

Faculty Association of District 205

BYLAWS

Revised 11-04-2020

Article 1 - Name and Objective

Section 1 – Name

The name of this organization shall be the Faculty Association of District 205, an affiliate of the Illinois Education Association and the National Education Association.

Section 2 – Objective

- A. The object of the Association shall be to advance public education in Illinois and to promote the welfare of non-management school personnel. The purpose of this Association shall be to:
1. Promote within the teaching group the highest type of professional practices; encourage active participation of all teachers in the solution of school problems; urge every member to be a progressive student of education; and arouse allegiance to a genuine spirit of professional ethics;
 2. Advocate higher qualifications for entrance into the teaching profession; aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and other such improvements in conditions that will enable teachers to function properly as vital factors in educational progress;
 3. Encourage and assist other local organizations of school employees, promote cooperation among such organizations and the members thereof;
 4. Cooperate with parent-teacher organizations and other civic bodies having educational objectives; aid in interpreting to the public information about the problems, the functions, and the steady progress of the public schools;
 5. Urge teachers to exercise their rights and privileges as citizens, and to accept leadership in civic affairs willingly; and
 6. Insure teacher guarantees provided contractually; employ staff needed for the attainment of this objective.
- B. The Association may acquire, hold, use, mortgage, pledge, exchange, sell, and transfer real and personal property of any kind in furtherance of the foregoing purposes. The books and records of this organization shall be open to inspection by any member upon reasonable request.
- C. The duration of the Association is perpetual.
- D. The Association year shall begin on July 1 and end on June 30 of the following year.

Article 2 - Membership, Affiliation and Non-Discrimination

Section 1 – Membership

- A. Membership shall be open to full dues paying full and part-time licensed employees hired by Thornton Township High School District 205, Cook County, with the exception of non-teaching heads of schools and non-teaching members of the central administrative staff. Non-dues paying faculty shall be excluded from membership and associated rights and benefits.
- B. Administrative personnel who are not eligible to become active members may upon payment of dues as determined by the Representative Council, enroll as associate members with all the rights and responsibilities of active members except the right to vote, to hold office, or to represent the organization in an official capacity.

Section 2 – Affiliation

This organization shall be affiliated with and comply with the Bylaws of the Illinois Education Association and Constitution and Bylaws of 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 3 – 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.

Section 4 – Privileges

Members will have full membership services and privileges, including voting, holding office, serving on committees and commissions, serving as a delegate to IEA and NEA assemblies, participating in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

Article 3 - Governance

Section 1 – Executive Officers

- A. The Executive Officers of the Association shall be the President, Vice-President from each building, Secretary, and Treasurer.

- B. The officers shall be charged with the general operation of the Association between meetings of the Executive Board.
- C. The Association shall indemnify and hold harmless its officers to the limit of the law for any losses of liability suffered by them in acting in good faith or in relying in good faith upon the books and records of the Association.

Section 2 – Executive Board

The Executive Board shall consist of the officers, four members from each school building elected at large (Building Representatives), the Executive Director (non-voting member of the governing body), one Regional Council representative determined by the representatives to the IEA/NEA Regional Council in which this organization has voting rights, and in an ex-officio capacity the immediate past President and the immediate past Executive Director, if either is an active member, the chairperson of the Grievance Committee, and any active member who is an elected officer of the IEA or NEA Board of Directors. It shall be the executive authority of the Association.

Section 3 – Representative Council

The Representative Council shall consist of the Executive Board and Elected Association Representatives (Department Representatives as defined in Article 6) from each building, any Off-Site Representatives (defined in Article 10), and the IEA/NEA Regional Council Representatives.

Any member of the Association, who is not a member of the Representative Council, may attend its meetings, but shall sit apart from the voting body and receive permission from the President to speak. Non-dues paying faculty shall be excluded from attendance at Representative Council meetings.

Section 4 – Recall

Any Executive Board member, excluding the 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 4 - Executive Officers

Section 1 – Duties and Responsibilities

- A. President. The President shall be the Chief Officer, with the power and the duty to enforce and interpret the By-laws, carry out Association policies between Executive Board or Representative Council meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, 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 Board, Representative Council, and the membership. Further, the President shall have the power and duty to perform all acts generally associated with the nature of the office and such other duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the By-laws.

