

**COLLINSVILLE EDUCATION  
ASSOCIATION  
CONSTITUTION AND BYLAWS  
REVISED AND ADOPTED  
2005**

**ARTICLE 1: NAME AND AFFILIATION**

Section 1: The name of the organization shall be the Collinsville Education Association.

Section 2: The Collinsville Education Association is chartered with the Illinois Education Association and National Education Association.

**ARTICLE II: PURPOSE**

Section 1 To work for the welfare of school children, the advancement of Education, and the improvement of instructional opportunities for all.

Section 2 To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as a mark of professionalism.

Section 3 To develop and promote a continuing program to improve salaries, fringe benefits, working conditions, and instruction through formal negotiations with the School Board as the exclusive representative of the Collinsville Community Unit District #10 and in compliance with the existing agreement with the Collinsville Education Association governing negotiations.

Section 4 to enable members of the Collinsville Education Association to speak with a common voice on matters pertaining to the teaching profession and present their individual and common interests before the Board of Education and other legal authorities.

### **ARTICLE III: MEMBERSHIP**

Section 1 Active membership shall entitle the member to vote in all matters open to voting by the general membership, and shall be a prerequisite for participating in said elections.

Section 2 No non-member shall be allowed to attend meetings where a vote will be taken except representatives from the IEA, NEA, or other counsel or persons deemed necessary by the president(s) of the Association.

Section 3 Active membership in the Collinsville Education Association shall be open to all:

Certified personnel and registered nurses  
below the position of Assistant Principal;

Who are employed by Collinsville  
Community Unit District #10;

Upon a written agreement of a schedule of  
payments for dues as established by the  
Executive Committee.

Section 4 All members of the Collinsville Education Association shall also be members of the Illinois Education Association / National Education Association.

Section 5 Upon retirement from service, all members who have been active up to the date of retirement may become honorary members in the local Association.

## **ARTICLE IV: OFFICERS**

Section 1 The officers of this Association shall be a president, vice-president, secretary, and treasurer. The office of president shall not be limited to one person and shall not exceed two persons serving as a team.

Section 2 There shall be an Executive Committee of eleven or more members with executive powers only, which shall consist of:

two (2) elementary representatives to serve as their spokesperson

one (1) intermediate school representative to serve as their spokesperson

one (1) middle school representative to serve as their spokesperson

two (2) senior high school representatives to serve as their spokesperson

one (1) special staff representative to serve as their spokesperson

## **ARTICLE V: BOARD OF DIRECTORS**

Section 1 The Board of Directors shall consist of Executive Committee and elected Building Representatives from each attendance center in the District.

Each building shall nominate active members in the month of March to serve as Building Representative(s) for the following school year.

An election shall be held during the month of April to coincide with the Association's Election of Officers.

The election shall be by secret ballot. Ballots shall be prepared and election held by a

committee within the building. No member running for election shall serve on this committee.

Newly elected Representatives shall be installed at the May Board of Directors' meeting.

Section 2 Each attendance center shall have at least one (1) member on the Board. Additional members shall be eligible on the basis of one (1) representative for every ten (10) faculty members in the attendance center.

Section 3 It is the duty of all elected Representatives to attend the monthly Board of Directors' meetings. Representatives missing more than three (3) consecutive meetings without sending a designee, shall be removed from the Board of Directors and a replacement shall be appointed by the Association president(s) with the approval of the Executive Committee.

## **ARTICLE VI: AMMENDENTS**

Section 1 The General membership may adopt amendments to this Constitution by a 2/3 majority of those voting at any regular meeting provided the amendments have been introduced at a preceding regular meeting and copies of proposed amendments have been distributed to the general membership.

Section 2 When an amendment is made, it shall be in affect at the time, and a copy made available to each member.

# **BYLAWS**

## **ARTICLE I: DUTIES OF OFFICERS**

Section 1 The President(s) shall preside at all general meetings of the Association and meetings of the Executive Committee and Board of Directors.

