

ARTICLE I: PREAMBLE

Section 1: Name

The name of the organization shall be the Naperville Unit Education Association an affiliate of the Illinois Education Association and the National Education Association.

Section 2: Purpose

The purpose of this Association shall be to advance public education in Naperville and Illinois and to promote the welfare of its members by:

- (A) building, maintaining and supporting advocacy processes that enable and protect its members
- (B) forming an effective representative body which will function efficiently through and with other local(s), Regional, State and National Education Associations.
- (C) providing an opportunity for a continuous study concerning the problems of the teaching profession as related to the welfare of students, educational interests of the school system and the community.
- (D) building broad-based support for public education.
- (E) providing an opportunity for cooperative, democratic action towards solving the problems of the teaching profession
- (F) generating community partnerships that promote excellence in the Naperville schools.
- (G) fostering good will, fellowship, professional ethics and professional growth among its members.
- (H) supporting individual and collective initiative to create quality teaching and learning for all students.

Section 3: Affiliation

This 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 associations, the state or national documents shall govern.

ARTICLE II: MEMBERSHIP

Section 1: General Membership

- (A) Eligibility - Any person who certified or licensed and is actively engaged in educational work either full or part-time (one-half or greater), or who is on a limited leave of absence from that employment or who is serving as an executive officer of the NEA or its affiliates shall be eligible to become an active member of the Association. An active member shall hold membership in NEA and IEA.

- (B) Ineligibility - Any person who fails to meet eligibility requirements for Association membership insofar as such requirements are nondiscriminatory and are not in violation of the laws and constitutions of the State of Illinois and the United States shall be excluded from active membership in the Association.

- (C) Privileges – An active member shall have full membership services and privileges, including voting, holding office, serving on committees, serving as a delegate of the Association, participating in fringe benefits provided by the Association and related enterprises, and other such rights and privileges as are conferred through the Association governance.

- (D) Fair Share Fee Payers – Any person covered by the bargaining unit represented by the NUEA and who does not become an active member of the Association shall become a Fair Share Fee Payer and shall not have the privileges of membership available.



BYLAWS OF THE NUEA

**Section 2:
Membership Year**

The membership year shall start at the beginning of and run concurrently with each school year.

**Section 3:
Continuing
Membership**

Membership in the Association continues year to year on an automatic renewal basis. A continuing member terminates active membership upon written notice to the president of the Association at which time that member shall become a Fair Share Fee Payer.

**Section 3:
Retired Membership**

Any retired District #203 professional educator or retired professional educator who resides within District #203 is eligible for membership upon payment of his/her unified dues (retired) to the Naperville Unit Education Association. Such members would serve without the right to vote or hold office.

ARTICLE III: GOVERNANCE

Section 1: Representative Assembly

The Representative Assembly of this Association shall:

- (A) be the Association's legislative body
- (B) shall annually approve a budget, recommend dues changes to the membership, approve expenditures, and may adopt programs on behalf of, or for recommendation to, the membership.
- (C) be composed of Association Representatives, duly elected officers and any Association member who serves as an IEA or an NEA officer, or as a Representative to the Regional Council.
- (D) meet a minimum of once each month except June and July. Additional meetings may be called by the President with a minimum of forty-eight (48) hours notification to members of the Representative Assembly, except in the case of an emergency.

Section 2: Executive Board

The Executive Board of this Association shall:

- (A) consist of six (6) duly elected officers elected at large, and three (3) executives elected from a major subsection of the Association: one each from elementary; junior high; and high school. These executives can be any member in good standing in their subsection of the NUEA, even if they are appointed to another position in the leadership of said organization.
- (B) conduct and supervise the business of the Association, recommend a budget for adoption by the Representative Assembly, undertake such expenditures as are necessary and reasonable for the operation of the Association, consent to the appointment of committees, plan and recommend programs to the membership, develop Bylaws, approve expenditures, and consent to the filling of vacancies as specified in Article IV.
- (C) expedite in every possible way the legislative and executive business of the Representative Assembly and/or General Membership Meetings.

