Schaumburg Education Association



Bylaws

Revised 5/12/26
Approved 9/28/26

Table of Contents

Article I — Name and Purpose 1
Section 1 - Name 1
Section 2 - Purpose 1
Article II — Membership, Affiliation, and Non-Discrimination 1
Section 1 - Membership 1
Section 2 - Affiliation 1
Section 3 - Privileges 1
Section 4 - Censure and Discipline 1
Section 5 - Non-Discrimination 2
Article III — Governance 2
Section 1 - Executive Officers 2
Section 2 - Executive Board 2
Section 3 - Representative Assembly 2
Article IV — Executive Officers 2
Section 1 - Duties 2
Section 2 – Terms 4
Section 3 - Vacancies 4
Section 4 – Recall 4
Article V — Regional Council Representatives and Alternates 4
Section 1 - Duties 4
Section 2 - Election, Terms, and Recall 5
Section 3 - Vacancies 5
Article VI — Executive Board 5
Section 1 – Duties 5
Section 2 - Terms 5
Section 3 – Vacancies 5
Section 4 - Meetings 5
Article VII — Representative Assembly 6
Section 1 – Duties 6
Section 2 - Terms 7
Section 3 – Minority Representation 7
Section 4 - Vacancies 7
Section 5 – Recall 7
Section 6 - Meetings 7
Article VIII — Elections 7
Section 1 - Elections Committee 7

Section 2 - Election Procedures 8
Section 3 - Election Challenges 9
Article IX ─ Arbitration and Grievance Appeal 9
Article X ─ Committees/Instructional Liaisons 9
Section 1 - Appointment 9
Section 2 – Chair Positions, Standing Committees, and Instructional Liaisons 9
Article XI ─ Meeting of the Membership 13
Section 1 13
Section 2 13
Section 3 13
Article XII ─ Voting 13
Article XIII ─ Parliamentary Authority 13
Article XIV ─ Notice 13
Article XV ─ Dues 14
Article XVI ─ Savings Clause 14
Article XVII ─ Amending Procedures 14

Schaumburg Education Association
LOCAL BYLAWS

Article I – Name and Purpose

Section 1 - Name
The name of this organization will be the Schaumburg Education Association (SEA), hereinafter referred to as the "Association", an affiliate of the Illinois Education Association (IEA) and the National Education Association (NEA).

Section 2 - Purpose
The purpose of this Association is to advance public education and to improve and promote the welfare of the membership, students, and community.

Article II – Membership, Affiliation, and Non-Discrimination

Section 1 - Membership
Membership will be open to all employees in the bargaining unit as specified in the Agreement with the Board of Education as represented by the Association and employed by Community Consolidated School District 54, Schaumburg, Illinois. Membership continues year to year on an automatic renewal basis. A continuing member terminates membership upon signed written notice to the Association president or the IEA president. Electronic notice is not sufficient.

Section 2 - Affiliation
This Association will be affiliated with, and comply with, the Bylaws of the Illinois Education Association and the 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 organization, the state or national documents will govern.

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. Individuals who join as a member when they are first eligible for membership immediately have full voting rights. Individuals who become members after they were first eligible or who rejoin as a member will only have voting rights after they have been a member for four (4) consecutive pay periods.

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. Due process shall consist of 1) advance notification to the member being accused; 2) a copy of the accusation(s) submitted to the Executive Board in writing; 3) the opportunity for the member to review documents used to support the accusation(s); and 4) the opportunity to appear in person before the Board to respond to the accusation(s). The decision of the Board may be appealed to the Representative

Assembly and from there 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 e.

Section 5 - Non-Discrimination

This Association shall not deny membership based upon race, color, national origin, religion, creed, gender, gender identity, gender expression, sexual orientation, age, disability, marital status or economic status.

Article III – Governance

Section 1 - Executive Officers

The Executive Officers of the Association will be the President, Vice President, Secretary, and Treasurer.

