

## **ARTICLE I – NAME**

This organization shall be known as the Sterling Education Association and shall be referred to in the Bylaws as the Association. The Association shall be a Chartered Local Association affiliated with the Illinois Education Association and the National Education Association.

## **ARTICLE II – OBJECT**

The object of the Association shall be: to advance public education within the community and to promote the welfare of the professional teaching staff.

## **ARTICLE III – MEMBERSHIP**

### **Section 1 – Classifications**

There shall be four (4) classifications of members: active, associate, auxiliary, and retired.

- A. **Active** – Any professional personnel employed in the schools of Community Unit District #5 if he/she has earned a bachelor's or higher degree or holds; or is eligible to hold a regular vocational or technical certificate, and where required holds, or is a certified teacher or certificated alternative teacher, eligible to hold a regular legal certificate except those personnel defined as full-time administrators by the board of education. Active members of the Association shall also be members of the Illinois Education Association and the National Education and membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
- B. **Associate** – Persons employed in the schools of Community Unit District #5 who are ineligible to become active members; who hold an earned Bachelor's or higher degree, or who hold a regular vocational or technical certificate, may enroll as associate members of the Association with all the rights and responsibilities of active members except the right to vote, to hold office or to represent the Association. Associate members shall also be members of the Illinois Education Association and the National Education Association.
- C. **Auxiliary** – Persons not otherwise identified in these Bylaws who are employed in the school system and who directly or indirectly assist the professional personnel to provide improved educational opportunities may become auxiliary members. Unified membership shall be required with the Illinois Education and the National Education Association. Such members shall receive all rights and privileges of the Association, except those of holding office in the Association and representation in the Representative Assembly.

They may hold meetings of their own group at a time and place of their choice.

- D. **Retired** – Any person who has been a member of the Association immediately preceding his/her retirement may become a retired member. A retired member shall be entitled to receive the services, rights, and privileges as are conferred through Association governance. Retired members shall also be members of the Illinois Education Association and the National Education Association.

## **Section 2 – Term**

Membership in the Association continues year to year on an automatic renewal basis. A continuing membership is terminated upon written notice by the member to the President or Co-Presidents of the Association between July 15 and September 15 or when the member leaves the school system.

## **Section 3 – Dues - Honorariums**

- A. The dues rate for all membership classifications shall be established by the Representative Assembly by, and take effect on, September 1 of each year.
1. The membership fee for persons regularly employed for 50 percent or less of the normal schedule for a full-time employee shall be one-half of the active membership dues.
  2. A person, who becomes eligible for active membership for the first time and is employed in the district after January 1, shall pay 50 percent of the active membership dues for that membership year.
- B. Members shall pledge or pay the full amount of the annual dues by January 1 of each year.
1. The local, state and national dues shall be paid for those who hold office as: President or Co-Presidents at 100%; Vice President at 100%; Corresponding and Recording Secretary at 50%; and Treasurer at 50%.
  2. The President or Co-Presidents shall receive an annual honorarium of \$1,000 each.

## **Section 4 – Revocation and Reinstatement**

The Executive Committee shall have the power to censure, suspend, or expel any member, for cause, after due process. Such action shall be according to procedures adopted by the Representative Assembly. A member may appeal to the Representative Assembly. The Representative Assembly shall have the power to reinstate any suspended or expelled member.

## **ARTICLE IV – ELECTED OFFICERS**

The elected officers of the Association shall be a President or Co-Presidents, a Vice President, Corresponding Secretary, a Recording Secretary, and a Treasurer.

### **Section 1 – Term and Eligibility**

- A. The officers shall be elected to serve a one-year term and shall be eligible for re-election to the same office without an intervening term. The officers shall take office at the May Representative Assembly Meeting.
- B. The officers shall have been members of the Association for at least two (2) consecutive years prior to their election and shall maintain their membership in good standing during the term of their service.

