

BY - LAWS

ARTICLE I - RULES OF ORDER

Robert's Rules of Order, Revised, or Gregg's Parliamentary Law shall be the authority on all questions of procedure not specifically stated in this Constitution and By-Laws.

ARTICLE II - DUTIES OF OFFICERS

- Section 1. The President:
- a. Shall preside at all meetings of the Association and of the Executive Board.
 - b. Shall sign, with the Treasurer, all vouchers authorized by the Executive Board.
 - c. Shall appoint all committees not otherwise provided for, subject to the review of the Executive Board.
 - d. Shall serve as an ex-officio member of all committees.
 - e. Shall perform all other functions usually attributed to this office.
- Section 2. The President-Elect:
- a. Shall be an ex-officio member of all standing committees and report to the President and Executive Board the committee work in progress.
 - b. Shall perform all the functions normally attributed to the office of vice-president.
- Section 3. The Secretary:
- a. Shall keep a record of all meetings of the Association and of the Executive Board.
 - b. Shall submit to the President at the end of his term of office the complete records for filing in the Association file.
 - c. Shall prepare and keep on file a correct list of the names and addresses of all the members of the Association.
 - d. Shall assist the President with official Association correspondence.
 - e. Shall notify the Association of the meeting dates and prepare the President's agenda for the meeting.
 - f. Shall prepare minutes of the Executive Board to be distributed to all Association members.
- Section 4. The Treasurer:
- a. Shall be Chairman of the Membership Committee and in this capacity shall be responsible for collecting the dues.
 - b. Shall have charge of all the funds of the Association, shall deposit in the bank in the name of the Association, and shall disburse them as authorized by the Executive Board.
 - c. Shall sign, with the President, all vouchers authorized by the Executive Board.

- d. Shall keep accurate records of all receipts and disbursements.
- e. Shall keep the President and Executive Board informed of the financial condition of the Association.
- f. Shall assist in preparing the annual Budget.
- g. Shall submit to the President at the end of his term the complete records for filing in the Association file.

ARTICLE III - DUTIES OF THE EXECUTIVE BOARD

Section 1. Upon the Executive Board rests the duty and responsibility that the Association acts in accordance with this Constitution and these By-Laws.

Section 2. The Executive Board shall approve all expenditures of the Association.

Section 3. The Executive Board shall prepare a Budget for the Association's approval.

Section 4. The Executive Board shall advise the President in and review the appointment of members to committees not otherwise provided for.

Section 5. Whenever a majority of the Executive Board shall agree that an officer or committee member has been grossly negligent in the duties defined in the By-Laws or is incapacitated, they shall recommend to the Association that the office be declared vacant. If the Association so votes by a two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

ARTICLE IV - DUTIES OF STANDING COMMITTEES

Section 1. Legislation and Civic Committee

- a. To study pending local, state, and federal legislation and develop activities to promote desirable legislation or defeat undesirable legislation as determined by the Association.
- b. To have concern for local legislation and civic activities affecting the interests of the Association.
- c. To educate the members and the public on the civic responsibilities of teachers and to develop programs that will encourage wide exercise of these responsibilities.
- d. To continually review the West Chicago High School Teachers' Association, Inc., Constitution, By-Laws, and Appendices and recommend changes to the Executive Board.

Section 2. Professional and Public Relations Committee

- a. To develop and conduct programs for the orientation of new teachers to the District.
- b. To conduct a program of public relations to place the activities of the Association before the community.
- c. To inform the community of the academic achievements of the Association members and students of District No. 94.
- d. To develop public understanding of the purposes and programs of the Association, the values and importance of education, and, in cooperation with the administration the educational philosophy and programs of the schools.

Section 3. Membership and Finance Committee

- a. To organize and conduct a program of enrollment for non-members.
- b. To assist in the preparation of the Budget as requested by the Executive Board.

Section 4. The Social Committee

To organize all such social activities as may serve the needs of members and promote fellowship within the Association.

Section 5. Ethics and Welfare Committee

- a. To explore and prepare action programs as necessary in all areas of teacher welfare, creating sub-committees with particular responsibility for salaries, leave, fringe benefits, insurance, and general working conditions.
- b. To represent the Association in negotiating these programs with the governing and appropriating bodies of District No. 94, and to advise the Executive Board of any violations of master contracts resulting from such negotiations.
- c. To report to the Executive Board the actions of any member of the Association in violation of the Code of Ethics, Constitution, or By-Laws.
- d. To explore and prepare programs for securing satisfactory personnel policies and procedures for redress of grievances.
- e. To advise the Executive Board in situations of censure, suspension, or expulsion of members of the Association.

Section 6. Program Committee

- a. To develop programs to raise and maintain standards for employment and assignment.
- b. To improve opportunities for pre-service, continuing, and in-service professional education.
- c. To create and maintain rapport between the Association and neighboring institutions of learning.

Section 7. Responsibilities to the DuPage West Region of the Illinois Education Association (hereafter referred to as the Region)

- a. The Chairman of each standing committee where applicable

shall serve as the Regional Representative for the Association, or shall appoint a member of his committee to act as his representative to the corresponding committee of the DuPage West Region.

