

**CONSTITUTION**

**OF THE**

**DISTRICT 214**

**Education**

**ASSOCIATION**

# CONSTITUTION OF DISTRICT 214 EDUCATION ASSOCIATION

## Article I - Name

The name of the organization shall be District 214 Education Association, a council of the Northwest Suburban Teachers Union, Local 1211, and shall be referred to as the Council in this document.

## Article II - Purposes

The reason for this organization shall be to give the faculties of District 214:

1. An association to engage in cooperative undertakings for the common benefit of the members.
2. A way to promote positive personal relations among the members and to foster professional and ethical relationships.
3. An organization to cooperate with other groups that have education objectives.
4. A means to promote and protect the interests of the members on those matters with which the membership is vitally concerned.
5. A vehicle to express concern with the upgrading of educational opportunities of the students in the district.

## Article III - Membership

Regular membership in this organization shall be open to all licensed personnel of District 214 for whom the District 214 Education Association is the authorized bargaining agent.

## Article IV – Executive Board: Officers

The officers of this organization shall be President, Vice President, Secretary, and Treasurer and shall be selected from the regular Education Association membership. Their duties shall be those usually assigned such officers and as designated in the by-laws.

## Article V – Governing Board

A Governing Board consisting of the Executive Board Officers, the Building Representatives from each school, the Representative from each satellite program, and the Standing Committee Chairpersons shall direct the affairs of the Association.

District 214 licensed personnel not assigned to a specific high school who are members of the Association shall be represented by the school of their choice.

## Article VI - Dues

Dues for the membership shall be prescribed in the by-laws.

## Article VII - Meetings

A general membership meeting may be called in one of two ways: 1) a petition of at least 100 members that is presented to an EA Governing Board member or 2) a majority vote of the EA Governing Board at a regularly scheduled EA Governing Board meeting. The meeting will be scheduled by the EA Executive Board within 20 school days of the submission of the petition or of the vote. The petition or the vote must specify the purpose of the general membership meeting. Date, time and place of all general meetings shall be announced in each building for at least two (2) weeks prior to the meeting. An emergency general membership meeting may be called by a majority of the Education Association Governing Board or a majority of the Executive Board.

There must be a minimum of nine (9) Governing Board meetings each year, with at least one (1) per month, commencing in September and ending in June. Additional meetings may be called by the President. Date, time and place of such meetings shall be announced in each building. Such meetings shall be open to all members. With the consent of two-thirds (2/3) of the Governing Board members present, the Governing Board may go into Executive Session for confidential matters.

The Governing Board shall provide opportunities for the membership within a building to meet with the officers and the appropriate building representatives.

## Special Meetings

The President may call special meetings of the Governing Board. Such meetings must have a quorum and all Governing Board members not contacted by phone must be sent written notice of this meeting. All Association members must be notified of such meetings, including their agendas and minutes, within five (5) school days after these occur.

## Article VIII - Recall

All Officers and Building Representatives shall be subject to a recall vote. No person shall be subject to a recall vote more than once in a school year. The specific procedure to be followed in a recall situation shall be described in Policy XI.

## Article IX - Amendments

To amend this constitution the proposed change must be presented at one Governing Board meeting and approved at another at least two weeks later. The approved proposed amendment shall then be presented to the entire membership of the Association and shall be ratified by at least a two-thirds (2/3) majority of the members voting.

## Article X - Strike Clause

A two-thirds (2/3) majority vote in the affirmative of the total Governing Board is required to authorize the membership to take a strike vote. Policy XII will prevail except Amended June 15, 2017

that in order for a strike to be authorized by the membership a two-thirds (2/3) majority of the membership must vote in the affirmative for the strike.

