

# NUMA

Naperville Unit

Maintenance Association

## Bylaws

### 2015



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## Article I – Name and Objective

### Section 1 – Name

The name of this organization shall be the “Naperville Unit Maintenance Association” (NUMA), and affiliate of the Illinois Education Association (IEA) and the National Educational Association (NEA).

### Section 2 – Objective

The object of the Association shall be to organize the Full Time Custodians, Maintenance Personnel, and Groundskeepers employed in Naperville Community School District 203 (NCUSD203) into one organization and act as a representative agent for the above personnel.

- A. NUMA will strive toward the achievement of quality work standards, encourage professionalism, and promote the welfare of the employees represented by it.
- B. NUMA aspires to mutual understanding and cooperation between all parties, as this document should be held in an atmosphere of good faith and mutual respect.

## Article II – Membership, Affiliation, and Non-Discrimination

### Section 1 – Membership

Membership shall be open to all full time non-probationary Custodians, Maintenance Personnel, and Groundskeepers employed by NCUSD203.

### Section 2 – Affiliation

NUMA shall be affiliated with, and comply with the Bylaws of the IEA and Constitution and Bylaws of the NEA. If there are any conflicts or inconsistencies between these bylaws and the bylaws or constitution of the state or national organization, the state or national documents shall govern.

### Section 3 – Privileges

Members shall have full membership privileges, including voting, holding office, serving of committees and commissions, serving as a delegate to IEA and NEA assemblies,

participating in fringe benefits provided by the Association and related enterprises, and such other rights and privileges as are conferred through the Association governance.

#### Section 4 – Censure and Discipline

In the advent a charge is filed against a member calling for the censure, suspension, or expulsion of the member, the Executive Board shall conduct a due process hearing and rule on the charge. The decision of the Executive Board may be appealed to the Representative Council and from there to the IEA Review Board. The local may deny membership to an individual while that individual is denied membership in the IEA pursuant to NEA Bylaw 2-3.d.

#### Section 5 – Non-Discrimination

NUMA 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, Vice-President, Secretary, Treasurer, and Regional Council Representative.

#### Section 2 – Executive Board

The Executive Board shall consist of the Executive Officers

#### Section 3 – Representative Council

The Representative Council shall consist of the Executive Officers and the elected Association Representatives from each building in the NCUSD203.

#### Section 4 – Recall

Any Executive Board Member may be removed by a two thirds (2/3) vote of the members voting at a membership meeting when a majority of the membership is present. Such recall election shall be conducted by the Representative Council upon receipt of a petition stating the specific grounds of the recall and containing signatures of thirty percent (30%) of the membership.

Any Association Representative may be removed by a two thirds (2/3) vote of the Representative Council. Such recall election shall be conducted by the Representative Council upon receipt of a petition stating the specific grounds of the recall and containing signatures of thirty (30) percent of the AR's Building membership, less the AR facing recall, and at a minimum of one (1) member.

## Article IV – Executive Officers

### Section 1 – Duties

A. THE PRESIDENT shall be the Chief Officer of the Executive Board, with the power and duty to enforce and interpret the Bylaws, carry out NUMA policies between Executive Board meetings, be responsible for the flow of information to and from the Executive Board and the Membership, sign contracts and agreements, serve as the Chairman of the Nominations and Elections committee on even years, represent the Association before the public either personally or through designees, appoint and remove members of all committees with the consent of the Executive Board, serve as ex-officio member on all committees, cause a budget to be constructed yearly and an audit to occur on even numbered years, start the collective bargaining process when appropriate, cosign checks for the payment of bills and other obligations in conjunction with the Treasurer, and preside over meetings of the Executive Board and Representative Council and the Membership. Further, The President shall have power and duty to perform all acts generally associated with the nature of the office and other duties applicable to the office as prescribed by the parliamentary authority adopted herein which are not inconsistent with the Bylaws.

B. THE VICE PRESIDENT shall serve as a member on the Executive Board, serve as the Grievance chairperson, serve as the Chairman of the Nominations and Elections Committee on odd years, have the powers and duties of the President in the President's absence or inability to serve, shall succeed the Presidency pursuant to the Bylaws, and shall otherwise have the powers and duties as may be assigned by the President.

C. THE SECRETARY shall serve as a member of the Executive Board, maintain the official files and shall assist in the President with Association correspondence. The Secretary shall keep accurate minutes of each meeting of the Executive

Board and Representative Council and all Membership meetings, and shall be responsible for notifying members of regular and special meetings.

