

# Wheaton Warrenville Education Association

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## **WWEA Constitution / Bylaws / Policies**

*(adopted May 2007)*

### CONSTITUTION OF THE WHEATON WARRENVILLE EDUCATION ASSOCIATION

#### ARTICLE I - NAME

The name of this organization shall be the Wheaton Warrenville Education Association.

#### ARTICLE II - PURPOSES

Section 1. To promote professional ethics, to encourage active participation and collaboration in the solution of school problems, and to foster a spirit of unity within the faculties.

Section 2. To initiate, support, and maintain those policies which best promote professional interests of the faculties and general welfare of the students.

Section 3. To cooperate with parent-teacher associations and other civic bodies having educational objectives, and to aid in interpreting to the public the problems, the functions, and the steady progress of the public schools.

Section 4. To aid in securing and maintaining competitive salaries, tenure, sound retirement systems, and such other improvements in conditions as will enable educators to function properly as vital factors in the educational process.

#### ARTICLE III - MEMBERSHIP

Section 1. **ACTIVE** - All certified, teaching, non-administrative personnel of District 200 shall be active members upon payment of dues to the National Education Association, the Illinois Education Association/NEA and the local Association. This membership shall also apply to Occupational and Physical Therapists employed by the District.

Section 2. **INACTIVE** - Any member who takes a leave of absence for the duration of one school year or longer may have the option of maintaining inactive member status in the local association and state and national affiliates at the cost of 50% of the combined dues total of these organizations.

Section 3. **RETIRED** - Retired teachers of District 200 pay be members of WWEA at a dues rate of 50% of Active members. These members shall not have voting rights.

Section 4. Any member who stands convicted by a court of competent jurisdiction of a crime involving a felony shall be automatically suspended from membership in the Association.

Section 5. The Governing Board shall have the power to censure, suspend, or expel any member for cause, after due notice and hearing.

#### ARTICLE IV - OFFICERS

Section 1. The officers of the Association shall be active members as defined in ARTICLE II and shall consist of a president, vice-president, secretary, and treasurer.

Section 2. Officers shall be elected each March as needed by the general membership and shall serve for two years beginning at the close of the National Education Association Representative Assembly in the year of the election.

Section 3. Should a vacancy occur in an elected office or a new position be created, the president shall appoint, with approval of the Governing Board, a member to fill the vacancy until the next regular election.

#### ARTICLE V - EXECUTIVE BOARD

The Executive Board shall be composed of the officers of the Association, a representative of the IEA Regional Council, any WWEA members who serve on the IEA Board of Directors, and the chairpersons of the following standing committees: Negotiations, Grievance, and Membership. In addition, three teachers, one from the elementary level, one from the middle school

level, and one from the high school level, will serve as representatives to the Executive Board. Past Presidents and the IEA UniServ Director may serve as non-voting, advisory members.

#### ARTICLE VI - GOVERNING BOARD

Section 1. The Governing Board shall be composed of one senior Association representative elected from each attendance center and each district-wide special program, regional council representatives, school board observers, the Executive Board, and the chairpersons of the remaining standing committees of legislative, communications, scholarship, school board communication groups coordinator, insurance committee chair, and sick bank coordinator. Each member of the Governing Board must be a member of the Association.

#### ARTICLE VII - REPRESENTATIVE ASSEMBLY

One Association representative for every 10 members and one for every major fraction thereof, with a minimum of one per attendance center and one per district wide special program shall be elected/selected by the members of their assigned buildings or district-wide special programs. These Association representatives shall serve one-year terms. It shall be the duty of the Association representatives to communicate to the Representative Assembly the wishes, concerns, and interests of the membership in their attendance centers or district wide special programs. In addition, the Association representatives shall communicate the interests and business of the Association to the membership in their assigned buildings or district wide special programs.

#### ARTICLE VIII - RULES FOR AMENDING

Section 1. An amendment to this constitution may be introduced at any regular meeting of the Governing Board or Representative Assembly, to be acted upon at that meeting or a subsequent regular meeting, but not later than two subsequent meetings. A vote of 2/3 majority of those members present shall be necessary to pass the amendment by this body.

