



BYLAWS

March 27, 2019



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Article I - Name

Section 1. Name

The name of this organization will be the Education Support Service Organization, an affiliate of the Illinois Education Association and the National Education Association.

Article II - Membership, Affiliation and Non-Discrimination

Section 1. Membership

Membership will be open to Distribution Center employees, custodial, grounds, and maintenance employees employed by School District U-46.

Section 2. Affiliation

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

Section 3. Privileges

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

Section 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 Committee shall conduct a due process hearing and rule on the charge. The decision of the Committee may be appealed to the IEA Review Board. The local shall deny membership to an individual while that individual is denied membership in the IEA pursuant to NEA Bylaw 2-3.d.

Section 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. Officers

The officers of the Association shall be the President, Vice-President, Treasurer, Secretary, Chief Steward and a Steward.

Section 2. Executive Committee

The Executive Committee will consist of the six (6) officers plus the non-voting chairpersons of the Negotiations, Membership, Elections, Health and Welfare, and Labor Management Committees.

Section 3. Term

The President, Treasurer and Chief Steward will be elected in even numbered years and the Vice President, Secretary and Steward will be elected in odd numbered years and serve a term of office of two (2) years commencing on July 1st of the election year and until a successor is elected.. Officers may succeed themselves.

Section 3. Vacancies

In the event a vacancy occurs in the office of President, the Vice-President shall automatically become President for the remainder of the unexpired term. If a vacancy occurs in any other office, the President shall appoint a successor for the remainder of the unexpired term, with the consent of the Executive Committee. A vacancy may occur by death, resignation, incapacity or other disqualification.

Section 4. Resignation/Recall

Any officer unable to perform duties of the office for any reason whatsoever for a period of thirty (30) days shall submit a written resignation-

Any officer may resign by written notice to the Executive Committee. A recall election for any elected officer may be authorized 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 will be conducted by the Elections Committee within 20 work days of receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty (30) percent of the membership.

Article IV. - Executive Officers

Section 1. Duties

A. President. The President will be the Chief Executive Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies in the interim between Executive Committee meetings, 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 Executive Committee, 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 Executive Committee and the membership. Further, the President will 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.

- B. Vice-President. The Vice-President will have all 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 will otherwise have such powers and duties as may be assigned by the President.
- C. Treasurer. The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, and report such records and current financial statements at the Executive Committee meeting and meetings of the membership. 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. Two (2) executive officers' signatures must be on any check to validate said expenses.
- 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 Committee and each meeting of the membership, and shall submit to those bodies at their next regularly scheduled meeting respectively written copies of those minutes for approval. The Secretary shall notify members of regular and special meetings.
- E. Chief Steward, and Steward. The Chief Steward, and Steward shall represent Association members upon request, serve as Association Representative in job interviews for bargaining unit positions, Grievance Procedures, and Labor/ Management meetings. They shall also insure communication flow with the UniServ Director.

Section 2. Transfer of Records

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

Section 3. Non-Compete

No member of the Executive Committee shall maintain membership in a competing labor organization.

Article V. - Executive Committee

Section 1. Duties

In addition to the powers and duties enumerated in Article IV, Section 1 above, the Executive Committee shall conduct and supervise the business of the organization, plan agendas, and examine proposed Bylaws changes.

Also, it shall annually recommend a budget for adoption by membership, determine the dues of the Association, approve all expenditures, consent to committee appointments, and may adopt programs on behalf of, or for recommendation to the membership.

The Executive Committee shall call upon the IEA Director of Business Services to conduct a financial review or audit should they determine circumstances warrant such.

Section 2. Meetings

The Executive Committee shall meet when appropriate during the school term, and may meet as many additional times as is necessary or reasonable to transact its business. A minimum of five (5) members must be present to conduct business and a majority vote shall rule.

Meetings may be called by the President, or by the request of five (5) members of the Executive Committee.

Article VI. - Membership Meetings

Section 1. Membership Meetings

The meetings of the membership may be called by the President, a majority of the Executive Committee, or a petition by thirty (30) percent of the membership. A budget shall be adopted annually by the membership which will include at least \$3 per member for arbitration mediation and fact finding. Except in case of emergency, at least 5 days' notice shall be given. The Secretary shall notify the membership as soon as possible.

Section 2. Action

The membership shall act through meetings called pursuant to Section 1 above and may form and dissolve such committees and exercise such powers as are not inconsistent with the Bylaws.

Section 3. Proposals

Except as otherwise provided in the Bylaws, upon proper motion and the approval of a majority of the members present and voting, any proposal may be submitted to a secret written ballot.

Article VII. - Voting

Unless otherwise provided herein, the adoption of all resolutions by the Executive Committee and the membership shall be by a majority of those voting. Proxy voting is not permitted. Electronic voting is not permitted.

All members in good standing will be eligible to vote.

Article VIII. - Parliamentary Authority

The rules contained in this current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the NEA, IEA, these bylaws, or any special rules of the order the Association may adopt

Article IX. - Elections

Section 1. Elections Committee

- A. Composition. The Election Chair may choose an Election Committee of not more than five (5) members with the approval of the Executive Committee that shall conduct all elections for the year. No person running for office may serve on the election committee for that election.
- B. Duties. Establish procedures subject to the approval of the Executive Committee for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots consistent with procedures established by the IEA Elections Committee
- C. Vacancies. Should a vacancy occur on the Committee, whether because a member becomes a candidate for office or for any other reason, the vacancy will be filled in the manner of the original appointment?

