

*District 33*

*Support*

*Staff*

*Association*

*Constitution and Bylaws*



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# ***District 33 Support Staff Association***

## ***BYLAWS***

### **Article I – Name and Objective**

#### **Section 1 - Name**

The name of this organization shall be the District 33 Support Staff Association, an affiliate of the Illinois Education Association and the National Education Association.

#### **Section 2 - Objective**

The object of the Association shall be to advance public education in Illinois and to promote the welfare of District 33 Classified Personnel.

### **Article II - Membership, Affiliation and Non-Discrimination**

#### **Section 1 - Membership**

Membership shall be open to all full-time classified staff, and part-time classified staff working a minimum of twelve hours per week, employed by West Chicago Elementary School District 33, with the exception of those full-time employees currently covered by the Custodial/Maintenance Association Agreement, and any other positions excluded from the bargaining unit.

#### **Section 2 - Affiliation**

This organization shall 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 shall govern.

#### **Section 3 - Privileges**

Members shall 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**

In the event a charge is filed against a member calling for the censure, suspension, or expulsion of the member, the Executive Committee shall conduct a due process hearing and rule on the charge. The decision of the Committee may be appealed to the Representative Council and from there to the IEA Review Board. 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.

Note: This provision conforms with IEA Bylaws and the NEA Constitution.

## **Article III – Governance**

### **Section 1 - Executive Officers**

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

### **Section 2 - Executive Committee**

The Executive Committee shall consist of the four Executive Officers, plus the Membership Chair.

### **Section 3 – Representative Council**

The Representative Council shall consist of the Executive Committee and elected Representatives from each building in the school district.

### **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 shall 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.

## **Article IV - Executive Officers**

### **Section 1 - Duties**

**A. Co-Presidents.** The Co-Presidents shall be the Chief Officers, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Committee and 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, serve as ex-officio members on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Committee and Representative Council, and the membership. The senior Co-President will also be responsible for assisting in the training and orientation of their less-senior counterpart, if necessary, in order to provide continuous leadership development. Further, the Co-Presidents shall 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. Secretary.** The Secretary shall maintain the official files and shall assist the Co-Presidents 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 be responsible for notifying members of regular and special meetings.

**C. Treasurer.** The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Committee 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 2 – Terms**

**A. Term.** The term of office for Executive Officers shall be 2 years commencing on the July first. Officers may succeed themselves for up to two consecutive terms.

The terms of the two Co-Presidents shall be staggered, with each position coming up for election on alternating years. The terms of the other Executive officers shall expire concurrently.

**B. Transfer of Records.** Each officer shall 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 shall be filled as follows:

**A. Executive Committee Member.** A vacancy in the office of the Co-President, Secretary, Treasurer, or Membership Chair shall be filled by appointment of the Executive Committee for the remainder of the unexpired term, with the consent by majority vote of the Representative Council.

**B. Representative Council Member.** Vacancies occurring on the Representative Council (Association Representatives) will be filled as follows:

A position that becomes vacant during the first year of its term shall be filled for the remainder of the unexpired term through the regular election process at the building level. A position that becomes vacant during the second year of its term shall be filled for the remainder of the unexpired term by appointment by the Co-Presidents, with the approval of a majority of the Executive Committee.

**C. Committee Members.** Vacancies on standing or ad-hoc Association committees, including those of Committee Chairs, shall be filled by appointment by the Co-Presidents, with the consent by majority vote of the Executive Committee.

## **Article V - Regional Council Representatives and Alternates**

### **Section 1 - Duties**

Regional Council Representatives shall attend the IEA regional council meeting, represent the Association, and report Council activities to the Executive Committee and membership as necessary.

An alternate shall perform the duties of the Regional Council Representative in his/her absence.

### **Section 2 - Election and Terms**

The election of Regional Council Representatives and alternates shall be as prescribed by the IEA Bylaws. One Region Council Representative position shall be filled by a member of the Executive Committee, approved by a majority vote of the membership. Another Region Council Representative and an alternate shall be nominated and approved by a majority vote of the membership.

### **Section 3 – Vacancies**

Vacancies for Regional Council Representatives and alternates must be filled in the manner of the original election as prescribed by the IEA Bylaws.

## **Article VI - Association Representatives (ARs)**

The Association Representatives shall be members 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. ARs will also attend meetings of the Representative Council, representing the interests of the membership as voting members of that body.

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

## **Article VII - Executive Committee**

### **Section 1 – Duties**

The Executive Committee shall serve as the Association's primary collective decision-making body. The Executive shall conduct and supervise the business of the organization as directed by the Representative Council, annually recommend a budget for adoption by the Representative Council, 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, as well as representing their coworkers in meetings with administrators upon request, and assisting the Grievance Committee in enforcing the contract.

## **Section 2 - Meetings**

**A. Quorum.** A majority of the members of the Committee must be present to conduct business, and a majority vote of those present shall rule.

**B. Regular Meeting.** The Executive Committee shall meet one (1) time per month during the school term, on a regular date as determined by the Committee, and may meet as many additional times as necessary or reasonable to transact its business.

**C. Special Meetings.** Special meetings may be called by the President, or shall be called upon the written request of three members of the Executive Committee. Except in cases of emergency, at least 2 days notice shall be given to all Executive Committee members and business shall be limited to that contained in the notice.