Section 2 - Executive Board

A. The Executive Board will consist of the Executive Officers, and those listed in Article X. Committee Chairs will be voting members provided they have been elected from the membership at large. In the event a Committee Chair has not been elected, they will serve on the Executive Board as a non-voting member. Regional Council Chair, Regional Council Vice-Chair, and/or the Grassroots Political Activist shall serve on the Executive Board as voting members, provided they are members of the Association. Should the Regional Council Chair, Regional Council Vice-Chair, and/or Grassroots Political Activist hold membership in the Schaumburg Educational Employees Organization, they shall serve on the Executive Board as non-voting members.

B. The Executive Board shall contain ethnic minority representation at least proportionate to the Association's ethnic minority membership.

Section 3 - Representative Assembly

The Representative Assembly will consist of the Executive Board and elected Association Representatives, hereinafter referred to as Building Representatives, from each building in the school district. Each building will have at least one (1) representative. There will be one (1) representative for each segment of fifteen (15) members: e.g. 1-15; 16-30; 31-45; etc. One (1) of these representatives will be designated as building coordinator.

Article IV – Executive Officers

Section 1 - Duties

A. **President** The President shall be the Chief Officer, with the power and the duty to enforce and interpret the Bylaws, carry out Association policies between Executive Board meetings, sign contracts and agreements, represent the Association before the public either personally or through designees, and appoint and remove members of all committees with the consent of the Executive Board. The President shall also 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 Board and Representative Assembly 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. The President shall serve concurrently as delegate to the NEA Representative Assembly, delegate to the IEA Representative Assembly, and as representative to the Regional Council. When the notice of nomination is disseminated for the position of President and when the ballot is developed, it shall state the position open is for President, NEA-RA Delegate, IEA-RA Delegate, and Regional Council Representative. The President is an approved co-signer of all checks for disbursement of Association funds. The President, or designee, shall be responsible for organizing and recording historical data that is deemed valuable as an addition to the archives of past Association endeavors. The President, or designee, shall be responsible for creating, maintaining, and monitoring any and all social media.

B. **Vice President** The Vice President will 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 will otherwise have such powers and duties as may be assigned by the President. The Vice President shall be Chair of the Budget/Audit Committee. The Vice President shall serve on the IEA Regional Council and as a representative to other committees as designated by the contract. The Vice President is an approved co-signer of all checks for disbursement of Association Funds. The Vice President shall serve as delegate to the NEA Representative Assembly and IEA Representative Assembly. When the notice of nomination is disseminated for the position of Vice President and when the ballot is developed, it shall state the position open is for Vice President, NEA-RA Delegate, IEA-RA Delegate, and Regional Council Representative.

C. **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 Assembly and each meeting of the membership and may notify members of regular and special meetings. The Secretary shall sign all contracts and other instruments which have been authorized by the Representative Assembly and the Association. The Secretary is an approved co-signer of all checks for the disbursement of Association funds. The Secretary shall keep on file a correct list of the names and personal phone numbers and email addresses of the Representative Assembly and the Executive Board.

D. **Treasurer** The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, and report such records and financial statements at the Executive Board and Representative Assembly meetings and meetings of the membership. The Treasurer is an approved co-signer of all checks for disbursement of Association Funds. The Treasurer shall be responsible for the payment of bills, and for transmitting dues to the IEA as per IEA policies. The Treasurer, in conjunction with the Membership Chair, shall reconcile monies received from the District through payroll deduction or cash payments and bills submitted for dues by IEA-NEA on or before the IEA-NEA due date. The Treasurer shall follow procedures as outlined in the SEA Policy Handbook. The outgoing Treasurer will be responsible for training the new Treasurer until the close of the

fiscal year and will provide a successor guide with all usual duties, stipend information, and payment schedules.