ARTICLE V -- ELECTION AND TERMS OF OFFICERS
and STANDING COMMITTEE MEMBERS

Section 1. The Executive Board shall appoint a committee on elections who shall in turn conduct the election of officers, Executive Board, Regional Council representative and alternate, and standing committee members, except Social, Program, and Membership and Finance Committees, by ballot.

Section 2. The committee on elections shall prepare a slate of candidates for all elective positions for the February meeting of the Association and at this meeting will accept nominations from the floor. The committee on elections will then prepare a ballot for the March meeting.

Section 3. In the March meeting of the Association the officers, Executive Board, and those committee members whose election is provided for in this Constitution shall be elected except the President-Elect shall succeed the President without further election.

Section 4. All officers shall serve for one year beginning July 1.

Section 5. The Executive Board shall fill any vacancies arising in the officers or on committees with the exception of the President. The Executive Board shall appoint a temporary President pending the next meeting of the Association when this vacancy will be filled by regular election procedures.

Section 6. The following officers will be elected yearly:

- a. President-Elect
- b. Secretary
- c. Treasurer

Section 7. The Executive Board will have two members elected each year to serve for two years.

Section 8. The Regional Council Representative(s) and alternate(s) will be elected for a two-year term.

Section 9. The standing committee members shall be elected as follows:

- a. Welfare and Ethics shall have 9 members with 3 elected yearly. The committee shall elect its Chairman from the third-year members, and a "chairman-elect" from its second-year members.
- b. Legislation and Civic shall have 3 members with one elected yearly. The second-year member shall be the Chairman.

- c. Professional and Public Relations shall have 3 members with one elected yearly. The second-year member shall be the Chairman.
- d. Membership and Finance shall have 3 members with one elected yearly. The Treasurer shall serve as Chairman.
- e. Program Committee shall have 3 members with one elected yearly. The second year member shall be chairman.
- f. Social committee shall have 3 members with one elected yearly. The second year member shall be chairman.
- g. The terms of all elective standing committee members shall be for a period of three years.

ARTICLE VI -- Membership Revocation

Section 1. The Association may suspend from membership or expel any member who shall have violated the ethics of the education profession; may cancel the membership of any member convicted in a court learned in the law of a crime involving moral turpitude; and may reinstate any member who has been previously suspended or expelled by the Association.

- a. Upon accusation, the member of the Association so accused shall meet with the Executive Board to accept or refute the accusation.
- b. The Executive Board shall have the responsibility of warning or reprimanding any member.
- c. Upon recommendation of the Executive Board, the membership of the Association by two-thirds vote by ballot may revoke or refuse to renew the membership of any member.
- d. Upon recommendation by the Executive Board, any individual may be reinstated in the Association by two-thirds ballot vote of the Association membership.

Article VII -- DUES

The annual dues shall be \$20. and shall be paid not later than October 15.

Article VIII -- VOTING

Method of voting shall be determined by the President unless otherwise stated in the Constitution and by-laws.

Article IX -- QUORUM

A quorum shall consist of one-third of the members of the Association and a quorum for committee meetings shall consist of a majority of the committee members.

ARTICLE X - AMENDMENT OF BY-LAWS

These By-Laws may be amended by a majority vote at any meeting of the Association provided the proposed amendments have been previously submitted to the Executive Board for two calendar weeks in advance of the meeting.

ARTICLE XI - ASSOCIATION MEETINGS

Section 1. The regular meetings of the Association shall be monthly and the time of the month will be determined by the President and the Executive Board.

Section 2. Special meetings may be called by the President with the approval of the Executive Board.

Section 3. Upon petition to the Executive Board by at least one-fourth of the members of the Association, a special meeting of the Association shall be called to discuss the matter(s) specified in the petition.

Section 4. The Executive Board meetings shall be open to all Association members.

APPENDIX A

Every staff member in the District No. 94 school system shall have the un-abridged right-- as do other citizens in the community -- to associate 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 teachers in our individual schools 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 affect the ability of teachers to carry out the tasks for which they are employed. It shall be the function of the Association to work out any details concerning use of school property with the superintendent in accordance with Board policy.

APPENDIX B

RESOLUTION

WHEREAS, the Board of Education, District No. 94, DuPage County, Illinois, is always desirous of providing,

- (1) the best of educational opportunities for students of the District,
- (2) the best available qualified instructional staff,
- (3) the best possible working conditions for the staff, and

WHEREAS, the West Chicago High School Teachers' Association, Inc., is desirous of cooperating with the Board of Education to these ends, and

WHEREAS, the Board of Education desires to avail itself of the assistance of this potentially valuable resource group, and

WHEREAS, the Board of Education and the West Chicago High School Teachers' Association, Inc., mutually agree and recognize that there are certain responsibilities, obligations and limitations incumbent upon the West Chicago High School Teachers' Association, Inc., when acting as a resource group, and

WHEREAS, it is further mutually understood that the Board of Education has the responsibility, under the laws of the State of Illinois, to make final decisions in all matters of school policy, and

WHEREAS, the West Chicago High School Teachers' Association, Inc., has requested that the Board of Education recognize the West Chicago High School Teachers' Association, Inc., as the sole representative of teachers of Community High School, District No. 94, DuPage County, Illinois;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED that this Board of Education of Community High School, District No. 94, DuPage County, Illinois, does recognize the West Chicago High School Teachers' Association, Inc., as the sole representative of the teachers of Community High School, District No. 94, DuPage County, Illinois.