- (D) consider all matters presented for the attention of the Representative Assembly and/or general membership between sessions, create and publish an agenda at least three (3) days prior to the regularly scheduled Representative Assembly and/or General Membership meeting, and shall make public its recommendations at each such meeting.
- (E) meet during the year at a time agreed upon by its members, as may be called by the President, or as requested by the Representative Assembly or the general membership for transacting urgent business.

Section 3: Standing Committees

The Chairperson of each committee shall be appointed by the President and confirmed by the Executive Board.

Members of standing committees are appointed by, responsible to, and subject to recall by the President, or his/her designee, with the advice and consent of the Executive Board. All committees shall report to the Representative Assembly at the request of the President. The following standing committees shall be appointed: (1) Communications, (2) Nominations and Elections, (3) Finance, (4) Political Action, (5) Grievance and, (6) Membership.

- (A) **The Communications Committee** shall be chaired, by the Corresponding Secretary. This committee shall collect information about Association members or any items of an interest to them. It shall disseminate this information via various ~~print~~ media among NUEA members and in the community. This committee is charged with the following goals:
 - a. to keep members abreast of Association business and of members' achievements.
 - b. to publicize the achievements and explain the concerns of the teaching staff of District #203.
 - c. To establish and maintain a website

- (B) **The Nominations and Elections Committee** shall consist of members and a chairperson appointed by the President. The Immediate Past President may serve as ex-officio member of this committee, unless he/she chooses to run for an executive office. The appointees shall include members of the Representative Assembly and members-at-large who are not up for election or reelection. Members of the Nominations and Elections Committee shall not be considered for executive office during the coming term. The Nominations and Elections Committee is responsible for planning, holding, and coordinating all general elections of this Association.
- (C) **The Finance Committee** shall be chaired by the Treasurer. The committee shall present a budget to the Representative Assembly at the May meeting of the year for consideration. The budget shall be approved by the Representative Assembly at the first meeting of the following school year. The Finance Committee shall be responsible for the review of any extraordinary expenditures not included in the budget such as gifts, donations and contributions. The committee shall also review the annual dues before presentation to the Representative Assembly at the April meeting. The Finance Committee shall be responsible for the annual audit of the Association's finances.
- (D) **The Political Action Committee** shall appointed by the President with the advice and consent of the Executive Board and shall consist of those members selected by the President as necessary.
- (E) **The Grievance Committee** shall consist of a Chairperson appointed by the President, and those members selected by the President as necessary and be responsible for monitoring and enforcing the Negotiated Agreement. It shall assist members in the application of the grievance procedure. It will make recommendations whether to arbitrate grievances to the Executive Board.
- (F) **The Membership Committee** shall consist of a Chairperson, appointed by the President, and those members selected by that Chairperson as necessary. The Chairperson shall be charged with keeping accurate and current records and tallies of Association membership. The Chairperson shall coordinate the annual membership drive.

Section 4: Ad Hoc Committees

Ad Hoc committees shall be appointed as needed by the President or by the Representative Assembly.

Negotiations Committee

- (A) **The Negotiations Committee** shall, at the minimum, consist of the Executive Board with negotiators who are appointed by the President and approved by the Representative Assembly. The First Vice President shall serve as chairperson of the committee.
- (B) **The Negotiating Team** shall consist of the negotiators with the team selecting the chairperson of the team. The Team shall be responsible for communicating with the full committee at the request of the chairperson of this committee in order to review their progress, discuss alternate possibilities, and receive additional guidance and instructions. If negotiations continue beyond June 1st, the members of the Negotiating Team shall continue to negotiate until a contract is approved by the general membership. The Team shall not exceed 11 members.

Section 5: General Membership Meetings

- (A) There shall be at least one (1) general meetings annually called by the President.
- (B) Special meetings shall be called by the President upon the written request of twenty percent (20%) of the Association members. The purpose of the special meeting shall be clearly stated in the announcement of said meeting to the membership, and shall be the only order of business conducted at the meeting.
- (C) General meetings for the welfare of the Association may be called by the President at the request of the Representative Assembly with two (2) weeks notice to the membership.
- (D) Special meetings of the general membership for contract ratification may be called by the President with twenty-four (24) hours notice.

