



Alton Education Association Bylaws

Revised March 2022

ALTON EDUCATION ASSOCIATION

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Revised March 30, 2022

Article I – Names and Objectives

Section 1 – Names

The name of this organization shall be the Alton Education Association, hereafter designated as the Association or AEA, an affiliate of the Illinois Education Association (IEA) and the National Education Association (NEA).

Section 2 –Objectives

The purposes of this association shall be: (1) to promote within the educational environment the highest type of professional practices; (2) to encourage active participation of all employees in the identification and solution of school problems; (3) to urge every member of the Association to be a progressive student of education; (4) to arouse allegiance to a genuine spirit of professional ethics, as outlined in the Code of Ethics of the Educational Profession of the National Education Association; (5) to secure the most qualified people for employment in the school district; (6) to promote employee participation in school management; (7) to aid in securing and maintaining adequate salaries, professional negotiation agreement, tenure, and seniority rights, sound retirement systems and such other improvement in conditions as will enable employees to be valuable members of both our school and community;(8) to cooperate with other civic bodies, groups, and associations having similar educational objectives; (9) to aid in interpreting to the public the problems, the functions and the steady progress of the public schools; (10) to encourage employees to exercise their rights and privileges as citizens; and (11) to accept, willingly, leadership in civic affairs.

Article II – Membership, Affiliation and Non-Discrimination

Section 1 - Membership

Membership will be open to all employees in the bargaining unit represented by the Association and employed by the Alton Community Unit School District Number 11. Membership continues year to year on an automatic renewal basis. 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 the 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 Boards 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. Individuals who join as a member when they are first eligible for membership immediately have full voting rights. For individuals who become members after they were first eligible or who rejoin as a member will only have voting rights after they have been a member for one (1) pay period.

Section 4 - 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 Board shall conduct a due process hearing and rule on the charge. Due process shall consist of 1) advance notification to the member being accused; 2) a copy of the accusation(s) submitted to the Executive Board in writing; 3) the opportunity for the member to review documents used to support the accusation(s); and 4) the opportunity to appear in person before the Board to respond to the accusation(s). The decision of the Executive Board may be appealed to Representative Assembly 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.

Section 5 – 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.

Article III - Governance

Section 1 – Executive Officers

The elected officers of the Association shall be a President, Certified Vice President, Educational Support Personnel Vice President, Certified Secretary, Educational Support Personnel Vice President, and a Treasurer.

Section 2 – Executive Board

The Executive Board shall recommend and carry out the policies of the Association. The Executive Board shall consist of the President of the Association, both Certified and Educational Support Personnel Vice Presidents, both Certified and Educational Support Personnel Secretaries, the Treasurer, and the elected Chairperson of the Professional Negotiations Committee (if not an existing member of the Board, one member elected by the membership from the following groups, Early Childhood, Primary Buildings, Intermediate Buildings, Middle School, High School, and one member from employees not assigned to an education center, one member representing Early Career Educators, one representing Educational Support Personnel, and Ethnic Minority (as defined by the Illinois Education Association).

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 by-laws, carry out association policies between Executive Board meetings, sign contracts and agreements, represent the association before the public either personally or through designees, appoint and remove members of all Committees with the consent of the Executive Board, serve as ex-officio member on all Boards, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Board, Building Representatives, and the membership. Further, the President will 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.

If the President no longer desires to continue in that office, s/he should submit a letter of resignation to the Executive Board in a timely manner. Within thirty (30) days of receipt of said letter, the Election Committee will cause an election for the office of President. During the interim period, the line of succession to the office of President would be invoked. The line of succession to the office of President shall be:

- 1) The Vice President of the Certified staff
- 2) The Vice President of the Educational Service Personnel staff

Certified Vice President. The Certified 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 pursuant to the Bylaws, and will otherwise have such powers and duties as may be assigned by the President. The Certified Vice President will serve as the primary liaison between the Executive Board for issues/concerns from Certified Building Representatives and Certified Members. The person will represent the Alton Education Association at any Alton School District Roundtable meetings as designated in Article XII, Section 5.

