

# Constitution and Bylaws

Kildeer-Countryside Education Association  
(KEA)

(Originally Adopted: 1980; Amended 1982, 2005 & 2014)  
**Revised and Adopted:** May 17, 2022

# Kildeer-Countryside Education Association

## Constitution

### Article I – Name

The name of the organization shall be the “Kildeer-Countryside Education Association,” hereinafter referred to as the KEA, which is chartered with the Illinois Education Association and the National Education Association.

### Article II – Purpose

The purpose of the KEA shall be to:

- a. advance public education;
- b. promote the welfare of the students and teachers;
- c. cooperate with affinity groups in furtherance of the cause of public education;
- d. speak for the membership on matters relating to their welfare.

### Article III – Membership

Section 1 Membership shall be open to all certified teaching personnel employed by the Kildeer-Countryside District 96, Buffalo Grove-Long Grove, Illinois

Section 2 There shall be no discrimination in conditions of membership based on race, color, religion, nationality, age, sex, gender identity (including gender expression), sexual orientation, disability, or political beliefs

Section 3 All members of the KEA shall also be members of the IEA and the NEA

Section 4 The Executive Board shall set dues and conditions of the membership

Section 5 Membership is required for the Executive Board committee members, and any other position deemed necessary by the Executive Board

Section 6 The membership year shall be defined as being:

- a. ***New member:*** from the date of committal until September 30 of the following year.
- b. ***Continuing member:*** from October 1 until September 30 of the following year.

# **Kildeer-Countryside Education Association**

## **Article IV – Meetings of Membership**

Section 1 The President of the Executive Board may call at least one general meeting of the KEA during the following time periods:

- a. September 1 – November 30
- b. December 1 - February 28
- c. March 1 – April 30
- d. May 1 – June 15

Section 2 Building representatives may call a meeting of the membership in their building at least once every month or as needed. Meetings may be held virtually.

Section 3 The Executive Board may invite non-members to a portion or all of a general membership meeting if it deems necessary.

## **Article V – Officers**

Section 1 The officers of the KEA shall be the President, Vice-President, Secretary, Treasurer, Building Representative(s)-Twin Groves, Building Representative(s)-Woodlawn, Building Representative(s)-Country Meadows, Building Representative(s)-Ivy Hall, Building Representative(s)-Kildeer, Building Representative(s)-Prairie, Building Representative(s)-Willow Grove, Representative-Ethnic Minority.

These officers shall comprise the Executive Board.

Section 2 The KEA shall indemnify and hold harmless its officers to the limit of the law for any losses or liability suffered by them in acting in good faith or in relying in good faith upon the books and records of the KEA.

Section 3 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. In the event a vacancy occurs in the other officers of the Executive Board, the offices shall be filled according to Article VI, Sections 5 and 6 of the Bylaws.

Section 4 Each building shall be represented by at least one member who shall be elected by the general membership according to Article VI of the Bylaws. Such representatives shall serve on the Executive Board.

Section 5 The general operation of the KEA in the interim between general membership meetings shall be vested in the Executive Board.

Section 6 A quorum of the Executive Board shall be by simple majority.

# **Kildeer-Countryside Education Association**

## **Article VI – Voting**

Section 1 Unless otherwise provided herein, the adoption of all resolutions of the general membership or Executive Board shall be by majority vote of those voting. A quorum must be present. A quorum of the membership shall be by simple majority.

Section 2 Absentee voting by written ballot shall be permitted with respect to the election or removal of officers, the adoption and amendment of this Constitution and the Bylaws, the dissolution of this organization, adoption of an contract or contract revision with the Board of Education of District #96, and strike authorization vote, and such vote shall be counted as if such voters were present at the meeting of the membership.

Section 3 In the absence of being present to vote, the member is able to cast their vote by electronic means for elections not pertaining to electing or removing officers or delegates.

Electronic voting may be used for bylaw changes, membership dues increases, and/or contract ratification.

## **Article VII – Amendment of Constitution or Bylaws**

Section 1 Amendments to the Constitution or Bylaws shall be by two-thirds (2/3) vote of the membership voting.

Section 2 Any five members may propose an amendment by submitting it in writing to the Secretary at least thirty (30) days prior to voting.

## **Article VIII – Bylaws**

Bylaws and resolutions not inconsistent with this Constitution may be adopted by the general membership.