It is the responsibility of the President to:

1. Serve as the advocate leader and presiding officer of meetings;
2. Appoint committees and assign responsibilities to the committees;
3. Appoint a Parliamentarian who will serve on Executive Board and Representative Council, and monitor all Association activities for constitutionality;
4. Plan, with the aid of the other officers, the objectives, programs and meetings for the Executive Board and the Representative Council;
5. Exercise general supervision over the budget;
6. Study the programs, policies, activities and services of the IEA/NEA and NEA in order to provide coordination of the local, state and national organizations;
7. Promote widespread, active participation on the part of the members in order to develop leadership, harmony and *esprit de corps*;
8. Maintain contacts and share common concerns with other local associations and with the general public;
9. Lead in evaluating and publicizing the achievements and programs of the local, state, and national associations;
10. Conduct her/himself at all times as a responsible leader of a professional organization;
11. Supervise and direct the Executive Director;
12. Ensure that delegates sent to local, state and national conventions/workshops give an oral report to Representative Council; and

13. Ensure that a qualified Association Representative will be available for the needs of Summer School members.

B. Vice-Presidents. The Vice-Presidents shall have the powers and duties of the President in the President's absence or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and shall otherwise have such powers and duties as may be assigned by the President.

It is the responsibility of the Vice-President to:

1. Serve as assistants to the President, helping and supporting the President in all her/his duties;
2. Familiarize themselves with the duties and responsibilities of the President;
3. Encourage membership participation;
4. Serve as a liaison for the Executive Board in the following areas:
 - a. Communications. This includes the Social and Scholarship Committees, the Secretary, the TTT, and the United Way.
 - b. Membership. This includes Elections and Special Services Committees, and Political Action.
 - c. Negotiations. This includes the Negotiations, Ad-Hoc Negotiations, and Grievance Committees.
5. Call building meetings as the President deems necessary, meet on a regular basis with the Building Representatives, and draw up agendas and set dates for meetings with the building principals.

C. 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 Board and Representative Council and each meeting of the membership, and shall be responsible for notifying members of regular and special meetings.

D. Treasurer. The Treasurer shall maintain the records of membership in cooperation with the Membership Chair, keep accurate records of expenses and income, report such records at the Executive Board and Representative Council meetings, and meetings of the membership. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership rosters to IEA and for transmitting dues to the IEA as per IEA policies. The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board. He/she

shall bill members for their dues and collect them, using procedures determined and implemented by the Executive board. He/she shall prepare an annual financial statement for publication to members as directed by the Executive Board, keep the officers informed of the financial condition of the Association, and assist the Budget Committee in the initial drafting of the annual budget.

- E. Executive Director. The Executive Director is a non-voting member of the governing body. The Executive Director needs an extensive knowledge of planning for and administering this Association; in addition, he/she needs the ability to adapt to a constantly-changing group of employers. He/she should have the skill and the willingness to assist officers, committees, and members, and to direct credit and appreciation to the members rather than to himself/herself. He/she must stand aloof from the politics and rivalries of members, and his/her devotion must be to the overall good of the organization.

He/she directs the administration of the organization, employs all office staff members with the approval of the Representative Council, and performs all duties assigned to him/her by the Representative Council, the Executive Board, and/or the President; as the need arises, he/she also performs many more tasks that are within the administrative policies established by the Association.

A one-year contract for the Executive Director shall be in effect from July 1 through June 30. Evaluation of service will occur during the month of January each year.

The contract shall be offered immediately following the April Executive Board meeting. This allows time for a newly-assigned person to work with the current director to insure a smooth transition of services to the membership.

A competent and loyal Executive Director is the greatest single asset of any organization. He/she provides continuity of policies, work, and progress in this Association as leaders change and whose members are busy with their own teaching responsibilities. (Adapted from Sturgis Standard Code of Parliamentary Procedure, 2nd ed., p. 228)

It is the responsibility of the Executive Director to:

1. Work with the District's Human Resources Director on District personnel matters;
2. Ensure that members are adequately represented at disciplinary meetings;
3. Maintain a membership list and assist the Membership chair;

4. Assist the Association Committee chairs by providing them with requested information;
5. Plan a welcome function for teachers new to the District;
6. Assist the Elections Committee in running Association elections;
7. Assist in planning the annual Retirement Tea;
8. Assist the President in planning the Executive Board and the Representative Council meetings;
9. Assist the Budget Committee in developing the Association budget;
10. Oversee the enforcement of the Professional Negotiations Agreement;
11. Work with the chair of the Grievance Committee in resolving staff grievances through established procedures, including arbitration, if necessary;
12. Serve as a resource for members and committees;
13. Facilitate press releases during Negotiations and at all other pertinent times;
14. Consult with the IEA Uni-Serve person;
15. Obtain legal advice via IEA law services;
16. Facilitate and support the work of the Negotiations Committee; and
17. Manage and supervise the Wellness Committee.

