

WEST CHICAGO HIGH SCHOOL SUPPORT STAFF ASSOCIATION
CONSTITUTION

Article I – Name, Goals and Objectives

Section A – Name

The name of this organization shall be the West Chicago High School Support Staff Association, herein with referred to as the WCHSSA, an affiliate of the Illinois Education Association and the National Education Association.

Section B – Objective

The object of the Association shall be to advance public education in Illinois and to promote the welfare of non-certified, non-confidential support personnel.

Article II – Membership, Affiliation and Non-Discrimination

Section A- Membership

Membership shall be open to all full and part-time non-certified support staff, excluding confidential support staff members employed by Community High School District 94.

Section B – Affiliation

This organization shall be affiliated with, and comply with the Constitution and Bylaws of the Illinois Education Association and 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 C – 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.

Article III - Governance

Section A – Executive Officers

The executive officers of the association shall be the President, Vice president, Secretary, Treasurer.

Section B – Executive Committee

The Executive Committee shall consist of the executive officers, three (3) Association representatives and the Regional Council Representative(s) elected from the membership.

Section C – Recall

Any Executive Committee member, excluding Regional Council Representative, 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 – 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 present and 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 and place of the meeting and the propose 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 amended as prescribed in the Bylaws.

BYLAWS

Article I – Objectives

1. The promotion of standards of professional conduct and demeanor among the membership.
2. The monitoring and maintaining of conditions of employment and contractual standards and obligations.
3. The encouragement of fellowship and communication among the members of the Association.
4. The privilege as members to exercise their Constitutional rights, to accept leadership positions in civic affairs as outlined in Appendix A.

Article II – Executive Officers

Section A – Duties

1. President: The President shall be the 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 committees 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 membership. Further the President shall have to power and duty to perform all acts generally associated with the nature of the office which are not inconsistent with the Constitution and Bylaws.
2. Vice-President: The Vice-President shall 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 powers and 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 Committee and each meeting of the membership, and shall be responsible for notifying members of regular and special meetings.

4. Treasurer: The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Committee meeting and the meetings of the membership. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership roster to IEA-NEA, and for transmitting dues to the IEA-NEA as per IEA-NEA policies.

Section B – Terms

1. The term of office for executive officers shall be two (2) years commencing on August 1 except during a contract-negotiating year. During contract negotiating proceedings, the officer's terms shall not expire until a contractual agreement has been ratified by the Association and the Board of Education.
2. Within ten (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 ten (10) days after a selection of a replacement is made.

Section C – Vacancies

1. In the event a vacancy occurs in the office of the 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 thirty (30) days shall submit a written resignation. If such resignation is not received within sixty (60) days, the Executive Committee shall declare the office vacant and shall appoint a successor with the consent of the Executive Committee.

Article III – Association Representatives (ARs)

Section A – Duties

The Association Representative(s) shall be a member(s) of the Association elected 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.

Section B – Terms

The term of office for association representative(s) shall be two (2) years commencing on August 1 except during a contract-negotiating year. During contract negotiating proceedings, the representative(s) terms shall not expire until a contractual agreement has been ratified by the Association and the Board of Education.

Section C – Vacancies

1. If a vacancy occurs in the office of Association Representative(s), the President shall appoint a successor for the remainder of the unexpired term, with the consent of the Executive Committee.
2. Any Association Representative(s) unable to perform the duties of the office for any reason whatsoever for a period of thirty (30) days shall submit a written resignation. If such resignation is not received within sixty (60) days, the Executive Committee shall declare the office vacant and shall appoint a successor with the consent of the Executive Committee.

Article IV – Regional Council Representative(s) and Alternate(s)

Section A – Duties

1. IEA-NEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Executive Committee and membership as necessary.
2. An alternate shall perform the duties of the Regional Council Representative in his/her absence.

Section B – Election and Terms

The election of a Regional Council Representative and alternate shall be as prescribed by the IEA Bylaws.

Section C – Vacancies

Vacancies for Regional Council Representative(s) and alternate(s) must be filled in the manner of the original election as prescribed by the IEA Bylaws.

Article V – Executive Committee

Section A – Duties

In addition to the powers and duties enumerated in the Constitution, the Executive Committee shall conduct and supervise the business of the organization, annually adopt a budget, 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.

Section B – Terms

The term of office for Executive Committee members shall be two (2) years as per their election/appointment, and shall commence on August 1 or as prescribed by IEA-NEA bylaws.

Section C – Vacancies

If a vacancy occurs within the Executive Committee, 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 (1) 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 of those present shall rule.
2. Meetings may be called by the President, or by the request of a majority of the Executive Committee.

Article VI – Elections

Section A - Elections Committee

1. **Composition.** The President shall appoint an Elections Committee with the approval of the Executive Committee (or Representative Council) with one person serving as the Chairperson appointed by the President.
2. **Duties.** Establish procedures subject to the approval of the Executive Committee (or the Representative Council) 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.

Hear initial election challenges.
3. **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 B - Election Procedures

1. Calendar. The Elections Committee shall establish a local election calendar with nominations and election timelines.
2. Conduct. All elections shall be conducted by open nomination and secret ballot.
3. Nominations. Reasonable notice shall be given for nomination to all offices to be filled. Notice shall include time, place, and method for submitting nominations.
4. 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.

5. Eligibility. All active, dues-paying members must 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.
6. Notice. A fifteen (15) day notice of local elections may be given by posting or by other means.
7. Consistency. All election procedures shall be consistent with Regional, State and Federal requirements.
8. Use of Dues. No dues may be used in support of a candidate for any Local, Regional, State or National office.
9. Offices Governed by this Article. All Local Officers, Building Representatives (Association Reps), Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.
10. 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.

11. 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 C - Election Challenges

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

1. 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 three (3) calendar days of issuance of the election results.
2. 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 VIII – Committees

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

Article IX – Dues

Annual local dues shall be established by the Executive Committee. Increases in local dues must be approved by a majority vote of all members present and voting. 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 X – Saving 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 XI – 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 two-thirds (2/3) 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(s) at least fourteen (14) days prior to the meeting

APPENDIX A

Every staff member in the District 94 school system shall have the abridged right—as do other citizens in the community—to associate her/himself as a candidate, supporter, worker, or adherent with any legally recognized political party or with any group of citizens engaged in political activity designed to modify, improve or enhance the educational, social or economic welfare of the community. The same rights may be exercised by the educational associations representing support staff personnel in our individual school or in our school system, even in respect to school board elections and school revenue issues.

It is expected that the exercise of such rights as detailed above will not adversely effect the ability of support staff personnel to carry out the tasks for which they are employed. It shall be the function of the Association to negotiate any details concerning the use of school property with the superintendent in accordance with the contractual agreement and Board of Education policy.