

Moline

Education

Association

Bylaws





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BYLAWS OF THE MOLINE EDUCATION ASSOCIATION

Article I – Name and Objectives

Section 1 - Name

The name of this organization shall be the Moline Education Association (MEA), an affiliate of the Illinois Education Association and the National Education Association.

Section 2 - Objectives

The objectives of the Association shall be to advance public education in Illinois; unify, strengthen and promote the welfare of non-management school personnel by enabling members to speak with a common voice on matters pertaining to the teaching profession; and to present their individual and common interests before the Board of Education and other legal authorities.

Article II - Membership, Affiliation and Non-Discrimination

Section 1 - Membership

Membership shall be open to all full and part-time certified educators (excluding administrators) employed by Moline Public Schools, District 40, of Rock Island County, Illinois. This **membership also** includes department chairs, head teachers, social workers, psychologists, and speech pathologists.

Persons employed in the schools of Moline who are not eligible to become active members may upon payment of dues enroll as associate members with all the rights and responsibilities of active members except the right to vote, to hold office, or to represent the Association. Active members who retire with five consecutive years of membership may continue as associate members for life, paying such annual dues as the Representative Council may determine.

Section 2 - 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. If there are any conflicts or inconsistencies between these Bylaws and the Bylaws or Constitution of the Illinois Education Association or National Education Association, the state or national documents shall govern.

Section 3 - 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 Representative Assemblies, utilizing fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

Section 4 - 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 Representative Council, and from there to the IEA Review Board. The MEA shall deny membership to an individual while that individual is denied membership in the IEA, pursuant to NEA Bylaws 2-3.d.

Section 5 - 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.

Article III – Governance

Section 1 - Executive Officers

The Executive Officers of the Association shall be the President, Vice-President, Secretary, Treasurer, and Immediate Past-President.

Section 2 - Executive Board

The Executive Board of MEA shall consist of the officers, the seven elected representatives (three from elementary, two from the middle schools, and two from high school), and the chairpersons of seven standing committees, (excluding the audit committee) ~~all of whom shall have been members of the MEA for at least one year prior to his/her election.~~ The Executive Board shall be the executive authority of the Association.

The Executive Board shall recommend the annual local dues to the Representative Council which shall approve or amend the amount by majority vote.

The Executive Board shall have open meetings on the first teaching Thursday of each school month, at the call of the President, or at the request of a majority of the Board. Minutes shall be kept and distributed to the building representatives.

The Executive Board shall arrange General Membership meetings to make reports from the Negotiations Committee and for the purpose of professional advancement.

Section 3 – Representative Council

The Representative Council shall consist of the Executive Board and elected Association Representative(s) from each school in the district. Representatives shall have been members of the MEA for at least one year immediately prior to their election. The Representative Council is the legislative and policy forming body of the Association. Any member of the MEA may attend Representative Council meetings and ask for permission to speak, but may not vote.

Article IV - Executive Officers

Section 1 - Duties

A. President. The President shall be the Chief Executive Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board (~~or~~ **and** Representative Council) meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove **chairpersons and** members of all committees with the consent of the Executive Board (~~or~~ **and** Representative Council), serve as ex-officio member on all Association committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Executive Board, Representative Council, and general membership. 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 inconsistent with the Bylaws. The President shall represent the Association as one of the allotted delegates to the annual Representative Assemblies of the IEA and NEA. Additionally the President shall represent the Association as one of the allotted representatives to the Regional Council.

B. Vice-President. The Vice-President shall 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 that may be assigned by the President. The Vice-President shall represent the Association as one of the allotted delegates to the annual IEA Representative Assembly. (S)he shall become President and complete the unexpired term if the Presidency becomes vacant, except as provided in Article III, Section 4, of the Bylaws.

C. Immediate Past-President. The immediate past President shall advise the Executive Board and assist the President at his/her request.

D. 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 and Representative Council and each meeting of the membership, and shall be responsible for notifying members of regular and special meetings.

