

# UNIT FIVE SUPPORT PROFESSIONALS ASSOCIATION

*August 2004: Name changed from UFTAA to UFSPA*

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**Bylaws** | Adopted August, 1991 – Revised, February, 2011

## **Article I: Name & Purpose**

**Section 1:** The name of this organization shall be Unit Five Support Professionals Association, an affiliate of the Illinois Education Association and the National Education Association.

**Section 2:** To form a representative body that will function effectively with other professional educational associations (local, state and national); to foster and promote good fellowship and professional ethics among its members; to enable members to speak with a common voice.

## **Article II: Membership Affiliation and Non-Discrimination**

**Section 1:** Membership shall be open to all full and part-time Educational Support Professionals employed by McLean County Unit School District #5, McLean County, Illinois.

**Section 2:** This organization shall be affiliated with and comply with the Constitution and Bylaws of the Illinois Education Association and the National Education Association.

**Section 3:** Members shall have full membership services and privileges, including voting, holding office, serving on committees and commissions, serving as a delegate to IEA and NEA assemblies, participation 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:** Fair share members will not have full membership services and privileges including voting, holding office, committee chairs, serving as a delegate to the IEA and NEA assemblies, participation in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

**Section 5:** There shall be no discrimination in conditions of membership based upon race, religion, nationality, age or sex.

## **Article III: Governance**

**Section 1:** The Executive Committee is an elected body acting on behalf of the Association and shall consist of the President, Vice-President, Secretary, Treasurer, Regional Council Representative(s), and chairs of all standing committees.

- Section 2:** The term of offices shall be two (2) years(s). Every other year an election of the total membership shall be conducted to elect officers. Officers may succeed themselves.
- 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. 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, within 60 days of the posted vacancy.
- Section 4:** Should an officer be unable to perform the duties of the office for any reason whatsoever for a period of thirty (30) days, the officer shall submit a written resignation. If such resignation is not received within sixty (60) days, the Executive Committee shall declare the office vacant and shall name a successor.
- Section 5:** Any officer, committee chair, or any member of the collective bargaining committee may be removed by a two-thirds (2/3) vote of those members voting at a membership meeting, or may resign by notice to the Executive Committee.

## **Article IV: Officers**

**Section 1:** *President*

The President shall be the Chief Executive Officer and member of the bargaining committee with the power and duty to enforce the Constitution and 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 delegates, appoint and remove members of all committees with the consent of the Executive Committee, serve as ex-officio voting member on all committees, and preside over meetings of the Executive Committee, and the membership. Further, the President shall have the power and duty to perform all acts generally associated with the nature of the office which are not inconsistent with the Bylaws.

**Section 2:** *Vice-President*

The Vice-President shall have all the powers and duties of The President in the President's absence, shall succeed to the Presidency pursuant to the Bylaws, serve as ex-officio voting member on all committees and shall otherwise have such powers and duties as may be assigned by the President.

**Section 3:** *Secretary*

The Secretary shall keep accurate minutes of all Association meetings, executive meetings, and other special meetings. The Secretary shall assist the President with Association correspondence and notifying members of regular and special meetings.

**Section 4:** *Treasurer*

The Treasurer shall be responsible for keeping accurate records of the budget, membership, expenses and income, and shall report such records at the Executive

Committee and membership meetings. The Treasurer shall have the responsibility for payment of bills.

**Section 5:** *IEA-NEA Regional Council Representatives*

The IEA-NEA Regional Council Representatives shall attend the regional council meetings, represent the Association, and report council meeting activities to the Executive Committee and the membership as necessary.

**Section 6:** *Election Chair*

The election chair shall encourage members to run for office, ensure nominations are open to all members and shall accept nominations from members. The election chair shall conduct any election by secret ballot, announce elections to the membership, supervise the counting of ballots, and certify the winners.

**Section 7:** *Collective Bargaining Chair*

The collective bargaining chair will serve as a liaison between the Collective Bargaining Committee and the Executive Committee.

**Section 8:** *Grievance Chair*

The grievance chair will serve as the spokesperson for the Committee, call meetings of the Committee as needed, make regular reports to the Executive Committee, and maintain records of grievances and their disposition.

**Section 9:** *Membership Chair*

The membership chair will maintain the membership records of the Association and plan, prepare, and coordinate membership campaigns.

**Section 10:** Within ten (10) days after the close of office, each officer shall transfer records to the incoming officer. Any officer vacating an office shall transfer records within ten (10) days after a selection of a replacement is made.

**Article V: Association Representatives (Building Representatives)**

**Section 1:** The Association Representative(s) shall be member(s) appointed by the President with confirmation of the Executive Committee of the Association. They will provide two-way communication between the Association and members, distribute materials, conduct informational meetings, and are expected to regularly attend building representative meetings. The Association Representative(s) shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for the Association Representatives(s), keep the Association Representative(s) informed of Association activities and positions, and provide incentives for attracting and retaining Association Representative(s).