Educational Support Personnel Vice President. The ESP Vice-President will have the powers and duties of the President in the absence of both the President and Certified Vice President or inability to serve, shall succeed to the Presidency pursuant to the Bylaws, and will otherwise have such powers and duties as may be assigned by the President. The ESP Vice President will serve as the primary liaison between the Executive Board for issues/concerns from ESP Building Representatives and ESP Members. The person will represent the Alton Education Association at any Alton School District Roundtable meetings as designated in Article XII, Section 5.

Certified Secretary. The Certified Secretary shall maintain the official files and shall assist the President with Association correspondence. The Certified Secretary shall keep accurate minutes of each meeting of the Executive Board and each meeting of the membership and shall notify members of regular and special meetings of the Executive Board and Membership.

Educational Support Personnel Secretary. The Educational Support Personnel Secretary shall maintain the official files and shall assist the President with Association correspondence to ESP

members. The ESP Secretary shall keep accurate minutes of each meeting of the Building Representative and shall notify members of regular and special meetings of the Building Representative.

Treasurer. The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records and current financial statements at the Executive Board and/or Representative Assembly meeting and meetings of the general membership. The treasurer shall be responsible for the payment of bills, handling of IPACE accounts, preparing audit records, returning of membership rosters to IEA and for transmitting dues to the IEA as per IEA policies.

The Executive Officers will propose a yearly budget for the Executive Board to approve at the first meeting of the fiscal year for the Association.

Section 2 – Terms

- A. Term.** The term for office for Executive Officers will commence June 1st. The term will be one year and /or until a successor is elected. Officers may succeed themselves.
- 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 president will be filled by the certified vice-president then the non-certified vice-president until an election is called by the Executive Council.
- 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 Executive Board.
- C. President and Vice-Presidents.** If a vacancy occurs in both the office of president, both vice-presidents, secretaries and treasurer, the one who has served the greatest time as a voting member of the Executive Board shall assume the president’s duties until an election is conducted by the Election Committee within thirty (30) days to complete the unexpired terms.

Section 4 - Recall

Any Executive Officer 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 will be conducted by the Elections Committee within five (5) 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 V – Region Council Representatives

Section 1 –Duties

IEA Regional Council Representatives shall attend the regional council meetings, represent the association, and report council activities to the Executive Board and membership, as necessary.

An alternate shall perform the duties of the region council representative in their absence.

Section 2- Elections, Term, Recall

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

A Region Council Representative may be removed by two thirds vote of those members voting at a membership meeting when a majority is present. Such recall election will 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.

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 – Executive Board

Section 1- Duties

The Executive Board shall conduct and supervise the business of the organization, undertake 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. The Executive Board shall call upon the IEA Director of Business Services to conduct a financial review or audit should they determine circumstances warrant such.

Section 2 – Terms

The term of office for Executive Board members, excluding officers, will be one year and shall commence on June 1st. The term will be one year and /or until a successor is elected. Board members may succeed themselves.

Section 3 – Vacancies

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

Section 4 – Meetings

- A. Quorum.** A majority of the members of the Board must be present to conduct business, and a majority vote of those present will rule.
- B. Regular Meeting.** The Executive Board shall meet one time per month during the school term and may meet as many times as necessary or reasonable to conduct its business.
- C. Special Meetings.** Special meetings may be called by the president or may be called upon the written request of three (3) members of the Executive Board. Except in cases of emergency, at least three (3) days notice must be given to all Executive Board members and business must be limited to that contained in the notice.

Article VII – Building Representatives

Section 1 - Certified Building Representative

The Certificated Building Representatives shall be elected by the Association membership of the respective buildings by electronic ballot, prior to the end of the current school year to serve a term for the following school year. The elected Building Representatives shall assume their duties on June 1 following their election. Their term of office shall be for a period of one (1) year. One (1) Building Representative shall be elected for each twenty (20) Association members or major fraction thereof per building at the time of election, according to the following table:

- 1 - 30 members = 1 representative**
31 - 50 members = 2 representatives
51 - 70 members = 3 representatives and etc.

