

BYLAWS  
ST. CHARLES EDUCATION ASSOCIATION  
ST. CHARLES, ILLINOIS  
REVISED EDITION 1998  
MODIFIED/ AMMENDED 2002, 2008, 2010, 2011, 2012, 2013, 2014, 2015

**ARTICLE I: NAME AND AFFILIATION**

The name of this organization shall be the Saint Charles Education Association, hereinafter referred to as *the Association*, and it shall be in unified affiliation with the Illinois Education Association and the National Education Association.

**ARTICLE II: PURPOSE**

The purpose of the Association shall be:

1. To be the effective representative body which will function efficiently and advocate for the local membership,
2. To be the effective representative body which will efficiently function with other locals, Region 53, the Illinois Education Association, and the National Education Association,
3. To promote within the membership the highest type of professional practices,
4. To facilitate active participation in problem solving and decision making with issues concerning the professional educator,
5. To foster proactive communication, professional ethics, and professional growth among the membership,
6. To encourage higher qualifications for entrance into the education profession; to promote educator participation in school management; to aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and other such improvements in conditions as will enable educators to function properly as a vital factor in the educational process,
7. To promote, encourage, and assist other local organizations of all educators and to promote cooperation among such organizations and the members thereof,
8. To cooperate with parent-educator associations and other civic bodies having educational objectives and to aid in the interpreting to the public the problems, the functions, and the steady progress of the public schools,
9. To encourage educators to exercise their rights and privileges as citizens, and to accept, willingly, leadership in civic affairs.

## **ARTICLE III: ASSOCIATION**

### **Section 1: General Membership**

- A. Any certified employee of District 303 who is not in an administrative position, upon payment of dues to the local, state, and national associations, will be an active member of this Association.
- B. All active members shall be accorded full rights and privileges as detailed in these bylaws of the Association.
- C. Any active member who serves as a representative of another party to any agreement with the Association will be granted leave of absence without prejudice during the period of such representation.
- D. Active members granted leave of absence shall have the right to request reserved member status.

### **Section 2: Fair Share**

All District 303 certified employees are eligible to become Association members. As a fair share district, however, those persons employed in the schools of District 303 who choose to be fee payers may, upon payment of dues, enroll as fair share members with all rights and responsibilities of active members except the right to vote, hold office, or to represent the Association.

### **Section 3: Professional Ethics**

According to procedures adopted by a two-thirds majority vote of the Representative Assembly, the Representative Assembly may suspend from membership or expel any member who shall have violated the ethics of the education profession as stated in the current NEA Handbook; may cancel the membership of any member convicted in a court learned in the law of a crime involving moral turpitude; and may reinstate any member who has previously been suspended or expelled from the Association. All of these actions require a simple majority vote.

## **ARTICLE IV: OFFICERS**

### **Section 1: Officers**

The officers of the Association shall consist of a President, four Vice-Presidents, a Secretary, a Grievance Chairperson, a Membership Chairperson, and a Treasurer. The office of President shall be a full-time, elected position. The President shall take a full-time Association leave. The elected officers, standing committee chairpersons, and any regional, state or national Association officers from the local Association shall be ex-officio members of the Representative Assembly. They may vote only if they are serving as an alternate member of the Representative Assembly.

### **Section 2: Terms**

The President and Vice-Presidents shall be elected for terms of three years. Treasurer, Secretary, Grievance Chairperson, and Membership Chairperson shall be elected for terms of three years. The President and Vice-Presidents may be delegates to the IEA and the NEA Representative Assemblies during their term in office.

### **Section 3: Duties**

#### **A. President**

The President of this Association shall:

- preside over meetings of the Executive Board and the Representative Assembly,
- appoint the chairpersons and members of standing or special committees, subject to the approval of the Executive Board,

- represent the Association before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office,
- meet with members at all levels,
- report to the Executive Board and Representative Assembly on a monthly basis a list of activities, pertaining to the Association, in which the president was engaged, as needed
- construct a budget in collaboration with the SCEA Treasurer,
- sign contracts and agreements on behalf of the Association.

## **B. Vice-Presidents**

1. One Vice-President shall be elected from the High School membership.
2. One Vice-President shall be elected from the Middle School membership.
3. One Vice-Presidents shall be elected from the Elementary School membership
4. One vice-president shall be elected from the Special Education membership.
5. The Vice-Presidents shall:
  - assist the president in duties of the Association,
  - serve as needed on standing committees as assigned by President,
  - delegate additional responsibilities from the Executive Board,
  - be a member of the Grievance Committee as needed.