Section 2 – Terms

- A. Officers. All officers shall be elected in May and be seated at the end of the school year's last regularly-scheduled Representative Council meeting. The term will be two (2) years until a successor is elected. Officers may succeed themselves. If an unforeseen circumstance prevents the election from occurring prior to the end of the school year, the matter shall be resolved consistent with recommendations made by IEA.
- B. Executive Director. A one (1) year contract for the Executive Director shall be in effect from July 1 of one year through June 30 of the following year. It may be considered for renewal, based on evaluation of services made by the Executive Board during the month of January.

The contract shall be offered immediately following the April meeting of the Executive Board. This allows time for a newly-employed person to work with the current Director to insure a smooth transition of services.

- C. Transfer of Records. Each officer shall transfer records to the Association within ten (10) days of leaving office.

Section 3 – Vacancies

Vacancies occurring by reason of death, resignation, incapacity or other disqualification shall be filled as follows:

- A. President. If a vacancy is announced in the office of President, the Secretary will call a special meeting of the Representative Council to choose a President from the building Vice-Presidents to fill the remainder of the unexpired term; the Treasurer will preside at this meeting.
- B. Vice-President. If a vacancy occurs in the office of Vice-President, the President will call a meeting of the Elected Association Representatives in that building to choose a Vice-President from their four Building representatives to fill the remainder of the unexpired term. This meeting shall be held prior to the next regularly-scheduled Representative Council meeting. At the same meeting a new Building Representative will be chosen from the remaining Elected Association Representatives to fill the remainder of the unexpired term. The appropriate department will choose a new Elected Association Representative.
- C. Other Officers. If a vacancy occurs in the office of Secretary or Treasurer, the President shall appoint a successor to fill that office for the remainder of the unexpired term, with the consent of the Representative Council by majority vote.
- D. President and Vice-President. If a vacancy occurs in both the offices of President and of Vice-Presidents, the Secretary or Treasurer (the one who has served the greatest time as a voting member of the Executive Committee) shall assume the President's duties until an election is conducted by the Election Committee within sixty (60) days to complete the unexpired terms.
- E. The Executive Director. If a vacancy occurs in the position of the Executive Director at the expiration of the current Executive Director's contract, applications for this position shall be submitted, in writing, to the Secretary of the Association. The Executive Board shall appoint a committee comprised of the three (3) Building Vice-Presidents and two (2) additional Association members from each building. This committee will meet to review the applications, conduct interviews, and make a

recommendation for employment to the Executive Board by April. Association days may be used for the smooth transition delineated in Section 2 above to occur.

If the Executive Director position becomes vacant before the current Executive Director's contract expires, the Executive Board shall recommend an interim Director to the Representative Council; this person will serve until the expiration of the current Executive Director's contract. Then the Secretary shall accept applications for one month. Executive Board shall then appoint a committee (as outlined above) to choose a successor.

Article 5 - Executive Board

Section 1 – Duties

The Executive Board shall conduct and supervise the business of the organization as directed by the Representative Council, annually recommend a budget for adoption by the membership, report its transactions and those of the Council to its membership, approve 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 2 – Terms

The term of office for Executive Board members, excluding the Regional Council Representative, shall be two (2) years. Officers will be elected in May and be seated at the last Representative Council meeting of the school year. If an unforeseen circumstance prevents the election from occurring prior to the end of the school year, the matter shall be resolved consistent with recommendations made by IEA.

Section 3 – Vacancies

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

Section 4 – Meetings

A. Quorum. A 2/5 majority of the members of the Board must be present to conduct business, and a majority vote of those present shall rule.

- B. Regular Meeting. The Executive Board shall meet as many times as necessary or reasonable to transact its business as called by the president.
- C. Special Meetings. Special meetings may be called by the President, or shall be called upon the written request of three (3) members of the Executive Board. Except in cases of emergency, at least three day's notice shall be given to all.