Section 2 – Duties

The Building Representative is a member of the Association elected by the membership to create two-way, personal communication between the Association leadership and the members through individual and small group meetings. The BR ensures a well-informed membership by distributing information to members personally, and conducting frequent, informative and information-gathering meetings. The BRs shall recruit volunteers for Association responsibilities and activities and generate support for Association positions and programs. The Association shall provide training for BRs, keep the BRs informed of Association activities and positions, and provide incentives for attracting and retaining BRs.

Building Representative meetings will be held once a month during the school year. If s/he is unable to attend, it shall be her/his responsibility to designate an Alternate from the membership group (school) s/he represents. Said Alternate should meet the same criteria as the Building

Representative in order to conduct official Association business or attend solely to gather information on behalf of the membership s/he represents. Each Building Representative is required to attend one (1) Building Representative meeting during their term. Building Representatives missing more than three (3) consecutive meetings without sending a designee, may be removed as a Building Representative and a replacement shall be appointed by the Association president with the approval of the Executive Council.

Section 3 – Educational Support Personnel Building Representative

The Educational Support Personnel Representatives shall be elected by the Association membership of the respective buildings by electronic ballot, prior to the end of the current school year to serve a term for the following school year. They shall assume their duties June 1 following their election. Their term of office shall be one (1) year. One (1) Building Representative shall be elected for each twenty (20) members or major fraction thereof at the time of election, according to the following table:

- 1 - 30 MEMBERS = 1 REPRESENTATIVE**
- 31 - 50 MEMBERS = 2 REPRESENTATIVES**
- 51 - 70 MEMBERS = 3 REPRESENTATIVES and etc.**

Section 4 – Duties

The Building Representative is a member of the Association elected by the membership to create two-way, personal communication between the Association leadership and the members through individual and small group meetings. The BR ensures a well-informed membership by distributing information to members personally, and conducting frequent, informative and information-gathering meetings. The BRs shall recruit volunteers for Association responsibilities and activities and generate support for Association positions and programs. The Association shall provide training for BRs, keep the BRs informed of Association activities and positions, and provide incentives for attracting and retaining BRs.

Building Representative meetings will be held once a month during the school year. If s/he is unable to attend, it shall be her/his responsibility to designate an alternate from the membership group (school) s/he represents. Said Alternate should meet the same criteria as the Building Representative in order to conduct official Association business or attend solely to gather information on behalf of the membership s/he represents. Each Building Representative is required to attend one (1) Building Representative meeting during their term. Building Representatives missing more than three (3) consecutive meetings without sending a designee, may be removed as a Building Representative and a replacement shall be appointed by the Association president with the approval of the Executive Council.

Section 5 – Recall

Any building representative may be removed by two thirds vote of those members from the building who elected that position, provided a majority of the membership votes. Such recall election will be conducted by the election committee upon receipt of petition stating the specific grounds of the recall and containing the signatures of thirty percent of the eligible membership.

Section 6 – Terms

The term of office for Building Representatives will be one year and shall commence on June 1st. The term will be one year and /or until a successor is elected. Building Representatives may succeed themselves.

Article VIII - Elections

Section 1 - Election Committee

- A. **Composition.** No person running for office may serve on the Elections Committee for that election.
- B. **Duties.** 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 consistent with procedures established by the IEA Elections Committee. Hear initial election challenges.
- C. **Vacancies.** Should a vacancy occur on the Board, 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 a local election calendar with nominations and election timelines.
- 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 and required for IEA RA and NEA RA delegate elections.
- 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 reserved members.

