
Model Region Bylaws



FOREWORD

November, 2007

The bylaws of an IEA region are the rules by which the organization agrees to conduct itself. The document establishes rights and responsibilities for the members and states how the association will organize itself. The local bylaws must be in conformance with the IEA-NEA bylaws and the NEA Constitution and Bylaws. Article XII of the IEA bylaws governs much of the required region structure.

Many regions adopted bylaws years ago and have not updated them as their organization has changed. To help regions adopt or amend their bylaws to keep them in conformance with the state and national bylaws and to meet the needs of a modern organization, the IEA Elections Committee and Bylaws and Resolutions Committee have drafted these Model Region Bylaws.

You must follow the procedures contained in your existing bylaws and/or constitution and bylaws to amend those documents. We urge you to form a committee to analyze your bylaws and propose necessary amendments or the adoption of completely new bylaws. We recommend that instead of separate constitution and bylaws you adopt a single document called the bylaws.

Each region's bylaws may differ because of unique history and structures. We have suggested some options in these Model Region Bylaws. However, we may not have anticipated all local differences and you may need to have special provisions to meet your region's needs. You should work with your local UniServ director in making these changes. Careful attention needs to be paid to Article XII, Section 2 of the IEA bylaws. You may also want to consult Robert's Rules of Order, Newly Revised, 10th Edition Sections 2 and 56 for additional guidance.

If you would like additional copies of this book, contact IEA Legal Services Department in Springfield (800-252-8076) or you can go to the IEA web page at ieanea.org.

IEA Bylaws and Resolutions Committee

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Model Region Bylaws

1 **ARTICLE I – Name**

2 This organization shall be known as
3 Region ___ of the Illinois Education
4 Association-National Education
5 Association and shall be referred to in
6 the Bylaws as the Region.

7
8 **ARTICLE II – Purposes**

9 The purpose of this Region shall be:
10 To effect excellence and equity in
11 public education in Illinois and to be the
12 advocacy organization for all public
13 education employees.

14
15 **ARTICLE III – Membership**

16 Those individuals holding active
17 membership in the IEA and who are
18 employed within the territory of the
19 Region shall be eligible for membership
20 in the Region and shall have full
21 membership privileges, including
22 voting; holding office; serving on
23 committees and commissions; serving
24 as members of Regional Council;
25 participating in fringe benefits provided
26 by the Region; and such other rights
27 and privileges as are conferred through
28 Regional governance. All other IEA
29 members who reside within the territory
30 of the Region shall be eligible for
31 membership in the Region and shall
32 have the right to receive Regional
33 publications and such other rights and
34 privileges as are conferred through
35 Regional governance.

36 *Note: Carefully review your*
37 *membership definitions to*
38 *include all classes that you*
39 *want to include.*

40 *Alternate/Supplement: “Any*
41 *individual employed in public*
42 *education within the territory*
43 *of the Region who is not*
44 *eligible to join a chartered IEA*
45 *local, but who is an active IEA*
46 *member shall have full*
47 *membership privileges,*
48 *except that only members of a*
49 *chartered local association*
50 *may be elected as*
51 *Chairperson or Vice*
52 *Chairperson.*

1 In addition, those IEA members holding
2 membership in an IEA chartered retired
3 chapter and who were formerly
4 employed within the territory of the
5 Region shall be eligible to be elected to
6 the Regional Council without portfolio
7 and to the offices of secretary and
8 treasurer without portfolio and to serve
9 on committees and commissions.

10

11

12 **ARTICLE IV – Elected Officers**

13 **Section 1 – Officers**

14 The elected officers of the Regional
15 Council shall be the Chairperson, the
16 Vice Chairperson, the Secretary, and
17 the Treasurer. With the exception of
18 the Chairperson and Vice Chairperson,
19 they must be duly elected Regional
20 Council members.

21

22 **Section 2 – Election**

23 A. The Regional Chairperson and
24 Vice Chairperson shall be elected in
25 accordance with the IEA Bylaws.

26

27 B. The Secretary and Treasurer
28 shall be elected at the first meeting of
29 the school year [or “first meeting after
30 the NEA RA”] of the Regional Council
31 by a majority vote.

