

BARRINGTON EDUCATION ASSOCIATION

BY-LAWS

ARTICLE I NAME

The name of this organization shall be the Barrington Education Association, an affiliate of the IEA and the NEA.

ARTICLE II PURPOSE

As educators in Community Unit District No. 220, the primary concern of the membership is the cultivation of the individual worth of the child. To accomplish this goal, the Barrington Education Association shall:

- A. promote the cause of education in the community, and
- B. promote and speak for the members on matters relating to their welfare and the cause of education.

ARTICLE III MEMBERSHIP, AFFILIATION AND MEETINGS

A. Active Membership

Any certificated staff, as defined in the Recognition Section of the contract, who is currently employed on at least a part-time basis as a teacher and has no departmental supervisory responsibilities, is eligible for active membership status.

B. Affiliation

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

C. 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.

D. Meetings

1. *Regular*: The general membership of the Association shall meet at least once per year, date and agenda to be determined by the Board of Directors. At the meeting, the membership shall enjoy the right to review all rules, regulations, and bylaws of the Association.

ARTICLE III

MEMBERSHIP (con't)

2. *Special*: Meetings may be called by the President of the Board, by the Executive Committee or upon written petition by thirty percent (30%) of the membership. Such petition must be filed with the Secretary/Treasurer, and the meeting shall be scheduled by the Board in a timely manner.
3. *Quorum*:
 - a. At general membership meetings, the Association may not conduct official business unless at least 20 of its members are present.
 - b. At membership meetings called to discuss the Teacher Work Contract, the Association may not conduct official business unless a majority of its members are present.

E. Eligibility to Serve or Vote

The chairman of the Membership Committee, with the help of the Secretary/Treasurer, shall produce, by October 15th of each year, a list of all members paid and in good standing. Only active members in good standing shall be eligible to serve on committees or vote on matters related to negotiations.

F. Communications

Any member of the Association who desires to communicate to the total membership of the Association must sign his/her communication and must notify the Executive Secretary and/or President of the Board before distributing it to the members of the Association.

ARTICLE IV

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

A. Board of Directors

1. Definition

The Board of Directors of the Association shall be comprised of the officers and the building representatives. No member shall hold more than one position on the Board at the same time.

2. Duties

The Board of Directors shall:

- a. make all policies, rules, and regulations and recommend bylaws for the Association;
- b. approve the payment of all bills;
- c. receive committee reports;
- d. fill a vacancy in the office of President of the Board;
- e. formulate and disseminate an agenda for each general membership meeting;
- and
- f. hire staff as needed.

ARTICLE IV

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE (con't)

3. Meetings

a. *Regular*:

The Board of Directors and the officers shall meet at least once monthly during the school year.

- i. Building representatives may designate a proxy from their building in the event of their absence from a Board meeting. Such proxy shall not be a member of the Board of Directors or an officer of the Association.
- ii. If a building representative is absent twice in one year without excuse or designated proxy, the Secretary/Treasurer shall inform the President of the Board, who shall then declare the seat vacant.
- b. *Special*: Special meetings of the Board may be called by the Executive Secretary, the President of the Board, the Executive Committee, or upon written petition by 30% of the membership of the Board. Such petition must be filed with the Secretary/Treasurer, and the meeting shall be scheduled in a timely manner.
- c. *Quorum*: The Board may not conduct official business unless a majority of its members are present.
- d. *Notification*: The members of the Association shall be notified in advance of all meetings of the Board. All meetings of the Board may be attended by any member of the Association.

B. Building Representatives

- 1. *Definition*: Each building shall be guaranteed representation on the Board in the ratio of one representative for each 15 members or the major portion thereof, each building having at least one representative.

Building representation adjustments shall be made prior to the Association's fall election.

- 2. *Election*: Building representatives shall be elected in the fall of each year, date to be determined by the Board of Directors. The candidates chosen by and from the active membership of the separate buildings must receive a majority of the votes cast to be elected.
- 3. *Term of office*: Building representatives shall serve for a term of one calendar year, beginning at the meeting of the Board of Directors following their election.
- 4. *Duties*: Building representatives shall:
 - a. supervise the recruitment and enrollment of members within his/her building;
 - b. provide two-way communication between building members and the Board of Directors;
 - c. schedule, as needed, building/departmental meetings of Association members to discuss Association business, and
 - d. call and facilitate monthly Building Council meetings. Forward minutes to the Executive Secretary.

ARTICLE IV

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE (con't)

C. Officers:

- 1. Definition:

The officers of this Association shall be the Executive Secretary, President of the Board and the Secretary-Treasurer. All officers must be active members in good standing of the Association. Each officer shall enjoy one vote as members of the Board of Directors.

