of those voting is required to adopt the proposed amendment.

Section 2. The amendment shall take effect immediately after approval by the membership.