## Article VI: Executive Committee

- Section 1:** The Executive Committee shall conduct and supervise the business of the organization, annually adopt a budget, undertake such expenditures as are necessary or 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 filing of vacancies.
- Section 2:** The executive committee shall meet once per month during the school term, meet one (1) time during the summer and may meet as many additional times as is necessary or reasonable to transact its business. A majority of officers must be present to conduct business and a majority vote shall rule.
- Section 3:** Meetings may be called by the President or at the request of the majority of the members of the Executive Committee.
- Section 4:** Any member of the Association who is not a member of the Executive Committee may attend its meetings and may receive permission to speak but will not have voting privileges.

## Article VII: Elections Committee

- Section 1:** The Elections Committee shall establish procedures subject to the approval of the Executive Committee for nomination of candidates, disseminate notices concerning elections, conduct elections and tabulate ballots in a manner consistent with procedures established by the IEA Elections Committee.
- Section 2:** *Election Procedures*
- a) All elections shall be conducted by open nominations and secret ballots.
  - b) The Election Committee shall conduct the election for officers during the month of April in election years. Newly elected officers shall take office on July 1<sup>st</sup>.
  - c) Special elections shall be called as needed.
  - d) A fifteen (15) day notice of local elections and locations must be given by posting or by other means.
  - e) All election procedures shall be consistent with Regional, State and Federal requirements.
  - f) 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 candidates who had received the highest number of votes.
  - g) Results of the election must be published in a timely manner which allows members to obtain the information without unusual effort.

- h) The Elections Committee shall conduct the election for delegates to the IEA-NEA Regional Council, and 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.
- i) A write-in provision is required if the number of declared candidates is less than the number of positions available.
- j) In the event of an uncontested election for a particular office, the Chair of the Elections Committee shall declare the candidate elected.
- k) Should a Tentative Agreement be reached during the summer months, members will have the opportunity to review the Tentative Agreement at the Regional IEA building two (2) weeks prior to the ratification vote.

**Section 3:** 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 fourteen (14) calendar days of issuance of the election results.

**Section 4:** Forms of challenge can be found at the IEA Headquarters in Springfield or the IEA Website: <http://www.ieanea.org/>

## **Article VIII: Collective Bargaining Committee**

**Section 1:** It will be the duty of this committee to represent members of UFSPA in the collective bargaining agreement between Unit 5 Board of Education and UFSPA in matters of wages, hours, terms and conditions of employment and such other matters as may be of mutual concern to these employees and the school board of Unit 5.

**Section 2:** Members of the Collective Bargaining Committee will be determined in the year before the existing contract ends and the committee's term runs through the year after the new contract is ratified. Members will include:

- 1) President
- 2) Vice President
- 3) A total of Four (4) at large Association members consisting of two (2) elected members and two (2) members appointed by the Executive Committee

**Section 3:** The committee shall solicit input from the membership as a whole and efforts will be made to ensure the Committee is representative of the entire Association.

**Section 4:** Should the need for impact bargaining occur and the spokesperson of the committee that negotiated the language of the contract is not a member of the committee, this person may then become an active member of the committee for the duration of impact bargaining.

## **Article IX: Grievance Committee**

**Section 1:** The Grievance Committee will consist of appointed members representing the following : Senior High, Junior High, Elementary, and Special Education personnel. The Grievance Chair will appoint members to a one year term, with the approval of the Executive Committee.

**Section 2:** All grievances must be routed through the Grievance Committee. Committee proceedings require a small group of three (3) members for business to be conducted. The Executive Committee will have input before any grievance is filed for Level III Arbitration.

## **Article X: Political Action Committee**

**Section 1:** The Political Action Committee will consist of an appointed chairperson and the chairperson will appoint members as needed. The committee will work on school board elections, referenda, and serve as crisis team when necessary.

## **Article XI: Membership Committee**

**Section 1:** The Membership Committee shall organize and conduct the annual membership drive. It shall inform the potential membership of the policies, programs, and accomplishments of the local, state and national Associations.

## **Article XII: Membership Meetings**

**Section 1:** Regular meetings of the membership shall be held every other month unless cancelled by the Executive Committee. Meeting dates will be posted in the building following the second scheduled Executive Committee meeting.

**Section 2:** Special 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. Except in cases of an emergency, at least two (2) days notice shall be given. The membership shall be notified as soon as possible.

## **Article XIII: Voting**

**Section 1:** Unless otherwise provided herein, the adoption of all business by the Executive Committee and the membership shall be by a majority of those voting.

## **Article XIV: Dues**

**Section 1:** Local dues shall be established by the membership. The IEA-NEA dues shall be transmitted to the IEA-NEA as per IEA-NEA policies. The books and records shall be open to inspection by any member upon reasonable request.

## **Article XV: Saving Clause**

**Section 1:** In the event a portion of these Bylaws are found to be inconsistent with state or federal laws, such portions to the extent that violate the law shall be deemed deleted and of no force and effect.

## **Article XVI Amending Procedures**

**Section 1:** Proposed revisions of these Bylaws shall be submitted by the Executive Committee to the full membership at a regular or special meeting and a majority vote 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 proposed revision(s) at least fourteen (14) days prior to the meeting.

**Adopted**  
August, 1991

**Amended and Revised**  
February, 2011