D. THE TREASURER shall serve as a member of the Executive Board, serve as Chairman of the Association Budget Committee, be a cosigner of checks for the payment of bills and other obligations in conjunction with the President, get Executive Board approval on disbursements greater than one hundred (100) dollars maintain the records of membership, keep accurate records of expenses and income, and report such records at the Executive Board and Representative Council Meetings and meetings of membership. The Treasurer shall be responsible for payment of bills, updating and returning of membership rosters to IEA, and for transmitting dues to the IEA per IEA policies.

E. THE REGIONAL COUNCIL REPRESENTATIVE shall serve as a member of the Executive Board and attend regional council meetings, represent NUMA and report Council activities to the Executive Board and membership as necessary.

A Representative Council Member, appointed by the President, shall perform the duties of the Regional Council Representative in his/her absence.

## Section 2 – Election and Terms

All Executive Officers shall have a two (2) year term of office, which are held until a successor is elected. If contract negotiations are taking place, then the sitting President will remain in Office until negotiations are completed and the President-elect will serve ex-officio as a Board Member. Officers may succeed themselves. Each officer shall transfer records NUMA within thirty (30) days of leaving office.

- A. THE PRESIDENT shall serve a two (2) year term, elections held on odd numbered years.
- B. THE VICE PRESIDENT shall serve a two (2) year term, elections held on even numbered years.
- C. THE TREASURER shall serve a two (2) year term, elections held on odd numbered years.
- D. THE SECRETARY shall serve a two ((2) year term, elections held on even numbered years.

- E. THE REGION COUNCIL REPRESENTATIVE shall serve a two (2) year term, elections held on odd numbered years.

### Section 3 – Vacancies

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

- A. THE PRESIDENT shall be filled by the Vice-President for the remainder of the unexpired term. If a vacancy occurs in Both the office of the President and the Vice president, the Secretary or the Treasurer (the one who has served the greatest time as a member of the Executive Board) shall assume the President’s duties until an election is conducted by the Representative Council within sixty (60) days, the winner of which will complete the remainder of the unexpired term.
- B. Other Officers shall be replaced by a successor appointed by the President with the consent of the Executive Board, who will complete the remainder of the unexpired term.

## Article V – Association Representatives (ARs)

### Section 1 – Duties

- A. ASSOCIATION REPRESENTATIVES shall be members of NUMA selected to provide two-way communication between the Association and the members, distribute materials to members personally and conduct informative meetings. The ARs shall recruit volunteers for NUMA jobs and activities and generate support for Association Positions and programs. NUMA shall provide training for ARs, keep the ARs informed of Association activities and positions, and provide incentives for attracting and retaining ARs.

## Section 2 – Election and Terms

- A. ARs shall be elected by the members in the building that they will serve as representative. High schools will have two (2) Representatives, all other building will have one (1).
- B. ARs shall be elected by the members in the building.
- C. ARs shall serve a TWO (2) year term, elections held on even years.

## Section 3 – Vacancies

- A. Vacancies occurring by reason of death, resignation, incapacity, changing buildings or other disqualification shall be filled by a successor appointed by the President with the consent of the Executive Board, who will complete the remainder of the unexpired term.

## Article VI – Executive Board

### Section 1 – Duties

THE EXECUTIVE BOARD shall conduct and supervise the business of the of the Organization, annually recommend a budget for adoption by the membership, undertake 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, approve expenditures, run elections, hear election challenges, ~~and~~ consent to the filling of vacancies, and present collective bargaining agreements to the membership for ratification vote.

### Section 2 – Meetings

- A. QUORUM is a majority of the members of the Executive Board which must be present to conduct business.
- B. REGULAR MEETINGS shall be held one (1) time per month during the school term, and may meet as many additional times as necessary or reasonable to transact business.
- C. SPECIAL MEETINGS may be called by The President, or may be called upon by written request of three (3) members of the Executive Board. Except in cases of emergency, at least one (1) days notice shall be given to all Executive Board Members and business shall be limited to that contained in the note.



## Article VII – Representative Council

### Section 1 - Duties

The Representative Council shall annually recommend to the membership a budget, recommend to the membership the dues, run some special elections, assist in Grievance appeals, and may adopt programs on the behalf of, or for recommendation to, the membership.

### Section 2 - Meetings

- A. QUORUM is a majority of the members of the Council, which must be present to conduct business.
- B. REGULAR MEETINGS shall be as many times as necessary or reasonable to transact business.
- C. SPECIAL MEETINGS may be called by The President, or may be called upon by written request of fifty (50) percent of the members of the Representative Council. Except in cases of emergency, at least one (1) days notice shall be given to all Representative Council Members and business shall be limited to that contained in the note.

## Article VIII – Elections

### Section 1 – Elections Committee

#### A. Composition

The Elections Committee is the Executive Board.

#### B. Duties

Establish procedures for the nominations of Candidates, dissemination of notices concerning the election and conduct of the election and tabulation of the ballots which shall be consistent with the procedures established by the IEA Elections Committee.