### **Section 2 – Nomination and Election**

- A. **Nomination Procedures** – The members during the month of January may nominate a candidate(s) for President or Co-Presidents, a Vice-President, a Corresponding Secretary, a Recording Secretary and a Treasurer. One of the Faculty Representatives shall deliver all nominations, in writing, to the Committee on Elections.
- B. **Committee on Elections** – No later than the December meeting of the Representative Assembly, the President or Co-Presidents shall appoint a Committee on Elections. No member of this committee shall be a candidate for office. This committee shall elect its chairperson.

The Committee on Elections shall report all nominations to the Representative Assembly at the February meeting. Members of

the Representative Assembly, or other active members, may nominate additional candidates from the floor during the February meeting.

The Committee on Elections shall publish to the members brief information on each candidate as provided by the candidate, a statement of 25 words or less.

- C. **Election Procedure** – On the first school day in March, members shall vote for the officers, by secret ballot, in accordance with procedures developed by the Committee on Elections and approved by the Representative Assembly.
- D. **Voting** – All candidates shall be elected by majority vote. In the event a candidate does not receive the majority of votes cast, there shall be a runoff election of the two candidates receiving the greatest plurality of votes.

The Committee on Elections shall report the results of the election to the President or Co-Presidents who shall cause them to be published.

A challenge to the results shall be made to the Committee on Elections no later than ten (10) calendar days from the date of publication.

### **Section 3 – Vacancies**

- A. A vacancy shall be deemed to exist in case of death, resignation, recall, inability to serve, cessation of Association membership, changes in service which qualified him/her for his/her office, and/or cessation of employment within Community Unit District #5, or six (6) absences per year from Executive Committee and Representative Assembly meetings, unless such absence is due to an all school function, such as PTO, which requires all teachers to be present. The President or Co-Presidents shall declare the seat vacant.
- B. A vacancy in the office of the President or Co-Presidents shall be filled by the Vice President for the unexpired term.
- C. A vacancy in the office of the Vice President, Corresponding Secretary, Recording Secretary, or Treasurer shall be filled within 30 days by a majority vote of the total membership of the Representative Assembly. The person(s) elected shall complete the unexpired term(s).
- D. In the temporary absence of the President or Co-Presidents, the Vice President shall assume the President's or Co-Presidents duties. If both the President or Co Presidents and Vice President

are absent, the Representative Assembly shall elect an acting President.

- E. Vacancies in the offices of both the President or Co-Presidents and Vice President shall be filled within 30 days by a majority vote of the total membership of the Representative Assembly. Within 10 days of the vacancy(ies), the Representative Assembly shall appoint a qualified active member to assume the President's or Co-Presidents' duties for such period. The person(s) appointed shall complete the unexpired terms until the election occurs but not more than thirty (30) days.

#### **Section 4 – Recall**

- A. An officer may be removed from office by a recall election initiated by either the Representative Assembly or the membership at-large within 60 days of receipt of petition, in one of the following manners:
  - 1. The Representative Assembly may request a recall election by a two-thirds vote of its members, or
  - 2. The membership at-large may request a recall election by petition with reason for recall of 20 percent of the active members.
- B. An officer may be removed from office by a majority vote of at least two-thirds (2/3) of the active members voting on the issue in a secret ballot election conducted by the Executive Committee. If the officer is removed, the Representative Assembly shall immediately proceed to fill the vacancy, in accordance with Section 3 of this Article.

#### **Section 5 – Duties**

The officers shall perform duties usually assigned to such offices, and those prescribed by these Bylaws and the Representative Assembly.

- A. Duties of the President or Co-Presidents – The President or Co-Presidents shall:
  - 1. Be the chief officer of the Association and as such may recommend new policies to the Representative Assembly, and shall insure that the policies of the Representative Assembly are carried out.