The President(s), with the approval of the Board of Directors, shall appoint and instruct all standing and special committees and shall be an ex-officio member of those committees. The President(s)

shall call meetings, suggest policies, and shall be held responsible for the program and activities of the Association. The President(s) shall represent the Association in all teacher-community activities.

Section 2 The Vice-President shall assume all the duties of the president(s) in case of absence or resignation of the President(s). The Vice-President shall serve as the Chairperson of the Teacher Welfare and Ethics. In the event that the Vice-President assumes the full time duties of the President(s), a new Vice-President shall be named.

Section 3 The Secretary shall keep a permanent record of all meetings of the Association, the Executive Committee, and the Board of Directors. It shall be the duty of the Secretary to present the minutes of the Association meetings and the Board of Directors meetings at the general meetings of the Association. The Secretary, with the approval of the Executive Committee, shall carry on the correspondence pertaining to the affairs of the Association.

Section 4 The Treasurer shall receive all funds belonging to the Association, pay all bills incurred by the Association and approved by the Board of Directors, keep an itemized account of receipts and expenditures, and make a written report of them at each regular meeting. The Treasurer shall arrange for an annual audit of the treasury. The Treasurer shall serve as a liaison to the Membership Chairperson.

## **ARTICLE II: QUALIFICATIONS, ELECTION, AND TERMS OF OFFICE**

Section 1 To be elected to an office of the Association a candidate must be a member in good standing of the Collinsville Education Association – IEA – NEA and have served at least one term as a Building Representative.

Section 2 Election of Officers;

To be elected to an office:

A general membership meeting shall be held in March for the purpose of nominating Association officers for the coming year. The election shall take place in April, and those elected shall be installed at the May meeting. In a bargaining year, those newly elected officers shall be

considered officers-elect, and shall assume their duties immediately after the ratification of the contract.

The election of officers shall be by secret ballot at each attendance center. The ballots shall be tabulated by the election committee.

The candidate for each office who receives a plurality of the votes cast by the members voting shall be elected to that office.

Section 3 The term of office shall be for one (1) year.

Section 4 The election of Representatives to the Regional Council shall follow the same procedure as set forth in Article II, Section 2 – Election of Officers.

Section 5 Vacancies in any elected office shall be filled by appointment of the president(s) with approval of the Executive Committee.

Section 6 The Collinsville Education Association shall elect representatives to the IEA-NEA and the NEA Representative Assemblies as specified by IEA Bylaws.

Section 7 The Association may allow a sum determined by the Executive Committee towards the expenses of delegates and/or alternates to an Illinois Education Association or National Education Association meeting or convention.

### **ARTICLE III: COMMITTEES**

Section 1 The Executive Committee shall meet each month, one week prior to the Board of Directors' meeting.

Section 2 The Board of Directors shall meet monthly and shall have full authority to act upon matter of business. It shall have the power to approve expenditures of the Association's money. Minutes of the Board of Directors shall be presented at the general meetings of the Association.

Section 3 The following committee shall be appointed annually by the president(s) with the approval of the Executive Committee: Political Action, Public Relations, Teacher Welfare and Ethics,

Membership, Historic Records, Elections, Insurance, Budget, Scholarship, Social Secretary, Professional Negotiations, Special Education Concerns, Retirement, and Local Professional Development.

Section 4 The building representatives shall be composed of at least one representative from each building. The duties of this committee shall be to secure membership in local, state, and national associations and to communicate necessary information to all members in their respective buildings.

Section 5 The duties of the Political Action Committee shall be to investigate local, state, and national legislation regarding the affect on the interest of the Association; to study pending legislation; to promote activities leading to the passage of legislation favorable to the interest of the Association; and to report the results of their activity to the general membership.

Section 6 The duties of the Public Relations Committee shall be to promote public understanding of the purposes and programs of the Association, the values and importance of education, and the educational philosophy and programs of the schools; to develop procedures by which the Association can work cooperatively with parents and the public in civic, fraternal, and social organizations and through all available channels of communications.