E. Treasurer. The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at the Executive Board and Representative Council meetings **s** and meetings of the membership. (S)he shall serve as the chairperson of the Budget Committee (consisting of the Treasurer, President, Immediate Past-President, and Vice-President) and prepare a written monthly budgetary report to the Executive Board and the Representative Council, and prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership rosters to IEA, and for transmitting dues to the IEA as required by IEA policies.

Section 2 – Terms

A. Term. The term of office for Executive Officers shall be two years commencing on July 16. Officers may succeed themselves.

Whenever the office of President or the office of Vice-President becomes vacant between elections, except as provided in Article III, Section 4 of these Bylaws, the remaining members of the Executive Board shall choose one of their number to serve as President pro tempore or Vice-President pro tempore until the Representative Council can fill the vacancy.

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

Section 3 – Vacancies

Vacancies occurring by reason of death, resignation, incapacity or other disqualification shall be filled as follows:

A. President. The Vice-President for the remainder of the unexpired term shall fill a vacancy in the office of the President.

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 by majority vote of the Executive Board and Representative Council.

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

Article V – IEA/NEA (Region 18) Regional Council Representative(s) and Alternate(s)

Section 1 - Duties

IEA Regional Council Representative(s) shall attend the regional council meetings, represent the MEA, and report Council activities to the Executive Board and/or Representative Council, and the general membership as necessary. An alternate shall perform the duties of a Regional Council Representative in his/her absence.

~~The Regional Council members shall approve the budget, approve chairpersons and committee members, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with this constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and faculty representatives. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Regional Council.~~ (Already in Region 18 bylaws, not needed here)

Section 2 - Election and Terms

The election of a Regional Council Representatives and alternates shall be as prescribed by the Blackhawk Region 18 bylaws and the IEA/NEA Bylaws. The number of Regional Council members shall be determined by the number of local active

association members, one per one hundred members of major fraction thereof. Regional Counsel representatives and alternates shall be elected in odd and even years as determined by the elections committee.

Section 3 – 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/NEA Bylaws.

Article VI - Association Representative(s) (ARs) [~~Representative Council~~]

The legislative and policy forming body of the Association shall be the Representative Council. The Association Representative(s) shall be a member(s) of the Association selected to provide two-way communication between the Association and its members at each respective school, distribute materials to members personally, and conduct informational meetings each month. The ARs shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for ARs, keep the ARs informed of Association activities and positions, and provide incentives for attracting and retaining ARs.

Article VII - Executive Board

Section 1 – Duties

The Executive Board shall conduct and supervise the business of the organization [as directed by the Representative Council]; annually recommend a budget for adoption by the membership; undertake such expenditures as are necessary and reasonable for the operation of the organization; consent to the appointment of chairpersons and members of committees; plan and recommend programs to the membership; develop Bylaws; approve expenditures; and consent to the filling of vacancies. The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the Council in advance of the meeting so that Council Representatives have time to discuss it with their faculty members. When lack of formal business warrants cancellation of the Association Representative meeting, the Executive Board may do so, but under no circumstances should two consecutive Representative meetings be canceled.

The Executive Board shall arrange General Membership meetings to make reports from the Negotiations Committee and for the purpose of professional advancement.

The Executive Board shall be responsible for the management of the Association, approve all expenditures, arrange for an annual audit of the Treasurer's report, carry out policies established by the Representative Council, report its transactions and those of the Council to the members and suggest policies for consideration by the council. The Executive Board shall have the power to meet in executive session.

~~The Members of~~-Executive Board shall represent the Association in negotiating personnel policies with the governing and appropriating bodies of the school system. Within the established policies, the Representative Council may make decisions binding the Association in these matters. The Executive Board may delegate its power to negotiate to another committee or representative. The Executive Board shall

require and assist committees to define their immediate and long-range objectives. It shall review committee plans as necessary and shall decide any jurisdictional question among committees.

Section 2 - Terms

The term of office for Executive Board members, excluding officers and the Regional Council Representative(s), shall be one year until a successor is elected and shall commence on July 16th.