Section 2 - Terms

A. **Term.** The term of office for Executive Officers will commence on July 15. The term will be two (2) years and until a successor is elected. Officers may succeed themselves.

B. **Transfer of Duties and Records.** Each officer shall deliver to the successor, on or before July 15 or within ten (10) days of leaving office, whichever comes first, all records, accounts, books, papers, electronic communication devices (if applicable), and other property belonging to the Association. The outgoing Executive Officers will be responsible for training the incoming Executive Officers and will provide a successor guide with all usual duties.

Section 3 - Vacancies

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

A. **President** A vacancy in the office of the President will be filled by the Vice President for the remainder of the unexpired term.

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.

C. **President and Vice President.** If a vacancy occurs in both the office of President and of 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 Elections Committee within sixty (60) days to complete the unexpired terms.

Section 4 - Recall

Any Executive Board member 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 will be conducted by the Elections Committee within fifteen (15) school days upon receipt of a petition stating the specific grounds of the recall and containing the signatures of at least thirty (30) percent of the membership.

Article V – Regional Council Representatives and Alternates

Section 1 - Duties

IEA Regional Council Representative(s) and Grassroots Political Activist shall attend the Regional Council meeting, represent the Association, and report Council activities to the Executive Board, Representative Assembly, and membership as necessary. An alternate shall perform the duties of the Regional Council Representative in their absence.

Section 2 - Election, Terms, and Recall

The election of a Regional Council Representative and alternate must be as prescribed by the IEA Bylaws. A Regional Council Representative or alternate 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. Only groups who voted in the original election should vote in the recall. Such recall election will be conducted by the Election Committee within fifteen (15) school days upon receipt of a petition stating the specific grounds of the recall and containing the signatures of at least thirty (30) percent of the membership.

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 Bylaws.

Article VI – Executive Board

Section 1 - Duties

A. The Executive Board shall

1. Conduct and supervise the business of the Association as directed by the Representative Assembly
2. Annually recommend a budget for adoption by the membership
3. Undertake such expenditures as are necessary and reasonable for the operation of the Association
4. Plan and recommend programs to the membership
5. Develop Bylaws
6. Approve expenditures
7. Consent to the filling of vacancies
8. Provide training for Building Representatives
9. Keep the Building Representatives informed of Association activities and positions
10. Provide incentives for attracting and retaining Building Representatives
11. Receive a stipend upon successful completion of the above duties in an amount to be determined annually by the Budget Committee

Section 2 - Terms

The term of office for Executive Board members, excluding officers and the Regional Council Representative(s), will be one (1) year and until a successor is elected and shall commence on July 15. There are no term limits on any Executive Board position.

Section 3 - Vacancies

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

Section 4 - Meetings

A. **Quorum** A majority of the members of the Executive Board must be present to conduct business, and a majority vote of those present will rule.

B. **Regular Meeting** The Executive Board shall meet one (1) 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 may be called upon the written request of fifty-one (51) percent of the members of the Executive Board. Except in cases of emergency, at least twenty-four (24) hours' notice must be given to all Executive Board members and business must be limited to that contained in the notice.

Article VII – Representative Assembly

Section 1 - Duties

A. The Representative Assembly shall annually approve a budget, establish the dues, approve expenditures, and may adopt programs on behalf of, or for recommendation to, the membership.
B. The Representative Assembly shall call upon the IEA Director of Business Services to conduct a financial review or audit should they determine circumstances warrant such.
C. Building Representatives shall receive a stipend in an amount to be determined annually by the Budget Committee upon successful completion of the duties listed below.
D. The Building Representatives shall:
    1. Provide two-way communication between the Association leadership and the members through individual and small group meetings
    2. Recruit volunteers to ensure a well-informed membership by distributing information to members personally, and conducting frequent, informative and information-gathering meetings
    3. Recruit volunteers for Association responsibilities and activities and generate support for Association positions and programs
    4. Regularly attend Representative Assemblies
    5. Per the Association Collective Bargaining Agreement, hold monthly labor/management meetings the building administration and at the request of either party during the school year on an informal basis for the purpose of discussing items of mutual concern between the staff and the principal
    6. Submit monthly labor/management meeting reports to the SEA President or designee.