2. Preside at all meetings of the Representative Assembly, Executive Committee, and General Membership.
3. Interpret and enforce these bylaws.
4. Prepare the agenda for the Representative Assembly meetings with the assistance of the Executive Committee.  
**After each meeting brainstorm future topics to be put on the agenda e.g. research of laws, issues in buildings, etc.**
5. Plan all Association sponsored meetings with the assistance of the Executive Committee.
6. Sign, when authorized by the Executive Committee and/or Representative Assembly, contracts and other instruments connected with the business and professional activities of the Association.
7. Serve, consistent with Representative Assembly policy, as the official representative of the Association.
8. Appoint the members and chairpersons of all committees and fill vacancies on committees except as otherwise provided in these Bylaws.
9. Be an ex-officio member of all committees of the Association, except the Committee on Elections.  
**Ex-officio-SEA committees**
10. Make an annual report on Association activities to the General Membership and report to the Representative Assembly and the General Membership on all matters within his/her knowledge which the interest of the Association may require.
11. Declare a Faculty Representative's seat vacant after four (4) absences per year, unless such absence is due to an all school function, such as PTO, which required all teachers to be present, and to call for a faculty election to fill the unexpired term.
12. Cause the results of all elections to be published to the membership.

B. Duties of the Vice President – The Vice President shall:

1. Perform all the duties of the President or Co-Presidents in the absence or disability of the President or Co-Presidents, and when so acting have all the powers of, and be subject to all the restrictions upon, the President or Co-Presidents.
2. Assist the President or Co-Presidents, and the Executive Committee, when requested in the planning of the activities of the Association.

3. Be the chairperson of the Budget Committee, chairperson of the Grievance Committee, a member of the Executive Committee, and an ex-officio member of all other committees, except Committee on Elections.
4. Meet monthly with committee chairmen to discuss committee activity.
5. Assist committees to identify recommendations ready for action by the Representative Assembly, and prepare a committee program report for the General Membership of the Association.

C. Duties of the Corresponding Secretary– The Corresponding Secretary shall:

1. Correspond and assist the President or Co-Presidents with Association correspondence.
2. Be a member of the Executive Committee.
3. Send out notices/emails regarding meetings to Executive Committee/Representative Assembly.

Keep track of absences and email after 3 absences

Vacancy-no call no show

Scholarship Assembly SEA

D. Duties of the Recording Secretary – The Recording Secretary shall:

1. Record minutes of all Association General Membership meetings, meetings of the Representative Assembly, and meetings of the Executive Committee.
2. Provide copies of the minutes of the Representative Assembly to the Faculty Representatives, and copies of the minutes of the Executive Committee meetings to all members of the Executive Committee.
3. Record and maintain the official files of the Association.
4. Assist the President or Co-Presidents with Association correspondence and record keeping.
5. Be a member of the Executive Committee.

E. Duties of the Treasurer – The Treasurer shall:

1. Receive and be responsible for the safekeeping and accounting of the funds of the Association.

2. Make disbursements of funds upon authorization of the Executive Committee. Disbursements over \$50.00 shall be co-signed by another officer. No officer shall co-sign for his/her reimbursement.
3. In conjunction with the Membership Chair ensure that members' annual dues, are collected through payroll deduction. The treasurer shall transmit amounts due to the Illinois Education Association/NEA.
4. Maintain a membership roll with the assistance of the Membership Committee. Note: The Treasurer receives dues statement from Membership Chair after membership is verified.
5. Keep accurate accounts of receipts and disbursements and report to each meeting of the Representative Assembly all financial transactions.
6. Prepare an annual financial statement for publication to the General Membership of the Association.
7. Keep the President or Co-Presidents and the Executive Committee informed of the financial condition of the Association.
8. Be a member of the Budget Committee and assist in the initial drafting of the annual budget.
9. Be a member of the Executive Committee.
10. Be bonded by the IEA.

## **ARTICLE V – FACULTY REPRESENTATIVES (Building Reps)**

### **Section 1 – Term and Eligibility**

- A. In each public school in Community Unit District #5, faculty members who are members in good standing of the Association shall elect for a term of two years one Faculty Representative to the Representative Assembly for each ten members or major fraction thereof. Faculty Representatives shall have been members of the Association for at least one year prior to their election and shall maintain their membership in good standing during their term of service.
- B. The representation of a school shall be determined by counting the number of members regularly employed in that building, plus any other members who serve most of their time in that building unless such member shall request otherwise.