Section 3 – Vacancies

If a vacancy occurs within the Executive Board, excluding Executive Officers and Regional Council Representative(s), the President shall appoint a replacement for the unexpired term with the consent by majority vote of the Executive Board or, the Representative Council.

Section 4 - Meetings

A. Quorum. A majority (51%) of the members of the Executive Board must be present to conduct business, and a majority vote of those present shall rule.

B. Regular Meetings. The Executive Board shall meet one time per month during the school term, and may meet as many additional times as necessary or reasonable to transact its business.

C. Special Meetings. Special meetings may be called by the President, or shall be called at the written request of three members of the Executive Board. Except in cases of emergency, at least two days notice shall be given to all Executive Board members, and business shall be limited to that contained in the notice.

Article VIII - Representative Council

Section 1 – Duties

The Representative Council shall annually approve ~~[or recommend to the membership]~~ a budget, approve chairpersons and committee members act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the code of Ethics of the Education Profession and those to be followed in censuring, suspending and expelling members. It shall establish or recommend to the membership annual dues, approve expenditures, and ~~shall may~~ adopt programs on behalf of, or for recommendation to, the membership. ~~The Association Representatives, with the Senior Representative as chairman, shall call faculty meetings of the Association members to discuss Association business and shall organize and oversee the subsequent election of association representatives, the enrollment of members, and two-way Association communication within the building.~~ Members of the Representative Council shall attend all regular and/or special meetings. The Representative Council shall meet on the second teaching Thursday of each school month at 3:45 p.m.

~~The Representative Council may adopt amendments to this constitution by a two-thirds majority of those voting at any regular meeting provided that amendments have been introduced at the preceding regular meeting of the Representative Council and~~

~~that, at least two weeks prior to the regular meeting, copies of the proposed amendments have been distributed to all members of the Council for discussion in each building, or dissemination at a monthly informational meeting.~~ (already under XVII)

Section 2 - Terms

Elections of Representative Council shall be held in April. The term of office for Representative Council members shall be two years and shall commence in ~~May~~ August. There shall be at least one Representative elected for each ten members or major fraction thereof with a least one representative per building. Where more than one such Representative is elected, one shall be designated the Senior Representative and the terms shall be staggered.

Section 3 – Minority Representation

The Representative Council shall contain ethnic-minority representation at least proportionate to the local association's ethnic-minority membership.

Section 4 - Vacancies

If a vacancy occurs on the Representative Council, the President shall appoint a replacement for the unexpired term with the consent of the majority of the Executive Board and Representative Council. ~~[Exception – If the unexpired term is for greater than one year, an election shall be held.]~~

Section 5 – Recall

~~Whenever a member of the Executive Board has been accused of gross negligence of duties as defined in the Bylaws, or conduct unbecoming to his/her office, or is incapacitated, a recall motion shall be introduced in writing to the Representative Council. The Representative Council shall appoint a Judiciary Committee consisting of three representatives from each of the three levels to consider the facts. If the recall motion is not resolved within the Judiciary Committee, it shall report back to the Representative Council at the next regular meeting. If the Council, with a quorum (51%) of members present, votes for recall by a two-thirds majority, the office shall be declared vacant, and a replacement shall be named immediately by the Council to fill the unexpired term.~~ (Moved from Art III, Section 4)

Section 6 - Meetings

A. Quorum. A majority (51%) of the members of the Council must be present to conduct business, and a majority vote of those present shall rule.

B. Regular Meeting. The Representative Council shall meet one time per month during the school term, and may meet as many additional times as necessary or reasonable to transact its business.

C. Special Meetings. Special meetings may be called by the President, or shall be called upon the written request of five members of the Representative Council. Except in cases of emergency, at least three days notice shall be given to all Representative Council members and business shall be limited to that contained in the written notice.

Article IX - Elections

Section 1 - Elections Committee

A. Composition. The President shall appoint an Elections Chairperson. No officer shall serve on the elections committee. No person running for office may serve on the Elections Committee for that election. (Needs to be added per IEA)

B. Duties. Establish procedures subject to the approval of the Executive Board for nomination of candidates, dissemination of notices concerning the election and conduct of the election, and tabulation of the ballots, which shall be consistent with procedures established by the IEA Elections Committee.