### Section 2 – Election Procedures

- A. Calendar. The Executive Board shall establish a local election calendar with nominations and election timelines in accordance with the IEA

- B. Conduct. All Elections shall be conducted by open nomination and secret ballot.
- C. Nominations. Reasonable notice 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, equal to the amount of open positions, is required.
- E. Eligibility. All active dues paying members must be afforded the opportunity to run for and/or vote in any election representing active members. This does not include fair share members.
- F. Notice. A fifteen (15) day notice of local elections should be given by posting or by other means.
- G. Consistency. All election procedures shall be consistent with Regional, State, and Federal requirements.
- H. Use of Dues. No dues may be used in support of a candidate for any Local, State, or National Office.
- I. Offices Governed by this Article. All local Officers, Association Representatives, Regional Council Representatives, Delegates to IEA Representative Assembly, and Delegates to NEA Representative Assembly.
- J. Winners. Candidates with the highest vote count wins. In the advent of a tie, then the Executive Board will immediately conduct a runoff election between the tied candidates the winner of which has the highest vote count.
- K. Results of the Election. The results of the election must be published in timely manner which allows members to obtain information without unusual effort.

### Section 3 – Election Challenges

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

- A. Local Level. 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 seven (7) calendar days of issuance of the election results.
- B. Region, State and National Level. Consult the region, state and national governing documents for additional challenge procedures and timelines, especially for offices which serve as delegates to the IEA and NEA Representative Assemblies.

## Article IX – Committees

Committees may be established on a standing and/or ad hoc basis by the Executive Board. The President shall appoint members to any committees and name the chairperson, except as otherwise specified, with the consent of the Executive Board.

Section 1 – The NEGOTIATIONS COMMITTEE shall explore and prepare programs as necessary in all areas of employee welfare, contractual and otherwise. The committee shall solicit input from the membership as a whole. The Bargaining Team shall be appointed by the President with consent of the Executive Board.

Section 2 – The GRIEVANCE COMMITTEE shall be responsible for monitoring and enforcing the contract. It shall assist members in the application of the grievance procedures. It will make the recommendations whether to arbitrate grievances to the Executive Board.

## Article X – Arbitration and Grievance Appeal

- Step 1. The Grievance Committee shall review all grievances and advise the Executive Board on the submission of grievances to final and binding arbitration.
- Step 2. The Executive Board shall determine whether or not a grievance shall be submitted to final and binding arbitration. Within two (2) work days the Executive Board shall notify the grievant in writing of its decision.
- Step 3. A grievant may appeal a determination not to submit a grievance to binding arbitration to the Representative council by notifying the President in writing within three (3) work days of the grievant's receipt of the decision.
- Step 4. Appeals shall be heard by the Representative Council within five (5) work days of receipt of the grievant's appeal. The grievant shall have the right to appeal in person and/or in writing to the Council. The decision shall be determined by a majority of those Representative Council members present and voting.

## Article XI – Meetings of the Membership

Regular meetings of the membership shall be held annually in August. A budget shall be adopted annually by the membership.

Special Meetings of the membership may be called by the President, a majority of the Executive Committee, or by petition by thirty (30) percent of the membership.

Except in case of Emergency, at least seven (7) days notice shall be given. The Secretary shall notify membership as soon as possible.

## Article XII – Voting

Unless otherwise provided herein, the adoption of all business by the Executive Board, all Committees, and all meetings shall be by high vote count.

## Article XIII – Parliamentary Authority

All meetings of this Association shall be governed by Robert’s Rules of Order, Newly Revised.

## Article XIV – Dues

Local Dues shall be established by the Executive Board with any changes to be approved by the Membership. The IEA-NEA dues shall be established by the IEA-NEA, authorized by the Executive Board, and be transmitted to the IEA-NEA as per IEA-NEA policy. The books and records of the organization shall be open to inspection by any member upon reasonable request.

Dues shall be withdrawn by payroll deduction in accordance with the procedures outlined in the collective bargaining agreement.

In recognition of the required time to fulfill their commitments to NUMA, the Elected Officers of the Executive Board shall receive a stipend in the amount of their Unified dues.

In recognition of services provided to NUMA, any member can receive a stipend of any amount up to their Unified dues, with the approval of the Executive Board.

#### Article XV – Savings Clause

In the advent 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 XVI – Amending procedures

Proposed revisions of these Bylaws shall be submitted by the Executive Board to the full membership at a regular or special meeting and a majority vote of those present shall rule, provided that all members of NUMA have been sent notice of the date, time, and place of the meeting and the proposed revision(s) at least fourteen (14) days prior to the meeting.

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