32

33 C. An appointed elections
34 committee shall determine the
35 procedures for conducting the
36 elections.

37

38 **Section 3 – Term**

39 A. The Chairperson and Vice
40 Chairperson shall be elected for a
41 three-year term, with the limit of two
42 consecutive full terms. They shall take
43 office on July 15 following their election.

44 *Note: Alternate language –*

45 *Combine Secretary-*

46 *Treasurer positions:*

47

48

49 *Alternate: Secretary and*

50 *Treasurer need not be Region*

51 *Council members provided*

52 *that they are elected as non-*

53 *voting members to serve*

54 *without voting rights.*

1 B. The Secretary and Treasurer
2 shall be elected for a one-year term
3 and may succeed themselves.
4

5 C. In the event of a special election
6 to fill a vacancy, the officer's term shall
7 begin immediately following the
8 election.
9

10 **Section 4 – Duties**

11 The officers shall perform duties usually
12 assigned to such offices, and those
13 prescribed in the IEA and these
14 Bylaws.
15

16 A. The Chairperson shall perform
17 all the duties provided in the IEA
18 Bylaws. See Appendix A for a copy of
19 the current IEA Bylaws Article XII,
20 Section 2 C. [Option: The Chairperson
21 shall prepare and present an annual
22 budget for approval of the Council at
23 the September [or other specific date]
24 meeting. The Chairperson shall meet
25 the requirements of Board Policy-
26 Chapter 15 by ensuring that the Region
27 follows the guidelines for financial
28 transactions and reporting as outlined
29 in the IEA's ***Financial Procedures for***
30 ***Locals and Regions***, and by ensuring
31 that the training required by this policy
32 is completed. Additionally, the
33 Chairperson, with the approval of the
34 Council, shall appoint all committee
35 members, except as otherwise
36 provided in these Bylaws.]
37

38 B. The Vice Chairperson shall
39 perform all the duties provided in the
40 IEA Bylaws. See Appendix A for a copy
41 of the current IEA Bylaws Article XII,
42 Section 2 C. [Option: In addition, shall
43 prepare and report to the IEA the

1 internal allocation and election
2 procedures of delegates to the IEA-RA
3 and shall chair the region election
4 committee, except where he/she may
5 be a candidate for office.]
6

7 C. The Secretary shall be
8 responsible for recording and keeping
9 accurate minutes of all Council
10 meetings and notifying members of
11 Region meetings. The Secretary shall
12 be responsible for monitoring the
13 official set of minutes.
14

15 D. The Treasurer shall keep
16 accurate records of expenses and
17 income, and report such records at
18 each Regional Council and
19 membership meeting. In conjunction
20 with the annual budget process, the
21 Treasurer shall prepare a financial
22 report for the previous year and to be
23 submitted along with the budget for the
24 upcoming year. The Treasurer shall be
25 responsible for the payment of bills and
26 shall have authority to pay for such
27 expenditures as shall have been
28 approved by the Council; shall be
29 responsible for the safekeeping of the
30 assets of the Region.

31 **ARTICLE V – Regional Council**

32 **Section 1 – Council Membership** 33 **[for cluster local regions]**

34 A. Each chartered local association
35 within the Region shall elect one
36 representative to the Regional Council
37 by open nominations and secret ballot,
38 except that any chartered local
39 association exceeding 100 members
40 shall elect an additional representative
41 for each additional 100 active members
42 or major fraction thereof.

43 *Note: Alternate language:*
44 *The Secretary-Treasurer shall*
45 *be responsible for recording*
46 *and keeping accurate minutes*
47 *of all Council meetings and*
48 *notifying members of Region*
49 *meetings, monitoring the*
50 *official set of minutes. The*
51 *Treasurer shall keep accurate*
52 *records of expenses and*
53 *income, and report such*
54 *records at each Regional*
55 *Council and membership*
56 *meeting. In conjunction with*
57 *the annual budget process,*
58 *the Secretary-Treasurer shall*
59 *prepare a financial report for*
60 *the previous year and submit*
61 *it along with the budget for the*
62 *upcoming year, shall be*
63 *responsible for the payment of*
64 *bills and shall have authority*
65 *to pay for such expenditures*
66 *as shall have been approved*
67 *by the Council; and shall be*
68 *responsible for the*
69 *safekeeping of the assets of*
70 *the Region.*

