

OPTA
Teachers' Association

Bylaws

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Article I- Name and Objective

Section 1 - Name

The name of this organization shall be the Oak Park Teachers' Association (hereafter "OPTA" or "Association"), an affiliate of the Illinois Education Association and the National Education Association.

Section 2 - Purposes

The purposes of this Association shall be to advance public education in Oak Park and Illinois and to promote the welfare of OPTA members.

Article II- Membership, Affiliation and Non-Discrimination

Section 1 - Membership

Membership shall be open to all full-time and part-time certified teachers and staff employed by Oak Park School District No. 97, Oak Park, Illinois.

"Active members" means those eligible individuals who are employed by District 97, have applied for and have been approved for membership, and who have paid dues established for active members. Active members may vote in all elections, serve in any elected position within the OPTA, serve on any OPTA committees, and participate in OPTA membership meetings and activities.

"Reserve members" means active members who are on a leave of absence from employment for at least 6 months. Reserve members may not vote in OPTA elections or be elected or appointed to any OPTA office. Reserve members may participate in membership meetings and activities and shall receive any membership communications sent to active members by the OPTA. Upon receipt of notice that a reserve member has returned to active employment with District 97, the Treasurer will change the member's status to active membership.

"Fair share payers" means individuals who are eligible for membership in OPTA but who choose not to join and who pay a fair share fee under Section 11 of the Illinois Educational Labor Relations Act. Fair share payers are *not* members of the OPTA and may not vote in OPTA elections, be elected or appointed to any OPTA office or position, or participate in any membership meetings or activities.

Section 2 - Affiliation

This Association shall be affiliated with, and comply with the bylaws of the Illinois Education Association (IEA) and the National Education Association (NEA). If there are any conflicts or inconsistencies between these bylaws and the bylaws or constitutions of the state or national organization, the state or national documents shall govern.

Section 3 - Non-Discrimination

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

Article III- Governance

Section 1 - Executive Officers

The Executive Officers of the Association shall be the President, two Vice Presidents (one elected by the eight elementary schools and one elected by the two middle schools), a Secretary, and a Treasurer.

Section 2 - Executive Committee

The Executive Committee shall consist of the Executive Officers, two active members at – large and Regional Council Representatives which shall be elected by the Membership.

The Members at- large shall be elected by the membership to two year staggered terms beginning in 2017-2018.

The Membership, Legislative, and Grievance Committees and Minority Caucus will each appoint one of their members to serves as a non-voting member of the Executive Committee.

The Mentor Leader will serve as a non-voting member of the Executive Committee.

Section 3 - Building Representative Assembly

The Building Representative Assembly shall consist of the voting members of the Executive Committee and Association Representatives elected from each building in the school district.

Section 4 - Recall

Any Executive Committee member, excluding Regional Council Representatives, may be removed by a two-thirds (2/3) vote of those active members voting at a General Membership meeting when a quorum is present. Such recall election shall be conducted by the Election Committee upon receipt of a petition stating the specific grounds of the recall and containing the signatures of thirty percent (30%) of the active members.

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 and positions as established by the Executive Committee or Representative Assembly, sign contracts and agreements, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Executive Committee (or Representative Assembly), serve as ex-officio member on all committees

personally or by designee, prepare an annual budget, cause an annual audit to occur, and preside over meetings of the Executive Committee, Building Representative Assembly, and Membership. Further, the President shall 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 parliamentary authority adopted herein which are not inconsistent with the Bylaws.

- B. Vice Presidents. There shall be a Vice President representing the eight elementary schools and a Vice President representing the two middle schools. In even-numbered years, the Vice President representing the elementary schools shall exercise the powers of the President in the President's absence or inability to serve other than a vacancy. In odd-numbered years, the Vice President representing the middle schools shall exercise the powers of the President in the President's absence or inability to serve other than a vacancy. The Vice Presidents shall also have other duties as may be assigned by the President.
- 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 Committee, Building Representative Assembly, and General Membership meetings.
- D. Treasurer. The Treasurer shall maintain the records of membership, keep accurate records of expenses and income, report such records at meetings of the Executive Committee, Building Representative Assembly and General Membership meetings. The Treasurer shall be responsible for the payment of bills, for updating and returning of membership rosters to IEA and for transmitting dues to the IEA as per IEA policies.

Section 2 - Terms

- A. The term of office of Executive Officers shall be three years commencing on July 15. The Executive Officers shall be elected for three year terms, and serve no more than three consecutive terms in the office to which elected. The three year term for Middle School Vice President, Secretary, and Treasurer shall commence in 2018-2019.
- B. Transfer of Records. Each officer shall transfer records to the Association within ten days of leaving office.