Section 2 - Terms

The term of office for Building Representatives shall be one (1) year with no term limits. Building Representatives shall be elected in each building no later than May 15 and the term shall commence at the final meeting of the Representative Assembly of the current school year. In the event that an in-person election cannot be held in accordance with the approved election timeline for the school year, the term of the current Building Representative may continue until an election can be held, whether paper-based or electronic.

Section 3 - Minority Representation
The Representative Assembly shall contain ethnic minority representation at least proportionate to the Association's ethnic minority membership.

Section 4 - Vacancies
If a vacancy occurs among Building Representatives, the President shall appoint a replacement with the consent of the majority of the Representative Assembly until a special election is held in the affected building.

Section 5 - Recall
Any Building Representative may be removed by a two-thirds (2/3) vote of those members voting from the building who elected that position, provided a majority of the membership from the building votes. Such recall election will be conducted by the Election Committee within fifteen (15) school days upon receipt of a petition stating the specific grounds of the recall and containing the signatures of at least thirty (30) percent of the eligible membership in the affected building.

Section 6 - Meetings
A. **Quorum** A majority of the members of the Representative Assembly must be present to conduct business, and a majority vote of those present will rule.

B. **Regular Meeting** The Representative Assembly shall meet one (1) 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 may be called upon the written request of fifty-one (51) percent of the members of the Representative Assembly. Except in cases of emergency, at least twenty-four (24) hours' notice must be given to all Representative Assembly members and business must be limited to that contained in the notice.

Article VIII – Elections

Section 1 - Elections Committee
A. **Composition.** No person running for office may serve on the Elections Committee for that election. The elections committee should consist of at least three (3) members, if possible.

B. **Duties** The Elections Committee shall establish procedures subject to the approval of the Executive Board for nomination of candidates, disseminate notices concerning the election and conduct of the election, and tabulate ballots consistent with procedures established by the IEA Elections Committee. The Elections Committee will also hear initial election challenges.

C. **Vacancies** Should a vacancy occur on the Elections 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 - Election Procedures

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

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

C. **Nominations** Reasonable notice will be given for nomination to all offices to be filled. Notice will include time, place, and method for submitting nominations. Candidates may be declared elected when the number of nominated candidates equals the number of positions available, except for the IEA Representative Assembly and NEA Representative Assembly 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 and required for IEA Representative Assembly and NEA Representative Assembly delegate elections. A write-in provision is also required at all times in elections for the position of Association President and Association Vice President who simultaneously serve as IEA Representative Assembly and NEA Representative Assembly delegates.

E. **Eligibility** Except as may be limited by Article II, Section 3, all active dues paying members must be afforded the opportunity to run for and vote in any election representing active members.

F. **Notice** A fifteen (15) calendar day notice of local elections will be given by posting or by other means.

G. **Consistency** All election procedures will be consistent with Regional, State, and 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, Building Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.

J. **Runoff 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 conduct a runoff election between the two (2) candidates who had received the highest number of votes for that office in accordance with the Association Election Calendar. All elections, including those for Delegates to the IEA and NEA Representative Assemblies and Building Representative, shall be decided by plurality votes, except where a candidate is elected as a delegate by virtue of being elected as a local officer. Runoff elections will be run in the same manner as the original election.

K. **Results of the Election** The results of the election must be published within seven (7) calendar days following the election, allowing members to obtain the information without unusual effort.

L. **Storage** All election materials will be stored securely for one (1) year.

Section 3 - Election Challenges

Any member desiring to challenge the conduct of any election must file a written challenge according to the procedures as follows:

A. **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 three (3) school 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 Representative Assembly and NEA Representative Assembly.