**BY-LAWS**

**OF THE**

**DISTRICT 214**

**Education**

**Association**

## **BY-LAWS OF DISTRICT 214 EDUCATION ASSOCIATION**

### Article I - Authority and Responsibilities of the Governing Board

The Governing Board of the Association shall have the authority and responsibility to perform the following functions when approved by a simple majority of its members at a regular or special meeting:

1. To modify and adopt an annual budget. To make adjustments in the budget after adoption when circumstances require such acts.
2. To establish and modify when necessary “Operating Policies of the Association”. A copy of these policies plus their revisions shall be distributed to all association members.
3. To establish temporary committees to perform specific service for the Governing Board. These Ad-Hoc Committees shall be responsible to the Governing Board and shall report as requested to this body. The committees shall be dissolved when deemed advisable by the Governing Board.

### Article II – Purpose

The purpose of this Council shall be to advance public education and to promote the welfare of educators.

### Article III – Members

#### Section I. Active

Membership in the Council shall be open to all Illinois Federation of Teachers (IFT) and American Federation of Teachers (AFT) members who are employed licensed personnel of Township High School District #214.

An active member shall have full membership services, privileges and responsibilities, including: voting, holding office, serving on committees, serving as an IFT or AFT delegate, participating in any of the fringe benefits provided by the Council, participating in professional negotiations, and such other rights, privileges and responsibilities as are conferred through Council governance.

#### Section 2. Dues and Special Assessments

The membership dues shall be determined by the Governing Board. All IFT and AFT dues raises will be automatically included in the yearly dues.

#### Section 3. Membership

The membership year shall be from the August 1<sup>st</sup> to July 31<sup>st</sup>. Membership shall be regarded as continuous, unless specifically terminated by the member. Membership may be terminated if the member notifies the Council President or Treasurer of this termination in writing by September 1<sup>st</sup> or if the member leaves the district. Once terminated, membership shall not be reinstated until the following August 1<sup>st</sup>. New

hires and Fair Share members are eligible for membership at any point during the year.

Dues will be prorated for members and fair share based on their term of membership during the year.

#### Section 4. Revocation and Reinstatement

The Governing Board shall have power to censure, suspend, or expel any member for just cause. The Governing Board shall have the power to reinstate any suspended or expelled member.

### Article IV – Executive Board Officers

#### Section 1. Election

The officers, including the President, shall be elected during the second or third week in March of each year, assume office on June 15th of that year and serve one (1) year. A person may be elected as President for an unlimited number of terms, but may serve only five (5) terms consecutively.

#### Section 2. Duties of the President.

The president shall preside at all meetings of the Association and of the Governing Board. He/she shall appoint all committee chairpersons not otherwise provided for; all subject to approval of the Governing Board. He/she shall be an ex-officio member of all committees. He/she shall also be responsible for all duties assigned the President in Policy XVII.

#### Section 3. Duties of the Vice President

The Vice President shall assume the Office of President in case of absence or resignation of the President until the office has been filled as provided in the Section 6. The Vice President shall also from time to time be assigned special assignments by the President.

#### Section 4. Duties of the Secretary

The Secretary shall keep a record of all meetings of the Association and of the Governing Board. He/she shall prepare and keep on file a correct list of all names and addresses of the members of the Governing Board. He/she shall prepare, with the approval of the President, summaries of the minutes of the Governing Board meetings and of the Association meetings. The Secretary shall carry on such correspondence as the President and/or the Governing Board's designates.

## Section 5. Duties of the Treasurer

The Treasurer shall be responsible for the collection of all dues. He/she shall have charge of all funds of the Association, and shall deposit them in a bank in the name of the Association. He/she shall disburse them as authorized by the Governing Board.

Before June 15, the Treasurer shall present to the current and newly-elected officers a final Treasurer's report which contains the balances of the accounts as reported in the Treasurer's books and the balance of all accounts as reported by the bank. Treasurer will ensure all accounts owned by the Association will be maintained at a level below the maximum FDIC coverage.

## Section 6. Vacancies

If the office of the President is vacated, the Vice President will assume that office until the next election of officers.