71 *Note: This is the model*
72 *language for regions that are*
73 *cluster locals.*

74 ***[for single district or single***
75 ***local regions, see below]***

1 B. Section A shall be based upon
2 the membership as of August 31st of
3 the preceding year.
4

5 C. Any individual elected Regional
6 Chairperson or Vice Chairperson, if not
7 already a member of the Council, shall
8 automatically become a member of the
9 Council.
10

11 [Option: D. Any member of IEA Board
12 of Directors or NEA Board of Directors
13 from the Region shall be considered a
14 voting member of the Region Council.]
15

16 E. A council member shall serve a
17 two-year term, unless otherwise
18 provided by these Bylaws.
19

20
21 **[for single local regions]**
22 **Section 1.**

48 *Note: This is the language for*
49 **SINGLE LOCAL REGIONS**

23 A. The executive committee [or
24 board] of the _____ Education
25 Association shall be the Regional
26 Council.
27

28 B. The terms of the council
29 members shall be determined by the
30 bylaws of the _____ Education
31 Association.
32

33 **[for single district regions]**
34 **Section 1.**

50 *Note: This is the language for*
51 **SINGLE DISTRICT**
52 **REGIONS**

35 A. The Region Council shall be
36 made up of the presidents, or their
37 designees, of the local education
38 associations in the district. Any vote
39 taken by the Council shall be a
40 weighted vote. [Alternatively, single
41 district regions may be composed as a
42 cluster local region council.]
43

44 B. The terms of the council
45 members shall coincide with their terms
46 as local education association
47 president.

1 **[for all regions]**

2 F or C. If the Council is not
3 composed of Ethnic Minority
4 representation in proportion to ethnic
5 minority representation within the
6 Region, the membership of the Region
7 shall elect Ethnic Minority members-at-
8 large to guarantee such representation.
9 Ethnic Minority members-at-large shall
10 be elected to three (3) year terms.

11 The Ethnic Minority member-at-large
12 shall work to strengthen communication
13 between minority and non-minority
14 members in the Region and increase
15 ethnic minority involvement in all
16 aspects of the association.

17
18 **Section 2 – Powers and Duties**

19 *Recommended:* The Council shall have
20 all the powers and duties as provided in
21 the IEA Bylaws. See Appendix A for a
22 copy of the current IEA Bylaws Article
23 XII, Section 2 B 3.

24 *Alternatively:*

25 A. Initiate, promote and coordinate
26 the communication, services, projects,
27 and programs within the Region in
28 cooperation with staff.

29
30 B. Receive requests from individual
31 members.

32
33 C. Receive and make
34 recommendations and requests of the
35 chartered local associations.

36
37 D. Make recommendations to the
38 IEA Board of Directors.

39
40 E. Make recommendations to the
41 UniServ Director.

42
43 F. Supervise, direct, evaluate and
44 be involved in the employment,
45 dismissal and transfer of regional
46 professional staff.

47 *Note: This language is*
48 *required **FOR ALL REGIONS***

1 G. Initiate recall of the Chairperson,
2 Vice-Chairperson, and Ethnic Minority
3 members-at-large.

4
5 H. Perform such other duties as
6 prescribed by these Bylaws.

7
8
9 **Section 3 – Meetings**

10 A. The Regional Council shall meet
11 monthly [Option: monthly during the
12 school year or 9 times a year or no
13 fewer than X times per year], times and
14 place to be determined by the Council.

15
16 B. Special meetings of the Council
17 may be called by the Chairperson or at
18 least one-third of the members of the
19 Council upon two days' notice, unless
20 two-thirds of the Council membership
21 can be present on shorter notice.

22
23 C. All Regional Council meetings
24 shall be open to the membership of the
25 Region except that the Council may go
26 into executive session by a majority
27 vote of the Council. No action may be
28 taken in executive session.

29
30 D. A quorum shall consist of no
31 fewer than one-third [optional "one half"
32 or some different percentage or a
33 specific number] of the members of the
34 Council.