BE IT AND IT IS FURTHER RESOLVED that this Board of Education shall avail itself to the counsel of the West Chicago High School Teachers' Association, Inc., and to that end shall regularly participate in an exchange of ideas and information with the West Chicago High School Teachers' Association, Inc., by means of procedures that shall from time to time be mutually agreed upon by both parties.

A STATEMENT OF PROCEDURES FOR SYSTEMATIC COMMUNICATIONS BETWEEN
THE BOARD OF EDUCATION AND THE
WEST CHICAGO HIGH SCHOOL TEACHERS' ASSOCIATION, INC.

1. That a joint committee be set up consisting of seven (7) Board Members, seven (7) Association Members, the Principal(s), and the Superintendent. This does not exclude the use of resource personnel providing their presence is indicated on the agenda (see Item#2).
2. That this committee meet at four (4) regularly scheduled times during the year and within two (2) weeks notice upon request of either group. A single agenda of topics submitted by one or both parties shall be sent to participate a week prior to the meeting.
3. The purposes of this committee are to discuss informally, to exchange ideas on, and to ask each other questions about matters of mutual concern in District No. 94. Therefore, there shall be no limitations put on the topics of discussion excepting that specific personalities not be discussed.
4. No official Board or Association action or decisions would be expected during these meetings.

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CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the "West Chicago High School Teachers' Association, Inc."

ARTICLE II - PURPOSES

Section 1. To promote within the teaching group the highest type of professional practices; to encourage active participation of all teachers in the solution of school problems; to urge every member of the profession to be a progressive student of education; and to arouse allegiance to a genuine spirit of professional ethics.

Section 2. To encourage higher educational qualifications for entrance into the teaching profession; to encourage continuous attainment of higher levels of training for members of the profession; to promote teacher interest in and assistance to school management; to aid in securing and maintaining adequate salaries, tenure, sound retirement systems, adequate local, state and federal support of education, adequate facilities, equipment, and materials, and such other improvements in conditions as will enable teachers to function properly as vital factors in educational progress, to the end that quality education shall be available to students of District No. 94.

Section 3. To cooperate with civic bodies having educational objectives consistent with the philosophy of the Association; and to aid in interpreting to the public the problems, the functions, and the steady progress of the public schools.

Section 4. To encourage teachers to exercise their rights and privileges as citizens and to accept, willingly, leadership in civic affairs as outlined in Appendix A.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall be open to all certified personnel under contract in District 94, irrespective of the educational position held.

Section 2. The term of membership shall be from October 15 to October 14 of the following year. Half-year memberships shall be available to new members enrolling after January 1 of any calendar year if they pay one-half the annual dues. Half-year memberships shall run from the date of enrollment until the following October 14.

Section 3. All regular members must be members of the National Education Association and the Illinois Education Association.

Section 4. The membership of the Association shall have the power to warn or reprimand a member and to suspend, deny, revoke, or refuse to renew the membership of any person for flagrant or willful violation of its constitution, by-laws, purposes, and for other causes as may be described in the by-laws, Article VII.

ARTICLE IV - OFFICERS AND BOARDS

Section 1. The officers of the Association shall be members of the Association and shall consist of a President, a President-Elect, Secretary, and a Treasurer.

Section 2. There shall be a representative body with full executive powers to be known as the Executive Board which shall consist of:

- a. Four members elected at large.
- b. The Officers of the Association.
- c. The Immediate Past President.
- d. The Chairmen of all standing committees.
- e. Representative to the Regional Council.

Section 3. In cases of duplication, one person has one vote.

Section 4. The duties of the officers and Executive Board are outlined in the By-Laws in Article II and Article III.

ARTICLE V - AFFILIATION

The Association shall affiliate:

- a. With the Illinois Education Association.
- b. With the National Education Association.

ARTICLE VI - RULES FOR AMENDING

Section 1. An amendment to this constitution may be introduced at any regular meeting of the Executive Board, to be acted upon at a subsequent regular meeting of the Executive Board, but no later than two subsequent regular meetings.

Section 2. A copy of the proposed amendment, together with the recommendation of the Executive Board shall be sent to each member of the Association, after which it shall be submitted to a vote of the entire membership. A two-thirds majority of those voting is required to adopt the proposed amendment.

ARTICLE VII - DUES

Dues for membership shall be prescribed in the By-Laws.

ARTICLE VIII - COMMITTEES

Section 1. There shall be six standing committees:

- a. Legislation and Civic.
- b. Professional and Public Relations.
- c. Membership and Finance.
- d. Program.
- e. Social.
- f. Welfare and Ethics.