BYLAWS
Of the
LAKE ZURICH EDUCATION ASSOCIATION
Ratified January 13, 2011

ARTICLE I  NAME, AFFILIATION, AND OBJECTIVE

Section 1  Name
The name of this organization shall be the Lake Zurich Education Association.

Section 2  Affiliation
The Association shall be affiliated with and comply with the Bylaws of the Illinois Education Association and Constitution and Bylaws of the National Education Association. If there are any conflicts or inconsistencies between these bylaws and the bylaws or constitution of the state or national organization, the state or national documents shall govern.

Section 3  Objective
a. To promote professional practices; to encourage active participation in the solution of school problems; to be a lifelong learner; and to promote a genuine spirit of professional ethics.

b. To encourage higher qualifications for entrance into the teaching profession; to promote teacher 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 teachers to function properly as vital factors in educational progress.

c. To encourage positive educational objectives and experiences through collaboration with the community.

d. To encourage teachers to exercise their rights and privileges as citizens and to accept, willingly, leadership in civic activities.
ARTICLE II

MEMBERSHIP AND NON DISCRIMINATION

Section 1

Active Membership
Any certified staff member under contract with Community Unit School District #95, who is currently employed on a part-time or full-time basis, as defined in the collective bargaining agreement is eligible for active membership.

Section 2

Privileges
Members shall have full membership services and privileges, including voting, holding office, serving on committees and commissions, serving as a delegate to IEA and NEA assemblies, participating in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

Section 3

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. The decision of the Executive Board may be appealed to the Board of Directors 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 4

Non-Discrimination
There shall be no discrimination in conditions of membership based upon race, color, religion, age, nationality, gender, sexual orientation, marital status, disability or economic status.

Section 5

General Membership Meetings
Meetings of the general membership may be called by the president, the Board of Directors or upon written petition by 25% of the membership. Such petition must be filed with the Secretary and the meeting shall be scheduled by the Board in a timely manner to discuss matter (s) specified in the petition.

A quorum of ten percent (10%) of the membership must be met in order for any action to be taken at a general membership meeting.
ARTICLE III

GOVERNANCE

Section 1  Executive Officers
The officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer. In order to be eligible for nomination for members must be active members in good standing of the Association.

No member shall hold more than one (1) elected office at a time.

Section 2  Executive Board
The Executive Board shall consist of the Executive Officers and one Bargaining Team member appointed by the President and approved by the Board of Directors. The duties of the Executive Board shall be as follows:

- Attend bi-monthly meetings of the School Board on a rotating basis.
- Advise the President on specific association issues.
- Review grievances and recommendations of grievance committee.
- Report the status of each grievance to the Board of Directors.

The Executive Board will meet as determined by need.

Section 3  Terms of Office
All officers shall take office on the 15th of June and shall serve a two (2) year term. Officers may not serve in the same office for more than three (3) consecutive full terms.

Section 4  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 shall be filled by the Vice-President for the remainder of the unexpired term.

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

C. President and Vice-President
If a vacancy occurs in both the office of President and of Vice-President, the Secretary or Treasurer (the one who has served the greatest time as a voting member of the Executive Committee) shall assume the President’s duties until an election is conducted by the Election Committee within sixty (60) days to complete the unexpired terms.
Section 5

**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.

Section 6

**Roles and Responsibilities of Officers**

A. **President**
The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between the Board of Director meetings, sign contracts and agreements, represent the Association before the public either personally or through designees. The president shall preside at all meetings of the Association and the Board of Directors. He/she shall, with the treasurer, sign all checks authorized by the Board of Directors. He/she shall appoint all committees and committee chairpersons not otherwise provided for, subject to the approval of the Board of Directors, and shall be an ex-officio member of all committees. At his/her discretion, the president may appoint advisors to assist him/her in carrying out the duties of his/her office.

B. **Vice-President**
The vice-president shall assume all duties of the President in case of the President’s absence. The vice-president shall become president for the remainder of an unexpired term in the event the President is unable to fulfill the roles and responsibilities of the office. He/she shall be in charge of the Sick Leave Bank.

C. **Secretary**
The Secretary shall maintain the official files and shall assist the President with Association correspondence. The Secretary shall keep accurate minutes of each meeting of the Executive Board, Board of Directors and the Association, and post these minutes to the Association web-site. The secretary shall keep an accurate record of attendance of Building Representatives at the monthly LZEA Board meetings. He/she shall prepare and keep a current file with the names, addresses, telephone numbers, and e-mail addresses of the LZEA Board members. The Secretary shall be responsible for initiating a roster of LZEA Board Members for the School Board meeting attendance for the year at the September meeting. The Secretary shall be responsible for notifying members of regular and special meetings.