- 2. Executive Secretary

- a. *Election:* The Executive Secretary shall be elected at the spring election of each year; the candidate chosen by and from the membership of all the buildings shall receive a majority of the votes cast to be elected.
- b. *Term of Office:* The Executive Secretary shall serve for a term of one calendar year, beginning at the June meeting of the Board of Directors following his/her election. After being elected, and prior to taking office, he/she shall attend all meetings of the Board and Executive Committee.
- c. *Duties:* The Executive Secretary shall:
 - i. be the official spokesman for the Association;;
 - ii. administer, with the President of the Board, all policies, rules, regulations, and bylaws of the Association;
 - iii. sign, with the President of the Board, all contracts and other written instruments which have been authorized by the Board or Association;
 - iv. approve, with the President of the Board, all correspondence written in the name of the Association;
 - v. act as chairperson of B-PACE; and;
 - vi. serve as an ex-officio member of all committees.

3. President of the Board

- a. *Election:* The President of the Board shall be elected at the fall election of each year; the candidate chosen at large by and from the membership of all the buildings shall receive a majority of the votes cast to be elected.
- b. *Term of Office:* The President of the Board shall serve for a term of one calendar year, beginning at the December meeting of the Board of Directors following his/her election. After being elected, and prior to taking office, he/she shall attend all meetings of the Board and Executive Committee.
- c. *Duties:* The President of the Board shall:
 - i. preside at all meetings of the Board, Executive Committee and membership;
 - ii. administer, with the Executive Secretary, all policies, rules, regulations, and bylaws of the Association;
 - iii. sign, with the Executive Secretary, all contracts and other written instruments which have been authorized by the Board of Directors of the Association;
 - iv. approve, with the Executive Secretary, all correspondence written in the name of the Association;

ARTICLE IV

BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE (con't)

- v. appoint, with the approval of the Board, the chairperson and members of all committees not specified elsewhere;
- vi. fill, with the approval of the Board, a vacancy on the Board or in the offices of the Executive Secretary or Secretary/Treasurer; such vacancy shall be filled within two regular meetings of the Board;
- vii. appoint a Parliamentarian; and
- viii. serve as an ex-officio member of all committees.

4. Secretary-Treasurer

- a. *Election:* The Secretary-Treasurer shall be elected at the spring election of each year; the candidate chosen by and at large by and from the membership of all the buildings shall receive a majority of the votes cast to be elected.

- b. *Term of Office:* The Secretary-Treasurer shall serve for a term of one calendar year, beginning at the May meeting of the Board of Directors following his/her election. After being elected, and prior to taking office, he/she shall attend all meetings of the Board and Executive Committee.
- c. *Duties:* The Secretary-Treasurer shall:
 - i. keep minutes of the Board of Directors Directors, the Executive Committee, and the membership, and of any special meeting;
 - ii. distribute to the membership summaries of actions taken and business conducted.
 - iii. transmit to the Illinois Education Association such dues as may come due each month, not to exceed the liability of the current month;
 - iv. keep all financial records and sign all checks, per the Standing Rules of the Association;
 - v. chair the Budget Committee; and
 - vi. generate a financial statement for each regular Board of Directors meeting.

5. Recording-Secretary

a. *Duties:*

The Recording-Secretary shall:

- i. keep minutes of the Board of Directors, the Executive Committee, and the membership, and of any special meeting;
- ii. distribute to the membership summaries of actions taken and business conducted;

D. Executive Committee

1. *Definition:* The Executive Secretary, President of the Board, Secretary/Treasurer, and at least three members of the Board of Directors (one secondary representative, one middle school representative, and one elementary school representative) shall serve as the Executive Committee of the Board of Directors. The chairs of the Grievance and Negotiations Committees shall serve ex-officio.
 - a. The President shall seek nominations from the Board.
 - b. The Board shall elect the representatives from the nominees.
2. *Duties:* The Executive Committee shall:
 - a. conduct the affairs of the Association between regular meetings of the Board of Directors, and
 - b. formulate and disseminate an agenda for each meeting of the Board.
3. *Meetings:*
 - a. *Regular:* The Executive Committee shall meet at least one week prior to each regular meeting of the Board.
 - b. *Special:* Special meetings of the Executive Committee may be called by the Executive Secretary, the President of the Board, or any other two members of the Committee.
 - c. *Quorum:* The Executive Committee may not conduct official business unless a majority of its members are present.

A. Membership

1. The President of the Board shall have the power to appoint the Chair and members of all committees, with the approval of the Board of Directors.
2. To the extent possible, at least one member of the Board shall be appointed to each committee for the purpose of providing liaison with the Board.
3. An Association member may not serve on more than two standing committees of the Association at one time.
4. There may be no more than two members from each of the three levels; two secondary, two middle school and two elementary on each committee.

