



UNIT FIVE
EDUCATION ASSOCIATION

UFEA

IEA  NEA

Local Bylaws



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Bylaws of

UNIT FIVE EDUCATION ASSOCIATION - IEA/NEA

Created and Adopted: April 1990 **Revised:** January 1985, January 1990, May 1997, March 2006, January 2008, November 2009, May 2013, May 2019, May 2021

Article I – Name and Objective

Section 1 - Name

The name of this organization will be the Unit Five Education Association which is an affiliate of the Illinois Education Association and the National Education Association. As such, all members of the Association are also members of the Illinois Education Association and the National Education Association.

Section 2 - Objective

The object of the Association is to:

- A. advance public education in Illinois and to promote the welfare of non-management school personnel. (same as UFEA Art. 1, Sec. 1)
- B. form a representative body which will function effectively with other professional educational associations (local, state and national).
- C. foster and promote unity and professionalism among its members.
- D. enable members to speak with a common voice.

Article II – Membership, Affiliation and Non-Discrimination

Section 1 - Membership

Membership will be open to all regularly employed, non-management school personnel who hold a professional educator's license (PEL) under contract by Unit 5. Active membership will be continuous until the member leaves the school system, resigns from the Association or fails to pay membership dues. A continuing member terminates membership upon written notice to the local president or the IEA president. Electronic notice is not sufficient.

Section 2 - Affiliation

This organization will 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 will govern.

Section 3 - 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.

Section 4 - 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 5 - Censure and Discipline

In the event a charge is filed against a member calling for the censure, suspension, or expulsion of the member, the Executive Committee shall conduct a due process hearing and rule on the charge. The decision of the Committee 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.

Article III – Governance

All officers and those who serve on a governing body (e.g. Executive Board, Executive Committee, Representative Council, etc) must be elected to that position and not appointed. The only exception is temporary appointment to fill vacancies.

Section 1 - Executive Officers

The Executive Officers of the Association will be the President, Vice President, Secretary, and Treasurer.

Section 2 - Executive Committee

The voting members of the Executive Committee shall consist of the president, vice president, secretary, and treasurer. Standing Committee Chairs are non-voting members of the Executive Committee. It will, therefore, be an elected body that can act on the behalf of the Representative Council when the Representative Council is not in session. The President will empower this committee to help in the decision-making process for the Association while retaining the authority to make the decisions.

Section 3 – Representative Council

The voting members of the Representative Council shall consist of Executive Officers and elected Building Representatives from each Unit 5 attendance center elected on the basis of (1) representative for every (20) members or major fraction thereof. Standing Committee Chairs are non-voting members of the Representative Council.

Section 4 - Recall

Any officer, excluding Regional Council Representative(s), 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 or may resign by written notice to the Representative Council. Such recall election will be conducted by the Elections Committee within (20) school days of receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the membership.

Article IV - Executive Officers

Section 1 - Duties

PRESIDENT

The President shall be the Chief Officer, with the power and the duty to

- enforce and interpret the Bylaws
- carry out Association policies in the interim between Representative Council meetings.
- sign contracts and agreements.

- represent the Association before the public either personally or through designees
- appoint and remove, with consent of the Representative Council, committee members and chairpersons not otherwise provided for.
- serve by virtue of office on all committees.
- cause a budget to be constructed and an annual audit to occur.
- approve budgeted expenditures.
- preside over meetings of the Representative Council and the membership
- appoint special committees as needed. Such committees will discharge the duties for which appointed
- 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 Bylaws.

VICE PRESIDENT

The Vice President will

- have the powers and duties of the President in the President's absence or inability to serve.
- shall succeed to the Presidency if office becomes vacant pursuant to the Bylaws.
- by virtue of the office, will serve as a voting member of every committee.
- serve as the Co-chair of the Collective Bargaining Committee.
- have such powers and duties as may be assigned by the President.

SECRETARY

The Secretary will

- maintain the official files and shall assist the President with Association correspondence. All minutes must be kept in a permanent file with records of the Membership.

- keep minutes of Representative Council and membership meetings.
- compile notes of Executive Committee meetings and shall notify members of regular and special meetings.

TREASURER

The Treasurer will

- maintain accurate records of expenses and income and report such records at the Representative Council Meetings.
- be responsible for the payment of bills and for transmitting dues to the IEA as per IEA policies.