## **C. Secretary**

The Secretary shall:

- keep accurate minutes of all meetings of the Executive Board, and the Representative Assembly,
- maintain official files,
- record in the Representative Assembly minutes the names of the Building Association Representatives and Senators present and absent,
- assist the President with other Association correspondence.

## **D. Treasurer**

The Treasurer shall:

- be responsible for the collection of all dues,
- collaborate with the Membership Chairperson for the express purpose of dues collection,
- have charge of all funds of the Association,
- deposit funds in the bank in the name of the Association,
- disburse funds as authorized by the Association President,
- prepare yearly budget with the President,
- prepare monthly treasurer's report,
- provide outside auditor/tax preparer with appropriate records upon request of the Association President.

## **E. Grievance Chairperson**

The Grievance Chairperson shall:

- be responsible for representing the Association on all grievances,
- be responsible for keeping all members informed of deadlines and conditions of the grievance procedures,
- report to the Executive Board and Representative Assembly on a monthly basis as needed.

## **F. Membership Chairperson**

The Membership Chairperson shall:

- keep current all records of membership necessary for local, state, and national organizations,
- be prepared to report on membership to the Executive Board and Representative Assembly when so requested by those bodies,
- track status of membership, full or part-time, as regulated by the local, state, or national organizations.

## **Section 4: Election to Replace Officer**

Whenever two thirds majority of the Representative Assembly agrees that an officer has been grossly negligent of the duties defined in these bylaws, or is deemed to have performed acts adverse to the welfare of the general membership, or is incapacitated, they shall direct the President to appoint a replacement to fill the remainder of that term.

## **Section 5: Vacancy of Office**

Should a vacancy occur in any Executive office or Executive office-elect with the exception of the President or President-elect, the President shall appoint a replacement to serve for the remainder of the term. Should a vacancy occur in the office of President or President-elect, a Vice President or a Vice President-elect, respectively, shall assume the duties of the President. Should no Vice President assume the duties of the office of the President, the Vice-Presidents shall call for an election from the general membership to fill the vacancy.

## **Section 6: Compensation**

The President, Officers, and others who receive honoraria shall be compensated with a percentage of the B.A. step 1 base salary of the current year. They shall be compensated according to the following schedule:

- President 15%
- Vice-Presidents 3%
- Secretary 3%
- Treasurer 3%
- Grievance Chair 3%
- Membership Chair 3%
- Negotiations Chair 3%
- Elections Chair 1.5%
- Sick Leave Bank Chair 1.5%
- Webmaster 1.5%

## **ARTICLE V: GOVERNANCE**

### **Section 1: Executive Board**

There shall be an Executive Board, which shall consist of:

- Officers of the Association,
- Immediate Past President, if available
- Membership Committee Chairperson,
- Grievance Committee Chairperson,
- Chief Negotiator.

This body shall meet once each month, at the call of the President, or upon the call of three members of the Executive Board. The IEA UNI-SERV Director will act as a consultant to the Executive Board.

### **Section 2: Representative Assembly**

A. The Representative Assembly of the Association shall:

- consist of elected delegates; Senators (one per building) and Building Association Representatives (BARs) (one representative for each fifteen members or major fraction thereof per building, with no less than one Building Association Representative per building),
- meet at the call of the President, or upon call of ten percent of its members,
- be the policy making and legislative body of the Association,
- seek open nominations for delegates and alternates to the Regional Council, Illinois Education Association Representative Assembly, and the National Education Association annual meeting. Delegates and alternates shall be elected by vote of the entire membership of the Association,
- be held responsible for the management of the Association, approve all expenditures, and carry out policies of the Association.

B. The Senators of the Association shall:

- be Association members,
- be elected to a two-year term,
- attend monthly SCEA-RA meetings
- perform the duties of chief liaison between the Representative Assembly and the SCEA building membership for the purpose of facilitating communications,
- hold monthly SCEA building meetings for the purpose of ...
  1. identifying building issues to be delivered to the Representative Assembly.
  2. communicating and discussing Association issues with the Association building membership.
- recommend members to serve on committees,
- oversee elections and ratification votes in buildings,
- assist in the enrollment of members,
- hold monthly meetings with the building principal and other building Association leadership,
- appoint an alternate Building Association Representative to attend a meeting when the Senator cannot attend; the alternate Building Association Representative shall have full voting rights as a Senator,
- be elected in each building in the spring every other year,
- assume responsibilities at the August New Teacher Orientation meeting.