ARTICLE IV: Elected Offices

Section 1: Terms of Office and Election Cycle

All offices of the Executive Board shall be of three (3) year terms. The office of President shall be limited to two (2) consecutive terms if said President has full time release..

Section 2: Officers and Executives A. President

The President of this Association shall

- (A) be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board and Representative Assembly meetings,
- (B) sign contracts and agreements, represent the Association before the public either personally or through designees,
- (C) appoint and remove members of all committees with the consent of the Executive Board, serve as ex-officio member on all committees with voting privileges.
- (D) cause a budget to be constructed and an annual audit to occur,
- (E) and preside over meetings of the Executive Board, Representative Assembly and the membership with voting capacity.
- (F) Further, the President shall 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 consistent with the Bylaws.
- (G) serve as a delegate to the NEA and IEA Representative Assemblies.



BYLAWS OF THE NUEA

**B.
First Vice President**

- (H) The incoming president shall serve as a delegate to the NEA Representative Assembly should the current President choose not to attend.

The First Vice President of this Association shall:

- (A) 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 shall otherwise have such powers and duties as may be assigned by the President.
- (B) assist the President in performing the duties of the Association.
- (C) serve as Chairperson of the Negotiations Committee and be a member of the negotiations team.
- (D) serve as a member of the Executive Board and as a member of the Representative Assembly, with voting capacity on both.

**C:
(H) Second Vice President**

The Second Vice President of this Association shall:

- (A) Have the powers and duties of the President in the President's and First Vice-President's absence or inability to serve and assume the powers and duties of the First Vice-President in the Vice-President's absence or inability to serve.
- (B) assist the President in performing the duties of the Association.
- (C) serve as Chairperson of the Political Action Committee.
- (D) serve as a member of the Executive Board and as a member of the Representative Assembly, with voting capacity on both.



BYLAWS OF THE NUEA

**D:
Corresponding
Secretary**

The Corresponding Secretary of this Association shall:

- (A) distribute materials and information to the Association Representatives, public and media upon direction of the President.
- (B) serve as a member of the Executive Board and as a member of the Representative Assembly, with voting capacity on both.
- (C) serve as chair of the Communications Committee.

**E:
Recording Secretary**

The Recording Secretary of this Association shall:

- (A) attend all meetings of the Representative Assembly or designate a person for the purpose of recording the minutes in case of absence.
- (B) record minutes of the Representative Assembly and distribute copies to Association members.
- (C) record minutes of all Executive Board meetings and distribute Representative Assembly agendas to all Association Representatives.
- (D) record and distribute minutes of General Membership Meetings.
- (E) serve as a member of the Executive Board and as a member of the Representative Assembly, with voting capacity on both.

F: Treasurer

The Treasurer of this Association shall:

- (A) be responsible for maintaining careful and uniform records of Association finances.
- (B) serve as Chairperson of the Finance Committee.
- (C) . Be authorized to sign checks as well as another designated Executive Board member.
- (D) provide a statement of finances to all Association members at the beginning and end of each school year ,monthly statements to the Representative Assembly_and an annual audit.
- (E) be responsible for checking the accuracy of member payroll deductions.
- (F) serve as a member of the Executive Board and as a member of the Representative Assembly, with voting capacity on both.

G: Association Executives

The Executives of this Association shall:

- (A) be elected from a major subsection of the Association: one from elementary; one from junior high; and one from high school.
- (B) serve as members of the Executive Board, and as members of the Representative Assembly with voting capacity on both.
- (C) assist the President in performing_the duties of the Association.
- (D) meet regularly with ARs of their respective levels.