Section 2. A copy of the proposed amendment together with the record of a roll call vote of the Governing Board, shall be sent to each member of the Association, and it shall be submitted to a vote of the general membership. A 3/5 vote of the members voting shall be required to ratify the proposed amendment.

### BY-LAWS OF THE WHEATON WARRENVILLE EDUCATION ASSOCIATION

#### ARTICLE I - RULES OF ORDER

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

#### ARTICLE II - PARLIAMENTARIAN

A parliamentarian shall be appointed by the president to act as counsel and to be alert to any discrepancies at general membership meetings.

#### ARTICLE III - DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings of the Association, the Governing Board, the Representative Assembly, and of the Executive Board. The president shall be an ex-officio member of all committees. The president shall perform such other duties as may appropriately pertain to the office.

Section 2. The vice-president shall assume the duties of the president in the case of absence. The vice-president shall also serve as the chairperson of the electionscommittee for the officers, executive representatives, regional council representatives, school board observers, and committee chairpersons of the WWEA and the election committee. In the event that the office of president is vacated, the vice-president shall serve as president until the special election has been held.

Section 3. The president and vice-president shall be automatic delegates to the IEA representative assembly during the first year of their two-year terms. They must be elected delegates during the second year of their two-year terms.

Section 4. The secretary shall keep the minutes of all meetings of the Association, the Representative Assembly, the Governing Board, and the Executive Board. The secretary shall keep on file a correct list of the names and email addresses of members, the Representative Assembly, the Governing Board, and the Executive Board. The secretary shall provide a copy of the minutes from each meeting and all other Association communications to the appropriate Association representatives for posting and/or distribution. Names of those attending Association meetings shall appear in the minutes.

Section 5. The treasurer shall have charge of the funds of the Association, including the designated Illinois Political Action

Committee for Education (IPACE) funds of the Wheaton Warrenville Political Action Committee for Education (WWPACE). The treasurer shall deposit all funds in the bank and/or credit union in the name of the Association and shall disburse them as authorized by the Governing Board and/or Representative Assembly. The treasurer or designee shall sign all checks authorized by budget action. The treasurer shall be the chairperson of the budget committee. The Association budget year shall be from October 1 through September 30. The president and treasurer shall file all necessary and required reports, tax returns, etc., to the appropriate agencies.

#### ARTICLE IV - GOVERNING BOARD / REPRESENTATIVE ASSEMBLY

Section 1. The Governing Board and Representative Assembly shall have the duties, responsibilities, and final authority for the conduct of the Association in all matters except as stated otherwise in the Constitution and By-laws. They may at any time by majority vote refer any matter to the entire membership for general consideration, with the Governing Board or Representative Assembly prescribing the manner of voting thereon.

Section 2. The Governing Board and/or Representative Assembly must approve the budget for the year before October 1. The Executive Board, Governing Board and/or Representative Assembly must approve any expenditure not provided in the budget, or changes in the budget.

Section 3. The Governing Board and/or Representative Assembly shall meet a minimum of once each month during the school year. A meeting may be cancelled by the president if necessary due to emergencies, or district wide scheduled duties of members, such as parent-teacher conferences. Additional meetings may be called by the president or by a written request to the president with signatures from one-third of the members of the Governing Board and/or Representative Assembly.

Section 4. The Regional Council representatives shall attend all meetings of the Region Council and report proceedings to the Governing Board and/or Representative Assembly. Powers and duties shall be those described by the IEA By-laws and such other duties as conferred through Association governance.

Section 5. The School Board Observers shall attend all meetings of the School Board and report proceedings to the Governing Board and/or Representative Assembly and other duties as conferred through Association governance.

#### ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board shall expedite in every possible way the legislation and executive business of the Governing Board and/or Representative Assembly. The Executive Board shall consider all matters presented for the attention of the Governing Board and/or Representative Assembly between Governing Board/Representative Assembly sessions, and shall make a report with recommendations at each meeting of the Governing Board and/or Representative Assembly. It shall also serve as an executive body in all matters delegated to it. The Executive Board shall meet during the year at times agreed upon by its members and may be called by the president or by the Executive Board members. If necessary, meetings may be cancelled by the president.