1. Collecting nomination forms
2. Counting Ballots after all MEA general elections.
3. Reporting official results and tallies to designated parties.
4. Hear initial election challenges.

C. Vacancies. Should a temporary or permanent vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy shall be filled in the manner of the original appointment.

Section 2 - Election Procedures

A. Calendar. The Elections Committee shall establish a local election calendar with nominations and election timelines. During the first week in May, members shall vote for officers by sealed secret ballot, in accordance with procedures developed by the Elections Committee and approved by the Representative Council. The election Committee shall report to the President who shall announce the newly elected Executive Board. New officers shall be installed during the May meeting of the Representative Council, with their term beginning on July 16th.

B. Conduct. All elections shall be conducted by open nomination and secret ballot.

C. Nominations. Reasonable notice shall be given for nomination to all offices to be filled. Notice shall include time, place, and method for submitting nominations.

1. The President and Vice President are automatic delegates to the IEA RA.
2. The President is an automatic delegate to the NEA RA.
3. During the month of March and/or April the active members of the Association in each building may nominate candidates for President, Vice-President, Secretary, Treasurer and representatives of the Executive Board. Nominations shall be submitted in writing to the Elections chair. The Elections Committee shall present a slate of nominees consisting of one or more candidates per office to the April Representative Council. Members of the Representative Council may nominate other candidates from the floor. The Elections committee shall publish brief information on each candidate.
4. Candidates may be declared elected when the number of nominated candidates equals the number of position available, except for the IEA RA and NEA RA delegate elections and any other position where a write-in provision is required.

D. Write-In Provisions. A write-in provision is required if the number of declared candidates is less than the number of positions available. As local officers will serve as delegate(s) to the IEA and NEA Representative Assembly a write-in provision is required for those delegate elections.

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

E. Eligibility. All active dues-paying members must be afforded the opportunity to run for and/or vote in any election representing active members. This does not include fair share or associate members.

F. Notice. A fifteen (15) day notice of local elections ~~must~~ shall be given by posting in each school, by District certified staff e-mail, or by written notice to every member.

G. Consistency. All election procedures shall be consistent with Regional, State and National Federal requirements.

H. Use of Dues. No dues may be used in support of a candidate for any Local, Regional, State or National office.

I. Offices Governed by this Article. All Local Officers, Association Representatives, Regional Council Representatives, Delegates to the IEA Representative Assembly, and Delegates to the NEA Representative Assembly.

J. Run-off 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 run-off election between the two candidates who had received the highest number of votes for that office. Run-off elections shall be conducted in the same manner as the original election. However, elects for Delegates to the IEA and NEA Representative Assemblies shall be decided by plurality votes, except where a candidate is elected as delegate by virtue of being elected as a local officer. (Per model bylaws)

K. Results of the Election. The results of the election must be published in a timely manner, which allows members to obtain the information ~~within five school days after the ballot count~~ without unusual effort.

Section 3 - 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 Level - Initial challenges to all local elections governed by this Article shall be with the Local Elections Committee. Such challenges ~~must~~ shall be made no later than seven calendar days of issuance of the election results.

B. Region, State and National Level - Consult the region, state, and national governing documents for additional challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

Article X - Arbitration and Grievance Appeal

The Association shall insure all employees are aware of and have access to the grievance procedures as negotiated in the Agreement, and shall make all reasonable efforts to obtain relief or remedy for the grievant.

The Executive Board or Representative Council shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations should be provided to the Executive ~~Committee~~ Board from the Grievance Committee. The affected member (or a designated representative if there are more than one grievant) shall have a right to address the committee before the committee decides whether to take the matter to arbitration.

Article XI - Committees

Section 1 - Appointment

Committees ~~may~~ shall be established on a standing and/or ad hoc basis by the Executive Board and Representative Council. The President may appoint members to any committee and name the chairperson with the consent of the Executive Board. The names shall then be submitted to the Representative Council for approval. All standing committee chairpersons shall be members in good standing and shall not be serving as an elected officer of the Association.