D. **Treasurer**
The Treasurer shall maintain the records of membership, keep accurate records of the expenses and income, and report such records at the monthly Board of Directors meeting and meetings of the membership. The
Treasurer shall be responsible for the payment of bills, updating and returning membership rosters to IEA, and for transmitting dues to the IEA as per IEA policies.

He/she shall be responsible for the preparation of an annual budget giving estimates of income necessary for expenditures for the fiscal year, October 1 to September 30. This budget shall be presented to the Board of Directors at the October meeting.

The Treasurer, along with the President, shall be responsible for signing all checks.

Section 7

Recall
Any Executive Board Officer may be removed by a two-thirds (2/3) vote of the members casting a ballot. Such recall election shall 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 8

Transfer of Records
Each officer shall transfer records to the Association within ten (10) days of leaving office.

ARTICLE IV
REPRESENTATIVES

Section 1

Building Representative
The membership shall be represented by one (1) certified staff member for every fifteen (15) Association members, per building, or the majority portion thereof, each building having at least one (1) representative.

Duties
The Building Representative (BR) shall be a member elected by the members of said building to provide two-way communication between the Association and the members, distribute materials to members, and conduct informative meetings. The Building Representative shall recruit volunteers for Association business and activities and generate support for the Association. The Association shall provide training for the Building Representatives, keep the BRs informed of Association activities and positions, and provide incentives for attracting and retaining BRs.

It shall be the duty of the Building Representative to represent the membership at monthly meetings of the Board of Directors and inform the faculty of his/her building of any actions taken by the Board of Directors. Building Representatives must attend the majority of the monthly LZEA Board of Directors meetings. The Building Representative shall keep on
record all pertinent information of the Association and shall promote membership in the Association.

If the Building Representative is unable to attend a meeting of the Board of Directors, he/she will make every effort to designate another active member as proxy. Said proxy shall have full voting rights.

The representative may call local meetings at any attendance center, or the representative shall call a meeting at the request of any two members from that attendance center.

It shall be the duty of Building Representatives to attend the regularly scheduled bi-monthly meetings of the School Board. They will make a short report at the monthly executive board meetings. The rotation schedule will be established at the first meeting of the new board.

Two members may choose to share the responsibilities of the Building Representative.

Section 2

**Regional Council Representative**

It shall be the duty of the Regional Council Representative to represent the LZEA on the IEA Regional Council and to report back to the Board of Directors.

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

**Election and Terms**

The election of Regional Council Representatives shall be prescribed by the IEA Bylaws. Regional Council Representatives will be elected in a general election to be held annually in February.

**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.

Section 3

**Delegates to the IEA Representative Assembly**

Delegates to the IEA Representative Assembly will be elected in accordance with the IEA Bylaws.
ARTICLE V

BOARD OF DIRECTORS

Section 1
There shall be a representative body with full governing powers to be known as the Board of Directors, which shall consist of the Executive Officers of the Association, the Building Representatives from each attendance center, the IEA Regional Council Representatives, and the chairperson of the Professional Negotiations Committee.

Section 2
Upon the Board of Directors shall rest the duties, responsibilities and final authority for the conduct of the Association in all matters except as stated otherwise in the Bylaws. They may at any time refer any matter to the entire membership for general consideration, with the Board of Directors prescribing the manner of the vote.

Section 3
The Board of Directors, by a majority vote, shall authorize the spending of money received from dues or contributions.

Section 4
The Board of Directors shall approve a budget for the fiscal year no later than October 31st. This budget may be revised by the Board of Directors as needed and the board may, at any time, adopt interim or supplemental budgets.

Section 5
The meetings of the Board of Directors shall be held once each month during the school year. At any other time, the president, at his/her request may call a special meeting for a specific purpose, or upon the request of three members of the Board of Directors.

Section 6
Minority Representation
The Board of Directors shall contain ethnic minority representation at least proportionate to the local association’s ethnic-minority membership.

Section 7
Quorum
A majority of the members of the Board of Directors must be present to conduct business, and a majority vote of those present shall rule.

ARTICLE VI

STANDING COMMITTEES

Section 1
There shall be the following standing committees: Professional Negotiations; Elections; Grievance; Sick Leave Bank; and any other ad hoc committees as deemed by the Board of Directors. Committee membership is voluntary and shall be approved by the President and the Board of Directors.

Section 2
There shall be a Professional Negotiations Committee. The president will make every attempt to have proportional representation of the elementary,
middle and high school levels, as well as extracurricular and other areas of special interests.

It shall be the responsibility of the Committee to survey Association members and hold building meetings at each attendance center. Prior to the commencement of formal negotiations, a general membership meeting will be held for members of each attendance center to express opinions regarding the course of action to be taken by the Committee during negotiations.

The Negotiations Committee shall research and formulate the contract proposal which will be presented to the Board of Education.

From the Professional Negotiations Committee, the president shall appoint, and the Board of Directors shall approve six (6) members who shall act as a Bargaining Team. This Bargaining Team will represent the elementary, middle and high school levels.