# *Bylaws*

## **Article I – Duties of Each Officer**

### Section 1      President

The President shall:

1. preside at all meetings of the general membership and the Executive Board.
2. appoint all committees not otherwise provided for, subject to the approval of the Executive Board, and shall be an ex-officio member of all committees.
3. chair at least one of the committees provided for in the Bylaws.
4. act as official spokesperson for the KEA to the press, administration, and Board of Education, or shall appoint a spokesperson as deemed necessary.
5. take those actions deemed necessary and proper to expedite matters, which concern the KEA and profession.
6. serve as one of the KEA's delegates to the annual Representative Assembly of the IEA where such delegation is required.
7. shall be the program planner of the KEA and shall act as Parliamentarian at all meetings.
8. serve no less than a 2-year term.
9. serve no more than 3 consecutive terms.
10. have the power to move for the removal from office for neglect of duties any other officer or building representative. Such removal action shall require a vote of two-thirds (2/3) of the general membership.

### Section 2      Vice-President

The Vice-President shall:

1. assume the duties of the President in the President's absence and shall succeed to the presidency if the President is unable to perform their duties, is removed from office, or resigns.
2. be an ex-officio member of all committees and shall chair the Crisis Committee.
3. assume any duties the President or Executive Board may require.
4. may serve as a member of the Regional Council.
5. be executor of the McCartney-Carrell Scholarship Fund.
6. shall conduct annual elections for IEA and NEA assembly representatives, region council representatives, and KEA Executive Board.
7. serve no less than a 2-year term.

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### Section 3      Secretary

The Secretary shall:

1. take minutes at all Executive Board and general membership meetings.
2. be responsible for procuring meeting places of the Executive Board and general membership meetings.
3. serve as the Public Relations chairperson (e.g., web page/app liaison, monthly highlight newsletter)
4. handle the necessary correspondence to persons outside of the KEA/IEA/NEA.
5. serve as the KEA historian.
6. assume any duties that the President or Executive Board may require.
7. establish an Executive Board phone tree and/or email.
8. serve no less than a 2-year term.

### Section 4      Treasurer

The Treasurer shall:

1. maintain communication with the IEA, NEA, and other local associations.
2. maintain current and accurate membership records and shall communicate with the business office of the district and the IEA in changes in membership.
3. keep the membership informed regarding any changes concerning their individual membership.
4. be responsible for the collection of all dues, shall have charge of all funds of the KEA, in the bank(s) designated by the Executive Board, and shall disburse them as authorized by the Executive Board or the KEA.
5. be required to give an itemized account of finances to the Executive Board and to the general membership, once in the beginning of the school year and once at the end of the school year. Such itemized accounts to the general membership must be in writing.
6. assume any duties that the President or Executive Board may require.
7. be required to develop a budget with the Executive Board input, no later than May 31.
8. coordinate and chair bi-annual internal audit in the Spring to be conducted with at least one non-executive KEA member.
9. serve no less than a 2-year term.
10. serve on 1 committee for the Executive Board.

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### Section 5      Building Representatives

The Building Representatives shall:

1. strive to put forth the consensus views of their building at meetings of the Executive Board.
2. be responsible to ensure that items members want on the agenda of the Executive Board or on the agenda of general membership meetings are so placed by submitting such items in writing to the President two (2) days before a meeting is to take place.
3. inform the faculty of their building of action taken by the Executive Board, committees or the general membership.
4. keep a current and accurate file of contracts, Constitution, building membership names and addresses, and retirement and grievance information.
5. conduct meetings as set forth in Article IV, Section 2 of the Constitution.
6. represent the KEA/IEA in dealing with the building principal.
7. keep the Executive Board and the IEA informed as to any potential problems with a member or members.
8. distribute any necessary materials.
9. know the master contract so they can advise teachers of their rights and responsibilities.
10. have the power to move for the removal from office for neglect of duties any other officer. Such removal action shall require a vote of two-thirds (2/3) of the general membership.

### Section 6      Ethnic Minority Representative

The local Ethnic Minority Representative (EM Rep) is elected for a period of 2 years [and serves on the Executive Board with the President, Vice-President, Secretary, Treasurer] to represent the interests of the local's members of color (Black, Indigenous, and People of Color-BIPOC). The local EM Rep attends all local meetings and coordinates efforts with the Regional EM Rep and the EM Sectional Rep to connect members with IEA's Ethnic Minority Communication Network.

Section 7      Transferring Documents Each officer shall deliver to their successor, on or before September 1, all records, accounts, books, papers and other property belonging to the KEA.

Section 8      Signature Authorization The President, Vice-President, and Treasurer shall be authorized to sign all vouchers, contracts, and other written instruments authorized by the Executive Board.