- F. **Notice.** A fifteen (15) day notice of local elections will be given by posting or by other means.
- G. **Electronic Election.** The use of electronic ballots is permitted in elections for amending the Association Bylaws, ratification of a contract, Building Representative, Professional Negotiations Committee, Executive Board members and Executive Officers.
- H. **Consistency.** All election procedures will be consistent with Regional, State and Federal requirements.
- I. **Use of Dues.** No dues may be used in support of a candidate for any Local, Regional, State or National office.
- J. **Offices Governed by this Article.** All Local Officers, Building Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, and Delegates to NEA Representative Assembly.
- K. **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, except where a candidate is elected as a delegate by virtue of being elected as a local officer. Runoff elections will be run in the same manner as the original election.
- L. **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 Timeline

An election shall be held annually in April as follows for Officers and the Professional Negotiations Committee:

Officers. The President, Certified Vice President, Educational Support Personnel Vice President, the Certified Secretary, and Educational Support Personnel Secretary are elected annually to serve a one (1) year term. The Treasurer shall be elected bi-annually, on the even numbered years to serve a two (2) year term. All elected officers shall assume office at the termination of the NEA Convention following their election and may succeed themselves.

Executive Board. The Executive Board will be elected by the membership via electronic ballot in April. This election will be held at the same time of the election for Executive Officers.

Professional Negotiation Committee. No more than five (5) members shall be elected to the Professional Negotiation Committee annually for a three (3) year term beginning in 2022. The newly elected members shall assume their duties on June 1st following their elections. The term of the outgoing members shall be extended until current contract negotiations shall be completed. Committee members may succeed themselves at the end of their term of office.

An election shall be held annually in April or May as follows for Building Representatives:

Building Representatives. Building Representatives shall be elected for a one-year term using the identical requirements of elected officers and elected committee members. Those elected shall assume office on June 1st.

An election shall be held annually per IEA Region guidelines:

Region Council Representatives. Region Council Representatives shall be elected for a one-year term using the identical requirements of elected officers and elected committee members. Those elected shall assume office at the termination of the National Education Association Representative Assembly following their election and may succeed themselves.

Section 4 – Election Challenges

Any member 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 Board. Such challenges must be made no later than 10 calendar 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 IX – Arbitration and Grievance Appeal

The Executive Board shall decide whether a grievance will be processed to final and binding arbitration. Recommendations should be provided to the Executive Board from the Grievance Committee. The affected member (or a designated representative if there are several grievances) has a right to address the Committee before the Committee decides whether to take the matter to arbitration.

Article X - Committee

Section 1 – Committee Guidelines

- A. The duties of all committee must agree with the duties as specified by the Illinois Education Association.
- B. All committee members and chairpersons shall be active members of the association.
- C. All committee are self-governing according to the IEA Bylaws.

- D. All committee chairpersons shall attend meetings of the Executive Board as directed by the President.

Section 2 – Standing Committees

Standing committee chairs shall be appointed by the president with consent to all appointments by the Executive Board during the October Executive meeting.

All standing committee, except for the Professional Negotiations Committee and the Membership Committee shall, if possible, consist of 4-6 members including the chair.

- A. **Professional Negotiations Committee.** The Professional Negotiations Committee shall be elected by the general membership. The committee shall consist of twenty-four members, with one third of the members elected each year to a three-year term. The Professional Negotiations Committee may enlist the advice and services of other individuals, as it deems necessary to function in the best interest of the association. The Association President will serve as the chair of the committee, unless he/she declines. If the President does not serve as the chair, the committee will elect from its committee membership a chief negotiator/chairperson and a negotiating team.

Committee member duties include regular attendance at meetings and participation in all assigned duties as needed.

If a vacancy occurs, the Professional Negotiations Chair and/or the President can appoint a qualified member to fulfill the remainder of the vacated term with approval of the Executive Board.

- B. **Membership Committee.** The Membership Committee shall maintain, in a timely manner, the membership roster, report data monthly to the treasurer and Executive Board. The committee will also work to increase union membership of both new and current employees. The Membership Committee will maintain maintenance of the membership database, the Association website, and all social media.
- C. **Bylaws Committee.** The Bylaws Committee shall work to educate members about bylaws, report to the Executive Board, update and amend as determined by the membership.
- D. **Public Relations Committee.** The Public relations committee shall be responsible for planning and implementing the public relations of the local Association.
- E. **Elections Committee.** The Election Committee shall conduct elections per the election guidelines.
- F. **Grievance Committee.** The grievance committee shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure. It may make recommendations whether to arbitrate grievances to the

Executive Board, the grievance committee shall be appointed by the president with approval of the Executive Board.