Section 2. Recommendations for action passed at the Executive Board meeting shall be presented as seconded motions at the following Governing Board and/or Representative Assembly meeting.

Section 3. The Executive Board shall require reports of progress from all committees chairpersons at times considered necessary by members of the Executive Board.

#### ARTICLE VI - COMMITTEES

Section 1a. There shall be the following standing committees: communications, legislative, membership, scholarship, grievance, and negotiations committees. Chairpersons of these committees, with the exception of the negotiations chair & grievance chair, shall be elected by the general membership at the same time as the March election of officers and serve 2 year terms. Each committee chairperson shall be responsible for selecting the members of his/her committee.

Section 1b. The following positions/committee chairs shall be appointed by the Association president, with Executive Board approval: negotiations chair, grievance chair, insurance committee chair, sick bank coordinator, school board communications groups coordinator.

Section 2a. The communications committee shall be composed of a chairperson elected by the general membership to the Governing Board and those others selected by the chairperson representing elementary, middle school, and high school levels.

Section 2b. The communications committee, in cooperation with the Association president, shall be responsible for all news releases to the public press concerning Association activities and shall keep a file of press releases and publications involving the Association. The committee shall be responsible for keeping all members informed about Association activities. The committee chairperson shall report to the Governing Board and Representative Assembly.

Section 3a. The legislative committee shall be composed of a chairperson who is elected by the general membership to the Governing Board and those others selected by the chairperson representing elementary, middle school, and high school levels.

Section 3b. The legislative committee shall be a continuing committee to keep members informed on legislative matters. The committee chairperson shall report to the Governing Board and Representative Assembly and shall serve on WWPACE (Wheaton Warrenville Political Action Committee for Education.)

Section 3c. The School Board Communications Groups Coordinator shall oversee the selection, organization, and operation of the School Board Communication Groups.

Section 4a. The membership committee shall be composed of a chairperson who is elected by the general membership to the Executive Board and a representative from each attendance center.

Section 4b. The committee shall, as part of their membership campaign, designate how dues will be collected and deposited with the treasurer of the Association. The membership committee shall throughout the year actively seek to enroll non-members. The treasurer is an ex-officio member of this committee. Other duties shall be to welcome new teachers and to acquaint them with the importance and benefits of membership in the Association. The committee chairperson shall keep an up-to-date membership list and a current record of all non-members. The chairperson shall serve as a liaison between the local Association and IEA with regards to current and accurate membership information, and required fair-share documentation, keeping all necessary reports up to date.

Section 5a. The scholarship committee shall be composed of a chairperson who is elected by the general membership to the Governing Board and those others selected by the chairperson.

Section 5b. The scholarship committee shall be responsible for the annual selection of scholarship recipients, using eligibility criteria determined by the Executive Board.

Section 6a. The negotiations committee shall be composed of a chairperson who is appointed by the Association president, with approval of the Executive Board, and others selected by the chairperson representing elementary, middle school, and high school levels.

Section 6b. The duties of the negotiations committee shall be to assist in preparing a negotiations package under advisement of the membership; to appoint a negotiating team with the approval of the Representative Assembly or Governing Board; and to supervise the negotiations structure and process. In addition, the chairperson, along with the president and chairperson of the grievance committee will work to promote and ensure enforcement and correct interpretations of the current contract as negotiated. The chairperson will work to promote the concept of ongoing negotiations during the existence of the current contract, and oversee any mid-term negotiations that must occur as a result of changing conditions and/or developing issues. The negotiations chairperson of the previous contract is an ex-officio member of this committee.

Section 7a. The grievance committee shall be composed of a chairperson who is appointed by the Association president and committee members selected by the chairperson.

Section 7b. The grievance committee shall give consideration to any problem related to the welfare of the Association and its members; to receive, coordinate, and process grievances, and along with the president and chairperson of the negotiations committee, work to promote and ensure enforcement and correct interpretations of the current contract as negotiated.

Section 8a. The Executive Board shall serve as the budget committee with the treasurer of the Association serving as the chairperson.