Article IX — Arbitration and Grievance Appeal

The Association is committed to fair representation of all persons within the bargaining unit, regardless of Association membership, as required by law. The Executive Board shall decide whether or not a grievance will be processed to final and binding arbitration. Recommendations should be provided to the Executive Board from the Grievance Committee. The affected member (or a designated representative if there are several grievants) has a right to address the Board before the Board decides whether to take the matter to arbitration.

Article X — Committees/Instructional Liaisons

Section 1 - Appointment

The President shall appoint members to standing and ad hoc committees and designate the chairperson, as needed, with the consent to all appointments by the Representative Assembly. Committees may be established on an ad hoc basis by the Executive Board.

Section 2 - Chair Positions, Standing Committees, and Instructional Liaisons

In addition to the Elections Committee, there may be the following Chair Positions, Standing Committees, and Instructional Liaisons:

A. **Negotiations Committee and Bargaining Team**
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 and the Negotiations Chair(s) will be appointed by the President with the consent of the Executive Board.

B. **Contract/Grievance Chair and Committee**
The Contract/Grievance Chair(s) shall be responsible for monitoring and enforcing the contract. The Chair(s) shall assist members in the application of the grievance procedure and shall make recommendations whether to arbitrate grievances to the Executive Board. The Contract/Grievance Chair(s) shall serve as liaison between the members and the Executive Board for the interpretation of the contract. The Chair(s) shall promote awareness of the contract to the membership.

C. **Membership Chair and Committee**
The Membership Chair(s) shall implement an Association Welcome for all newly hired employees and ask each newly hired employee about their goals and interests. The Chair(s) shall inform potential members of the policies, programs, and accomplishments of the local, state, and national Associations which support those goals and interests and of the opportunity for the potential member to participate in and influence the life of the Association. The Chair(s) shall track who is and is not a member for purposes of ongoing recruitment of members. The Membership Chair(s), in collaboration with the SEA Treasurer, shall conduct an annual review and/or reconciliation of the local's membership roster to the IEA membership roster to ensure that all members are included and appropriately classified.

D. **Appraisal Chair and Committee**
The Appraisal Chair(s) shall serve as Chair of the Teacher Appraisal Committee and shall function in accordance with the guidelines established by the School Code of Illinois, the Collective Bargaining Agreement (CBA) between the Association and the Board of Education, and policies established by the Executive Board. In addition, the Chair shall communicate with, assist, and support members with the appraisal process.

E. **Grassroots Political Activist – Region 35 Position**
The Grassroots Political Activist (GPA) serves as a liaison between the Association and the IEA and is involved in the political process for the sake of promoting or raising awareness of a certain issue or set of issues.

F. **Bylaws Chair and Committee**
The Bylaws Chair(s) shall recruit one or more Association members to the committee. The total membership of the committee, including the Chair, shall not be an even number. This committee shall receive and respond to complaints of inappropriate behavior or neglect of duties against an officer, a standing committee chair, or a building representative. In the event that the complaint involves the Bylaws Chair, the President shall serve as Chair. The committee shall determine whether the complaint merits further investigation.

G**. Ethnic Minority Representative**
The Ethnic Minority (EM) Representative shall ensure that the Association's work is in alignment with IEA's commitment to racial and social justice in partnership with the IEA Region 35 Ethnic Minority Representative. The EM Representative will also work with members to advance the equity and inclusion work of the Association.The EM Representative shall inform members of state and national trainings such as IEA's Ethnic Minority and Emerging Leadership Training (EMELT) and NEA's Racial and Social Justice Conference, and encourage participation of ethnic minorities to run for delegate positions and/or participate in the IEA-Representative Assembly and NEA-Representative Assembly.

H**. Retired Chapter Chair**
The Retired Chapter Chair(s) shall serve as liaison between the active and retired members of the Association. The Chair shall maintain a list of retired members and their personal contact information.

