

REV 6/88
REV 6/89

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E T A W C C O N S T I T U T I O N

ARTICLE I

NAME

The name of this organization shall be the Elementary Teachers' Association of West Chicago. (ETAWC is pronounced "ee-talk.") The Association shall affiliate with the National Education Association and the Illinois Education Association.

ARTICLE II

PURPOSE

The purpose of the Association shall be to promote the highest type of professional practices among the teachers of this district, to secure improvements for the teachers that will allow them to function as effective educators, to further cooperation between the school and the general public, and to encourage teachers to exercise their rights and duties as citizens and leaders in the community.

The Association may acquire, hold, use, mortgage, pledge, exchange, sell, and transfer real and personal property of any kind in furtherance of the foregoing purpose.

ARTICLE III

MEMBERSHIP

All persons employed by Elementary School District 33 who are members of the National Education Association and the Illinois Education Association shall be eligible for membership in the Association.

Honorary memberships may be granted by the Executive Board to retired members, such membership to be free of dues.

There shall be no discrimination in conditions of membership based upon race, religion, nationality, age, or sex.

ARTICLE IV

MEETINGS

Section 1. Meetings of the Association shall be held monthly on the first and second Wednesday at 3:30 P.M. at a designated place. The president, with the consent of the Executive Board, shall have the power to change the date and time of the meeting.

Section 2. Special meetings may be called by the president. The president must call a special meeting upon receipt of a written request signed by fifteen members and naming a specific purpose.

Section 3. The meeting agenda may include:

1. Call to order and welcome by the president
2. Reading and approval of the minutes
3. Treasurer's report
4. Report of committees
 - a. Standing Committees
 - b. Special Committees
5. Unfinished business
6. New business
7. Announcements
8. Program
9. Adjournment

ARTICLE V

OFFICERS AND DUTIES

Section 1. The officers of the Association shall consist of a president or co-presidents, vice-president, recording secretary, treasurer, representative to the Board of Education, and representative to the Regional Council.

Section 2. The president or co-presidents shall preside at all district meetings of the Association and Executive Board. They shall, with the treasurer, sign all checks authorized by the Executive Board. They shall appoint all committees not otherwise provided for, subject to the approval of the Executive Board, and shall be an ex-officio member of all committees except the nominating committee. They will appoint an ETAWC officer to be on the negotiating team, and a chief negotiator for the negotiating team. They will appoint a corresponding secretary who will provide correspondence as directed by the president. They will present the year's calendar of building meetings and district meetings by the first board meeting in September.

Section 3. The vice-president shall preside or serve in the absence of, the resignation of, or upon request by the president. He/she may attend all committee meetings except those of the nominating committee.

Section 4. The secretary shall record the minutes of all meetings of the Executive Board and meetings of the Association. He/she shall provide correspondence as directed by the president. He/she shall prepare and keep on file a correct list of the names and addresses of the members of this organization.

Section 5. The treasurer shall be responsible for the collection of all monies. He/she shall have charge of all funds of the Association, shall deposit them in the bank in the name of the Association, shall disburse them as authorized by the Association constitution and by-laws, and shall, with the president, sign all checks authorized by the Board. He/she shall set up a budget for the expenditures of the Association and shall present at the May Board meeting the budget for the next fiscal year to be voted on at the May general meeting. He/she shall see that an audit of the Association's financial status is made yearly.

Section 6. The representative to the Board of Education shall act as a liason between the Association and the Board of Education, reporting to the Association pertinent items of business of the Board and informing the Board of appropriate concerns of the Association. He/she shall attend the meetings of the Board of Education.

Section 7. The representative to the Regional Council shall act as a liason between the Association and the Regional Council, reporting to the Association pertinent items of business of the Council, and informing the Council of appropriate concerns of the Association. He/she shall attend the meetings of the Regional Council. He/she shall be responsible for legislative matters and serve on the legislative committee. An alternate will be elected to serve in the absence of the representative. The term of office shall be for two years.

Section 8. At the regular May meeting a president or co-presidents, a vice-president, a recording secretary, a treasurer, and a representative to the Board of Education shall be elected. Each person so elected shall serve in the elected office from July first following election for a term of one year. A representative to the Regional Council and alternate shall be elected and shall serve for two years, beginning July first following election.

Section 9. In case a vacancy in an office occurs it shall be filled by the Executive Board, excepting the following offices: president and vice-president, and the person so chosen shall serve only to the end of the unexpired term. In the event of a vacancy in the presidency, the vice-president shall assume the office of president and shall serve the unexpired portion of that term. A special election shall be held to fill the vacant office of vice-president, who shall serve the unexpired portion of the vacant term, and be eligible for re-election at the next regular election.

ARTICLE VI

EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers, the immediate past-president, the Association representatives, and the chairpersons of committees.

Section 2. The Executive Board shall perform such duties, take responsibilities, and have final authority for the conduct of the Association in all business matters not otherwise set forth in the constitution and by-laws.

Section 3. The Executive Board by a 2/3 vote of those present shall authorize the spending of monies outside the guidelines of the annual budget.

Section 4. The Executive Board shall be a representative body with full governing powers.