## **Section 2 – Nomination and Election**

- A. There shall be at least one Representative elected from each building. When more than one Representative is elected, the terms shall be staggered, and one Representative shall be designated the Senior Faculty Representative by the building membership.
- B. There shall be open nominations and the election shall be by ballot. Elections shall be held in September and Representatives shall take their seats at the October meeting of the Representative Assembly.

## **Section 3 – Vacancies**

- A. A vacancy shall be deemed to exist in the case of death, resignation, recall, inability to serve, cessation of Association membership, change in service which qualified him/her for the office, cessation of employment within Community Unit District #5, or four (4) absences per year from Representative Assembly meetings, unless such absence is due to an all school function, such as PTO, which requires all teachers to be present. The President or Co-Presidents shall declare the seat vacant.
- B. In case of a vacancy, the President or Co-Presidents may appoint a qualified member within the building to serve on a temporary basis until a faculty election can be held to fill the vacancy. The President or Co-Presidents shall designate a member in good standing to organize this special election. Upon election he/she shall complete the unexpired term.

## **Section 4 – Recall**

- A. Faculty Representatives may be removed from office by a recall election initiated by petition of 20 percent of the active members within that building.
- B. Faculty Representatives may be removed by a majority vote of the active members within that building. If the Representative is removed, the President or Co-Presidents shall proceed immediately to fill the vacancy according to Section 3 of the Article IV.

## **Section 5 – Duties**

The duties of the Faculty Representatives shall be:

1. Attend the regular meetings of the Representative Assembly.
2. Organize a Faculty Council in each building with the Senior Representative as the chairperson. The Council shall operate according to rules established by the Representative Assembly.
3. Organize groups of members within the buildings for the purpose of keeping the General Membership informed of Association activities.
4. Attend workshops and training conferences as developed by the Executive Committee.
5. Work in cooperation with Area Representatives, as appointed by the Executive Committee, to expedite Association interest.

## **ARTICLE VI – REGIONAL COUNCIL REPRESENTATIVES**

### **Section 1 – Term and Election**

The Regional Council Representative(s) shall be elected in accordance with the requirements as set forth in the Illinois Education Association Bylaws. The nomination and election procedures shall be as prescribed in Article IV, Section 2 of these Bylaws. Terms shall be for two (2) years and shall begin at the close of the National Education Association's Convention. The terms shall be staggered.

### **Section 2 – Vacancies**

Following open nominations, a vacancy in the office of Regional Council Representative shall be filled within 30 days by a majority vote, by ballot, of the total membership of the Representative Assembly. At the next regular election a Regional Council Representative shall be elected to complete the unexpired term.

### **Section 3 – Recall**

- A. A Regional Council Representative may be removed from office by a recall election initiated by either the Representative Assembly or the General Membership within 60 days of receipt of petition, in one of the following manners:
  1. The Representative Assembly may request a recall election by a two-thirds vote of its members, or
  2. The General Membership may request a recall election by petition of 20 percent of the active members.

- B. A Regional Council Representative may be removed by a majority vote at least two-thirds (2/3) of the active members voting on the issue in a secret ballot election conducted by the Executive Committee. If the Regional Council Representative is removed, the Representative Assembly shall proceed immediately to fill the vacancy in accordance with Section 2 of this Article.

#### **Section 4 – Duties**

The Regional Council Representative shall serve as a two-way communication between the Association and the Regional Council, the Constituent Division of the Illinois Education Association; serve on the Regional Council; present the Association concerns and opinions to the Illinois Education Association Board of Directors through the Regional Council; and be members of the Association's Executive Committee. (which includes attending the Building Representative meeting)

### **ARTICLE VII – THE REPRESENTATIVE ASSEMBLY**

#### **Section 1 – Composition**

The Representative Assembly shall be composed of:

- A. The Faculty Representatives
- B. Members of the Executive Committee

#### **Section 2 – Term**

The Officers, Regional Council Representatives, Faculty Representatives, and Executive Committee members shall serve on the Representative Assembly for the duration of the Terms of their respective offices. Such terms shall commence as outlined in these Bylaws.