- G. **Sick Bank Committee.** Sick Bank Committee will work the District to monitor requests for Sick Bank, and other matters related to the Sick Bank. The chairperson and one other member selected by the chairperson will serve on the Joint Committee with the District.
- H. **Calendar Committee.** The Calendar Committee meets, as needed to agree with administration on upcoming calendars. The chairperson and other members selected by the chairperson will serve on the Joint Committee with the District.
- I. **Scholarship Committee.** The scholarship committee shall be responsible for the administration of the AEA scholarship fund on a yearly basis. The committee is responsible for setting guidelines for awarding the scholarship, creating an application to provide to all applicants, promoting the scholarship to members and the Alton High School Guidance Department, reviewing the applicants, selecting recipient(s), and awarding the scholarship.
- J. **Racial and Gender Equity** – The Racial and Gender Equity Committee will be responsible for educating and promoting racial and gender equity in our schools and community.
- K. **Joint Committee on Evaluations** – Members of this committee will serve on the joint committee with the District. The committee will include the Association President or his/her designee as the chairperson. The chairperson will select from the committee members to the meet with the District Joint Committee on Evaluations.
- L. **Joint Committee on Reduction-in-Force** – Members of this committee will serve on the joint committee with the District. The committee will include the Association President or his/her designee as the chairperson. The chairperson will select from the committee members to the meet with the District Joint Committee on Reduction-in-Force.

Article XI – Meetings

Section 1 – General Meeting of the Membership

General membership meetings may be called by any one of the following methods: (1) at the discretion of the Association President; (2) by written petition of ten percent (10%) of the Association membership; (3) by a simple majority vote of the Executive Board. The members present and voting at such a meeting shall constitute a quorum.

A vote to withhold services shall take place at a General Meeting and shall be by secret ballot. The percentage of the membership required to sanction a withholding of services shall be determined by the Executive Board prior to the vote.

Section 2 – Executive Board

The Executive Board shall meet monthly during the school year. The first meeting shall be held in September, followed by each month until the end of the school year. Meetings of this body may be held electronically and/or by video. Additional meetings may be called by the President, by written petition of twenty percent (20%) of its members, or by a simple majority vote.

Section 3 – Called Meetings

Any called meeting shall have a stated purpose, and only business related to that purpose may be transacted at that meeting. All called meetings must be preceded by official notice to members officially. Meetings may be held electronically and/or by video.

Section 4 – Roundtable Meetings

The Alton Education Association shall attempt to meet in good faith with the school district on a monthly basis, the President, the Certified Vice President, Educational Support Personnel Vice President, Professional Negotiations Chairperson, and any members designated by the President or Executive Board.

Article XII – Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board and the membership must be by a majority of those voting. Proxy voting is not permitted. Electronic voting is permitted in local association elections.

Article XIII - Parliamentary Authority

Roberts Rules of Order Newly Revised Edition shall be the authority on all question of procedure not specifically stated in the Bylaws. Questions of clarification shall be determined by a simple majority vote of the Executive Board.

Article XIV – 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 XV – Dues

Local dues of at least \$15 will be established by the Executive Board. The IEA-NEA dues will be transmitted to the IEA-NEA pursuant to IEA-NEA policies. The books and records of the organization will be open to inspection by any member upon reasonable request.

Article XVI – 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 XVII – Amending Procedures

Proposed revisions of these Bylaws must be submitted by the Executive Board to the full membership at a regular or special meeting and a two thirds (2/3) vote of those present will rule, provided that all members of the Association have been sent notice of the date and place of the meeting and the proposed revision(s) at least fourteen (14) days prior to the meeting. A copy of the amended bylaws will be immediately sent to the IEA Executive Office.

ADOPTED

AMENDED March 30, 2022