In the event of a vacancy in any office other than that of President, the President will appoint a member of the Governing Board to serve until an election is held. A special election shall be held within sixty (60) days.

## Section 7. Recall

Recall procedures for Executive Board Officers are prescribed in Policy XI.

## Article V – Building Representatives

### Section 1. Election

Association members at Wheeling, Prospect, Buffalo Grove, Hersey, Elk Grove, and Rolling Meadows shall elect up to four (4) Building Representatives who are licensed staff members. These elections shall occur in the spring semester of even-numbered years.

The faculty members who are assigned to the satellite programs outside of the six District schools shall elect one (1) representative annually.

In the event of a permanent vacancy of a building representative the remaining representatives of that building will call for an election to fill that vacancy within ten (10) days of the vacancy being announced at a Board meeting.

A single Head Representative shall be appointed by the President, after initial consultation with the representatives from each building, and with the approval of the Governing Board. This person shall be one of the building representatives elected by the membership and shall count in the total number of building representatives allowed per building.



## Section 2. Duties

Building Representatives shall:

- A. Initiate, promote, and coordinate the communications, services, projects and programs of the Council within a building in cooperation with the Governing Board and its committees,
- B. Receive requests from individual members,
- C. Receive recommendations and requests from groups of members,
- D. Make recommendations to the Governing Board,
- E. Submit to the Governing Board a plan for carrying out these duties and after its approval, implement the plan,
- F. Stay informed about Union issues, and
- G. Seek out the Head Representative and solicit information that was presented at a council meeting they could not attend.

In addition to the duties of a Building Representative, the Head Representative shall:

- A. Present issues specific to their building, at the Governing Board meetings,
- B. Inform Building Representatives of information presented at Governing Board meetings when absent,
- C. Appoint department liaisons to a Building Council. The Building Council will serve to provide a focal point for the discussion of building concerns, distribute Council information, and distribute Local political information,
- D. Attend quarterly meetings with the officers and other head representatives,
- E. Designate one of their building representatives to act as head representative at any council meetings they cannot attend,
- F. Serve on the President's Advisory Committee, and
- G. Meet with the building principal on a monthly basis to discuss concerns.

## Section 3. Recall

Recall procedures for Building Representatives are prescribed in Policy XI.

## Article VI - Local 1211 Executive Board Delegates

### Section 1. Election

- A. The Council shall have one delegate on the Executive Board for the first one Hundred (100) members or part thereof. That delegate will be the Council Executive Vice President, if he/she is not an officer of the Local. Additional delegates will be based upon each additional one hundred (100) members or major part thereof.
- B. Executive Board delegates, excluding the Vice President, shall be elected by district wide ballot.

### Section 2. Terms

The term of office for a delegate shall be two (2) years.

### Section 3. Duties

The delegates shall represent the Council at the Executive Board and report to the Governing Board.

### Section 4. Vacancies

Vacancies occurring after the election shall be filled by appointment of the President with the approval of the Governing Board.

## Article VII – IFT and AFT Representatives

### Section 1. IFT Representative Assembly Delegates

#### A. Election

IFT Representative Assembly delegates shall be elected by district-wide ballot. Each member shall cast one vote per allocated delegate. Delegates and alternates shall be chosen in order of votes received.

#### B. Duties

The delegates shall represent the Union at the IFT Representative Assembly and present a written report.

### Section 2. AFT Representative Assembly Delegates

#### A. Election

AFT Representative Assembly delegates shall be elected by district-wide ballot.

Each member shall cast one vote per allocated delegate. Delegates and alternates shall be chosen in order of votes received.

#### B. Duties

The delegates shall represent the Union at the AFT Representative Assembly and present a written report.

### Article VIII - Nominations and Elections

#### Section 1. Nominations and Elections Committee.

The Governing Board shall appoint a Nominations and Elections Committee in February prior to the election of new officers. It shall be the duty of this committee to secure nominations and conduct elections.