Section 3 - Vacancies

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

- A. President. A vacancy in the office of the President in an even-numbered year shall be filled by the Vice President representing the elementary schools for the remainder of the unexpired term. A vacancy in the office of the President

in an odd-numbered year shall be filled by the Vice President representing the middle schools for the remainder of the unexpired term. If the Vice President who would fill the vacancy under this provision is unable to serve, the other Vice President shall complete 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 of the Executive Committee.
- C. President and Vice Presidents. If a vacancy occurs in both the office of President and of both Vice Presidents, the Secretary or Treasurer (the one who has served the greatest time as a voting member of the Executive Committee) shall assume the President's duties until an election is conducted by the Election Committee within sixty(60) days to complete the unexpired terms.

Section 4. Meeting Rules

When the president(s) and at least one of the vice presidents meet outside of the executive board to discuss district wide business, the other vice president will be invited to the meetings, to ensure that all president(s) and vice presidents are aware of OPTA business

Article V- Regional Council Representative

Section 1. Duties

IEA Regional Council Representatives shall attend the IEA Regional Council meetings, represent the Association and report Council activities to the Executive Committee, Building Representative Assembly and General Membership as necessary. An alternate shall perform the duties of the Regional Council Representative in his/her absence.

Section 2. Election and Terms

The election of a Regional Council Representative and alternates shall be as prescribed by the IEA Bylaws.

The terms of Region Council Representatives shall be three year terms commencing in 2017-2018.

Section 3. Vacancies

Vacancies for Regional Council Representatives and alternates must be filled in the manner of the original election as prescribed by the IEA Bylaws.

Article VI- Building Representatives

The Building Representatives shall be active members in the Association elected by each building in the district to provide two-way communication between the Association and the members, distribute materials to members personally, and conduct informative meetings.

Each building may elect more than one Building Representative, and all Building

Representatives may attend meetings of the Building Representative Assembly; provided, however, that each building may cast only one vote on matters voted on by the Building Representative Assembly.

The Building Representatives shall recruit volunteers for Association jobs and activities and generate support for Association positions and programs. The Association shall provide training for Building Representatives, keep the Building Representatives informed of the Association activities and positions and provide incentives for attracting and retaining Building Representatives.

Article VII- Executive Committee

Section 1. Duties

The Executive Committee shall conduct and supervise the business of the organization, annually recommend a budget for adoption by the Building Representative Assembly, approve such expenditures as are necessary and reasonable for the operation of the organization, consent to the appointment of committees, plan and recommend programs to the Membership, develop Bylaws, and consent to the filling of vacancies.

Section 2. Terms

The term of office for Executive Committee members, excluding Executive Officers shall be one year and shall commence on July 15.

Section 3. Vacancies

If a vacancy occurs within the Executive Committee, excluding Executive Officers and Regional Council Representatives, the President shall appoint a replacement for the unexpired term with the consent by majority vote of the Executive Committee.

Section 4. Meetings

- A. Quorum. A majority of the voting members of the Committee must be present to conduct business and a majority vote of those present shall rule.
- B. Regular Meeting. The Executive Committee shall meet the third Tuesday of each 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 shall be called upon the written request of three members of the Executive Committee. Except in cases of emergency, at least one day notice shall be given to all Executive Committee members and business shall be limited to that contained in the notice.

Article VIII- Building Representative Assembly

Section 1. Duties

The Building Representative Assembly shall be the policy-making body of the

Association. The Building Representative Assembly shall annually approve a budget recommended by the Executive Committee, recommend dues, adopt policies and positions of the Association to be implemented by the Executive Committee and President, and may adopt programs on behalf of or for the recommendation to the Membership.

If a building has elected more than one Building Representatives, all Building Representatives may attend meetings of the Building Representative Assembly, but each building may cast only one vote on matters voted on by the Building Representative Assembly. Within their buildings, Building Representatives shall share information from Assembly meetings and gather information for Assembly meetings.

Section 2. Terms

The term of office for Building Representative Assembly members shall be one year and shall commence on July 15.

Section 3. Vacancies

If a vacancy occurs in the Building Representative Assembly, the President shall appoint a replacement for the unexpired term with the consent of the majority of the Building Representative Assembly.

Section 4. Meetings

- A. Quorum. A majority of the members of the Assembly must be present to conduct business, and a majority vote of those present will rule.
- B. Regular Meeting. The Representative Assembly shall meet the fourth Tuesday of September, October, January, February, and May.
- C. Special Meetings. Any other special meetings may be called by the President or called upon the written request of five members of the Representative Assembly. At least two days notice shall be given to all Representative Assembly members and business shall be limited to that contained in the notice.

