



Barrington School Employees Organization
Affiliated with the Illinois Education Association/National Education Association

Bylaws

Revised 2007/2008

Adopted
On

4/23/2008

2007/2008 Bylaws committee

President- Harold Lawrence

Vice President- Scott Moore

Secretary- Lonnie Smith

Treasurer- Bill Walsh

Marsha Williksen

BSEO Bylaws

NAME:

The name of the organization shall be Barrington School Employees Organization (BSEO).

PURPOSE:

The purpose of this organization shall be to advance public education in Illinois and to promote the welfare of all members.

AFFILIATION:

This organization shall be affiliated with, and comply with the Bylaws of the Illinois Education Association (IEA) and Constitution and Bylaws of the National Education Association (NEA). 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.

MEMBERS:

Membership in the organization shall be open to all non-certified employees of the school district excluding temporary employees and those who are specifically excluded in the text of the current bargaining agreement. No eligible person shall be denied membership for reasons of race, color, national origin, religion, gender, sexual orientation, age, disability, marital status or economic status.

MEETINGS:

The total membership shall meet at least twice annually, in the first and third quarters. Additional meetings may be called by the Board of Directors or by petition of 30% of the members. The Board of Directors shall meet at least monthly during the school term. Board meetings shall require a quorum of 51% of the members of the Board of Directors or their designee being present in order to conduct official business. Additional meetings may be called by the President or by 30% of the members of the Board. A budget shall be adopted annually by the Board of Directors and approved by a majority of the members present at the fall general membership meeting.

Procedure: All meetings shall be governed by Roberts' Rules of Order Newly Revised.

BOARD OF DIRECTORS:

The Board of Directors shall consist of The Executive Officers, Committee Chairs and an Ethnic Minority Representative.

EXECUTIVE OFFICERS:

The Executive Officers of the Association shall be the President, Vice-President, Secretary, and Treasurer. Only members in good standing shall be eligible to hold office. These are elected positions with the following requirements:

Terms: The Executive Officers shall be elected to a two-year term commencing on July 1. Officers may succeed themselves.

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

BUILDING REPRESENTATIVES:

There shall be at least one building representative from each district building. Building representatives shall be members in good standing and are not required to be elected to this position.

COMMITTEES:

A committee may be created as the need arises and a chairman will be appointed by the President and approved by the Board of Directors. The new chairman will then function as a member of the Board of Directors. The committee may be discharged upon completion of their duties by the Board of Directors.

DUTIES:

President: The President shall conduct the daily business of the Association and be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Board of Directors, serve as ex-officio member on all committees, cause a budget to be constructed and an annual audit to occur, and preside over meetings of the Board of Directors and the membership. The President is the supreme advocate for the members and employees of the bargaining unit. The President should be familiar with the programs, priorities, and communications of the IEA-NEA and the NEA and pass along such programs, priorities and communications to the leaders and members of the organization. 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. During the first year of his/her term, the President will serve as Region Council Representative.

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 as may be assigned by the President. The Vice-President shall assist in planning the objectives, programs, and meetings of the local association and should stay abreast of all current activities of the local association in case he/she is called upon to act in the absence or unavailability of the President. During the first year of his/her term, the Vice-President will serve as Region Council Representative.

Secretary: The Secretary shall maintain the official files and shall assist the President with Association correspondence and meeting agendas. The Secretary or designee shall keep accurate minutes of each meeting of the Board of Directors and each meeting of the membership, and shall be responsible for notifying members of regular and special meetings.

Treasurer: The Treasurer shall maintain the records of membership in cooperation with the Membership Committee, keep accurate records of expenses and income, report such records at the Board of Directors meetings and meetings of the membership, chair the budget committee and serve as financial advisor to the association. 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 per IEA policies. The Treasurer shall present for audit all necessary financial records.

Board of Directors: The Board of Directors shall conduct and supervise the business of the organization, annually recommend a budget for adoption by the membership, establish the dues, undertake such expenditures as are necessary and reasonable for the operation of the organization, consent to the appointment of committees, plan and recommend programs to the membership, develop Bylaws, approve expenditures, and consent to the filling of vacancies.

Board of Directors-Ethnic Minority Representative: The Ethnic Minority Representative shall mean a person to represent the interests of ethnic minority persons at the Board of Directors level. Such ethnic minority representative may be of any race, religion, or ethnic background. The Ethnic Minority Rep should attend board meetings and general meetings and be the voice for the ethnic minority members to keep both the members and the Board apprised of any issues.

Building Representative(s): The Building Representative(s) shall be a member(s) of the Association who distributes materials to members as received and post copies of those items (when requested to do so), on the BSEO bulletin board, introduces him/herself and the BSEO to new employees in his/her building, advises the BSEO Board as soon as possible of any problems and/or contract violations that may occur within his/her building as you are the employees' direct link to the BSEO. The Building Rep. shall notify the Membership Chair of all changes of status of members in the building when the following occurs: a member transfers from one building to another, a member has a reduction or increase in working hours, a member is terminated or resigns, a permanent or temporary employee is hired. The Building Rep. or someone from his/her building should attend the BSEO Board meetings and general membership meetings in order to keep his/her building and the BSEO Board apprised of the issues.

Committees:

Budget: The Budget Committee will be chaired by the Treasurer. The responsibilities of the Budget Committee are to create and follow an annual budget (including a line item for arbitration costs at a minimum of \$3 per member), and do the appropriate IRS filings.

