

Tri-Valley Education Association Bylaws

Revised August 21, 2013

Article I

Name

The name of this organization shall be Tri-Valley Education Association, which is chartered with the Illinois Education Association and the National Education Association.

Article II

Parliamentary Authority

Robert's Rules of Order, Revised shall be the authority on all questions or procedures not specifically stated in these Bylaws.

Article III

Purpose and Duration

Section 1. The purposes of this Association shall be to:

- A. Encourage the finest possible educational experiences for the students in the Tri-Valley Unit Schools.
- B. Promote within the group a continuation of a genuine spirit of professional ethics.
- C. Urge each member to avail himself of every opportunity to grow professionally.
- D. Work cooperatively with the administration and Board of Education in the solution of school problems.
- E. Speak for the membership on matters relating to employees welfare; i. e. help secure and maintain adequate salaries, tenure, sound retirement systems, and such other improvements in conditions as will enable employees to function properly as vital factors in the educational process.
- F. Encourage more active cooperation between all school employees.
- G. Cooperate with parent-teacher associations and civic bodies which have educational objectives.

- H. Help interpret to the public the problems, functions, and steady progress of Tri-Valley Unit Schools.
- I. Continue to encourage a harmonious working relationship between the members of the Board of Education and the employees of the Tri-Valley Unit Schools.
- J. Help secure information and keep teachers informed on method, research, and material in subject areas.
- K. Act as liaison between the local association, IEA and NEA.

Section 2. The duration of the Association is perpetual.

Article IV Membership

Section 1. All personnel, including long-term substitutes that have been moved to the salary scale, in the Tri-Valley Community Unit #3 jurisdiction area, irrespective of the position held, excluding administrators, are eligible for membership upon payment of dues to the Tri-Valley Educational Association, Illinois Education Association, and the National Education Association

Section 2. There shall be no discrimination in conditions of membership based upon race, religion, nationality, age or sex.

Section 3. This organization shall be affiliated with, and comply with the constitution and bylaws of the Illinois Education Association and the National Education Association.

Article V Meeting of Membership

Section 1. Meetings of the membership shall be held at least five (5) times during the school term. Additional meetings of the membership may be called by the President, three members of the Executive Board, or thirty percent (30%) of the membership.

Section 2. The procedure for the calling and running of meetings of the membership shall be set by the Bylaws.

Section 3. The Executive Board shall be the policy-making body of the Association.

Article VI Officers and Board

Section 1. The officers of the Association shall consist of a President, President-Elect, Secretary, and Treasurer.

Section 2. In the event a vacancy occurs in the office of President, the President-Elect shall automatically become President for the remainder of the unexpired term. In the event a vacancy occurs in the office of Secretary, Treasurer, or on the Executive Board, or in the event that the President-Elect shall not finish the term or shall not succeed to the President's office, an election to fill the vacant office for the remainder of the unexpired term shall be held at the next regularly scheduled meeting of the membership.

Section 3. Any officers may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting, or may resign by written notice to the Executive Board.

Section 4. There shall be a policy-making body with full governing powers to be known as the Executive Board, which shall consist of :

- The four officers
- Two Association Representatives from the elementary building; one teaching staff, one E.S.P
- Two Association Representatives from the middle school building; one teaching staff, one E.S.P
- Two Association Representatives from the high school building; one teaching staff, one E.S.P
- Regional Council Representative

Article VII Voting

Section 1. Unless otherwise provided herein, the adoption of all resolutions in the Executive Board and the membership meetings shall be by majority vote of those voting.

Section 2. Absentee voting by written ballot shall be permitted with respect to the election (but not for run-offs) or removal of officers, the adoption and amendment of these Bylaws, and such vote shall be counted as if such voter were present at the meeting of the membership.

Article VIII

Duties and Terms of Officers and Executive Board Members

Section 1. All officers shall take office at the May meeting for the next school year. In case of a vacancy in an office occurs it shall be filled according to the Bylaws, Article VI, with the person so chosen to serve only to the end of the expired term.

Section 2. The duties and term of the President shall be:

- To preside at all regular and special meetings of the Association and the Executive Board.
- To serve as an ex-officio member on all committees (without vote) carrying on the work of the Association.
- To serve as alternate Regional Council Representative.
- To serve as President for two years.
- To appoint and remove members of all committees.
- To perform all acts generally associated with the nature of the office which are not inconsistent with the Bylaws.