Section 2 – Terms

A. Term.

- The President of the Association will be elected to a two-year term of office.
- The Vice President of the Association will be elected to a two-year term of office. The Vice-President can run for three additional two-year terms of office.
- After four consecutive two-year terms as either a Vice-President or President, that individual may choose to run for an additional 2 year term (for a maximum of 5 consecutive terms) if there are no other nominees.
- The Secretary will be elected for a term of two years. The secretary will be elected in odd numbered years (2011, 2013, 2015...).
- The Treasurer will be elected for a term of two years. The Treasurer will be elected in even-numbered years (2010, 2012, 2014...).

B. 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. A vacancy in the office of the President, will be filled by the Vice-President for the remainder of the unexpired term.

B. Other Officers. If the vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent by majority vote of the Representative Council.

C. President and Vice-President. If a vacancy occurs in both the office of President and of Vice-President, 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.

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

Section 1 - Duties

IEA Regional Council Representative(s) will

- attend the regional council meeting
- represent the Association
- report Council activities to the Executive Committee and Representative Council and membership as necessary.

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

Section 2 - Election and Terms

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

Section 3 - Vacancies

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

Article VI - Building Representatives

The Building Representatives (BR) will be elected by the members they are to represent. Members interested in being a Building Representative for their attendance center need to contact the Vice President. The Elections Committee will prepare the ballots for each attendance center as well as distribute the ballots and collect the ballots after the election.

Elections will be held in each attendance center in April. BRs will serve at term of two years and may be elected for two additional consecutive two-year terms. They may run for additional terms beyond the 6 years if running unopposed. When there are as many candidates as there are positions available, the candidates will be considered elected. Building Representatives shall act as liaison officers between the Representative Council and the members they represent. Meetings for discussion of Association business should be called by the Building Representative.

Article VII - Executive Committee

Section 1 – Duties

The Executive Committee shall conduct and supervise the business of the organization [as directed by the Representative Council], annually recommend a budget for adoption by the Representative Council, undertake such expenditures as are necessary and reasonable for the operation of the organization, recommend the appointment of committees, plan and recommend programs to the membership, and recommend the filling of vacancies.

Section 2 - Meetings

- A. Quorum.** A majority of the members of the Committee must be present to conduct business, and a majority vote of those present will rule.
- B. Regular Meeting.** The Executive Committee shall meet 1 time(s) 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 may be called upon the written request of members of the Executive Committee.

Article VIII - Representative Council

Section 1 – Duties

The Representative Council will

- be the policy-making body of the Association.

- be responsible for the management of the Association, approve a submitted budget which will include at least \$3 per member for arbitration, mediation and fact-finding, approve all expenditures in excess of the approved budget, act on all committee reports and be responsible to the general membership for all Association activity.
- have the power to approve a temporary replacement for any officer who has resigned or for some reason vacated the office until a new officer can be elected as provided for in Article II of the Bylaws.

Section 2 - Vacancies

If a vacancy occurs on the Representative Council, the President shall appoint a replacement for the unexpired term with the approval by a majority vote of the Representative Council.

Section 3 – Recall

Any Representative Council member may be removed by a two-thirds (2/3) vote of those members from the building’s faculty who elected that position, provided a majority of the membership votes. Such recall election will be conducted by the Election Committee within twenty (20) school days upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the eligible membership.

Section 4 - Meetings

- A. Regular Meeting.** The Representative Council shall meet 1 time per month during the school term at the time and place selected. It may meet as many additional times as necessary or reasonable to transact its business. The President will prepare an agenda and circulate to Council members who will share in each building 5 school days prior to that meeting to enable them to discuss items of business with faculty members. Any member of the Association who is not a member of the Representative Council may attend its meetings and may receive permission to speak but will not have voting privileges.
- B. Special Meetings.** Special meetings may be called by the President. The notice will be circulated to all council members and will state the purpose for which the meeting is called. Business transacted at a special meeting will be limited to that mentioned in the notice.

Article IX - Elections

Section 1 - Elections Committee

- A. Composition.** The committee will consist of the chairperson and at least (3) appointed members of the Representative Council. No person running for office may serve on the Elections Committee for that election.
- B. Duties.** Establish procedures subject to the approval of the Representative Council for nomination of candidates, dissemination of notices concerning the election and conduct of the election, supervise tabulation of the ballots consistent with procedures established by the IEA Elections Committee, certify winners, announce election results to the membership, and hear initial election challenges.
- C. Vacancies.** Should a vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy will be filled in the manner of the original appointment.