Executive Board members and business shall be limited to that contained in the notice.

Article 6 - Representative Council

Section 1 – Duties

The legislative and policy-making body of the Association shall be the Representative Council.

The Representative Council shall approve the budget, set the dues for the Association at its May meeting, act on reports from committees, and be responsible for implementing the Code of Ethics of the Education Profession. It may adopt rules governing the employment of Association staff, and conduct meetings consistent with these By-laws. It shall be the final judge of the elections of Officers and Department Representatives. Powers not delegated to the Officers or the Executive Board will be vested in the Representative Council. The Council shall authorize an election for the membership to elect the appropriate number of delegates to the IEA/NEA and NEA conventions each year. Following these conventions, the delegate(s) will report to the Representative Council.

Section 2 – Terms

The term of office for Representative Council members shall be one (1) year. Elections shall be held in August and Representatives shall take their seats on the Council at the September meeting.

Section 3 – Vacancies

If a vacancy occurs on the Representative Council, the affected department shall hold a meeting, as soon as possible, in order to elect a representative.

Section 4 – Meetings

- A. Quorum. A 2/5 majority of the members of the Council must be present to conduct business, and a majority vote of those present shall rule.

- B. Regular Meeting. The Representative Council shall meet once per month during the school term, and may meet as many additional times as necessary or reasonable to transact its business.
- C. Special Meetings. Special meetings may be called by the President, or shall be called upon the written request of ten (10) members of the Representative Council. Except in cases of emergency, at least three (3) days notice shall be given to all Representative Council members and business shall be limited to that contained in the notice.

Article 7- Regional Council Representative(s) and Alternate(s)

Section 1 – Duties

IEA Regional Council representative(s) shall attend the Regional Council meeting, represent the Association, and report Council activities to the Executive Board (and/or Representative Council) and membership as necessary.

An alternate shall perform the duties of the Regional Council Representatives in his/her absence.

Section 2 – Election and Terms

The term of office for Regional Council Representatives shall be one (1) year. The election of Regional Council Representatives and alternate will be in May for the following year. If an unforeseen circumstance prevents the election from occurring prior to the end of the school year, the matter shall be resolved consistent with recommendations made by IEA.

Section 3 – Vacancies

Vacancies for Regional Council Representative(s) and alternate(s) will be appointed by the President for the unexpired term with the consent by majority vote of the Executive Board and the Representative Council.

Article 8 - Building Representatives

The Building Representatives shall be in good standing with the Association, elected for a two (2) year term, four representatives from each school building.

It is the responsibility of the Building Representatives to:

1. Attend the regular monthly meetings of the Council and Executive Board meetings.
2. Serve as assistants to the Building Vice-President of the school which he/she were elected.
3. Provide representation and counsel for members in areas regarding rights and responsibilities.
4. Encourage membership participation.
5. Familiarize themselves with the duties and responsibilities of the Building Vice-President.
6. Ensure Elected Association Representatives have been elected prior to the first Representative Council meeting of the school year.

Executive Board Members shall attend the regular monthly meetings of the Representative Council. If unable to attend scheduled meetings, Executive Board Members shall notify the President prior to the meeting. After three absences, the President may declare the seat vacant and designate the remaining Executive Board Members from that school to organize a special election within the unrepresented unit.

Article 9 - Department Representative(s)

The Department Representatives shall be members in good standing with the Association, elected for one a one (1) year term, one representative for each department that has Association members. There shall be one representative for each ten members or a fraction thereof. Members of each department shall elect their representative(s).

Department Representatives shall attend the regular monthly meetings of the Representative Council. If unable to attend scheduled meetings, Department Representatives shall notify the President prior to the meeting. After three unexcused absences, the President may declare the seat vacant and designate the Building Vice-President to organize a special election within the unrepresented unit.

The Department Representatives will provide two-way communication between the Association and the members, distribute materials to members personally, and conduct informative meetings. The Department Reps shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for Department Reps, keep the Department Reps informed of Association activities and positions, and provide incentives for attracting and retaining Department Reps.

Article 10 – Off-Site Representatives

The Off-Site Representatives shall be in good standing with the Association. Off-Site Representatives shall be elected for a one (1) year term from among the members assigned to each respective off-site location. One (1) Off-Site Representative shall be elected for every ten (10) members or a fraction thereof assigned to an off-site location.