ARTICLE V

COMMITTEES (con't)

B. Standing Committees: The standing committees of the Association shall be:

1. Grievance
2. Budget
3. Bylaws
4. Negotiations
5. Public Relations
6. Political Action Committee on Education (B-PACE)
7. Nominations and Elections
8. Membership, and
9. Other such committees as the Board of Directors deem necessary.

C. Special Committees:

The President of the Board, with the approval of the Board of Directors, may appoint special committees as may be necessary and shall discharge them upon completion of their duties.

D. Meetings:

1. The committee chair shall inform all members of any committee as to date, time, agenda and place of meeting.
2. Committee members shall inform the chair prior to any committee meeting if they are unable to attend. If a committee member is absent twice in a year without excuse, the President of the Board shall be informed and he/she may then declare the seat vacant.

ARTICLE VI

ELECTIONS

A. Eligibility

1. All members of the Association are eligible to vote for the officers of the Association.
2. All members are eligible to vote for delegates to the NEA Representative Assembly, IEA Representative Assembly, and the IEA Regional Council.
3. All members are eligible to vote for their building's representative(s).
4. All members are eligible to vote for the Labor Management Committee delegate, who is representing their academic level.

ARTICLE VI

ELECTIONS (con't)

B. Nominations and Elections

1. At least thirty (30) days prior to a scheduled election, the President of the Board shall designate a Nominations and Elections Committee.

2. No later than thirty (30) days prior to a scheduled election, the committee chair shall call for nominations by and from the active membership of the Association.
3. The committee shall announce to the membership the slate of nominees at least fifteen (15) days prior to the scheduled date of the election.
4. The Board of Directors shall determine the date on which nominations for each election shall be closed.
5. The committee, at least seven (7) days prior to an election, and when an office is contested, shall disseminate to the membership a brief biography of each candidate for building representative, for an office of the Association, and for delegate to the NEA Representative Assembly, IEA Representative Assembly, and IEA Region Council and the Labor Management Committee.
6. The committee member(s) in each building shall be responsible for conducting all balloting and voting.
7. The committee chair shall make the ballots and individual tallies available to any Association member upon reasonable request. To facilitate examination, ballots shall be held for one calendar year.

C. Voting

1. Voting for contested elections shall be by secret ballot.
2. Ballots for contested elections shall be available at least one week prior to a scheduled election to facilitate absentee voting.

D. Declaration of Results

1. Within a forty-eight (48) hours of the close of an election or vote, the committee chair shall report the results to the President of the Board, who shall announce them to the membership.
2. At the time nominations close, if the number of nominee(s) is/are equal to the position(s) to be filled, the nominee(s) shall be declared winner(s).
3. When a write-in election occurs, and the candidate receiving a majority of the votes cast does not accept the office, the office shall be declared vacant.

ARTICLE VII FINANCE

A. Executive Secretary

The Executive Secretary of the Association shall be paid a stipend or reimbursement for duties and responsibilities. Such stipend or reimbursement shall be equal to five percent (5%) of his/her District 220 salary schedule placement.

B. Negotiating Committee

The members of the Association Negotiating Committee, as appointed by the President of the Board, shall, at the end of each three (3) month period, be paid a stipend as established by the Board of Directors .

C. Bonding of Officers

The President of the Board or his/her designee and the Secretary/Treasurer shall be bonded to an extent to be determined by the Board of Directors.

- D. **Dues**
Dues for the Association shall be established annually by the Board and shall be collected through semi-monthly payroll deduction or annually in one payment due September 15th of each year.
- E. **Audits**
The Board shall annually employ a qualified accountant to audit the financial records of the Association, report to be submitted by November 1st of each year.
- F. **Inspection of Records**
The books and records of the Association shall be open to inspection by any member upon written request to the Secretary-Treasurer.
- G. **Fiscal Year**
The fiscal year of the Association shall begin on September 1st and shall end on August 31st of the following year.
- H. **Limitation on Funds**
The Board shall establish limits on the amounts of checks drawn on one signature and on the amount of funds in the checking and savings accounts.
- I. **Authorized Signatures**
The Board shall designate those officers authorized to sign checks and to withdraw funds.
- J. **Allowances for Officers**
The Board shall establish, through the budgetary process, the monthly out-of-pocket allowances for officers of the Association, provided vouchers for expenses are submitted.

ARTICLE VIII REFERENDUM AND RECALL

A. Referendum

1. An issue may be brought to the membership upon presentation of a written petition of thirty percent (30%) of the membership. Such petition must be filed with the Secretary/Treasurer.
2. Upon presentation of such petition, the Board of Directors shall schedule a general meeting of the Association for debate of the proposal.
3. The vote on the referendum shall be by secret ballot.
4. A 2/3 vote of the entire membership of the Association shall be necessary for the passage of the referendum.
5. The period between the presentation of the petition and the vote shall not be longer than one month.