Section 2 - Election Procedures

- A. Calendar.** The Elections Committee shall establish an election calendar to include local, state, and national elections with nominations and election timelines. The established calendar shall ensure that new officers be installed prior to the end of the school year and take office on the last day of the school term.
- B. Conduct.** All elections will be conducted by open nomination and secret ballot.
- C. Nominations.** Reasonable notice will be given for nomination to all offices to be filled. Notice will include time, place, and method for submitting nominations. Candidates may be declared elected when the number of nominated candidates equals the number of positions available, except for the IEA RA and NEA RA delegate elections and any other position where a write-in provision is required.
- D. Write-In Provisions.** A write-in provision is required if the number of declared candidates is less than the number of positions available.
- E. Eligibility.** All active dues paying members must be afforded the opportunity to run for and/or vote in any election representing active members. This does not include reserve or potential members.

- F. Notice.** A fifteen (15) day notice of local elections will be given by posting or by other means.
- G. Consistency.** All election procedures will 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, elected positions on the Collective Bargaining Committee, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.
- J. Runoff Elections.** In the event that there is no candidate who has received a majority of the votes cast for a particular office, the Elections Committee shall immediately conduct a runoff election between the two candidates who had received the highest number of votes for that office. However, elections for Delegates to the IEA and NEA Representative Assemblies shall be decided by plurality votes. Runoff elections will 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.
- L. Absentee Voting.** Absentee voting by written ballot may be permitted with respect to the election (but not for run-offs) or removal of officers, the adoption and amendment of the Bylaws, and the dissolution of this organization, and such vote will be counted as if said voter were present at the meeting of this membership. Absentee voting does not pertain to any elections not listed in this section.

Section 3 - Election Challenges

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

- A. Local Level** - Initial challenges to all local elections governed by this Article will be filed with the Local Elections Committee. Such challenges must be made no later than 14 calendar days or 5 business days of issuance of the election results.
- B. Region, State and National Level** - Consult the region, state, and

national governing documents for additional challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

Article XI - Committees

Committees may be established on an ad hoc basis by the Executive Committee (or Representative Council). The President shall appoint members to standing and ad hoc committees and designate the chairperson with the consent to all appointments by the Executive Committee (or Representative Council).

Section 1 – Budget and Finance Committee

The duty of this committee will be to prepare and present a proposed budget to the Representative Council prior to the last council meeting of the school term. This committee will also arrange for annual audit of the financial records of the Association. This committee will consist of the President, Vice President, and Treasurer. The President will serve as the chairperson.

Section 2 – Collective Bargaining Committee

It will be the duty of this committee to represent those employees of Unit Five designated in the collective bargaining agreement between Unit Five Board of Education and the Unit Five Education Association in matters of wages, hours, terms and conditions of employment, and such other matters as may be of mutual concern to these employees and school board of Unit Five.

Members of the Collective Bargaining Committee will be determined in the year before the existing contract ends and the committee's term runs through the year after the new contract is ratified. Members will include:

- E. two Co-chairpersons, one being the Vice-President and the other being the Chairperson of the Grievance Committee
- F. three association members elected "at large"
- G. appointed members of the elected Representative Council
- H. President of the Association

Section 3 – Elections Committee

The Elections Committee will fulfill the duties described in Article IV of the Bylaws (Elections). The committee will consist of the chairperson and at least three (3) appointed members of the Representative Council.

Section 4 – Hospitality Committee

It will be the duty of this committee to promote fellowship and organize social functions and activities and perform such other duties as the President or Representative Council may assign. This committee will consist of the appointed chairperson and the chairperson will determine the size of the committee.

Section 5 – Political Action Committee

This committee will consist of the appointed chairperson and the chairperson will determine the size of the committee. The duties of the Political Action Committee will be to:

- A. receive and interpret for presentation to the Representative Council and members of the Association, legislative policies and action as reported by the Illinois Education Association, the National Education Association, newspapers and other media of information and assume responsibility of correspondence pertaining to same.
- B. work with IEA Government Relations to help promote activities which lead to the passage of desirable state and federal legislation for schools.
- C. work on school board elections, referenda, and serve as crisis team when necessary.

Section 6 – Membership Committee

This committee will consist of the appointed chairperson and the chairperson will determine the size of the committee. The duties of the Membership Committee will be to:

- A. update the IEA roster
- B. complete paperwork for new members, reserved members, and potential members
- C. communicate with Unit 5 on dues amounts being deducted from members

- D. make sure that all IEA-NEA dues are collected and transmitted

Section 7 – Public Relations/ Community Service Committee

This committee will consist of the appointed chairperson and the chairperson will determine the size of the committee. The duties of this committee will be to:

- A. keep all members of the Unit Five Education Association informed of the policies, programs, accomplishments, and activities of the Association.
- B. establish contact with news media and keep them informed of the accomplishments and activities of the Association.
- C. edit a news brief or local newsletter of Association activities to the membership.
- D. encourage all committee chairpersons to communicate their activities to the membership through the newsletter.
- E. plan and coordinate programs that contribute to the wellbeing of the community.