Section 3. The duties and term of President-Elect shall be:

- To serve as President of the Association in the absence or resignation of the President.
- To serve as President-Elect for two years, being elected on the odd years. The President – elect will then become President for a two year term.
- To have such powers and duties as may be assigned to him by the President.

Section 4. The duties and term of the Secretary shall be:

- To keep minutes of all meetings of the Association, distributing the same to the membership as soon as possible after meetings.
- To maintain a file of the Association's records.
- To carry on all authorized correspondence for the Association.
- To maintain a copy of the Bylaws.
- To give written notice to all of the members at least 48 hours prior to a regular or special meeting.
- To serve as Secretary for two years, taking office in odd numbered years.
- To give written notice of the amendments to the Bylaws to all members as outlined in Article XVII of the Bylaws.

To keep minutes of all meetings of the Executive Board.

Section 5. The duties and term of the Treasurer shall be:

- To receive all monies of the Association and pay out funds as authorized by the Association.
- To maintain a membership list of the Association.
- To collect local dues.
- To serve as treasurer for two years, taking office in the even numbered years.
- To serve as contact between the district unit office and the local association on all transactions concerning membership.

Section 6. The duties and term of the Association Representative shall be:

- To be a member of the Tri-Valley Education Association Executive Board.
- To be nominated and elected by their representative group for a two year term. One elementary ESP, one Middle School Teacher, and one high School ESP shall be elected as association representatives to take office in odd numbered years. One elementary teacher, one Middle School ESP, and one high School teacher shall be elected as association representatives to take office in even numbered years.
- To encourage all building employees to become members of the Tri-Valley Education Association.
- To assist the officers in distribution of information to their building members.

- To serve on the Membership committee.
- To serve on the Election committee. Representatives up for election during the current school year will be in charge of the Fall Election. Representatives not up for elections will be in charge of the Spring election.

Section 7. The duties of the Representative to the Regional Council shall be:

- To be a member of the Tri-Valley Education Association Executive Board.
- To be nominated and elected by the representative group for a two year term being elected in the odd numbered years.
- To keep the President up-to-date on state and regional business and report to the Executive Board and membership.

Article IX Executive Board

Section 1. The Executive Board shall consist of the President, President-Elect, Secretary, Treasurer, elected Association Representatives, and the Regional Council Representative.

Section 2. Upon the Executive Board shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters, except as stated otherwise in the Bylaws.

Section 3. It shall be the responsibility of the Executive Board to authorize the spending of money received from dues and contributions.

Section 4. The meetings of the Executive Board shall be called at the request of the President or the majority of the Executive Board.

Section 5. It shall be the duty of the board to act upon matters of business which are to be presented at the regular meetings of the TVEA and to set the agenda.

Section 6. The Executive Board shall have the authority to remove members from any committee.

Article X

Standing Committees

Section 1. There shall be the following committees and positions appointed by the President and approved by the Executive Board: Membership Committee, Welfare and Professional Negotiations Committee, Social-Special Services Committee, Legislative Committee, Scholarship Committee, and Elections Committee. All of the above committees shall be continuing committees. All members will be appointed.

Section 2. The Membership Committee shall be composed of the Association Representatives and the Treasurer. They will elect a chairperson other than the Treasurer. They shall be responsible for conducting the membership campaign.

Section 3. The Welfare-Professional Negotiations Committee shall be composed of at least 9 members: with 2 certified from each building and 3 ESP's at large . Three new members shall be appointed each year. The Executive Board shall try to balance this committee as much as possible in regard to subject area, years of service, buildings, and other considerations.

The duties of the committee shall be:

- To study current trends of salaries, and to inform the members and the School Board members of these trends.
- To explore and present the programs in the areas of fringe benefits, leaves, and general working conditions.
- To secure and implement a P-N Agreement.
- To hear and act if necessary on all matters of welfare or grievance
- To survey members as to their negotiable, professional concerns and priorities.

Rules and procedures of this committee:

- The committee shall elect its own chairperson and secretary and inform the Association President.
- Any negotiations made and accepted by this committee are subject to ratification by the TVEA.
- The committee is free to use whatever method of operation it deems necessary in dealing with the various issues under its jurisdiction. These methods can be questioned by the members of

the TVEA at any time and the committee may be asked to change its methods.