35 *Note: Robert's Rules of*
36 *Order Section 40 states "the*
37 *quorum should be as large a*
38 *number of members as can*
39 *reasonably be depended on*
40 *to be present at any meeting,*
41 *except in very bad weather or*
42 *other exceptionally*
43 *unfavorable conditions."*

1 **[OPTIONAL:**
2 **ARTICLE ___ – Executive Committee**

3
4 **Section 1.** The Executive Committee
5 shall consist of the Regional Council
6 Chairperson, Vice-Chairperson,
7 Secretary, Treasurer and three
8 members from the Regional Council
9 who shall be elected by a majority vote
10 of the Regional Council present.

11
12 **Section 2.** The three elected members
13 of the Executive Committee shall serve
14 a one year term and may succeed
15 themselves on the Executive
16 Committee.

17
18 **Section 3.** The Executive Committee
19 shall carry out the directives of the
20 Regional Council and shall, upon
21 authorization, act for, or on behalf of,
22 the Regional Council.

23 OR

24 Annually review the Regional program
25 for approval by the Regional Council at
26 the first scheduled business meeting of
27 the year. Prepare the tentative
28 Regional calendar. Respond to, create,
29 and carry out programs to implement
30 State or Council directives. Make
31 recommendations or submit programs
32 for Council approval.]

33
34
35 **ARTICLE VI – Committees**

36 **Section 1 – Standing Committees**

37 Standing committee members and
38 chairperson for the committees shall be
39 appointed by the Chairperson and
40 confirmed by the Council. Standing
41 committees shall be Elections, Internal
42 Audit and Political Action.

43 *Note: Some Regions choose*
44 *to have an Executive*
45 *Committee to conduct*
46 *business between Council*
47 *meetings.*

48 *Note: Committees other than*
49 *the Elections Committee are*
50 *optional. You may want to*
51 *describe the committees’*
52 *duties.*

1 **Section 2 – Other Committees**

2 Joint committees, ad hoc committees
3 and other committees may be
4 established and discontinued by the
5 Regional Council.

6
7 **Section 3 – Committee Reports**

8 The Chairperson of any committee
9 shall report to the Regional Council
10 when requested by the Regional
11 Council Chairperson.

12
13
14 **ARTICLE VII – Publication of**
15 **Regional Rules and Policies**

16 All rules and policies shall be compiled,
17 printed and distributed each year with a
18 copy of the Bylaws to each Council
19 member and local president.

20
21
22 **[OPTIONAL ARTICLE ____ – Initiative**
23 **and Referendum**

24 An initiative or referendum may be
25 initiated by petition signed by 10% or
26 more of the active members of the
27 Region, no more than half of which may
28 be from any one chartered local
29 association. The petition will be
30 submitted to the Region Chair who
31 shall cause the matter to be considered
32 at the next scheduled council meeting.
33 A proposal or action affecting the
34 Region or any of its members, except
35 revision of the Bylaws, shall be
36 submitted within thirty (30) days after
37 the Council meeting to the active
38 membership of the Region for vote. A
39 vote on that proposal or action will be
40 conducted by chartered local
41 associations in a manner prescribed by
42 the Regional Council.]

43 *Note: You may want to add a*
44 *provision concerning how the*
45 *members are notified of the*
46 *results of the vote.*

1 **ARTICLE VIII – Vacancies**

2 **Section 1 – Definition**

3 A vacancy in the office of an elected or
4 appointed official shall be deemed to
5 exist in case of death, resignation,
6 recall, inability to serve, cessation of
7 Association membership, change in
8 service which qualified member for
9 office, cessation of employment within
10 the geographic boundaries of that
11 person’s representation and/or failure
12 to meet any other qualifications for
13 office.

14

15 **Section 2 – Filling of Vacancies**

16 **[for cluster and single district**
17 **regions]**

18 A. In case of a vacancy in the office
19 of Chairperson, the Vice Chairperson
20 shall serve the remainder of the term.
21 In the event of a vacancy in the office of
22 Vice Chairperson or on the Council
23 itself, the membership of the Region or
24 of the affected local shall fill the
25 vacancy in the manner of the original
26 election; provided however such
27 vacancy may be temporarily filled by a
28 majority vote of the Regional Council
29 for a period of time not to exceed one
30 year and until the Region or local votes
31 to fill the vacancy.