#### **Section 3 – Meetings**

- A. The Representative Assembly shall meet on the third Monday of each month, the time and place to be determined by the Representative Assembly.
- B. A one (1) day notice for special meetings of the Representative Assembly may be called by the President or Co-Presidents or upon written request of at least five (5) Faculty Representatives. Business to come before the special meeting must be sent in writing to each member of the Representative Assembly, and this shall be the only order of business.
- C. All Representative Assembly meetings shall be open to the General Membership of the Association except that the Representative

Assembly may go into closed session by a two-thirds vote only for purpose of discussing the following: personnel; evaluations or disciplinary actions; negotiations; litigation; and pending litigation. No action may be taken in closed session.

#### **Section 4 – Duties**

The Representative Assembly shall:

- A. Implement the policy of the Association.
- B. Give direction to the Executive Committee.
- C. Approve and supervise the budget of the Association.
- D. Act on reports of Committees.
- E. Approve and implement all resolutions of the Association.
- F. Determine the time(s) and place(s) of the Representative Assembly meetings.
- G. Divide the Association membership into sections for the purpose of at large representation to the Executive Committee.
- H. Fill vacancies in accordance with Article IV, Section 3.
- I. Be final judge of the qualifications and election of Officers and Faculty Representatives.
- J. Supervise special Faculty Representative Elections.
- K. Adopt procedures for censuring, suspending, and expelling members.
- L. Establish annually the dues for each membership category.
- M. Approve professional negotiation's proposals prior to presentation.
- N. Approve rules of operation for special committees.

#### **Section 5 – Powers**

The Representative Assembly may:

- A. Determine policies, not in conflict with those established by the Bylaws necessary to govern the activities of the Association.
- B. Make recommendations through the Regional Council Representatives to the Regional Council and the Illinois Education Association Board of Directors.
- C. Determine membership categories.
- D. Reinstate censured, suspended, or expelled members.
- E. Authorize contracts and other instruments connected with the business and professional activities of the Association.
- F. Attend meetings of the Executive Committee.

- G. Call for a special meeting of the Representative Assembly upon receipt of written request of at least five (5) Faculty Representatives.
- H. Initiate the recall of Regional Council Representatives, elected Officers, or At-Large Members of the Executive Committee.
- I. Enter into or terminate appropriate business relationships.
- J. Adopt rules governing the conduct of the Association, and the conduct of meetings as are consistent with these Bylaws.
- K. Employ a staff, and adopt personnel policies for such staff.

## **ARTICLE VIII – EXECUTIVE COMMITTEE**

### **Section 1 – Composition**

The Executive Committee shall be composed of:

- A. The President or Co-Presidents, the Vice President, the Corresponding Secretary, the Recording Secretary, and the Treasurer.
- B. The Regional Council Representative(s).
- C. The Immediate Past President or Co-Presidents of the Association.
- D. At-Large Members – To assure adequate representation of the membership on the Executive Committee, the Association shall be divided into five (5) sections. These are: High School; Middle School; Intermediate; Primary; and Vocational (Whiteside Area Career Center). The At-Large Members shall be elected by the General Membership.

### **Section 2 – Selection and Term**

- A. Officers and Regional Council Representatives shall serve on the Executive Committee for their respective terms.
- B. At-Large Members elected by the General Membership shall serve on the Executive Committee for one year. The election procedure shall be as outlined in Article IV, Section 2, and At-Large Members shall take office at the May Representative Assembly Meeting.
- C. The Immediate Past President or Co-Presidents shall serve for one year.

### **Section 3 – Meetings**

The Executive Committee shall meet on the first Monday of each month, at the call of the President or Co-Presidents, or at the request of three members of the Committee. All Executive Committee meetings shall be open to the membership of the Association except that the Executive Committee may go into closed session by a majority vote of its members for the purpose of discussing only the following: personnel; evaluations; disciplinary matters; litigation; pending litigation; and negotiations. No action may be taken in closed session.