#### Section 2. Elections of Officers and Building Representatives.

The Nominations and Elections Committee shall present the names of officer candidates to the Governing Board at a regular meeting of the Association. At this time the committee shall ask for nominations from the floor. A ballot vote shall be conducted by the committee and department liaisons of the building council. No person shall be elected until he/she receives a majority of the votes cast. In runoff elections only the names of the two (2) with the highest number votes shall be placed on the ballot.

### Article IX – Governing Board

The Governing Board shall consist of the officers, the building representatives, and the chairpersons of each standing committee. It shall be the duty of the Governing Board to coordinate committees and to determine and administer policies for the Council. The Governing Board shall have the authority to set stipends for its officers, committee members and building representatives in an effort to defray expenses.

If a petition containing sixty (60) signatures of members is presented to the Governing Board requesting a membership referendum on any issue, the Governing Board shall provide for such a referendum.

#### Section 1. Auditing

By June 15, the Treasurer shall obtain notarized copies of the Association accounts from the bank and present them to the current and newly elected officers.

### Article X - Standing Committees

The standing Committees of the Association shall be: (1) Welfare and Ethics; (2) Negotiation; (3) Legislative; (4) Membership/PR; (5) Insurance; (6) Education; (7) Professional Development Fund; and (8) Technology. The activities of each committee

shall be consistent with the purposes of and in compliance with the principles and guidelines of the Association. The President of the Association appoints all Standing Committee chairpersons after the completion of the annual election of the Association officers. Nominees shall be solicited from among the Association membership (except the Negotiations Chairperson in a Negotiations Year, who will be selected by the Negotiations Team after it is selected). All appointments require the approval of a majority vote of the Governing Board. The term of each chairperson shall begin with his/her approval by the Governing Board and shall expire the following September when new appointees are approved by the Governing Board (except the Negotiations Chairperson in a Negotiations Year). All Standing Committee chairpersons will be voting members of the Governing Board. All committee members, except those of the Negotiation Committee, shall be appointed by the committee chairperson. The committees shall have equal representation from each of the high schools whenever possible. The term of each committee member shall be consistent with that of the committee chairperson.

#### Section 1. Welfare and Ethics Committee

The duties of the Welfare and Ethics Committee shall be as follows:

1. To study and make recommendations to the Governing Board concerning the welfare of the members of the Association.
2. To promote ethical practices among the members of the Association.
3. To implement and execute the provisions of the grievance procedure.

#### Section 2. Negotiation Committee

1. Membership. The negotiation committee shall consist of five (5) members, the Association President, Vice President and three members appointed by the Association President. These appointments must be made by September 30 unless the negotiation process is still in operation, in which case the committee shall continue in office until the completion of the negotiation process. In the special case cited, the appointment of the succeeding Negotiation Committee shall be made within three weeks of the completion of the negotiation process. The majority of appointees shall be Association members for whom salaries are negotiated. The Governing Board must approve these appointments by at least a simple majority of its membership.
2. Duties of the Committee members. The Negotiation Committee shall have a chairperson, spokesperson, and secretary. The chairperson shall be in charge of all meetings of the Negotiation Committee as it fulfills its duties. Each member shall have one vote at these meetings with the chairperson voting only to break ties. The chairperson shall represent the Negotiation Committee at the Governing Board and be a voting member of that group. The chairperson shall communicate Governing Board actions to the other members of the committee. The chairperson shall aid the spokesperson in presenting the

negotiation package to the Board of Education and may substitute for the spokesperson in an emergency. The secretary shall keep records of the discussions of the Committee both in its internal meetings and with the Board Negotiating Team. The secretary shall keep needed documents and records readily available for use by the spokesperson. The spokesperson shall be the primary person to present the Association's program before the Board of Education's Team during negotiation sessions. His/her negotiation tactics shall be of his/her own discretion but restricted to limitations set by the entire Negotiation Committee. The duties of the committee members can be altered by the agreement of the entire negotiating committee.