**C. The Building Association Representatives shall:**

- be Association members,
- be elected to a two year term,
- attend monthly SCEA-RA meetings,
- support Senators in reflecting the concerns and interests of the members they represent, to act as liaisons to the schools, and to disperse information,
- be encouraged to serve on a standing or special committee,
- enlist another building SCEA member to act as an alternate BAR when a Building Association Representative is unable to attend an SCEA-RA meeting. The alternate Building Association Representative shall have full voting rights,
- assist the building Senator in holding monthly building meetings for the purpose of ...
  - 1) identifying building issues to be delivered to the Representative Assembly,
  - 2) communicating and discussing Association issues with the Association building membership,
- attend monthly meetings with the building principal and other building Association leadership,
- be elected in each building in the spring every other year.

**D. Negligence of Duties**

- After two unexcused absences of a member of the Representative Assembly, (Senator or BAR) the President, subject to the approval by two-thirds majority of the Representative Assembly, may declare the seat unfilled and call for a building election to complete the term. The President will designate the Elections Chair to organize this special election.
- Any Senator or BAR may be replaced by petition and resulting majority vote of the Association members in his/her building. Whenever two-thirds majority of the Representative Assembly agrees that a Senator or BAR has been grossly negligent of his/her duties or is deemed to have performed acts adverse to the welfare of the general membership, or is incapacitated, they may recommend to the Representative Assembly that the position be declared vacant.
- If the Representative Assembly so votes by a two-thirds majority, it shall immediately declare the seat unfilled and call for an election by the appropriate constituency to fill the vacancy. In case a vacancy occurs, an election shall be held within 30 school days in the individual building to fill the non-expired term of a representative. If no candidate emerges, the President of the Association may appoint a member to fill the vacancy with the approval of the Executive Board for the remainder of the term. In the case of an uncontested election where the number of candidates is equal to or less than the number of positions, the President shall declare the candidate(s) elected for the remainder of the term.

**Section 3: Region Council**

Representatives of the Region Council shall be elected according to the bylaws of that body.

**Section 4: Grievance Procedure**

- A.** The Grievance Committee shall review a grievance before the Association enters into the arbitration selection process. The Grievance Committee shall determine the merits of the case and decide whether a grievance shall be processed to final and binding arbitration. The Grievance Chairperson shall present his or her report to the Association President prior to the Grievance Committee's decision.

- B.** If the Grievance Committee decides not to process a grievance to arbitration, the aggrieved member shall be notified in writing within five school days of receiving the decision. If the member seeks to appeal the Grievance Committee's decision, the appeal shall be made, in writing, to the President of the Association within five school days. The President shall then place the item on the agenda before the next Executive Board meeting. The President and the aggrieved member may each state his or her case before the Executive Board. The Executive Board may override the Grievance Committee's decision by a two-thirds vote.
- C.** The President shall call a special session of the Executive Board if regular meeting dates do not fall within the grievance procedure timelines as specified in the Professional Agreement.

## **Section 5: Committees**

- A.** Standing committees shall be established to implement the program of the state and national associations as they are consistent with Association policy, make recommendations to the Representative Assembly, and carry out such duties as may be determined by the Representative Assembly.
- B.** Standing Committees shall be established in the following areas:
  - 1. Insurance Committee
  - 2. Joint Evaluation Committee
  - 3. Sick Bank Committee
  - 4. Student Services Council
  - 5. Grievance Committee
  - 6. Professional Negotiations Committee
  - 7. Joint Mentoring Committee
  - 8. Professional Development Committee
  - 9. Calendar Committee
  - 10. Social Committee
  - 11. Differential Committee
  - 12. Sabbatical Leave Selection Committee
  - 13. Professional Growth Committee
  - 14. Curriculum Advisory Committee
  - 15. School Board Candidate Interview Committee
  - 16. Scholarship Committee
  - 17. Disciplinary Advisory Committee
- C. Committee Reports**

Working committees will report monthly to the Executive Board and Representative Assembly as needed.
- D. Special Committees**

Each year the President shall appoint, subject to the approval of the Representative Assembly any such other special committees as may be necessary and shall discharge them upon completion of their duties.