Section 7 The duties of the Teacher Welfare and Ethics Committee shall be to process and handle all grievances according to contract specifications. The Vice-President shall serve as the Chairperson of this Committee.

Section 8 The duties of the Membership Committee shall be to plan membership campaigns; to contact new teachers before the opening of school for membership enrollment; to maintain and provide an accurate list of members for the Association; and to provide the District Business Office with a list of members for payroll deduction.

Section 9 The duties of the Historic Records Committee shall be to keep a scrapbook of newspaper articles, which pertain to the Association.

Section 10 The duties of the Election Committee shall be to distribute, collect, and tabulate election materials and ballots following the procedures established by the Association.

Section 11 The duties of the Professional Negotiations Committee shall be to research and prepare action programs necessary to facilitate their responsibility for negotiating with the Board of Education in all matters affecting contractual agreements between the Association and the Board.

Section 12 The duties of the Budget Committee shall be to meet with members of the Administration and/or Board of Education to discuss budgetary concerns of the District and to advise the executive Committee and the Professional Negotiations Committee of these and any possible future financial concerns as it affects the District.

Section 13 The duties of the Scholarship Committee shall be to establish the guidelines and application form for an annual scholarship to be awarded to a Collinsville High School graduate who is entering the field of education and to meet and select the winner of this scholarship.

Section 14 The duties of the Social Secretary shall be to send cards to members on the occasions of births, deaths, and illnesses.

Section 15 The duties of the Special Education Concerns Committee shall be to address items of concern with the Special Education Department, which are procedural in nature and best, clarified with the Special Education Department as per Article XVI of the Contractual Agreement between the Collinsville Education Association and the Collinsville Community Unit District #10.

Section 16 The duties of the Retirement Committee shall be to assist members who are considering retirement, to research possible incentive programs, and to inform about State and National Retired Association affiliations.

Section 17 The duties of the Local Professional Development Committee shall be to review and approve recertification plans presented by District certified employees as outlined in the Rules and Regulations adopted by the Illinois State Board of Education.

Section 18 The president(s), with approval of the Board of Directors, shall have the power to appoint special committees as may be necessary for the welfare of the Association. The appointment of such committees and duties thereof shall be recorded in the minutes at the time of the appointment.



## **ARTICLE IV: MEETINGS**

Section 1 There shall be one (1) general meeting for all members per year.

Section 2 The general meeting shall be called in March for the purpose of nominating candidates for elective offices of the coming school year.

Section 3 Other general meetings shall be called during the year at the discretion of the Executive Committee.

Section 4 Special meetings for all members shall be held at the call of the president(s), or the president(s) shall call a special meeting for all members for a specific purpose upon the written request of five (5) members.

Section 5 Quorum: The number of members present at general and special meetings shall constitute a quorum for the purpose of conducting the business of the meeting.

## **ARTICLE V: DUES**

Section 1 The annual dues of the Collinsville Education Association will be determined annually by the Executive Committee.

Section 2 Association membership shall be on a unified basis. No person may become a member of the Collinsville Education Association unless he/she is or becomes a member of the Illinois Education Association and the National Education Association.

Section 3 The membership year shall be September 1 to August 31.

## **ARTICLE VI: ORDER OF BUSINESS**

Section 1 1. Call to Order

Attendance Check

Presentation of Minutes

Report of Correspondence

Report of the Treasurer

Reports of Standing Committees

Reports of Special Committees

Unfinished Business

New Business

Adjournment

### **ARTICLE VII: RULES OF ORDER**

The current edition of Roberts' Rules of Order (newly revised) shall govern this Association and its official bodies in all parliamentary situations for which there are no provisions in this Constitution and Bylaws.

### **ARTICLE VIII: REFERENDUM PROCEDURES**

The general membership shall have the power to reverse or alter any action of the president(s) or the Executive Committee through a referendum procedure. A three-fourths (3/4) majority of the entire membership will be required before alteration or reversal of a decision shall be deemed final.

### **ARTICLE IX: AMENDMENTS**

Amendments to the Bylaws of the Association shall be made through use of the stated procedure for amending the Constitution.