Off-Site Representatives shall attend the regular monthly meetings of the Representative Council. If unable to attend scheduled meetings, Off-Site Representatives shall notify the President prior to the meeting. After three unexcused absences, the President may declare the seat vacant and direct the members of the unrepresented off-site location to elect a new representative.

The Off-Site Representatives will provide two-way communication between the Association and the members, distribute materials to members personally, and conduct informative meetings. The Off-Site Representatives shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for Off-Site Representatives and keep them informed of Association activities and positions.

It is the responsibility of the Off-Site Representatives to:

1. Provide representation and counsel for members in areas regarding rights and responsibilities.
2. Encourage membership participation.
3. Meet with the off-site administration regarding contractual obligations.

Article 11 - Elections

Section 1 – Elections Committee

- A. Composition. The President shall appoint an Elections Committee with the approval of the Representative Council with one person serving as the Chairperson appointed by President. No officer of the Association may serve on the Elections Committee.
- B. Duties. This committee is responsible for recruiting candidates for each local elective office, preparing local ballots, conducting elections for local office, state and national delegates, and any other balloting which may occur. This committee will establish procedures subject to the approval of the Executive Board 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. This committee will hear initial election challenges.

- C. 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 2 – Election Procedures

- A. Calendar. The Elections Committee shall establish a local election calendar with nominations and election timelines.
- B. Conduct. All elections shall be conducted by open nomination and secret ballot.
- C. Nominations. Reasonable notice shall be given for nomination to all offices to be filled. Notice shall include time, place, and method for submitting nominations.
- D. Write-in Provisions. A write-in provision is required if the number of declared candidates is fewer 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.
- E. Eligibility. All active, dues-paying members must be afforded the opportunity to run for and vote in any election representing active members. This does not include fair-share or associate members.
- F. Notice. A fifteen (15) day notice of local elections may be given by posting or by other means.
- G. Consistency. All election procedures shall be consistent with Regional, State and Federal requirements.
- H. Use of Dues. No dues may be used in support of a candidate for any Local, Regional, State or National office.
- I. Offices Governed by this Article. All Local Officers, Building Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly are governed by these provisions.
- J. Run-off 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 run-off election between the two candidates who received the highest

number of votes for that office. Run-off elections shall be run in the same manner as the original election.

- K. 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 3 – Election Challenges

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

- A. 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 ten (10) calendar days of issuance of the election results.
- B. Regional, 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 12 - Arbitration and Grievance Appeal

The Grievance Committee will address appeals of grievances and arbitration. The Grievance Committee shall decide whether or not a grievance will be advanced to final and binding arbitration. The affected member (or a designated representative if there are several grievants) has a right to address the Grievance Committee before the Grievance Committee decides whether to advance the matter to arbitration. The affected member(s) may appeal the Grievance Committee's decision to the Executive Board.

Article 13 - Committees

Section 1 – Appointment

The Executive Board may establish committees on a standing and/or ad hoc basis. The President shall appoint members to any committees and name the chairperson with the consent of the Executive Board.

Each committee will have a maximum of ten (10) Association members, selected to represent the schools in the district, and will be appointed for one-year terms. The President must obtain approval from the Executive Board to appoint more than ten members to any committee. Each committee may, with the approval of the Executive Board organize specific subcommittees and task forces for explicit activities from the

membership of the Association. The appointed members of the standing committees shall serve as chairpersons of the subcommittees.

Each standing committee shall meet according to a calendar developed by the committee and may hold special meetings at the call of the chairperson.

Each committee will choose a secretary who will keep a continuing record of activities. Each chairperson will report as necessary to the Executive Board and Representative Council, and will prepare an annual written report summarizing activities, action programs, and accomplishments. The Executive Board may distribute these reports to the members, and the report will become a part of the continuing committee records in the Association files.

No committee shall take official action without the approval of the Representative Council; neither shall it issue nor request information without the prior approval of the Executive Board.

Section 2 – Standing Committees

There shall be the following standing committees; Negotiations, Grievance, Membership, Scholarship, Political Action, Budget/Audit, Elections, Sick Leave Bank, and Flowers/Memorials. The Communications Committee may be formed as needed.

A. Negotiations Committee

The Negotiations Committee shall explore and prepare programs as necessary in all areas of employee welfare, contractual and otherwise. The committee shall solicit input from the membership as a whole, and shall research and prepare bargaining proposals, which reflect the needs and concerns of the teaching staff. The Bargaining Team (those who negotiate at the bargaining table) shall be appointed by the President with consent of the Executive Board. The Bargaining Team will be members of the committee.

