

Queen Bee Education Association Bylaws

Article I — Objective

The objective of the Queen Bee Education Association shall be to advance the cause of public education and to promote the welfare of its members.

Article II — Executive Officers

Section A — Duties

1. **President** - The President shall be 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 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 members. 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. The President shall receive a stipend as determined by the general membership.
2. **Vice-President** - The Vice-President have the powers and duties of the President in the President's absence, shall succeed to the Presidency pursuant to the Bylaws and shall otherwise have such 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 and each meeting of the membership, and shall be responsible for notifying members of regular and special meetings.
4. **Treasurer**. The Treasurer shall keep accurate records of expenses and income, report such records at the Executive Committee meetings of the membership, and be responsible for the payment of bills.
5. **Membership Secretary** - The Membership Secretary shall maintain the records of membership, update and return membership rosters to IEANEA and transmit dues to the IEA-NEA as per IEA-NEA policies.
6. **Regional Council Representative** - The IEA-NEA Regional Council Representative shall attend the regional council meetings, represent the Association, and report Council activities to the Executive Committee and membership as necessary.

Section B – Terms

1. The term of office for executive officers, except for Regional Council Representative, shall be 2 years commencing on July 1st. Officers may succeed themselves.
2. Within 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 10 days after a selection of a replacement is made.
3. The election of a Regional Council Representative and alternate shall be as prescribed by the IEA-NEA Bylaws. The term shall be for 2 years and shall commence on July 15th in the year of the election. Vacancies for the Regional Council Representative must be filled in the manner of the original election as prescribed by the IEA-NEA Bylaws.

Section C – Vacancies

1. In the event a vacancy occurs in the office of 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 III – Association Representatives (ARs)

The Association Representative(s) shall be a member(s) of the Association selected to provide two way communications between the Association and the members, serve on the Executive Committee, 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.

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

Article IV – Executive Committee

Section. A – Duties

The Executive Committee shall conduct and supervise the business of the organization, annually adopt a budget, undertake such expenditure 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 — Terms

The terms of office for Executive Committee members, excluding officers and the Regional Council Representative, shall be 2 years and shall commence on July 1st.

Section C — Vacancies

If a vacancy occurs within the Executive Committee, excluding Executive Officers and Regional Council Representative, the President shall appoint a replacement for the unexpired term with the consent of the Executive Committee.

Section D — Meetings

1. The Executive Committee shall meet one time 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. At least one general membership meeting will be conducted every school year at a time and place determined by the Executive Committee with proper notice to the membership.
3. Meetings may be called by the President or by the request of a member of the Executive Committee.

Articles 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 Procedure

1. The Elections Committee shall accept nominations from members and insure that nominations are open to all members.

1 a. Election day for all Executive Officers (President, Vice-President, Secretary, and Treasurer) shall be set on the third Tuesday, following the first Monday in the month of May, on odd numbered years. If a conflict arises on the date, then the Executive Committee shall set an alternative date for that year.

2. The Election Committee shall conduct all election 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 receives a majority of the votes cast for a particular office, the Elections Committee shall immediately conduct a run-off election between two (2) candidates who had received the highest number of votes for that office.

3. The Elections Committee shall conduct the election for local officers and the Executive Committee.

4. All election procedures shall be consistent with state and federal requirements.

Article VI – Arbitration and Grievance Appeal

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.

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 committee and name the chairperson with the consent of the executive Committee.

Article VIII - Dues

Annual local dues shall be established by the Executive Committee. 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 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.

Queen Bee Education Association Constitution

Article I - Name, Goals and Objectives

Section A The name of this organization shall be the Queen Bee Education Association, an affiliate of the Illinois Education Association and the National Education Association.

Section B The object 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 certified employees and educational service personnel employed by School District No. 16, DuPage County, Illinois, who meet the membership requirements of the IEA and/or NEA as prescribed in the governing documents of those organizations.

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, Treasurer, and Regional Council Representative.

Section B The executive Committee shall consist of the executive officers plus at least two representatives from each district school.

Section C 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.

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 at a membership meeting, provided that all members of the Association have received written notice of the date, time, and place of the meeting and the proposed amendment thirty (30) days prior to the meeting.

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.