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### **Article II – Duties of the Executive Board**

- Section 1 Upon the Executive Board shall rest the duties and responsibilities for the conduct of the KEA in all matters. It shall be empowered to act for the KEA in matters of emergency.
- Section 2 The Executive Board, by a two-thirds (2/3) vote of officers present, shall be empowered to make appropriation, provided, however, that the appropriation of any sum exceeding \$1,000.00 must be approved by the general membership.
- Section 3 The Executive Board shall select place(s) of deposit for the funds of the KEA.
- Section 4 The Executive Board shall meet at least once a month with a quorum of officers present. A quorum shall be 50% of the officers. In the months of June, July and August, the Executive Board shall be required to meet only once.
- Section 5 The Executive Board shall draw up a slate of candidates each year prior to elections. See Article VI, Section 1 of the Bylaws.
- Section 6 The Executive Board shall have the power to call for and set up an election for the district's negotiating agenda as it deems necessary.
- Section 7 The Executive Board shall conduct an internal audit of internal audit bi-annually of records and funds.

### **Article III – Committees**

- Section 1 The standing committees for the KEA shall be: Negotiations, Public Relations, Political Action and Grievance.
- Section 2 The Executive Board shall set up a Crisis Committee, which may be activated by the President as needed.
- Section 3 The President may appoint other special, temporary ad hoc committees as they and/or the Executive Board may deem necessary.
- Section 4 The chairperson of each committee shall be appointed by the President with the approval of the Executive Board with the exception of the Crisis Committee, which the Vice-President shall chair.
- Section 5 In the event a vacancy occurs on a committee, the President may appoint a new member with the approval of the Executive Board to serve the remainder of the term.



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Section 6 The chairperson of each committee (except Negotiations) or their proxy will report to the Executive Board at each of its meetings a detailed account of the activities of their committee. They will deliver to this successor all records, accounts, books, papers, and other property belonging to the KEA.

Section 7 The President may remove any committee member with the approval of the Executive Board.

### **Article IV – Duties of the Committees**

Section 1 Negotiations. It shall be the duty of the Negotiations Committee to represent the KEA in good faith in negotiations with the Board of Education of District #96. Committee members are bound to refrain from speaking to persons in or out of the KEA regarding those matters, which are confidential.

The committee as a whole is obliged to recommend to the membership acceptance or rejection of anything that arises out of negotiations talks.

The committee shall serve from its formation until a contract settlement has been accepted by the membership.

Section 2 Public Relations It shall be the duty of the Public Relations Committee to inform the community of the interests and concerns of the KEA per the direction of the Executive Board.

The committee shall also inform the membership of action taken by the Executive Board, committees, or general membership through the use of regularly issued newsletters or some similar device.

Section 3 Grievance. It shall be the duty of the Grievance Committee to advise all prospective grievants of their rights and obligations. It will also present to the Executive Board its findings as to whether or not a grievance is capable of being won in arbitration. The committee will keep the President informed as to the status of each and every grievance in progress on a weekly basis.

Section 4 Crisis It shall be the duty of the Crisis Committee to plan and carry out a program to promote the interests of the KEA per the authorization of the Executive Board or the chairperson of the Negotiations Committee. All plans recommended by the committee prior to their initiation must first be approved by the Executive Board and then by a simple majority vote of the membership.

The term of the Crisis Committee may be extended in the event a crisis (as defined by the Executive Board) is in progress. Such extension would end and the committee would be dissolved (if their normal term had expired) upon resolution of the crisis.

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Section 5 **Political Action.** It shall be the duty of the Political Action Committee (PAC) to protect and support the public education system by encouraging members and others to participate in the political process. It shall keep the membership informed of any pertinent political information at the local, state, and national levels. The committee shall represent the KEA at the regional council and the IEA and NEA representative assemblies.

### **Article V – Delegates for IEA and NEA Representative Assemblies**

Section 1 Delegates for the IEA and NEA Representative Assemblies must be members of the KEA/IEA/NEA in good standing.

Section 2 With the exception of the President, delegates to the IEA and NEA Representative Assemblies will be elected by the general membership.

### **Article VI – Nominations**

Section 1 It shall be the duty of the Executive Board to present to the membership a slate of candidates (at least one candidate for each office) and background information about them. It will also publicize to the membership the option stated in Section 2, Article VI below.

Section 2 Nominations will be accepted by the Executive Board up to ten (10) days before annual elections upon presentation of a petition containing the signatures of ten (10) or more active members. Such a petition must be submitted to the Building Representative.

Section 3 All candidates elected to office shall assume their duties on June 1 following the election.