### **Section 4 – Recall**

- A. At-Large Members to the Executive Committee and Elected Officers may be recalled according to procedures outlined in Article IV, Section 4. This vacancy shall be filled in the manner outlined in Article IV, Section 3.
- B. Regional Council Representatives may be recalled according to Article VI, Section 3. The vacancy shall be filled in the manner outlined in Article VI, Section 2.

### **Section 5 – Duties**

The Executive Committee shall:

- A. Be the executive authority of the Association and as such shall carry out the directives of the Representative Assembly and be responsible for the management of the Association.
- B. Upon authorization, act for or on behalf of the Representative Assembly.
- C. Approve all expenditures of the Association.
- D. Report its transaction and those of the Representative Assembly to the General Membership.
- E. Develop workshops and training conferences for all Faculty Representatives.
- F. Assist the President or Co-Presidents in preparing a tentative agenda for each meeting of the Representative Assembly and cause it to be delivered to each Faculty Representative one week prior to each Representative Assembly meeting.
- G. Plan a committee organizational conference each year.
- H. Require and assist committees to define their immediate and long range objectives. **(add to September meeting agenda)**
- I. Develop a calendar for all committee meetings.
- J. Approve special sub-committee and/or task forces as might be organized by standing committees.

- K. Prior to the start of negotiations establish the procedure for ratifying a negotiated agreement with the Board of Education.
- L. Conduct and supervise all recall elections of Officers and Regional Council Representatives.
- M. Assist the President or Co-Presidents in filling vacancies on standing committees.

## **Section 6 – Powers**

The Executive Committee may:

- A. Suggest policies for consideration by the Representative Assembly.
- B. Arrange at least two meetings of the General Membership each year for the purpose of discussing professional issues.
- C. Assign officers to specific buildings to assist Faculty Representatives as necessary.
- D. Recommend to the Representative Assembly, by a two-thirds vote, that an officer be recalled.
- E. Recommend to the Representative Assembly the employment of a staff, and the personnel policies for this staff, necessary for the efficient management of the Association.
- F. Establish and discontinue special committees with the approval of the Representative Assembly.
- G. To censure, expel, suspend any member, for cause, after due process.

## **ARTICLE IX – STANDING COMMITTEES**

### **Section 1 – Classifications**

There shall be the following standing committees as deemed appropriate: Professional Negotiations, Quality Education, Public Relations, Membership, Social Affairs, Political, Education, Budget, Grievance, and Professional Growth.

### **Section 2 – Selection, Term and Vacancies**

Standing committees shall be selected so as to represent a cross section of the Association membership, and shall be appointed by the President or Co-Presidents for overlapping two year terms. Chairpersons of standing committees shall be appointed by the President or Co-Presidents. With the approval of the Executive Committee, a standing Committee may organize specials sub-committees and/or task force. A vacancy in any standing committee shall be filled forthwith by the President or Co-Presidents, with the assistance of the Executive Committee.

### **Section 3 – Meetings**

Standing committees shall meet regularly according to a calendar developed by the Executive Committee and may hold special meetings at the request of the chairperson. Standing committees shall choose a secretary who shall keep a continuous record of all activities. All decisions of a standing committee shall be by majority vote and the chairperson shall report items of action to the Representative Assembly for approval. The chairperson shall prepare a written annual report summarizing objectives, action programs, gains, and unreach goals which the Executive Committee shall file to become a part of the continuing committee record in the Association files.

#### **Section 4 – Duties**

The standing committees shall seek to understand and relate to the objectives and programs of corresponding units of the Illinois Education Association and the National Education Association and shall carry out the specific functions as outlined in this section.