3. Duties of the Committee. The Negotiation Committee shall be responsible for:
  - a. Collecting and maintaining information records concerning negotiation agreements of other districts as well as the desires and opinions of the members of this Association as to negotiation issues.
  - b. Preparing a report for the Governing Board at least one month in advance of the time for opening negotiations with the Board of Education Team. This report shall include all items to be negotiated in the new wordage desired. This report may be amended by a simple majority of the Governing Board. The final approved report will be restricted to the Governing Board members only.
  - c. Fulfilling the above duties by the following procedures:
    - i. Requesting the aid of the regular Building Representative and/or alternates for soliciting or disseminating information.
    - ii. Employing technical assistants or information services in keeping with approved budget items.
    - iii. Holding closed meetings of its members to resolve the items to be included in its report to the Governing Board.
    - iv. Report general procedures to the Governing Board prior to the final report time.
    - v. Develop special procedures to cover specific situations after approval of the Governing Board.

Conflicts which arise during the negotiation process may be resolved by the Governing Board. A majority vote of the Negotiation Committee members present at an announced meeting is required before the conflict can be brought before the Governing Board. The discussion and the resolution of the conflict will be held in executive session and no minutes are to be published.

The negotiation Committee shall have the power to negotiate in the best interests of the Association within guidelines established by the Governing Board.

The negotiated package shall be presented to the general membership for a vote only if the Governing Board votes in the affirmative to present the negotiated package to the membership.

Approval of the negotiated package shall require a vote in the affirmative for the negotiated package by a majority of the members voting.

### Section 3. Legislative Committee

A. It shall be the duty of the Legislative Committee to study and keep the membership informed on the status of legislation that is before the local, state, and national governing agencies, and to make appropriate recommendations to the Board of Representatives.

The Legislative chairperson will publish a minimum of four (4) legislative reports to the membership of the Association each year.

### Section 4. Membership and Communications Committee

A. It is the responsibility of the Membership and Communications Committee chairperson to:

1. Coordinate the district membership.
2. Checks and forwards all membership forms and money collected to the Association Treasurer.
3. Inform the community of the accomplishments of the Association and its members.

B. To oversee the duties of the EA Public Relations person.

### Section 5. Insurance Committee

It shall be the duty of the Insurance Committee to:

- A. Review Association members' complaints of the District Insurance policies and recommend the appropriate measures.
- B. Gather and distribute information relative to teacher retirement, insurance, and other programs of general cooperative financial nature.

## Section 6. Education Committee

- A. To promote the advancement of professional skills, to partner with the administration in the creation and implementation of district learning goals, and harness the intellectual capital of our membership to increase student learning.
- B. Its action program to implement these purposes shall be in compliance with the principles and guidelines of the Board of Representatives.
- C. Promote teacher participation in citizenship responsibilities and privileges.

## Section 7. Professional Development Fund Committee

- A. To ultimately increase student learning in District 214 by providing tuition assistance to staff members in areas which are of mutual benefit to individual staff members and to the District.

## Section 8. Technology Committee

- A. To study and keep the membership informed on the status of technological change as might be developed and implemented within District 214, and make appropriate recommendations to the Board of Representatives.
- B. To oversee the duties of the EA webmaster.

## Article XI - Parliamentary Authority

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

## Article XII – Amendments

To amend these By-laws the proposed change must be presented at one Board of Representatives meetings and approved at another at least two weeks later. The approved proposed amendment shall then be presented to the entire membership of the Association and shall be ratified by a two-thirds (2/3) majority of the members voting.

## Article XIII - Ratification

These Bylaws shall be ratified by at least 2/3 ballot vote of the members voting.

## Article XIV- Quorum

A quorum is one-half of the total number of Building Representatives, Satellite Representatives, and Officers.

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