B. Recall

1. All persons in elected positions may be removed from office by a recall election upon presentation of a written petition of thirty percent (30%) of their constituency. Such petition must be filed with the Secretary/Treasurer.
2. Upon presentation of such petition, the Board of Directors shall schedule a recall ballot.
3. The vote on the proposed recall shall be by secret ballot.
4. A 2/3 vote of the entire membership of the constituency shall be necessary for passage of the recall.
5. The period between the presentation of the petition and the vote for recall shall not be longer than one month.

ARTICLE IX REPRESENTING THE BARRINGTON EDUCATION ASSOCIATION

A. NEA & IEA

The delegates to the annual National Education Association Representative Assembly and annual Illinois Education Association Representative Assembly shall be elected by the members of the Association according to the nominations and elections procedures of the Association.

B. IEA Regional Council

1. *Duties*

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

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

2. *Election and Terms*

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

3. *Vacancies*

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

C. Labor Management Committee

Representatives to the Labor Management Committee, as defined by the contract, shall be elected by the members of the Association according to the nominations and elections procedures of the Association. These representatives will be elected in the spring of each year, and shall serve for a term of one school year, commencing with the following year.

D. Building Council

Representatives to the individual Building Councils, as defined by the contract, shall be selected by the members of the Association in the individual buildings according to procedures established in each building.

All meetings of the Board of Directors, the membership, and any special meetings shall be governed by *Robert's Rules of Order, Revised.*

A. Ownership of Property

The Association may acquire, hold, use, mortgage, pledge, exchange, sell and transfer real and personal property of any kind to further its purpose.

B. Duration

The duration of the Association is perpetual unless dissolved as provided in Article XIII herein.

C. Indemnifying Officers

The Association shall indemnify and hold harmless its officers to the limit of the law for any losses or liability suffered by them in acting in good faith or in relying in good faith upon the books and records of the Association.

D. Appeal from the Grievance Committee

If the Grievance Committee declines to process a grievance for an individual, the individual so affected may appeal for ruling from the Board of Directors, which shall meet as soon as is practical after being requested to do so. The decision of the Board shall be binding.

E. Time Limits

Time lines shall be defined as school days, not calendar days.

F. Membership Concerns

1. Any member or group of members may bring concerns about any aspect of the BEA, or its actions, to the Board of Directors by:
 - a. submitting the concern, in writing, for inclusion on the agenda of the next Board of Directors meeting; or
 - b. presenting the concern as new business, with written copies at any Board of Directors meeting.
2. If the member or group of members are dissatisfied with the action of the Board of Directors, the member/group may choose to bring the concern to the membership as outlined in Article VIII, Section A, Referendum.

ARTICLE XII AMENDMENTS:

A. Proposal

Amendments to the Bylaws may be proposed by any member at any meeting of the Board, the Executive Committee or the membership. Such proposed amendments shall be submitted to the Bylaws Committee for review and recommendation.

B. Action of the Bylaws Committee

Within thirty (30) days the Bylaws Committee will submit its recommendation with regard to the proposed amendment to the Board of Directors for review and recommendation.

C. Action of the Board of Directors

1. Upon affirmative recommendation by the Board, the following shall occur:

- a. the Board shall schedule a general meeting of the membership for debate on the proposed amendment;
- b. the building representatives shall present the proposed amendment to their constituents prior to the general meeting of the membership;
- c. the membership shall vote on the proposed amendment by secret ballot. A 2/3 vote of the members voting shall be required for ratification; and
- d. the period between the proposal and the ratification vote shall not be longer than one hundred twenty (120) days.

2. Upon negative recommendation by the Board, amendments may be presented to the membership for approval under Article VIII, Section A., Referendum.

ARTICLE XIII 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, shall be deemed deleted and of no force and effect.

ARTICLE XIV DISSOLUTION:

A. Proposal

Dissolution of the Association may be proposed by a written petition, of thirty percent (30%) of the active membership. Such petition must be submitted to the Board of Directors.

B. Meeting of the Membership

The Board shall schedule a general meeting of the Association for debate of the proposal.

C. Vote Required

Ratification shall be by secret ballot. A 2/3 vote of the active membership of the Association shall be required for ratification of the proposal to dissolve.

D. Time Limit

The period between the proposal to dissolve and the vote shall not be longer than fourteen (14) days.

E. Distribution of Assets

In the event of dissolution, the Executive Committee shall, as soon as practicable, wind up the affairs of the Association and distribute all assets remaining, after full payment to creditors, to an organization or organizations at that time exempt from taxation under the rules of the Internal Revenue Service..

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