32 B. In the temporary absence of the
33 Chairperson, the Vice Chairperson
34 shall assume the Chairperson’s duties.
35 If both Chairperson and Vice
36 Chairperson are absent, the Council
37 shall elect an acting Chairperson.

1 **Section 2 – Filling of Vacancies**

2 **[For single local regions]**

3 A. In the event of a vacancy in the
4 office of Chairperson, the Vice
5 Chairperson shall accede to the
6 Chairpersonship until such a time as an
7 election can be held. Such an election
8 shall be held within forty-five (45)
9 calendar days after the office is
10 declared vacant. Should the vacancy
11 occur over the summer vacation period,
12 the forty-five (45) day period shall begin
13 at the start of the school year.

14 B. In the event of a vacancy in the
15 office of Vice Chairperson, the Regional
16 Council may elect one of its own
17 members to serve as Vice Chairperson
18 until such time as an election may be
19 held. Such an election shall be held
20 within forty-five (45) calendar days after
21 the office is declared vacant. Should
22 the vacancy occur over the summer
23 vacation period, the forty-five (45) day
24 period shall begin at the start of the
25 school year.

26 C. In the event of a vacancy in both
27 the offices of Chairperson and Vice
28 Chairperson, the Regional Council may
29 elect one of its own members to serve
30 as Chairperson and one of its own
31 members to serve as Vice Chairperson
32 until such time as an election may be
33 held. Such an election shall be held
34 within forty-five (45) calendar days after
35 the offices have been declared vacant.
36 Should the vacancies occur over the
37 summer vacation period, the forty-five
38 (45) day period shall begin at the start
39 of the school year.

40 D. In case of a vacancy on the
41 Regional Council, the chartered local
42 association involved shall be notified by
43 the Council to hold a special election to
44 fill the unexpired term. Said special
45 election shall occur within ninety (90)
46 days of the local association's

1 notification of the vacancy. The
2 election must be held in the manner of
3 the original election.

4 E. Vacancies other than those
5 described above shall be filled for the
6 unexpired term in a manner prescribed
7 by the Regional Council.

8 **ARTICLE IX – Recall**

9 **Section 1 – Of Chairperson, Vice** 10 **Chairperson and Ethnic Minority** 11 **Member-at-Large**

12 The Regional Council Chairperson,
13 Vice Chairperson and an Ethnic
14 Minority Member-at-Large may be
15 recalled as provided for by the IEA-
16 NEA Bylaws.

17 18 **Section 2 – Of Secretary and** 19 **Treasurer**

20 The Regional Council shall have the
21 power to remove the Secretary and
22 Treasurer from office for failure to
23 perform duties. Recall shall be by
24 three-fourths vote of the Regional
25 Council.

26 27 28 **ARTICLE X – Savings Clause**

29
30 In the event a portion or portions of
31 these Bylaws are found to be
32 inconsistent with state or federal law or
33 the IEA Bylaws, such portions to the
34 extent that they violate the law or the
35 IEA Bylaws shall be deemed deleted
36 and of no force and effect.

37 38 39 **ARTICLE XI – Amendments**

40 **Section 1 – Submission**

41 A proposal to amend the Bylaws may
42 be submitted to the Regional Council
43 by any Council member or by any
44 chartered local association.

1 **Section 2 – Ratification**

2 At the next regularly scheduled Council
3 meeting a 2/3 vote of those present and
4 voting, as instructed by their local
5 association, shall be required to adopt
6 the amendment, provided that such
7 amendment has been distributed in
8 written form to Council members at
9 least thirty (30) days prior to the date
10 the vote is to be taken.

11

12 **Section 3 – IEA Bylaw Conformity**

13 These Bylaws shall be subject to
14 annual review for compliance with the
15 IEA-NEA bylaws and NEA Constitution
16 and Bylaws. Any provision of these
17 Bylaws not in conformity with the IEA or
18 NEA governing documents shall as
19 soon as possible be amended to
20 conform.

21

22

23 **ARTICLE XII – Parliamentary**
24 **Authority**

25 Robert’s Rules of Order, Newly
26 Revised, shall be the authority
27 governing all matters not otherwise
28 provided for in IEA Bylaws and the
29 Regional Bylaws.

30

31 *Adopted* _____

32 *Revised* _____

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