Section 2 - Standing Committees

There shall be the following standing committees: Negotiations, Grievance, Elections, Public Relations, Membership, Legislative, ~~and~~ Social, ~~and~~ Audit. All committees shall have members representative of the elementary, middle and high school levels.

Each standing committee shall meet regularly according to a calendar developed by the Executive Board, and may hold special meetings at the call of the chairperson.

Chairpersons shall report as necessary to the Executive Board and Representative Council. Committee materials shall become a part of the continuing records in the Association files.

Standing committees shall utilize existing models and procedures of similar committees within IEA and NEA to formulate their goals, objectives, and agenda.

Section 3 - Negotiations Committee/Bargaining Team

The Negotiations Committee/Bargaining Team shall explore and prepare programs as necessary in all areas of teachers' welfare with particular responsibility for salaries, leaves, fringe benefits, insurance and general working conditions. It shall be responsible for maintaining the integrity of the contract. The committee shall solicit input from the membership as a whole. The Negotiations Committee/Bargaining Team shall be appointed by the President with consent of the Executive Board and Representative Council.

A. The Chief Negotiator shall attend the Board of Education Meetings and meet regularly with the Assistant Superintendent of Human Resources.

B. The Chief Negotiator and the Secretary of the Negotiation Committee shall be reimbursed. The Executive Board, with the approval of the Representative Council, shall recommend the amount for reimbursement.

Section 4 - Grievance Committee

The Grievance Committee shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedure. It ~~will~~ shall make recommendations whether to arbitrate grievances, first to the Executive Board, and then to the Representative Council. The Grievance Committee shall meet only as needed, and shall consist of the Association President and the Chief Negotiator, who serve as co-chairs.

The grievant may submit all pertinent information and evidence to the Grievance Committee in writing. The grievant may confer with the Grievance Committee in order to present evidence, as the grievant perceives it. The co-chairs of the Grievance Committee shall accompany the employee to assist in the informal resolution of the grievance and possibly steps one and two as stated in Article V - Grievance Procedure of the Agreement between the Moline Board of Education, District No. 40, and the Moline Education Association. If a remedy or resolution is not obtained, the Grievance Committee shall study the merits of the perceived grievance and present its recommendation to the Executive Board.

The Grievant may meet with the Executive Board in order to present information and evidence pertinent to the perceived grievance of the employee. The Executive Board shall then meet in executive session in order to listen to the Grievance Committee's rationale for its recommendation concerning the perceived grievance. A grievance shall be considered unmeritorious if, in the opinion of the Executive Board, the perceived grievance is devoid of merit and or the Association can find no persuasive political or organizational basis for taking said grievance to arbitration. A simple majority of the Executive Board present and voting shall be required in order to proceed with the grievance to binding arbitration.

As a final step, if the Executive Board recommends against proceeding to arbitration, the grievant may appeal to the Representative Council. The grievance shall be considered denied if a simple majority of those members of the Representative Council present and voting, support the decision of the Executive Board.

The President of the Association shall give the grievant immediate written notice of the decision to deny or support proceeding to arbitration by the Executive Board, and then the Representative Council.

Section 5 - Public Relations Committee

The Public Relations Committee shall be responsible for planning and implementing activities which promote general awareness among members, the Moline Board of Education, and the general public as to the goals, policies, and accomplishments of the Association. Activities may include but are not limited to news releases, and creating and updating an Association website.

Section 6 - Membership Committee

The Membership Committee shall organize and conduct the annual membership drive. It shall be responsible for the preparation and development of the following orientation information.

- a. Distribution of informational packets to new teachers.
- b. Conduct programs for the orientation of new teachers.

This committee shall be responsible for the organization and promotion of membership enrollment, and shall inform the new members of the policies, programs, and accomplishments of the Local, State, and National Associations.

Section 7 - Legislative Committee

The Legislative Committee shall work with the IEA Government Relations department to help promote activities that lead to the passage of desirable state and federal legislation for schools. Additionally, it is responsible for disseminating information concerning local elections and referenda, which are relevant to education.