Section 4 A simple majority of all votes cast in the election for each office shall be necessary for election to that office.

Section 5 Vacancies of the Executive Board may be filled by a majority vote of the remaining members except as provided for in Article VI, Section 6 below and Article V, Section 3 of the Constitution.

Section 6 If three (3) or more officers of the Executive Board are vacant at the same time, a special election must be held to fill those offices within thirty (30) days of that occurrence. Nominations for such special elections are to comply with Article VI of the Bylaws. In the interim, business may be conducted by the remaining officers who may appoint temporary officers to fill the vacancies until such a special election takes place.

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Section 7 The term of office for all officers, with the exception of the President, is one year. Such a term may be extended for 30-day periods in the event a crisis is in progress. Such extension for each 30-day period must be approved by a two-thirds (2/3) majority vote of the membership. In that event, election dates and all other affected dates of the KEA organization as set forth in the Bylaws shall also be extended for the same time period.

### **Article VII – Meetings**

Section 1 The President or Executive Board shall call general meetings of the KEA.

Section 2 The Executive Board shall have the power to postpone a scheduled meeting.

Section 3 The Executive Board shall hold a meeting within ten (10) days prior to a general meeting. It will also meet at the request of the President or of three (3) members of the Executive Board at least once a month during the school year.

Section 4 The Building Representatives shall hold building meetings according to the schedule set forth in Article IV, Section 2 of the Constitution.

Section 5 The meetings of the KEA and Executive Board shall be conducted according to the rules of parliamentary procedure comprised in Robert's Rules of Order, New and Revised.

### **Article VIII – Dues & Funds**

Section 1 The dues of the KEA shall be the total of the IEA and NEA regular dues plus the local dues. Local dues are to be determined by the Executive Board.

Section 2 The funds acquired from dues shall be used to pay obligations of the KEA.

Section 3 The fiscal year shall begin July 1.

Section 4 Funds of the KEA shall be placed in an interest-bearing account to be determined by the Executive Board.

### **Article IX – Ratification of the Constitution**

The constitution with its revisions shall be in effect immediately upon ratification by a two-thirds' (2/3) majority of those voting. The balloting shall take place at a general membership meeting and shall be by secret ballot.

## **Kildeer-Countryside Education Association**

### **Article X – Appeal of Grievance Rejection**

- Section 1 Any member of the bargaining unit whose grievance has been rejected by the Association Grievance Committee may appeal such a decision to the Association Executive Board.
- Section 2 Such appeal shall be in writing, shall state the action requested, and shall be filed with the President within fifteen (15) days of the Committee's rejection.
- Section 3 The President shall set a date for a hearing on the matter, and shall advise the complainant reasonably in advance of the hearing.
- Section 4 At the hearing, the complainant may be accompanied by counsel and may present such evidence and arguments, as he/she deems appropriate. The Committee Chairperson or designee may represent the Grievance Committee.
- Section 5 The decision of the Executive Board shall be final.

Revised and Adopted this 17 day of May, 2022  
Kildeer-Countryside Education Association  
Benjamin Leven, President

# Notes

## **Association Representative**

1. Must be willing to give building views at Executive Board Meetings.
2. May call building meetings at least once every month or as needed. May use 15 minutes of staff meeting time to meet with KEA members once a month as arranged through building Principal.
3. Must keep current membership files.
4. Must know Constitution, contract, and grievance information.
5. Must represent KEA in dealing with administration.

## **President**

1. Must preside at all KEA meetings.
2. Must appoint all committees not provided for in the Constitution.
3. Must chair at least 1 committee.
4. Must be the official spokesperson for KEA in all matters.
5. Should serve at the IEA.
6. Must be the Parliamentarian at all KEA meetings.

## **Vice-President**

1. Must assume Presidency in the President's absence or resignation.
2. Must chair the Crisis Committee.
3. Must be an ex-officio member of all committees.
4. May serve as Council Representative to the Region.
5. Conduct elections.
6. Executor of McCartney-Carrell Scholarship Fund.

## **Corresponding/Recording Secretary**

1. Must keep Executive Board and general meeting minutes.
2. Must procure meeting places for all meetings.
3. Serve as the Public Relations chairperson.
4. Must handle all correspondence.
5. Must serve as historian of KEA.
6. Establish an Executive Board phone/email tree.

## **Treasurer**

1. Must maintain communication with IEA/NEA and other locals.
2. Must keep accurate membership records and deal with the Business Office.
3. Assume responsibility for all funds and disbursements for KEA.
4. Must give financial account to general membership once a year.
5. Must serve on 1 committee for the Executive Board.