Section 5. Association representatives shall be elected by the Association members of each school for a period of two years. Each building shall have one representative per ten Association members. If at any time after September 15, membership exceeds the ten to one ratio, the building so affected may hold a special election to elect an additional representative. Any Association member who serves more than one building will be represented by the building in which he/she spends the most time.

ARTICLE VII

NOMINATING COMMITTEE AND ELECTIONS

Section 1. The nominating committee shall be chaired by the immediate past-president. If the past-president is unable to serve, the Executive Board shall elect a chairman. The candidate must have served on the Executive Board during the two years

previous to his election as chairman of the nominating committee. The nominating committee shall consist of one person from each building in addition to the chairman, each to be elected by members in his/her building at an election conducted by the association representatives in November. It shall be the duty of the committee to present at the ~~regular~~ meeting in March, its nominations for such offices to be filled at the regularly scheduled election that year, and at such times throughout the year as required.

Section 2. Election of officers shall be conducted at the ~~regular~~ May meeting by ballot, eligible candidates being those nominated in the report of the nominating committee and those nominated from the floor at the April meeting. A special election shall be held when required. Candidates shall be nominated at the meeting following the occurrence of the vacancy and the election shall be held at the second meeting subsequent to the vacancy.

Section 3. Nominations for Association Representatives will be received by the present Association Representatives in February and March. At the April meeting nominations from the floor plus those previously nominated will be voted on for a two year term.

ARTICLE VIII

RULES FOR AMENDING

Section 1. An amendment to this constitution or by-laws may be introduced in written form at any regular meeting of the Executive Board, to be voted upon within the next two subsequent meetings of the Association.

Section 2. A copy of the proposed amendment, with the recommendation of the Executive Board, if any, shall be sent to each member of the Association at least ten days prior to voting.

Section 3. A two-thirds majority of those voting, a quorum being present, is required for the adoption of a proposed amendment.

BY - LAWS

ARTICLE I

RULES OF ORDER

Roberts Rules of Order Revised shall be the authority on all questions of procedure not specifically stated in this constitution and by-laws.

ARTICLE II

STANDING COMMITTEES

Section 1. The standing committees shall be:

1. Membership
2. Public Relations
3. Legislation/Political Action
4. Negotiations
5. Grievance

The president shall appoint the chairperson and members of these committees, subject to the approval of the Executive Board. The chairpersons are members of the Executive Board of this Association and listed with the Regional Council.

Section 2. The Membership Committee shall promote membership in the NEA/IEA, and our local Association. He/she shall bill the local for NEA and IEA dues and transmit the required funds.

Section 3. The Public Relations Committee shall keep the Association members and the public informed of the program and activities of the NEA, IEA, and the local Association.

Section 4. The Legislation Committee shall use all proper means to promote and secure such legislation as may be proposed or approved by the IEA/NEA/ETAWC; and represent ETAWC regarding political action committee activities. (IPACE, DUPACE, NEA-PAC)

Section 5. The Professional Negotiations Committee shall have the responsibility of preparing and negotiating the ETAWC contract with the School Board. They shall serve the members desires and needs; prepare and explain the negotiations packet; and keep members informed on all negotiations matters.

By-Laws -

Section 6. The Grievance Committee shall have the responsibility to investigate, advise, and file, if necessary, all grievances.

ARTICLE III

DUES

Dues shall be established at $1/8$ of 1% (.00125) of the median teachers' salary of the district. The median salary shall be determined by adding the BA base salary to the MA maximum salary being paid on the district schedule and divided by 2, this amount to be rounded off to the nearest dollar.

ARTICLE IV

QUORUM

A quorum for all meetings of the Association shall consist of 25 members, and a quorum for committees and Executive Board shall consist of the majority of the members.

ARTICLE V

REIMBURSEMENT

All officers shall serve as a professional obligation without salary. Authorized expenditures shall be reimbursed from the treasury upon receipt of approved voucher. Mileage will be allowed at the district rate for Association business.

ARTICLE VI

SPECIAL COMMITTEES

A special committee may be formed at the discretion of the president with the approval of the Executive Board. The Chairman shall have the same rights and priviliages as a standing committee chairman.

ARTICLE VII.

RECALL

Section 1. An elected officer may be removed from office by a recall election. The membership may request a recall election by petition of 20% of the active members. The Executive Board may request a recall election by a vote of 2/3 majority. This election shall be held within 30 days of receipt of this recall petition by the president.

Section 2. Committee chairpersons may be recalled by a two-thirds vote of the Executive Board.

Section 3. Recall of Building Association Representatives may be by a 2/3 majority of the members of the building which he/she represents. Such recall election shall be within 30 days of receipt of a recall petition by the president, signed by 20% of the members of that building.

ARTICLE VIII

GRIEVANCE

The Grievance Committee shall vote on the issue of carrying a grievance to arbitration. If they vote not to carry a grievance to arbitration the grievant may appeal the decision to the Executive Board by:

1. submitting a request in writing within five days of the committee decision,
2. the decision of the Executive Board should be announced within five days,
3. the decision of the Executive Board will be final and binding.