B. Grievance Committee

The Grievance Committee shall be responsible for monitoring and enforcing the contract, hearing staff members' formal presentations of grievances, and assessing the validity of the grievance. All committee decisions are by majority vote. It shall assist members in the application of the grievance procedure by investigating complaints filed by members of the teaching staff and processing individual and class action grievances through the Board of Education level. If the grievance remains

unresolved, the committee reconvenes to determine grounds for arbitration. During arbitration, the Association's Executive Director and the IEA Uni-Serv Director work in conjunction with the Grievance Chair.

C. Communications Committee

The Communications Committee shall be responsible for planning and implementing the public relations activities of the local association. This committee shall seek 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 school. It shall develop procedures by which the Association can work cooperatively with parents and the public in civic, fraternal, and social organizations, and through all available channels of communication.

D. Membership Committee

The Membership committee shall organize and conduct the annual membership drive. It shall inform the potential membership of the policies, programs, and accomplishments of the local, state, and national Associations. In timely fashion it shall provide an ongoing, up-to-date list of members to the Executive Director and the Treasurer.

E. Scholarship

This committee shall set the qualifications the applicants must meet, prepare applications, publicize the availability of funds arrange for the financing and administering of funds, evaluate applications and make their choices known to the Representative Council by the May meeting, and in an ongoing fashion, monitor recipients during their educational process.

F. Political Action Committee

The Legislative Committee shall work with IEA Government Relations to help promote activities that lead to the passage of desirable state and federal legislation for schools. It shall concern itself with local, state, and national legislation affecting the interests of the Association. It shall encourage and offer opportunities for the exercise of civic responsibility by members. The committee shall inform members regularly about newly-enacted and pending legislation. When appropriate, it will coordinate its efforts with IPACE.

G. Budget/Audit Committee

The Budget/Audit Committee shall meet annually to review the Association budget, local dues, expenses, and financial records, and report its findings to the Representative Council.

H. Elections Committee

The Elections Committee shall follow guidelines set forth in Article 9 for composition, duties, vacancies, procedures, and challenges.

I. Sick Leave Bank Committee

The Sick Leave Bank Committee shall administer the sick leave bank policy of Association members. The Association Executive Director shall oversee the applications for all members.

Flowers/Memorial Committee

The Flowers/Memorial Committee shall oversee sending flowers to an ill or injured Association member and sending donations to a chosen charity in the event of a death in the Association member's immediate family. One committee member at each building shall oversee flowers and memorials for that building.

Section 3 – Special Committees

- A. Each year the President will appoint such other committees as may be necessary and will discharge them upon completion of their duties. These committees will operate according to the rules set forth by the Representative Council.
- B. A Review Board composed of seven (7) members, one of whom will be Ethnic/Minority, shall be appointed by the President and approved by the Executive Board, and shall annually select its chairperson from among its members. The Representative Council shall establish the rules and procedures governing the Review Board. Due process shall be guaranteed in all proceedings.
 - 1. **Eligibility.** Members of the Review Board shall have been active members of the Association for three consecutive years immediately prior to the Executive Board's approval of their appointment. Furthermore, they shall not have held any elective post for at least two years prior to their appointment nor hold any elective or other appointive position in the Association while serving as a member of the Review Board.

2. **Term.** Members of the Review Board shall serve for two years.
3. **Responsibilities.** The Review Board shall have the power to;
 - a. Rule on censure, suspension, or expulsion of a member;
 - b. Review an action of the Executive Board or the Representative Council for consistency with the By-laws, and make appropriate recommendations for remedial action if necessary;
 - c. Hear election challenges and election appeals;
 - d. Review the Association By-laws for Compliance with the IEA/NEA requirement and notify the President when the Association is in non-compliance.
4. **Membership Censure, Suspension, or Expulsion.** In the event that a charge is filed against a member which may result in the censure, suspension or expulsion of the member the Review Board shall conduct a due process hearing and rule on the charge. The decision of the Review Board may be appealed to the Representative Council, and from there to the IEA Review Board. The local shall deny membership to an individual while that individual is denied membership in the IEA pursuant to NEA Bylaw 2-3.d.
5. **Review of Action for Consistency.** In the event that an action of a member of the Association, the Executive Board or the Representative Council is reviewed for consistency with the Association By-laws, a request shall be filed with the Review Board. The Review Board shall forward its decision to the body or individual(s) filing the request and to the body whose action is being reviewed.
6. **Election Challenges.** The Review Board shall hear challenges to all elections and review decisions of the Elections Committee. The Review Board shall forward its decisions to the Representative Council, to the Elections Committee, and to the body or individual(s) filing the request.