Section 8b. The budget committee shall prepare a budget which shall be submitted to the Governing Board before October 1 for adoption. This committee shall appoint an audit committee. The audit shall be completed before January 31 of each year.

Section 9. Ad hoc committees shall be appointed by the president and approved by the Governing Board or Representative Assembly as need arises.

## ARTICLE VII - NOMINATIONS AND ELECTIONS

Section 1. In an election year an elections committee shall be appointed by the vice-president and approved by the Governing Board or Representative Assembly, and shall have as its chairperson the vice-president. If possible, at least two candidates for each position shall be submitted by the elections committee to the Governing Board or Representative Assembly at least two weeks prior to the election. The elections committee shall present a written report of its slate to the entire membership.

Section 2. The elections committee shall prepare a master ballot which shall be sent to an Association representative in each attendance center, to be duplicated in numbers consistent with that building

's membership count. Voting shall be by secret ballot for elections. The ballots shall be combined and counted after all ballots have been returned to a place designated by the election committee. The votes shall be counted by non-slated members of the election committee. All ballots shall remain in the possession of the committee for one month. A simple majority of the votes cast shall carry an election on any issue involving two choices; a plurality of the votes cast shall carry any election or issue involving three or more

choices.

## ARTICLE VIII - REFERENDUM

Issues involving dues, special assessments, by-law changes, and a master contract must be referred to a vote of the entire membership. Other matters of general welfare may, at the option of the Governing Board or Representative Assembly, be referred to a vote of the entire Association membership. Any such referendum may be held at any regular or special meeting of the general membership or may be conducted by ballot in each of the separate attendance centers. In any case, a simple majority shall carry an issue.

## ARTICLE IX - RECALL

Section 1. Any generally elected official of the Association may be recalled if a petition containing the names of 50% of the Association membership is filed with the Representative Assembly at a regular meeting. The vote shall be held within fifteen (15) days after the petition is submitted and a 2/3 majority vote of the general membership shall be required for recall to take place.

Section 2. Any appointee of the Association may be relieved of their position by a 3/5 vote of the Representative Assembly.

Section 3. Any Association representative may be recalled by a majority vote of the center that they represent.

## ARTICLE X - GENERAL MEMBERSHIP MEETINGS

Section 1. General membership meetings shall be held at the call of the president, Executive Board, or at the written request of 5% of the membership or 25% of the Representative Assembly.

Section 2. Business may be conducted by the members present providing that the meetings and the agenda have been announced to all members of the Association at least three (3) days in advance. If less than 25% of the membership is present at a duly called general membership meeting, all votes taken may be called for reconsideration by a petition of at least 25% of the membership. Such petitions must be presented to the president within ten (10) school days after the General membership meeting in question. Action must be taken by the Representative Assembly within ten (10) school days of receipt of the petition.

## ARTICLE XI - DUES

Any changes in the annual dues shall be voted on as a referendum.

POLICIES  
OF THE  
WHEATON WARRENVILLE EDUCATION ASSOCIATION  
adopted April 21, 2008

### EXPENSE POLICY

Section 1. The WWEA will pay any and all legitimate expenses to all leaders and members attending meetings, conferences, or performing other tasks at the request of or designation by the Association. These expenses must be submitted to the treasurer on the WWEA Expense Authorization form and approved by the Governing Board or Representative Assembly, unless such expense is already part of an approved budgetary line item.

Section 2. Legitimate expenses shall include mileage to and from meetings, conferences, and the use of a personal car in meeting the responsibilities of his/her official duties at a rate equal to the amount set by the Illinois Education Association / NEA. Also included shall be meals (reasonable); registration fees; materials; lodging; phone calls; postage; and other expenses incurred while carrying out the responsibilities of their positions.

**For reimbursement from the general fund, members should submit receipts to the Treasurer no later than 90 days from the time the expense was incurred.**

**For reimbursements from WWPAGE fund, receipts must be submitted to the Treasurer by:**

December 31: for expenses incurred between July-December

May 31: for expenses incurred between January-June

Section 3. The WWEA shall cover all reasonable food expenses incurred by the members of the School Board Communication Groups.