BYLAWS OF THE NUEA

Section 2: Association Representatives

The Association Representatives of this Association shall:

- (A) be members of the Association selected to provide two-way communication between the Association and the members, distribute materials to members personally, and conduct informative meetings.
- (B) Recruit volunteers for Association jobs and activities and generate support for Association positions and programs.
- (C) Conduct or supervise all Association elections in the buildings
- (D) serve a two-year terms.
- (E) be elected on the basis of one Representative per twenty-five (25), or a major fraction thereof, Association members per building.
 - a. When two or more Representatives are elected from the same building, they shall designate one of their number as Head Representative. The Head Representative shall be responsible for the flow of information in that building.
 - b. When two or more Representatives are elected from the same building, as nearly as possible, one-half of the terms shall be filled annually.
 - c. In buildings with more than two (2) representative(s) candidates in the Spring of '93 elections will designate whether he/she is a candidate for an annual position, or a two-year term in order to establish the appropriate rotation.
- (F) attend and serve on the Representative Assembly with voting capacity. The AR shall also attend their respective level meetings as scheduled by the Association Executives. A building's membership may choose to designate an assistant Association Representative who may assist the regular Association Representative and may serve with voting capacity in the absence of the regular Association Representative.
- (G) impartially represent opinions of members of the Association from his/her building.



BYLAWS OF THE NUEA

Section 3: Regional Council Representatives

Regional Council Representatives shall:

- (A) Be elected on the basis of one Region Council member per 100 members
- (B) serve a two-year term.
- (C) serve as members of the NUEA Representative Assembly with voting capacity.
- (C) be elected by secret ballot by the general membership of the Association. As nearly as possible, one-half of the terms shall be filled annually.

Two Alternates to the Regional Council should be elected whenever possible.

Section 4: NEA/IEA Convention Delegates

Delegates elected to the NEA and IEA representative assemblies shall, together, write a report to the NUEA Representative Assembly, and present it at the first meeting of the NUEA following each convention. All convention delegates shall be in attendance at the meeting of the NUEA RA to answer any questions. A summary of the written report will be distributed to the membership immediately thereafter.

ARTICLE V: PROCEDURES

Section 1: Changes

- (A) Changes to these Bylaws shall require two-thirds (2/3) vote of those present and voting at any General Membership Meeting.
- (B) Changes in the By-Laws shall be submitted in writing to the at least two (2) weeks prior to the date of voting on said changes.

Section 2: Referendum

Special assessments, changes in dues, and ratification of contracts must be referred to a vote of the membership. Other matters of general import which affect the membership may be referred to the membership in a referendum by a vote of the Representative Assembly. Except as stated in Article VI, Section 4 of these Bylaws, any referendum may be held at any regular or special meeting of the general membership or may be conducted by secret ballot of Association membership in each of the individual buildings.

Should school not be in session, the Executive Board may conduct the vote by mail at the expense of the NUEA. In any case, a simple majority of the votes cast in the referendum shall carry any issue involving two choices; a plurality of the votes cast in the referendum shall carry any issue involving three or more choices.

Section 3: Recall

- (A) Any person appointed to an Association position may be relieved of this position by action of the President or by a majority vote of the general membership.
- (B) Any Executive Board 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 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. Executive Board Executives may be removed by two-thirds (2/3) of those members represented by that executive. The procedure would be the same as that of an officer.



BYLAWS OF THE NUEA

(C) Any association representative may be recalled by a majority vote of the membership he/she represents, if a petition signed by fifty-one percent (51%) of those represented is filed with the Representative Assembly. The vote shall be held within fifteen (15) days after the filing of the petition, and a 2/3 vote of the membership involved shall be required for recall to take place.

(D) The results of any such recall election shall be forwarded to the Chairperson of the Nominations and Elections Committee.

Section 4: Dues

Changes in the annual NUEA dues for the coming year shall be determined at the April meeting of the Representative Assembly. Any change in the amount of dues must be approved by the general membership.

Section 5: Quorum

A quorum for the purpose of conducting business shall be those members in attendance at any regularly scheduled or legally called meeting of this Association.

Section 6: Parliamentarian

There may be a parliamentarian appointed by the President to act as counsel and to be alert for any discrepancies in procedure. The parliamentarian shall attend all General Membership Meetings and all meetings of the Representative Assembly when needed.

Section 7: Rules of Order

Roberts' Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in these By-Laws.

Section 8: Elections and Terms of Office

(A) The election of new officers, Association Representatives, delegates to Regional Council, and delegates to the IEA and NEA Representative Assemblies shall be held by secret ballot under the supervision of the Nominations and Elections Committee.