## **ARTICLE VI: ELECTIONS**

### **Section 1:**

- A. Nominations of candidates for officers shall be made from the floor at the nomination meeting or sent to the Elections Chairperson, provided the consent of the nominee has been secured.
- B. Candidates for officer's positions shall have been active members of the Association for the past one year prior to their term of office.
- C. Members assigned to more than one building shall be represented in the building in which they receive their paycheck. Said members may request to be represented elsewhere by contacting the Membership Chair. If a member does not receive a paycheck in a school building, he/she will be assigned to a building by the Membership Chair.

### **Section 2:**

The Elections Chair shall prepare ballots. Balloting shall be conducted in accordance with the rules established by the Representative Assembly.

### **Section 3:**

Candidates who wish to be elected delegates to the IEA-RA and the NEA-RA shall have been active members (in good standing) of the Association for at least one year, elected officers of the Association, members of the Executive Board, elected members of the SCEA-RA, or members of a joint or SCEA Committee.

### **Section 4:**

In any election, if the situation exists that there are not enough candidates seeking a given vacancy or given vacancies to constitute opposition of candidates, the Representative Assembly is empowered to declare the election NO CONTEST, to act as and in behalf of the general membership, and to elect the candidate or candidates to fill said post or positions.

## **ARTICLE VII: REFERENDA**

### **Section 1:**

A question to be decided by referendum may be submitted by a majority vote to the Representative Assembly, a majority vote of any Association meeting, or a petition signed by 10% of the membership.

### **Section 2:**

A simple majority of the members voting shall be required to carry an issue involving two choices; a plurality of the members voting shall be required to carry an issue involving three or more choices except as limited by these Bylaws.



## **ARTICLE VIII: MEETINGS**

### **Section 1: General Meeting**

- A. At the discretion of the SCEA Executive Board, a General Membership Meeting may be held in the spring of each year.
- B. Special meetings of the membership of the Representative Assembly may be held at the call of the President, or the President shall call such special meetings for a specific purpose upon the written request of 10% of the members.

### **Section 2: QUORUM**

A quorum of General Membership meetings of the Association shall consist of those members present. A quorum for committee meetings shall consist of a majority of the members of the committee. A quorum of all meetings of the Representative Assembly shall consist of a majority of its members.

## **ARTICLE IX: RULES OF ORDER**

*Robert's Rules of Order, Newly Revised*, shall be the authority of all questions of procedure not specifically stated in the bylaws. A parliamentarian shall be appointed by the President if he or she desires, or if deemed necessary to the Assembly.

## **ARTICLE X: DUES**

Annual local dues shall be equal to a quarter of a percent of the base salary which will be determined each year by multiplying the base salary, BA - step one, by .0025 and rounding to the nearest dollar. Special Assessments may be recommended by the President and the Representative Assembly and levied upon the membership by a majority vote of the Association members.

## **ARTICLE XI: AFFILIATION**

The Association shall affiliate with:

1. The Illinois Education Association;
2. The National Education Association.

## **ARTICLE XII: PROFESSIONAL AGREEMENT**

### **Section 1:**

Any professional agreement between this Association and the Board of Education of District 303 shall be considered an addendum of these bylaws. Such agreements can be altered, added to, or deleted from only as provided for in such agreements.

### **Section 2:**

All agreements between the Association and the Board of Education of District 303 shall be ratified in accordance with the rules established in Article XIII, Section 2, of these bylaws.

## **ARTICLE XIII: RULES FOR AMENDING**

### **Section 1:**

An amendment to these bylaws may be introduced at any regular or special meeting of the Representative Assembly. The Representative Assembly shall send it to the membership with a recommendation of "do pass" or "do not pass."

### **Section 2:**

A copy of the proposed amendment together with the recommendation of the Representative Assembly shall be submitted to each member of the Association. After at least FIVE but no more than TEN school days, it shall be submitted to a vote of the entire membership. A majority vote of the members voting is required to adopt the proposed amendment.

### **Section 3:**

For the purpose of expediency, such as time limitations, sections of these bylaws shall be temporarily suspended by a two-thirds vote of both the Senate and the Representative Assembly with the exception of the adoption of the professional Agreement and alterations to said agreement as provided in ARTICLE XII, Section 2 and ARTICLE XIII, Section 2.

## **ARTICLE XIV: EFFECTIVE DATE**

These revised bylaws are effective January 1, 2015 by ratification of the SCEA Representative Assembly and the General Membership.