Section 8 – Grievance Committee

The Grievance Committee Chair is appointed by the President, with the approval of the Representative Council. The committee will consist of five members representing the following levels: Senior High, Junior High, Elementary, Special Education, and a representative for non-core areas. Additional members may be approved by the Representative Council.

The chairperson or designated member of the committee will:

- A. serve as the spokesperson for the committee.
- B. call meetings of the committee as needed.
- C. make regular reports to the Representative Council.
- D. maintain records of grievances and their disposition.
- E. make grievance forms available to Association Representatives for the member's use.

All grievances must be routed through the Grievance Committee.

Committee proceedings require a quorum (3) for business to be conducted. The Representative Council will have input before any grievance is filed for Level III-arbitration.

Arbitration and Grievance Appeal

The Representative Council shall decide whether or not a grievance will be processed to final and binding arbitration. Recommendations should be provided to the Executive Committee from the Grievance Committee. The affected member (or a designated representative if there are several grievants) has a right to address the committee before the committee decides whether to take the matter to arbitration.

Section 9 – New Member Committee

This committee will consist of the appointed chairperson and the chairperson will determine the size of the committee. The duties of the New Member Committee will include but not be limited to:

- A. Planning and facilitating new member orientations
- B. Plans and leads new hire seminars
- C. Co-chairs new hire mentoring program
- D. Supports new members with professional growth

Article XII - Meeting of the Membership

- A. The membership will act through monthly meetings through the school year via the Representative Council.
- B. Special meetings of the membership may be called by the President, a majority of the Representative Council, or a petition by thirty (30) percent of the membership.
 - 1. For special meetings, the President will provide written notice of the meeting stating the place, date, time, and nature of the business to be considered, to each attendance center at least forty-eight (48) hours prior to the date set for the meeting.
 - 2. In the event of a special meeting being called during summer break, written notice will be provided electronically to members' email addresses and by website posting seven (7) days prior to the meeting. At the written request of any member, notice will be mailed to the home address or alternate email address provided to the Chairperson

of the Membership Committee by the member. Only in crisis situations may the President waive posting deadlines and procedures and all good faith efforts will be made to notify members.

3. Should a Tentative Agreement be reached during the summer months, members will have the opportunity to review the Tentative Agreement at the UniServ Office two (2) weeks prior to the ratification vote.

C. For scheduled meetings, an agenda will be prepared and shared in each building seven (7) days prior to the date set for the meeting.

D. Upon proper motion and the approval of a majority of the members present and voting, any vote may be conducted by a secret ballot.

Article XIII – Voting

Unless otherwise provided herein, the adoption of all business by the Representative Council and the membership must be by a majority of those voting. Proxy voting is not permitted.

Electronic voting is permitted for contract ratification, membership dues increases, and bylaw changes where notice is given to members at least five (5) days before the vote and voting remains open for at least five (5) days after the ballot is delivered, provided that the number of votes cast constitutes a quorum. Electronic voting, for this sole purpose, may consist of voting by email or other electronic means.

Article XIV – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws of NEA, IEA, these bylaws, or any special rules of order the Association may adopt.

Article XV – 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 XVI - Dues

Local dues will be established by majority vote of the Representative Council. The dues will be sufficient to cover all Association expenses as shown in the budget. Annual dues will be payable on or before October 31 each year, unless the member has chosen to use payroll deduction for the payment of dues. The IEA-NEA dues will 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 XVII - Savings Clause

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

Article XVIII - Amending Procedures

- A. These Bylaws may be amended or this organization dissolved by two-thirds (2/3) vote of those members voting at a general membership meeting. A copy of the amended bylaws will be immediately sent to the IEA Executive Office.
- B. Any five (5) members may propose an amendment or dissolution by submitting it in writing to the Secretary at least thirty (30) days prior to the meeting of the membership at which said members wish the proposal to be voted upon.
- C. Proposed amendments and proposals of dissolution must be published to the members at least ten (10) school days in advance of a vote.
- D. In the event of dissolution, the Representative Council will as soon as practicable, wind up the affairs of this organization and distribute all assets remaining after full payment to creditors to an organization or organizations at the time exempt from taxation under section 501 of the Internal Revenue Code, as amended.