Section 2 – Elections Procedure

- A. Conduct. The Election Committee will conduct any election by secret ballot, announce elections to the membership, and supervise the counting of ballots and certify the winners.
- B. Nominations/Eligibility. The nomination period for the election of officers will commence in March of each election year, and close at the general membership meeting in April. Any ESSO member may nominate other ESSO members for office. An ESSO member may be nominated to run for more than one office. Nominees must be paid-up, active members of ESSO and must not belong to another competitive union. The Election Committee will have complete authority in determining if a nominee is qualified to run for any office and will have the authority to drop from the slate anyone who does not meet the qualifications.

At the April general membership meeting, the nominee must declare if he/she will accept or decline the position for which he/she has been nominated. If the nominee is unable to attend the meeting in April, he/she may send a spokesperson or a letter of acceptance to the Election Chairperson before

the meeting. Failure to notify the Election Committee will result in declination of all nominations for that person. A nominee can run for only one office, and he/she must declare for which office he/she will run at the April meeting. If there is not a general membership meeting in April, then the “accept/decline” period will be extended to the next general membership meeting.

- C. Notice/Consistency. The election of officers will be at the first general membership meeting in May, unless extended as stated in Section B above. The election will be by secret ballot.

The Election Committee shall conduct the election for the IEA-NEA Representative Assembly according to the Bylaws of the IEA-NEA, and the NEA Representative Assembly according to the Bylaws of the NEA.

- D. 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.
- E. Use of Dues. No dues may be used in support of a candidate for any Local, Regional, State or National office.
- F. Offices Governed by this Article: President, Vice President, Treasurer, Chief Steward, Steward and Secretary
- G. Runoff Elections. In the event that there is no candidate which has received a majority of the votes cast, the Election Committee shall immediately conduct a run-off election between the two (2) candidates who had received the highest number of votes for that office. The Election Committee will also hear initial election challenges.
- H. Results of Election. The results of the election must be published in a timely manner which allows members to obtain the information without unusual effort.
- I. Election Challenges. Any member(s) desiring to challenge the conduct of any election must file a written challenge according to the procedures as follows:
 - i. Local Level – Initial challenges to all local elections governed by this Article will be filed with the Local Elections Committee. Such challenges must be made no later than fourteen (14) calendar days of issuance of the election results.
 - ii. 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. - Dues

Annual local dues will be established by the Executive Committee. The IEA-NEA dues shall be transmitted to the IEA-NEA as pursuant to IEA-NEA policies. The books and records of the organization will be open to inspection by any member upon reasonable request.

Article XI. - Committees

Section 1. – Appointment

Committees may be established on an ad hoc basis by the Executive Committee. The President shall appoint members to standing and ad hoc committees and name the chairperson with the consent of the Executive Committee.

Section 2 - Standing Committees

There will be the following standing committees: Elections (see Article IX), Negotiations, Grievance, Membership, Labor Management and Scholarship.

Section 3 - Negotiations Committee

The Negotiations Committee shall explore and prepare programs as necessary in all areas of employee welfare, contractual and otherwise. The committee shall solicit input from the membership as a whole. The Bargaining Team will be appointed by the President with consent of the Executive Committee.

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 make recommendations whether to arbitrate grievances to the Executive Committee.

Section 5 – Membership

The Membership Chair may create a membership committee of not more than five (5) members with the approval of the Executive Committee. The committee shall implement an Association Welcome for all newly hired employees, it shall inform the potential member of the policies, programs and accomplishments of the local, state and national Associations; shall track who is and who is not a member for purposes of ongoing recruitment of members; and shall conduct an annual review or reconciliation of the locals' membership roster to the IEA membership roster to ensure that all members are included and appropriately classified.

Section 6 – Labor Management Committee

The Labor Management Chair shall create a committee with the approval of the Executive Committee. The committee shall meet with management on a schedule determined by the current Agreement between ESSO and the Board of Education, District U-46 (“Agreement”) to discuss issues pertaining to adherence to the language in the Agreement,

Section 7 – Scholarship Committee

The Scholarship Committee shall be responsible for administering the Scholarship Program of the local association.

Article XII. - Grievance Appeal Process

Section 1. Review

The Chief Steward, along with the Steward shall review all grievances and advise the Executive Committee on the submission of grievances to the Board of Education and/or to final and binding arbitration.

Section 2. Decision

The Executive Committee shall determine whether or not a grievance shall be submitted to the Board of Education or to final and binding arbitration. Within three (3) working days the Executive Committee shall notify the grievant in writing of its decision.

Section 3. Appeal

A grievant may appeal a determination not to submit a grievance to the Board of Education or to binding arbitration to the committee in writing within three (3) working days of his/her receipt of the decision.

Appeals shall be heard by the Executive Committee within five (5) days of the grievant’s appeal. The grievant shall have the right to appeal in person and/or in writing to the Executive Committee. The decision shall be determined by a majority of those Executive Committee members present and voting.

Article XIII. - 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 will be deemed deleted and of no force and effect.

Article XIV. - Amendment of Bylaws

Proposed revisions of these Bylaws must be submitted by the Executive Committee to the full membership at a regular or special meeting and a majority vote (50% + 1) of those present shall rule, provided that all members of the

Association have been sent notice of the date and place of the meeting and the proposed revision(s) at least seven (7) days prior to the meeting.

ADOPTED: August 29, 1987

AMENDED: March 27, 2019 General Membership Meeting