Article 14 - Contract Ratification

Section 1 – Tentative Agreement

If a tentative agreement in negotiations is reached prior to the conclusion of the regular school year, provisions of the agreement will be issued to the Executive Board at a special meeting called by the President for the express purpose of deciding whether to recommend, or not to recommend, the agreement to the Representative Council. Then

the provisions of the agreement will be issued to the Representative Council, and the President will call a special meeting of that body for the express purpose of deciding whether to recommend, or not to recommend, that the terms of the agreement be accepted by the voting members of the Association. Finally, the provisions of the agreement will be distributed to the voting members at an informational meeting called by the President to consider said provisions, provided that three (3) school days remain in the term.

Section 2 – Changes in Contract

A fact sheet listing the changes in the contract shall be made available to members. Ballots will be accepted for three (3) school days.

Section 3 – Ratification

A simple majority of those members voting is required to ratify.

Section 4 – Time Lines

- A. If the tentative agreement cannot be distributed to the voting members of the Association prior to the last three(3) days of the regular school year, no balloting will take place until school resumes again for the next regular school year.
- B. At the beginning of the next regular school year, the provisions of a tentative agreement reached over the summer months will be distributed to the voting members of the Association at an informational meeting called by the President and will be handled as outlined in Sections 2 and 3 above.
- C. In the absence of a tentative agreement on the first day of the school year, the Executive Board may call for a general faculty meeting to discuss negotiations and alternative courses of action. Normal quorum and majority vote guidelines will prevail at this meeting.

Section 5 – Possible Job Action

Should the Negotiations Team, Executive Board, and Representative Council recommend a job action, the President will convene a general faculty meeting. The quorum for this meeting will be a simple majority of the voting members of the Association. A motion to withhold services (strike), with rationale for such action, will be presented to the faculty. The Representative Council will select the voting procedure (voice, standing, roll call, etc.) authorizing the specified action, pursuant to the Illinois Education Labor Relations Act (IELRA). A simple majority vote shall vest the Representative Council with the authority to implement said job action upon recommendation of the Negotiations Team.

Article 15 - Meeting of the Membership

- A. Regular meetings of the membership shall be held annually. One-fifth (1/5) of the membership shall be a quorum for general meeting of the Faculty Association, except for Contract Ratification meetings. A quorum must be present for any governance action to be taken.
- B. Special meetings of the membership may be called by the President, a majority of the Executive Board, or a petition by thirty (30) percent of the membership. Except in case of emergency, at least three (3) day's notice shall be given. The Secretary shall notify the membership as soon as possible.

Article 16 - Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board or Representative Council or the membership shall be by a majority of those voting.

Article 17 - Parliamentary Authority

All meetings of this Association shall be governed by *Robert's Rules of Order, Newly Revised*.

Article 18 - Notice

Wherever the word "notice" is used, notice may be given by personal delivery, on paper, electronically or other method to reasonably assure receipt by the necessary parties.

Article 19 - Dues

The Representative Council shall establish local dues. The IEA-NEA dues shall be transmitted to the IEA-NEA as per IEA-NEA policies. The books and records of the organization will be open to inspection by any member upon reasonable request.

Article 20 - Legal Consistency Clause

In the event a portion or portions of these By-laws are found to be inconsistent with state and federal law, such portions to the extent that they violate the law shall be deemed deleted and of no force and effect.

Article 21 - Amending Procedures

- A.** These By-laws may be amended by a two-thirds (2/3) vote of those members voting at a Representative Council meeting.
- B.** Any five voting members of the Association may propose an amendment by submitting it in writing to the Secretary at least thirty (30) days prior to the meeting of the Representative Council at which the said members wish for the proposal to be voted upon. For the purpose of Association discussion, copies of the proposed amendment must be distributed to all members at least fourteen (14) calendar days before the said meeting. The distribution may be given by personal delivery, on paper, electronically or other method to reasonably assure receipt by the necessary parties.