Communications and Webmaster: The Communications Committee and Webmaster shall develop and publish newsletters, websites and other forms of communication and disseminate all internal and external communication under the direction of the Board of Directors.

Elections: The Elections Committee shall establish procedures subject to the approval of the Board of Directors 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. The Elections Committee shall also be responsible for hearing initial election challenges.

Grievance: 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 make recommendations whether to arbitrate grievances to the Executive Officers.

Insurance: The Insurance Committee shall protect our existing insurance benefits and enhance them wherever possible. The Insurance Committee shall review insurance programs that would be beneficial to our membership and investigate ways to keep insurance premiums down. The Insurance Committee sets premium increases with the input of our insurance company representatives.

Labor Management: The Labor/Management Committee is a contractual committee composed of certified staff, classified staff, administrators, and school board members. The Labor/Management Committee meets as needed during the school year to discuss mutually agreed upon items that pertain to contractual issues. Individual building councils may submit items to Labor/Management.

Membership: The Membership Committee establishes and updates the membership recruitment and retention plan, develops membership material tailored to the local, and updates the membership roster, keeping it current in cooperation with the Treasurer.

Sick Leave Bank: The Sick Leave Bank Committee acts as the governing body for administration of the days contributed to the Sick Leave Bank by the classified staff. The committee consists of two members of the Human Resource Department, two BSEO members and the BSEO President. The committee implements the guidelines for eligibility of the use of the sick bank. The guidelines for use of the Sick Leave Bank days are in the BSEO contract and reviewed and amended by the committee as each new contract is approved.

Social Committee: The Social Committee under the direction of the Board of Directors shall provide refreshments, door prizes, awards or presentations for BSEO functions and organize any social activities.

Staff Development: The Staff Development Committee shall keep abreast of any staff development opportunities for the membership and provide such information to the membership. The Staff Development Committee shall coordinate with the Uniserv Director and the Board of Directors any IEA training opportunities. The Staff Development Committee shall monitor the membership's usage of the District's Professional Development Program monies.

VACANCIES:

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

President: a vacancy in the office of the President shall be filled by the Vice-President for the remainder of the unexpired term.

President and Vice-President: If a vacancy occurs in both the office of the President and of the 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.

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 Board of Directors.

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

REGIONAL COUNCIL REPRESENTATIVE(S) AND ALTERNATE(S):

The number of representatives for the regional council are based on IEA bylaws and determined by the current number of BSEO members. If the number of representatives computed is greater than 2, then all of the following election procedures shall pertain. If a council member is elected to the position of Region chair, the council seat then becomes available and must be filled as stated in IEA bylaws.

Duties: IEA Regional Council Representative(s) shall attend the regional council meeting, represent the Association, and report Council activities to the Board of Directors and the membership as necessary. An alternate shall perform the duties of the Regional Council Representative in his/her absence.

Election and Terms: The election of a Regional Council Representative and alternate shall be as prescribed by the IEA Bylaws.

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.

ELECTIONS PROCEDURES:

Calendar: The Elections Committee shall establish a local election calendar with nominations and election timelines.

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

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

Write-in Provisions: A write-in provision 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.

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 reserved members.

Notice: A fifteen (15) day notice of local elections may be given by posting or by other means.

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

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

Offices Governed by this Article: All Local Officers (President, Vice President, Secretary, and Treasurer), Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.

Runoff Elections: An office vacancy will be filled by the person receiving the most votes cast. In the event of a tie, a runoff election shall be conducted within 5 business days.

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.

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

Local Level: 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 five business days of issuance of the election results.

Regional, State and Local Levels: 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.

ARBITRATION AND GRIEVANCE APPEAL:

The Executive Officers shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations should be provided to the Executive Officers from the Grievance Committee.

VOTING:

Unless otherwise provided herein, the adoption of all business by the Board of Directors and the membership shall be by a majority of voting members present.

DUES:

Local dues shall be established by the Board of Directors. 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.

ANNUAL BUDGET:

The Board of Directors shall direct the Treasurer and budget committee to develop an annual budget of the Association. Such a budget shall provide as required by the IEA, a line item for arbitration costs with a \$3 per member cost. Once reviewed by the Board of Directors, the budget shall be open for view by the total membership and voted on for adoption at the fall general meeting.

BUDGET EXPENSES:

All requests for member expenses not listed in a specific budget line item in the current year budget shall be reviewed by the Board of Directors for consideration. Members may request the BSEO to provide funds for such activities like conferences, trainings, seminars etc. however, it shall be the Board of Directors discretion to review for availability of funds and to determine what will be allowable in order to maintain a balanced budget.

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 deleted and of no force and effect.

AMENDMENTS AND DISSOLUTION:

Proposed revisions of these Bylaws shall be submitted by the Board of Directors to the full membership at a regular or special meeting and two-thirds (2/3) vote of those present shall rule, provided that all members of the Association have been given notice of the date and place of the meeting and the proposed revision(s) at least fourteen (14) days prior to the meeting. A proposal to dissolve the Association may be similarly proposed and adopted by a vote of two-thirds (2/3) of the total membership.

OTHER PROVISIONS:

The Barrington School Employees Organization may acquire, hold, use, mortgage, pledge, exchange, sell, and transfer real and personal property of any kind in furtherance of its purpose.

The duration of the Barrington School Employees Organization is perpetual unless dissolved. In the event of dissolution, the Board of Directors shall, as soon as practicable, wind up the affairs of this organization and distribute all assets remaining after full payment to creditors to the IEA.