I. **Scholarship Chair and Committee**
The Scholarship Chair(s) shall be responsible for updating the Jason Eliasek Scholarship and its application process. The Chair shall create additional scholarship opportunities as they arise. The Chair shall ensure all members have access to applications, recruit committee members to read applications, and choose the winners of the scholarships. The Chair shall also ensure the scholarship funds are sent to the institution(s) for the scholarship winners.

J. **Early Career Chair and Committee**
The Early Career Chair(s) shall be responsible for organizing a committee to facilitate activities such as new member trainings (e.g. difficult conversations, professionalism, Association resources, etc.), as well as assist with the planning of early career events (e.g. SPARKS, Induction Week, listening sessions, social gatherings. etc.). The Chair shall also serve as a first contact for all Early Career members. The Chair and the committee shall be supported by the Executive Board, IEA-NEA resources, and the UniServ Director.

K. **General Instructional Services Instructional Liaison(s)**
The General Instructional Services Instructional Liaison(s), representing members from Early Learning, Elementary, and Junior High shall be the liaison(s) between the Association and the administration regarding concerns of the Association in the area of curriculum. The Liaison(s) shall advise the Association regarding district curriculum developments and shall report out monthly at the Representative Assembly. The Liaison(s) may recruit members to support these tasks.

L. **Multilingual/ Dual Language Services Instructional Liaison(s)**
The Multilingual/ Dual Language Services Instructional Liaison(s) shall be the liaison between the Association and the administration regarding concerns of the Association in the area of Multilingual/ Dual Language Services. The Liaison(s) shall advise the Association regarding district Multilingual/Dual Language services and developments. The Liaison(s) shall report out monthly at the Representative Assembly. The Liaison(s) may recruit members to support these tasks.

M. **Special Education Services Instructional Liaison(s)**
The Special Educational Services Instructional Liaison(s) shall be the liaison between the Association and the administration regarding concerns of the Association in the area of Special Education Services. The Liaison(s) shall advise the Association regarding district Special Education Services developments. The Liaison(s) shall report out monthly at the Representative Assembly. The Liaison(s) may recruit members to support these tasks.

N. **Member Recognition Chair and Committee**
The Member Recognition Chair(s) shall promote the programs of the Association and the IEA-NEA. These programs may include, but are not limited to, American Education Week, National Teacher Day, the General Meeting, and the acknowledgement of retiring members. The committee shall also inform members of special services and opportunities available through IEA-NEA and local merchants. The committee shall

assist with meeting arrangements as needed. The Chair(s) may recruit committee members to support these tasks.

O. **School Board Relations Chair and Committee**
The School Board Relations Chair(s) shall establish a School Board Relations Committee to serve as liaison between the School Board and the Association to discuss educational matters of mutual interest with the exception of negotiations. The School Board Relations Committee may bring forth recommendations for School Board candidates and SEA Political Action Committee (SEAPAC) support to the Executive Board for final approval by the Representative Assembly. Expenditures will remain in compliance with IEA Political Action Committee for Education (IPACE) recommendations for local fund usage. The Chair(s) may recruit committee members to support these tasks.

P. **Webmaster**
The Webmaster(s) shall maintain the Association website. Updates will be posted with permission of the President or other Executive Board members. The website will contain information pertinent to the Association's interests and goals.

Q. **Sick Leave Bank Chair(s)**
The Sick Leave Bank Chair(s) shall function in accordance with the Collective Bargaining Agreement (CBA) between the Association and the Board of Education and policies established by the Executive Board.

R. **Trauma-Responsive Schools Chair and Committee**
The Trauma-Responsive Schools Chair(s) shall be responsible for bringing the message of trauma-responsive education to our school buildings. The Chair(s) shall also bring emerging best practices related to childhood trauma, toxic stress, and restorative practices to our school buildings. The Chair(s) may recruit committee members to support these tasks. The committee shall assist with research and the planning of presentations. The Chair(s) and the committee shall be supported by the Executive Board, IEA-NEA resources, and the UniServ Director.