Section 8 – Social Committee

The Social Committee shall organize and conduct Association social functions throughout the school year, based on surveys of the general membership concerning the types of events desired. At least one event each year should be family-centered; where spouses and children are welcome. Social activities could include those that require participants to pay a pro-rated fee, such as attending cultural events in Chicago, etc. Others may be conducted at no cost to participants, with refreshments being furnished by the Association, as approved by the Executive Board.

The Social Committee Chair, or designee, shall assist the President with the New Teachers' Luncheon each August, and distribution of "Welcome to School District 40" gifts.

The Social Committee Chair, or designee, shall arrange for "snacks" at Association Representative meetings. Receipts are to be sent to the Association Treasurer for payment or reimbursement.

The Social Committee, or designee, shall assist the President with the provision of snacks at Association-sponsored public events, such as the Board of Education candidates' forum.

Section 9 – Audit Committee

The Audit Committee shall establish and review a list of audit procedures to be approved by the Representative Council during the first semester of each year. It shall be responsible for conducting an internal financial review each year. The audit committee shall be comprised of three members.

The following items must be included in each internal review:

1. The verification of the physical existence of assets.
2. The verification of the accuracy of records and reports to the Executive Board and Representative Council.
3. Ascertain that all taxes, dues, and reports are filed in a timely manner.
4. Proper authorization of all activities and expenditures.

5. Review of tax-exempt status and identify activities that may endanger it.

Section 9 – Ad Hoc Committees

The Ad Hoc Committees shall be established by the President with approval of executive board or Representative Council.

Article XII - Meeting of the Membership

A. Regular meetings of the membership shall be held annually in August. A budget shall be adopted annually by the membership. The budget will include at least \$3 per member for arbitration, mediation and fact-finding. (This is already common practice)

B. Special meetings of the membership may be called by the President, a majority of the Executive Board, or a petition by thirty percent (30%) of the membership. Except in the case of an emergency, at least ten days notice shall be given. The Secretary shall notify the membership as soon as possible.

C. Tentative contract agreements shall be distributed to MEA members at a general meeting. Representative Council members shall then distribute ballots to MEA members at their respective buildings utilizing check-off lists (signature sheets). At least one day following delivery of tentative contracts, a second general meeting of MEA members shall be held to explain items in the contract. Members may cast their ballots in a sealed ballot box at this second general meeting. MEA members who cannot attend the second general meeting may give their ballots to their buildings representative prior to said meeting. Building representatives shall be responsible to deliver and cast these ballots at the general meeting.

Article XIII - Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board or Representative Council and the membership shall be by a majority of those voting, assuming there is a quorum. Proxy voting is not permitted. (Added per IEA, already our practice)

Article XIV - Parliamentary Authority

All meetings of this Association shall be governed by Robert's Rules of Order (~~latest revision~~), newly revised.

Article XV - Dues

Local dues shall be established by the Executive Board and approved by the Representative Council. The IEA-NEA dues shall be transmitted to the IEA-NEA as per IEA-NEA policies. The books and records of the organization shall be open to inspection by any member upon reasonable request.

Article XVI - 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 ~~invalid deleted~~, and of no force and effect. ~~Such portions shall be lined through, and deleted from subsequent revisions of the MEA Bylaws.~~

Article XVII - Amending Procedures

Proposed revisions of these Bylaws shall be submitted by the Executive Board or Representative Council to the full membership through the Association Representatives, the MEA website, or District Certified Staff e-mail. The Bylaws may be amended by ~~majority~~ two-thirds vote at a regular or special meeting, provided that all members of the Association have been notified of the date and place of the meeting, the purpose of the meeting, and have access to the proposed revisions at least fourteen (14) calendar days prior to the meeting.

Adopted **February 15, 2011**

Amended **May 18, 2019**

Moline Education Association

Executive Officers ~~2015-2016~~ 2018-2019

President	Susan Hafner
Vice-President	Christine Watts
Secretary	Emily Roberts
Treasurer	Mary Nelson <u>Steve Sundberg</u>