## **Article VIII - Representative Council**

### **Section 1 – Duties**

The Representative Council shall annually approve a budget, establish Association dues, approve expenditures, and may adopt programs as needed on behalf of, or for recommendation to, the membership.

### **Section 2 – Number of Representatives**

Representation shall be roughly proportionate to the number of members in each building, with one AR position for every ten (10) Association members in a building. However, each building will be entitled to at least two (2) Association Representatives.

### **Section 3 - Terms**

Members of the Representative Council (Association Representatives) shall be selected by a nomination and voting procedure by Association members at the building level, as determined by the Elections Committee. The term of office for Representative Council members shall be 2 years and shall commence on the first day of student attendance, unless otherwise provided for in the bylaws.

### **Section 4 – Minority Representation**

The Representative Council shall contain ethnic minority representation at least proportionate to the local association's ethnic-minority membership.

### **Section 5 - Vacancies**

Vacancies occurring on the Representative Council (Association Representatives) will be filled as follows:

A position that becomes vacant during the first year of its term shall be filled for the remainder of the unexpired term through the regular election process at the building level. A position that becomes vacant during the second year of its term shall be filled for the remainder of the unexpired term by appointment by the Co-Presidents, with the approval of a majority of the Executive Committee.



### **Section 5 - Meetings**

**A. Quorum.** A majority of the members of the Council must be present to conduct business, and a majority vote of those present shall rule.

**B. Regular Meeting.** The Representative Council shall meet at least three (3) times during the school term (in September, January, and May), and may meet as many additional times as necessary or reasonable to transact its business.

**C. Special Meetings.** Special meetings may be called by the President, or shall be called upon the written request of six (6) members of the Representative Council. Except in cases of emergency, at least two (2) days notice shall be given to all Representative Council members and business shall be limited to that contained in the notice.

## **Article IX - Elections**

### **Section 1 - Elections Committee**

**A. Composition.** The President shall appoint an Elections Committee with the approval of the Executive Committee with one person serving as the Chairperson appointed by President.

**B. Duties.** Establish procedures subject to the approval of the Executive Committee for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots which shall be consistent with procedures established by the IEA Elections Committee, as well as hearing initial election challenges.

**C. Vacancies.** Should a temporary or permanent vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy shall be filled in the manner of the original appointment.

### **Section 2 - Election Procedures**

**A. Calendar.** The Elections Committee shall establish a local election calendar with nominations and election timelines.

**B. Conduct.** All elections shall be conducted by open nomination and secret ballot.

**C. Nominations.** Reasonable notice shall be given for nomination to all offices to be filled. Notice shall include time, place, and method for submitting nominations.

**D. Write-In Provisions.** A write-in provision is required if the number of declared candidates is less than the number of positions available.

In cases of elections where the local officer will also serve as a delegate to the IEA and/or NEA Representative Assembly, a write-in provision is required.

**E. Eligibility.** Only active dues paying members shall be afforded the opportunity to run for and/or 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 may be given by posting or by other means.

**G. Consistency.** All election procedures shall 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, Association 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.

Runoff elections shall 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(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures as follows:

**A. Local Level** - Initial challenges to all local elections governed by this Article shall be with the Local Elections Committee. Such challenges must be made no later than seven (7) 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 X - Arbitration and Grievance Appeal**

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

## **Article XI - Committees**

### **Section 1 - Appointment**

Committees may be established on a standing and/or ad hoc basis by the Executive. The co-Presidents shall appoint members to any committees and name the chairperson with the consent of the Executive Committee.

### **Section 2 - Standing Committees**

There shall be the following standing committees: Negotiations, Grievance, Membership, and Legislative.

### **Section 3 – Negotiations Committee**

The Negotiations Committee shall 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 prior to negotiations. The Bargaining Team and its Chairperson shall be appointed by the President with consent of the Executive Committee, and shall include at least one bilingual member at all times.

### **Section 4 - Grievance Committee**

The Grievance Committee shall be responsible for monitoring and enforcing the contract, and shall include at least one bilingual member at all times. It shall assist members in the application of the grievance procedure. It will make recommendations to the Executive Committee on whether or not to arbitrate grievances.

### **Section 5 - Membership Committee**

The Membership committee shall be responsible for encouraging and increasing the involvement of members in the Association and its activities. This Committee shall also 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 6 - Legislative Committee**

The Legislative Committee shall 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**

**A.** Regular meetings of the membership shall be held at least once during each semester (in October and April).

**B.** 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 fourteen (14) days notice shall 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 and the membership shall be by a majority of those voting.

**Article XIV - Parliamentary Authority**

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

**Article XV - Dues**

Local dues shall be established by the Executive Committee, with the majority consent of the Representative Council. The IEA-NEA dues shall be transmitted to the IEA-NEA as per IEA-NEA policies.

**Article XVI – Association Budget**

The Association’s annual budget shall be established by the Executive Committee, as recommended by the Treasurer, and with the majority consent of the Representative Council. The books and records of the organization shall be open to inspection by any member upon reasonable request.

**Article XVI - 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 XVII - Amending Procedures**

Any member of the Association may submit a requested Amendment to these Bylaws for consideration by the Executive Committee.  
In the event that the Executive Committee determines a revision to be necessary, it will present the amendment to the full membership at a regular or special meeting and a two-thirds (2/3) vote of those present shall 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 \_\_\_\_