Article IX- General Membership

OPTA is committed to having at least two general membership meetings; One prior to winter break and one after winter break. Dates will be decided by the executive board and will be announced no later than one month prior to the meetings. A quorum to conduct business shall consist of 25% of the active members and a majority vote of those active members present shall rule. Voting by proxy is not permitted. The Membership may recommend policies or positions for consideration by the Representative Assembly by adopting such recommendations at a General Membership Meeting or by presenting such recommendations to the Representative Assembly with the signatures of a majority of OPTA active members from a majority of the schools in the district.

Article X- Elections

Section 1. Elections Committee

- A. Composition. The President shall appoint an Election Committee with the approval of the Executive Committee with one person serving as the Chairperson appointed by the President. There will be 4 other members who help assist the chairperson with the duties.
- B. Duties. Establish procedures subject to the approval of the Executive Committee for nomination of candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots. The Elections Committee will also create the sign in sheets, nomination forms and create the ballots for all elections.

Section 2. Election Procedures

- A. Calendar. The Elections Committee shall establish a local election calendar with nominations and election timelines.
- B. Conduct. All elections shall be conducted by open nomination and secret ballot.
- C. Nominations. Reasonable notice of not less than ten school days shall be given for nominations to all offices to be filled. Notice shall include time, place and method for submitting nominations.
- D. Write-In Provisions. A write-in provision is required if the number of declared candidates is less than the number of positions available.
- E. Eligibility. All active dues paying members must be afforded the opportunity to run for office and vote in any election representing active members. This does not include fair share payers or reserve members.
- F. Notice. A fifteen school-days notice of local elections shall be given by posting of by other means of communication with the entire membership.
- G. Consistency. All election procedures shall be consistent with Regional, State or National office.
- H. Offices Governed by this Article. All Local Officers, Building Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, Delegates to NEA Representative Assembly.
- I. Use of Dues. No dues may be used in support of a candidate for any Local, Regional, State or National office.
- J. Results of the Election. The results of the election must be published in a timely manner, which allows members to obtain the information without unusual effort.

Section 3. Election Challenges

Any member(s) desiring to challenge the conduct of any election shall file a written challenge with the Local Elections Committee. Such challenges must be made no later than seven(7) calendar days of issuance of the election results.

Article XI- Arbitration and Grievance Appeal

The Executive Committee shall decide whether or not a grievance shall be processed to final and binding arbitration. Recommendations should be provided to the Executive Committee from the Grievance Committee.

Article XII- Committees

Section 1. Appointment

Committees may be established on a standing and/or ad hoc basis by the Executive Committee. The President shall appoint members to any committees and name the chairperson with the consent of the Executive Committee. Each committee will have at least one member of an elected group (from the Executive Board, as a Building Representative, or from Education Council) represented.

Section 2. Committees

There shall be the following standing committees:

- Education Council/
- Grievance
- Insurance
- Minority Caucus
- Legislative
- Calendar,
- Teacher Evaluation
- Membership
- Communication/Public Relations

Special committees may be formed such as, but not limited to:

- Curriculum and Instruction,
- Social
- Bylaws
- Budget

Section 3. Reporting

Committees will report to the president by the following executive board meeting with the exception of the negotiations committee, which is on a as needed basis.

Section 4. Negotiations Committee

The Bargaining Team will be selected by the Executive Committee at least 6 months prior to the expiration date of the current contract.

The application process will be opened 8 months before the expiration date of the current contract.

Members will be selected according to a process decided by the Executive Board.

Section 5. Roles Committee

The two members serving on the Leadership Committee for Roles are the Vice President of Elementary and Vice President of Middle Schools.

Article XIII- Voting

Section 1. General

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

Section 2. Contract

- A. The tentative agreement will be given to the Executive Committee for their review and recommendation to the general membership.
- B. The ratification vote will occur on the eighth day in each of the ten individual schools and administration buildings. The election will be conducted and monitored by the building reps at each location. Voting will begin one half hour before school and end one half hour after school. All voting will be by secret ballot by active members. This does not include fair share members. Any discrepancies or difficulties that occur during the election must be immediately reported to the OPTA President by interoffice mail or as specified by special arrangement.
- C. No proxy or absentee votes will be allowed.
- D. Building representatives will count the ballots upon the close of the election and report the results of their official vote count by phone to the OPTA President no later than 6:00PM. Building representatives will return all ballots and signature sheet to the OPTA President by interoffice mail or as specified by special arrangement.
- E. The OPTA President will communicate the results of the ratification vote to the membership the day following the election.

Article XIV- Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern all meetings of this Association.

Article XV- Dues

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

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 shall be deemed deleted and of no force and effect.

Article XVII- Amending Procedures

Proposed revisions of these Bylaws shall be submitted by the Executive Committee to the full membership at a regular or special meeting. A secret ballot vote shall then occur within fourteen school-days at each building on the proposed revisions. A majority count of those voting will pass the revision.