

BY LAWS

Article I - Name

The name of this organization shall be District 200 Classified Employees Association (C.E.A.).

Article II - Purpose

It shall be the purpose of C.E.A. to promote the welfare of its members and their profession.

Article III - Affiliation

The C.E.A. shall be a chartered affiliate of the I.E.A. and the N.E.A.

Article IV - Membership

Membership shall be open to all non-certified employees of DuPage County School District 200.

Article V - Governance

The governing body of C.E.A. shall be an executive committee composed of the officers and one representative from each of the following Areas: Elementary, Junior High, Senior High, Administration.

The executive committee shall appoint committees, determine, rules of procedure not covered by this document, and perform other actions as necessary to carry out the business of the C.E.A.

Article VI - Officers, Terms, and Duties

The membership at large shall elect a President, Vice President, Secretary, Treasurer and Regional Council Representative.

The membership within each Area shall elect their representative to the executive committee.

Officers shall be elected at the regular general membership meeting in September and assume office at the close of that meeting.

Each term of office shall be two years with the Regional Council representative's term to coincide with the term on that council.

The duties of the officers shall be those normally prescribed to those offices and such others as determined by the executive committee. Each member of the executive committee is responsible for the conduct of the organization business within the building he/she represents, including but not limited to regular meetings of the membership within the building.

Article VII - Meetings

The executive committee shall annually adopt a schedule of its regular meetings, which schedule shall be distributed to all members. Special meetings shall be held at the call of the president or any two members of the executive committee provided twenty-four hours notice is given to the membership by publication or posting in appropriate places.

All meetings of the executive committee and any of its sub-committees shall be open to the membership.

There shall be at least one general membership meeting each year in September, at a time and place determined by the executive committee with proper notice to the membership. Special general membership meetings may be called by the president, and three members of the executive committee, or by petition of 20% of the membership.

Policies and actions voted by a general membership meeting shall be binding on the executive committee and officers.

Article VIII - Parliamentary Authority

The latest edition of "Robert's Rules of Order" shall govern the deliberative proceedings of the C.E.A. to the extent they are not covered by this document or procedures duly adopted by the executive committee.

Article IX - Enablement

This document shall become effective upon a majority vote of the eligible members present at the organizational meeting.

Article X - Amendment

This document may be amended by a majority vote of the membership, provided the membership has been notified in writing of the intended amendment five (5) days prior to the vote thereon.

GOALS

1. Recognition by Board of Education as representative of the secretarial/clerical employees.
2. Enroll all secretarial/clerical employees as members.
3. Negotiate a master contract to include:
 - a. Individual and organizational rights:
 - right to organize
 - right to negotiate
 - job security, discipline, discharge, lay-off
 - b. Terms and conditions of employment:
 - salaries
 - hours
 - work year
 - vacations/leaves
 - fringe benefits
 - retirement
 - work load/assignment
 - promotion/transfer
 - etc.
 - c. Grievance procedure