- Any member of the association may request assistance from the committee concerning grievances by putting his request in writing and submitting it to the chairperson. The chairperson will then call a meeting of the members and the committee within thirty-six (36) hours and present the request to the committee. The committee will then decide whether or not to act on the member's request. If the request is turned down, the member may then present his request to the TVEA at the next meeting.

Section 4. . The Legislation-Public Relations Committee shall be composed of the RC Representative as chairperson and two other members to be responsible for the following:

- To keep members informed on legislative matters.
- To support desirable candidates and bills for acceptance and/or rejection as authorized by the membership.
- To communicate with congressmen, state, and local officials concerning educational matters as authorized by the membership.
- To inform and keep the public alerted on the problems, programs, and purposes of the Tri-Valley school system and the teaching profession.
- To put out a correspondence to keep members informed of things occurring between meeting dates.

Section 5. The Social- Special Services Committee shall be composed of one member from each building and shall be responsible for planning any social times for the membership. A social service person will keep a file of special service materials and keep members informed of special service programs.

Section 6. The Scholarship Committee shall be comprised of 3-4 members that will advertise, evaluate and select the recipient of the TVEA Scholarship. No committee member can have an eligible recipient of the award or have donated to the scholarship through fair share donations.

Section 7. The Elections Committee shall be comprised of the representatives from each building and an Elections Chair. No officer of the Association shall serve upon the Election Committee as Chairman. Building Representatives up for election in that calendar year will handle the IEA RA election (Fall).

Building representatives not up for election during the calendar year will handle the NEA RA election, the Regional election and the Local election (Spring).

ARTICLE XI Special Committees

The President shall appoint special committees during the year as may be necessary, discharging them upon completion of their duties. These committees shall operate according to rules approved by the Association.

ARTICLE XII Elections

Section 1.

The Election Committee shall present their slate of officers to the TVEA at the March meeting of the Association. The President- Elect, Secretary, Regional Council Representative, one elementary ESP, one Middle School Teacher, and one high School ESP association representative shall be elected to take office in odd numbered years. The Treasurer and other three representatives shall be elected to take office in even numbered years.

Section 2. Balloting shall be conducted at the March meeting of the TVEA and at this same meeting the election committee shall report to the President who shall cause them to be published.

Section 3. In the event that there is no candidate who has received a majority of the votes cast for a particular office, the Nominating committee shall immediately conduct a run –off election between the two candidates who received the highest number of votes for that office.

Section 4. The new officers will take office at the May meeting.

ARTICLE XIII Meetings

Section 1. Meetings of the membership shall be held a minimum of five times during the school term, August through May. The Executive Board shall

set dates for the meetings at the beginning of the school year when planning the calendar for the ensuing year.

Section 2. The President, with the consent of the Executive Board, shall have the power to change the times of the meetings or call special meetings by notifying members 48 hours in advance.

Section 3. The order of business shall be as follows unless changed by a vote of those present:

- Opening remarks by the President
- Secretary's report and adoption of minutes
- Treasurer's report
- Reports of standing committees
- Reports of special committees
- Unfinished business
- New business
- Adjournment

ARTICLE XIV

Dues

The dues shall be twenty-five dollars (\$25.00) per year per teacher and fifteen dollars (\$15.00) per year per ESP member payable on or before the date of the first meeting of the school year.

Any half-time or less teacher or ESP will pay one-half or the respective dues. Additional assessments may be made by a majority vote of the members present at a regular meeting. Any member of TVEA that serves as an Officer shall be exempt from payment of the local dues for the duration of their election. Welfare members shall be exempt from payment of the local dues during negotiation years only.

ARTICLE XV

Quorum

Section 1. A quorum for general meetings of the Association shall consist of the majority of the membership.

Section 2. A quorum for all committee meetings shall be a majority of the committee members.

Article XVI

Rules for Amending

Section 1. An amendment to the Bylaws may be introduced either in writing to the secretary or by introducing it at a membership meeting or at an Executive Board meeting. The Executive Board must send a copy of the proposed amendment together with the recommendation of the Executive Board to each member at least 10 days prior to the next membership meeting date at which the proposal will be voted upon.

Section 2. A two-thirds (2/3) majority vote of those present at any regular meeting, provided, notice is given in the manner as for Article VII, Section 1.