Section 4. All officers, committee chairpersons, and other documented leaders of the Association shall receive an annual stipend in addition to the above expenses. The amounts of the annual stipends are set forth in the schedule listed below. If deemed necessary due to budgetary constraints, decreases in the scheduled stipend amounts may be approved by the Governing Board or Representative Assembly. Increases to the scheduled stipend amounts shall be subject to a vote of the general membership. A 3/5 majority of the members voting will be required for approval.

Stipend Schedule:

Part-Time President: \$2000 + dues gratis (less \$20 IPACE contribution)

Full-Time President; Vice-President; Secretary; Treasurer, Grievance Chair,

Membership Chair: dues gratis (less \$20 IPACE contribution)

Negotiations Chair (non-bargaining year): dues gratis (less \$20 IPACE contribution)

Negotiations Chair (bargaining year): \$2000 + dues gratis (less \$20 IPACE contribution)

Communications Chair; Legislative Chair, Scholarship Chair, School Board Observers, Executive

Representatives; School Board Communications Groups Coordinator; Region Representatives

(including Chair and Vice-Chair if WWEA) Sick Bank Coordinator: \$150 each

Senior Association Representatives (SAR): \$30

All Senior Association Representatives (SAR) and Association Representatives (AR): \$10 per meeting

attended [SAR must attend a minimum of 3 meetings to qualify; AR must attend a minimum of 2 meetings to qualify]

**DUTIES AND RESPONSIBILITIES**

Senior Association Representative (SAR)

The SAR will:

- 1) Develop a working knowledge of the contract
- 2) Enforce contract within building
- 3) Problem solve within the building
- 4) Develop a working relationship with building administration
- 5) Represent members when necessary
- 6) Advocate for members within their building(s)
- 7) Serve on WWEA and district committees as opportunity allows
- 8) Develop and encourage involvement in the association
- 9) Attend Governing Board and Representative Assembly meetings as scheduled
- 10) Organize, conduct and facilitate building meetings at least 4 times per year
- 11) Facilitate communication to members within building using various methods of communication,

such as, but not limited to:

- a) 10-15 minute meeting
- b) e-mail
- c) mailboxes
- d) bulletin board
- e) website
- f) personal conversations

#### **BUILDING USE MONIES**

Two dollars per member per building shall be allotted for building uses to be determined by the SAR. These monies shall be paid upon receipt of receipts and brief description of the use of these monies to the WWEA treasurer. Additional monies may be requested for specific uses, subject to the approval of the Governing Board or Representative Assembly.

#### **DELEGATE EXPENSES**

Expenses for delegates to both the state and national representative assemblies shall be determined annually in conjunction with Region funding.

#### **STRIKE VOTE POLICY**

Prior to taking a strike vote at a general membership meeting, the general membership shall establish whether that vote will be taken by voice vote, standing vote, or secret ballot.

#### **RATIFICATION OF CONTRACT POLICY**

The vote pertaining to the ratification of a new master contract shall be by secret ballot in each attendance center, not less than 48 hours following a meeting at which the terms of a negotiated tentative agreement are presented.

#### **ELECTIONS POLICY**

Section 1. All delegate elections will be conducted following all election rules and policies as set by the Illinois Education Association / NEA.

Section 2. Members who know in advance that they will be absent on Election Day may vote by absentee ballot prior to Election Day. The building election representative shall be responsible for providing said absentee ballot(s). Under no circumstances will proxy voting be allowed.

Section 3. The elections chairperson will provide each building election representative with a list of non-members in that building, so as to determine those eligible to vote. The building election representative or other Association representative must be present during all voting, monitor the election against any rules violations, and initial the back of each ballot. All voters must sign a register list when voting.

Section 4. Mailboxes may not be used to distribute or collect ballots. No candidate should be involved in the conducting of the election or the counting of the ballots. The latter may occur if they were in an uncontested election.

Section 5. The results of the election shall be certified by the elections chairperson and the secretary of the Association. Results shall be communicated to each member.

Section 6. Candidates shall be allowed to observe the counting of the ballots if they so desire. They may participate only if they are in an uncontested race.

Section 7. The ballot positions of the nominees

'names shall be determined by lot. An information listing of the home building and any