(B) The newly elected officers shall take office on the day following the last day of student attendance for that year unless negotiations are incomplete on that date in which case the new officers will take office upon ratification of the contract-



BYLAWS OF THE NUEA

Section 9: Arbitration and Grievance Appeal

The Executive Board shall decide whether a grievance shall be processed to final and binding arbitration. Recommendations shall be provided to the Executive Board from the Grievance Committee.

Section 10: Gifts, Donations and Contributions

Requests for the expenditure of NUEA funds for the purpose of making a gift, donation or contribution shall be submitted to the Finance Committee. The recommendations of the Finance Committee then shall be presented to the Representative Assembly for approval.

Section 11: Reimbursement Policy

Introduction:

It is the intention of the NUEA that representatives of our Association should not be required to spend personal money in connection with activities authorized by either the NUEA Representative Assembly or the Executive Board.

Conventions:

1. Duly elected representatives to the IEA and/or NEA Representative Assemblies shall be reimbursed for the following normal and expected expenses:
2. Mileage or airfare, as determined beforehand by the Executive Board and Region 39 of the IEA.
3. Room expenses.
4. Meals and other miscellaneous, allowable expenses.

Funding Determination:

1. Funding, which is a shared responsibility with Region 39 of the IEA, shall be set beforehand according to the following plan:
2. After estimating and setting funding levels, Region 39 of the IEA will provide up to one-half of the estimated expenses. Remaining funding amounts shall be set by the NUEA Representative Assembly through Executive Board action.
3. The NUEA Executive Board will reimburse each representative for the remaining estimated expenses.
4. Funding, whenever possible, shall be forwarded to the event itself, or to the individual before the event.
5. additional and unusual expenses may be brought before the Executive Board and NUEA Representative Assembly for reimbursement. This does not bind the Association to cover those expenses.

6. All members expecting to receive reimbursement must submit an itemized list of actual expenses incurred.

Method of Travel:

If the event is in a location that the Executive Board deems close enough to be covered more economically by automobile mileage reimbursement, the number of cars to be allowed reimbursement will be determined by the Executive Board with respect to the number of delegates attending and their convenience.

Reimbursement to Delegates Attending Other Association Activities:

Members attending Association activities other than the IEA and/or NEA Representative Assemblies, shall be reimbursed by the same methods described above, if applicable. If these methods do not apply, the Executive Board shall determine the method and extent of coverage.

**Section 11:
Honorariums**

1. The NUEA recognizes that representatives of the Association, because of their required time commitments, put in many hours of work for the Association. It is the desire of the NUEA, therefore, to honor these individuals through the establishment of an honorarium to make up in some way for the commitments they have made to and for the Association.
2. Currently, the recipients of this honorarium are:
 1. The elected officers and executives.
 2. All members of the Negotiating Team.
 3. All members of the Grievance Committee.
 4. The chairperson of the Membership Committee.
 5. The chairperson of the Communications Committee-
 6. The chairperson of the Elections Committee.
 7. The chairperson of the Political Action Committee
 8. The Webmaster

ARTICLE VI: ELECTIONS

Section 1: Elections

All elections shall be conducted by, and under the supervision of, the Nominations and Elections Committee. Two general elections will be held each school year, one in December and one in March.

(A) December Election:

1. Delegates to the IEA Representative Assembly shall be selected by the general membership via secret ballot.
2. The Nominations and Elections Committee shall meet no later than the fifteenth (15th) of October for the purpose of preparing a Call for Candidates and election materials. The call for Candidates shall be presented at the October Representative Assembly and election materials and procedures shall be distributed at the November Representative Assembly. Whenever possible, at least two (2) candidates shall be presented for each office.
3. A written report from the Nominations and Elections Committee including the proposed slate and the date of the election shall be presented to the general membership no later than one (1) school week prior to the date of the election.
4. Association Representatives shall be responsible for conducting the election in accordance to the election procedures and returning all ballots to the Nominations and Elections Committee for safekeeping until the next Representative Assembly.
5. In the event of a tie for any elected position other than Association Representative, a reballot shall be held within ten (10) school days of the original voting date, as set by the Nominations and Elections Committee. A tie vote for the position of Association Representative shall necessitate a run-off election in the building concerned, to be held within ten (10) school days of the original building vote. This election shall be the responsibility of the Head Association Representative for that building.