The Bargaining Team will represent the Association in formal negotiations with the Board of Education. The team will seek the input of the Professional Negotiations Committee at regular intervals throughout the course of formal negotiations. They may call upon individual members of the Committee, if needed, to assist them in presentations to the Board of Education.

Section 3

There shall be an Election Committee whose function will be to conduct elections for the Executive Officers, Regional Council Representative, Delegates to the IEA Representative Assembly, and any action by the Association that requires a vote by the general membership. The Election Committee shall consist of one (1) member from each attendance center. A chair will be elected by the committee. The chair cannot hold an Executive Board position.

Section 4

The Grievance Committee shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure. It shall make recommendations whether to arbitrate grievances to the Executive Board. The Grievance Committee will report the status of each grievance to the Executive Board. The Grievance Committee shall be appointed by the President with the approval of the Board of Directors.

Section 5

There will be a Sick Leave Bank Committee whose function will be to approve usage of Sick Leave Bank days by association members. The Sick Leave Bank Committee shall consist of one (1) Building Representative from each attendance center, and chaired by the Vice-President.
ARTICLE VII ARBITRATION AND GRIEVANCE APPEAL

Section 1
The Executive Board shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations shall be provided to the Executive Board from the Grievance Committee. The affected member (or a designated representative if there are several grievants) shall have a right to address the committee before the committee decides whether to take the matter to arbitration.

ARTICLE VIII ELECTIONS
Section 1
The following positions shall be elected by the general membership: President, Vice-President, Secretary, Treasurer, Regional Council Representative and Delegates to the IEA Representative Assembly. The membership of each attendance center shall elect a Building Representative(s), as per Article IV, Section 1, from each attendance center.

Section 2
The Election Committee shall notify the general membership about the nomination procedures. This announcement shall be made at least two (2) weeks prior to any election.

Nominations may be made in any of the following ways: 1) The submission of a letter of nomination; 2) by email submission; 3) by voice at a regular membership meeting. This procedure may be used by any Association member to place a name or names in nomination for any general election.

Section 3
All elections shall be conducted by written ballot at each attendance center and shall be returned to the Building Representatives for counting and certification of results. These results shall be forwarded to the Election Committee.

Section 4
Officers, Regional Council Members and Building Representatives will be elected annually, after January 1st and prior to the end of the school year. The President and Secretary shall be elected in odd numbered calendar years beginning in the year 2011. The Vice President and Treasurer shall be elected in the even numbered calendar years starting in the year 2012*. Ballots shall be distributed to all members in each attendance center and shall be returned to the Election Committee for counting and certification of results.

*Election for Vice President and Treasurer in the year 2011 shall be for a one (1) year term. The one year term does not apply to the three (3) consecutive term limit.
Section 5  Write-In Provisions
A write-in provisions is required if the number of declared candidates is less than the number of positions available.

In cases of elections where the local officer will also serve as a delegate to the IEA and/or NEA Representative Assembly, a write-in provision is required.

Section 6  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 (2) candidates who had received the highest number of votes for that office.

Runoff elections shall be run in the same manner as the original election.

Section 7  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 8  Election Challenges
Any member(s) desiring to challenge the conduct of any election shall file a written challenge according to the procedures as follows:

A.  Local Election – Initial challenges to all local elections governed by this Article shall be with the local Elections Committee. Such challenges must be made no later than three (3) calendar days of issuance of the election results.

B.  Region, State and National Level – Challenges at these levels will follow the procedures outlined by the region, state and national governing documents.

ARTICLE IX  DUES
Section 1
The annual dues, to be collected by the Treasurer, shall include dues in the National Education Association, the Illinois Education Association, and the Lake Zurich Education Association. The Association will also collect the appropriate fair share from non-members.

Section 2
Dues of the Lake Zurich Education Association shall be determined annually by the Board of Directors subject to the approval of the general membership.

Section 3
In the event of a financial emergency, the membership of the Association may authorize a special dues assessment.
Section 4
The books and records of the Association shall be open to inspection by any member upon reasonable request.

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

ARTICLE XI
RULES FOR AMENDING
An amendment to these Bylaws may be introduced at any meeting of the Board of Directors for recommendation.

Proposed revisions of these Bylaws shall be submitted by the Board of Directors to the full membership at a meeting of the membership.

A two-thirds (2/3) vote of those present shall rule, provided that all members of the Association have been sent notice of the date and place of the meeting and the proposed revisions fourteen (14) days prior to the meeting. A counted show of hands shall be required to determine the vote.

A quorum of ten percent (10%) of the membership must be met in order for any vote to be taken at a general membership meeting.

ARTICLE XII
PARLIAMENTARY AUTHORITY
All meetings of this Association shall be governed by Robert’s Rules of Order, Newly Revised.