- A. The Committee on Professional Negotiations – Shall prepare negotiation proposals and develop the Association positions on salary, fringe benefits, hours, working conditions, and negotiation procedures, subject to the approval of the Representative Assembly. The committee shall select, from within its membership, a negotiation team. This team shall meet with the Board of Education and, upon reaching tentative agreement, shall submit a report with recommendations, to the General Membership of the Association at a ratification meeting.
- B. The Committee on Quality Education – Shall develop the Association's education philosophy and recommend to the Association curriculum and program changes beneficial to the educational welfare of the students. The committee shall develop Association positions on all matters affecting instruction as the following: Governance, teacher recruitment and selection, continuing education, pre-service education and student teacher programs, staffing practices, evaluation, instruction facilities equipment and materials, organization methods for instruction, curriculum process and content. They shall initiate study and action and compile data for support of such positions in negotiations.
- C. The Committee on Public Relations – Shall develop public understanding of the Association and shall develop procedures by which the Association can work cooperatively with parents and the public in civil, fraternal, and social organizations. The committee shall utilize all channels of communication to publicize the efforts of the Association toward the attainment of its purposes, policies, programs, and service accomplishments.



- D. The Committee on Membership – Shall organize and conduct unified local, state, and national membership enrollment among non-members. The committee shall develop and conduct a continuous program of orientation for new members. Receives membership roster dues statement and forwards dues statement to the treasurer once membership is verified.
- E. The Committee on Social Affairs – Shall organize such social activities as may serve the needs of the members and shall promote fellowship within the Association.
- F. The Committee on Political Education – Shall study local, state, and federal legislation affecting the interests of schools, teachers, and/or the Association. It shall keep the membership informed about the status of pending legislation, promote activities to support desirable bills, and develop programs to educate the membership concerning their rights and responsibilities as teachers.
- G. The Committee on Budget – Shall develop an annual budget for the Association. After receiving input from all committees, the Executive Committee, and the Representative Assembly, it shall prepare a proposed budget and submit its proposal to the Executive Committee for review and recommendation. Final adoption of the budget is subject to approval by the Representative Assembly. The Vice President of the Association shall serve as the chairperson.
- H. The Committee on Grievance – Shall receive and screen all grievances submitted by members. It shall advise members concerning the alleged contract violations and assist members in writing grievances in order that they be properly worded as to intent and shall assist in the filing of all grievances. The committee shall advise members as to the necessary steps and procedures to be followed during the grievance process and shall represent members at any meeting, hearing, appeal, or other proceeding to a grievance which has been formally presented. The chairperson shall make a full report to the Executive Committee and the Representative Assembly on the status of all grievances, including recommendations concerning submitting any grievance to arbitration. The Executive Committee shall decide whether or not a grievance shall be processed to final and binding arbitration.
- I. The Committee on Professional Growth – Shall represent the interests of the Association member on the joint board-association committee on professional growth. The committee shall advise members as to the reasons why courses or programs of study were not approved and shall assist members with appeals to the joint committee concerning non-approved courses or programs.

## **ARTICLE X – SPECIAL COMMITTEES**

Each year additional committees may be established and discontinued by the Executive Committee, subject to the approval of the Representative Assembly. These committees shall operate according to rules approved by the Representative Assembly.

## **ARTICLE XI – DISSOLUTION**

In the event of the dissolution of the Association, the assets of the Association shall be used to defray current indebtedness. In the event a balance remains after said obligations have been met, the Representative Assembly shall assign these funds to not-for-profit educational or charitable organizations, institutions, or projects, or to welfare projects or services in behalf of the members of the Association.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

Roberts' Rules of Order, Newly Revised shall be the authority governing all matters of procedure not otherwise provided in the Association Bylaws or such rules as might be adopted by the Representative Assembly.

## **ARTICLE XIII – AMENDING PROCEDURE**

These Bylaws may be amended by a two-thirds (2/3) vote of the total membership of the Representative Assembly provided that the proposed amendment(s) have been previously studied by the Executive Committee and that copies have been delivered to the members of the Representative Assembly at least two weeks prior to the meeting at which a vote shall occur. Voting on proposed Bylaws shall be by roll call vote at any regular meeting of the Representative Assembly or special meeting called for the specific purpose of discussing a proposed Bylaw change.