6. The Nominations and Elections Committee shall notify the President of preliminary results as soon as possible the evening of the voting date. The committee shall notify the membership with complete election results within five (5) school days following the election.
7. The Nominations and Elections Committee shall present the final results of the election for certification at the next Representative Assembly meeting following the election. Upon demand of any five (5) members of the Representative Assembly, the returns from a particular school may be challenged. Upon a motion upheld by a majority vote, the Representative Assembly can demand a recount of the entire election. In either case, the Nominations and Elections Committee shall audit pertinent ballots. Once the Representative Assembly has certified the results of the election by a majority vote, all ballots are to be destroyed after a minimum waiting period of twelve (12) months.
8. In the event that no candidate files to run for an elective office, the winner shall be the write-in candidate with the highest vote total, provided that the candidate receives a minimum of 10% of the votes cast in the election. Should that person refuse to serve in the office, the candidate with the next highest number of write-in votes shall be declared the winner. Should no candidate receive the minimum 10% of the vote, the President shall fill the vacancy with the approval of the Representative Assembly. Any person appointed must meet the qualifications for candidacy stated in Section 1.

(B) March Elections:

- a) Association Officers, delegates to the Representative Assembly, delegates to the Regional Council, and delegates to the NEA Representative Assembly shall be selected by the general membership via secret ballots.
- b) Procedures described in paragraphs A.2-7 above shall be observed except that the Nominations and Elections Committee shall meet no later than the fifteenth (15) of January



BYLAWS OF THE NUEA

**Section 2:
Candidacy for Office**

All candidates for all elected offices and positions must be members in good standing of the Association.

**Section 3:
Vacancies in
Office**

1. Vacancies in the office of President or First Vice President shall be filled as specified in Article IV of these Bylaws.
2. If any executive office other than President or First Vice President becomes vacant prior to the end of the elected term, the President shall nominate, with the advice of the Executive Board a replacement and approval by the Representative Assembly at the next meeting of the Representative Assembly.
2. A vacancy in the post of Association Representative shall be filled through an election in that building within one (1) month of the announcement of the vacancy. This election shall be the responsibility of the Head Association Representative for that building. The results of such an election shall be forwarded to the chairperson of the Nominations and Elections Committee.
3. In the event there are vacancies for the positions of Regional Council representative beyond those filled by duly elected (first runners up) alternates, the President shall appoint enough individuals to fill out the Association's authorized representation. These same positions shall be filled by election at the next available opportunity in the spring of fall elections.

Section 4: Procedure and Time-lines for Ratifying the Agreement

1. The President will schedule a general membership meeting within three days after the final negotiations session. At this meeting all the information resulting from changes will be presented to the membership in writing. The negotiations team will present each item, one-by-one, to the membership and field all questions. No vote will be taken at this meeting. This will be an information and discussion meeting only.
2. Within the next seven days, the President may schedule another general membership meeting. Any questions that remain will be addressed by the team.
3. The ratification vote of the negotiated agreement shall be taken in the buildings by secret ballot.

Section 5: Implementation of the Collaborative Process

1. Any issue to be considered for the collaborative process must be brought first to the attention of the Executive Board.
2. If the Executive Board wishes to take action on the issue, it will be presented to the Instructional and Professional Concerns Committee (IPC).
3. Following consideration and recommendation by the IPC, the proposal will be:
 - A. Presented and discussed at the next Representative Assembly.
 - B. Posted in each building for consideration and input to the Association Representatives.
 - C. Brought back to the Representative Assembly for consideration and discussion.
4. In accordance with Article IV, Section 2-Referendum, The Representative Assembly may determine that it is in the best interest of the Association to forward the recommendation of the IPC Committee to the Membership or the effected portion thereof for ratification.
5. Ratification of the proposal shall be determined by seventy-five (75%) of those voting.



BYLAWS OF THE NUEA