S. **Budget Committee**
The Budget Committee shall be chaired by the Vice President. The committee shall automatically include the President, Treasurer, and Membership Chair. The Budget Committee Chair shall recruit additional members of the Executive Board and/or Building Representatives to the committee. The Budget Committee shall develop the budget for the upcoming school year in accordance with the Association Bylaws and SEA Policy Handbook. The Budget Committee shall review the honorarium and stipend amounts annually and present proposals to the Executive Board. Changes to the honorarium amounts must be approved by the Representative Assembly with final budget approval by the membership no later than the May Representative Assembly. The Chair shall present the next year's SEA Budget Memorandum no later than the May Representative Assembly.

T. **Audit Committee**
The Audit Committee shall be composed of the President, Vice President, and Treasurer, as well as additional members of the Executive Board as recruited by the

Association President. The Audit Committee shall be responsible for the oversight of financial reporting, the review of expense documentation, the review of internal controls, and compliance with Internal Revenue Service (IRS) laws and regulations. The Audit Committee shall review the Association financial transactions and records in accordance with the SEA Policy Handbook.

Article XI – Meeting of the Membership

Section 1 Regular meetings of the membership will be held monthly. A budget shall be adopted annually by the membership which will include at least $3 per member for arbitration, mediation, and fact-finding.

Section 2 Special meetings of the membership may be called by the President, a majority of the Executive Board, or a petition by at least thirty (30) percent of the membership. Except in case of emergency, at least three (3) days' notice shall be given. The Secretary shall notify the membership as soon as possible.

Section 3 Electronic meetings of the membership may be scheduled in lieu of in-person meetings when public health emergencies have been declared or as otherwise determined by the President. Electronic meetings may include telephone conference, video conference, webinar or other method of communications, provided all participants are able to be heard by and communicate with all other participants. Notice requirements, as otherwise required for regular in-person membership meetings, still apply. Quorum requirements for electronic meetings remain in effect. Those who join the electronic meeting should be counted towards a determination of a quorum. Minutes must be kept, adding in the additional details of how the electronic meeting was conducted. Voting in electronic meetings may consist of voting by email or other electronic means. No vote shall be invalidated on the grounds of an individual's technical issues that prevented participation in the voting.

Article XII – Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board or Representative Assembly and the membership must be by a majority of those voting. Proxy voting is not permitted. Electronic voting is permitted.

Article XIII – Parliamentary Authority

The rules contained in the 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 NEA, IEA, these Bylaws, or any special rules of order the Association may adopt.

Article XIV – Notice

Wherever the word "notice" is used, notice may be given by personal delivery, on paper, electronically, or other method to reasonably assure receipt by the necessary parties.

Article XV — Dues

Local dues will be approved by the Representative Assembly. The IEA-NEA dues will be transmitted to the IEA-NEA pursuant to IEA-NEA policies. These dues shall be payable by dues deduction, in accordance with the agreement with the Association and the Board of Education, or by cash. The books and records of the Association will be open to inspection by any member upon reasonable request. The Association Executive Board, with the approval of the Representative Assembly, has the authority to make an annual assessment in order to provide any additional funds needed in excess of regular dues.

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 will be deemed deleted and of no force and effect.

Article XVII — Amending Procedures

Proposed revisions of these Bylaws must be submitted by the Executive Board and the Representative Assembly to the full membership at a regular or special meeting and a two-thirds (2/3) vote of those present will 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 fourteen (14) days prior to the meeting. The local shall review its bylaws at least once every five (5) years to ensure compliance with the IEA and NEA Bylaws. A copy of the amended Bylaws will be immediately sent to the IEA Executive Office.

Adopted February, 1975
Amended March 18, 2024
Amended September 28, 2026