

Elgin Teachers Association Representative Binder



www.theeta.org

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*To access this information electronically go to <http://theeta.org/>

ROLES OF AN ETA MEMBER REPRESENTATIVE

- Attend all regular and special meetings of the Representative Assembly (RA) and notify alternate any alternate Association Representatives when (s)he can not attend.
- Conduct himself/herself as a teacher advocate according to the policies and the best interests of the Association, and represent the Association in his/her constituency.
- Assist in enrolling members in the Association.
- Provide information about the Association to members.
- Communicate suggestions and recommendations from his/her constituents to the respective Association constituent body.
- Promptly distribute all materials from the Association.
- Orient new Association members to Association services and activities.
- Provide a channel through which Association services may be obtained by members.
- Be familiar with all aspects of ***The Elgin Agreement***.
- Handle grievances in his/her constituency in accordance with the provisions in ***The Elgin Agreement***.
- Call meetings, when necessary, of members in his/her school or department to conduct Association business.
- Assume such other powers and duties as may be determined by the RA or Board of Directors not in conflict with the Bylaws.

ROLES OF AN ETA HEAD REPRESENTATIVE

Along with the ETA Member Representative Responsibilities, the Head Representative is responsible for the following items.

- Hold 10 minute meeting, shared with other building representatives, during a pre-arranged time **within** the monthly staff meeting. Head Representatives may also hold additional meeting time in order to disseminate information to members.
- Check in with other building representatives on a regular basis in order to keep updated on building and personnel needs and issues.
- Shared with other building representatives, encouraged to meet on a regular basis with building administration.
- Shared with other building representatives, encouraged to develop a system for documentation of issues/events within their building.
- Shared with other building representatives, develop a system to have contact with all other Association Members within the constituency in order to develop one-to-one relationships, educate colleagues, and encourage all members to find their own voice.
- Stay in contact with the appropriate Section Director in order to communicate issues to the Association Board of Directors.
- Carry out a “walk-through” with administration in accordance with *6.11 Adequate Housing for Teachers* found in ***The Elgin Agreement***.

ETA REPRESENTATIVE RESPONSIBILITIES BY MONTH

While these responsibilities may be organized/led by the Head Representative, all Member Representatives should be aware and willing to help with all of these items.

Monthly

- Distribute/post any ETA/IEA/NEA materials that are received.
- Review the talking points from the Representative Assembly (RA) during the 10 minute meetings at your monthly staff meeting. This 10 minute meeting is a part of our contractual 80 minutes of monthly staff meeting time.
- Communicate issues to your Section Director that need to go to the Board of Directors (this should occur as issues arise, not just before the Board of Directors monthly meeting).
- Attend the monthly Representative Assembly.
- Check in with administration about concerns/issues that are showing up in your building.

August

- Present the ETA Membership Presentation to all members.
- Ensure all building representative positions are filled (buildings receive **one** representative for every **ten**, or major portion thereof, staff members). If needed, hold an election for empty spots. Email your Section Director and Kathy Difatta (kathy.difatta@ieanea.org) the names of your building representatives—include who is the Head Representative.
- Ensure there is a designated space in your building for posting union and labor related materials.
- Ensure that members are signed up.
- Urge members to go to ieanea.org/login to ensure they can log in and that their information is accurate.
- Help SIP/SD chairs ensure that all members are represented. Members choose who represents them on these committees, not administration. Members volunteer for these positions
 - Review *2.54 School/Department Committees* in ***The Elgin Agreement***.
 - Review *15.1 School Improvement Committee* in ***The Elgin Agreement***.
- Review the Appraisal Plan for teachers as outlined in ***The Elgin Agreement***. Make sure teachers have access to resources and remind teachers of appropriate timelines for informal observations, formal observations, and Student Learning Objectives (SLO).
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Review the membership list you receive at the August RA. If there are changes that need to be made, send those to the ETA Secretary (Donna Kielbasa, dkielbasa.eta@gmail.com) and Kathy Difatta (kathy.difatta@ieanea.org).
- Ensure that all teachers have a lockable space. If a teacher does not have a lockable space, work with building administration to remedy that ASAP.
 - Review *6.9 Lockable Spaces* in ***The Elgin Agreement***.

September

- Share a plan of how you will share ETA information with your staff. This can be done in August after the first RA or during your 10 minute meeting during the September staff meeting.
 - Review *2.44 Announcements at Faculty Meetings* in ***The Elgin Agreement***.
- Ensure all members know who their building representative is.
- Remind members of their contractual obligations for staff meetings. These meetings should not exceed 80 minutes per month, 10 of which should be dedicated to ETA business (with all administration/non-members leaving the room).
 - Review *6.54 Staff Meetings/Department Meetings* in ***The Elgin Agreement***.
- Resolve any issues with teachers still not having lockable space.
 - Review *6.9 Lockable Spaces* in ***The Elgin Agreement***.
- Conduct the first housing survey (or walk-through) with building administration to determine adequate housing for all members.
 - Review *6.11 Adequate House for Teachers* in ***The Elgin Agreement***.
- Meet with any late hires. Ensure they have what they need. Sign them up with the ETA.
- Check that your building's Parent/Teacher Conference plan follows ***The Elgin Agreement***.
 - Review *15.22 Parent Teacher Conferences, Meetings, and/or School Programs* and *15.23 Kindergarten Conference Released Time* in ***The Elgin Agreement***.

October

- Check in with members on the evaluation cycle. Remind members it is their responsibility to be on top of deadlines and talking to administrator(s) about when evaluations will take place.
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Remind members that all credit hours earned that will impact changes to the salary schedule are due to Human Resources by October 15, and will be reflected on the last check in November.
 - Review *27.2.B Salary Increment: Lane* in ***The Elgin Agreement***.
- Have teachers review their paychecks to ensure that dues are being deducted.

November

- Ensure that SD is receiving a monthly copy of the building/department budget.
 - Review *2.54.3 Functioning* in ***The Elgin Agreement***.
- Remind members about open enrollment and the deadline for insurance. If members have questions, they should contact Beth Berg (bethberg@u-46.org).
- Remind members that there may be second semester district positions available for transfer. If a member is interested, they should contact Human Resources.
- At the elementary level—ensure members are aware of when first trimester grades are due.

December

- Ensure that members received notice of any second semester assignment transfers or reassignments.
 - Review *12.8 Notification of transfer or Reassignment* in ***The Elgin Agreement***.
- At the secondary level—ensure members are aware of when first semester grades are due.

January

- Complete your second housing survey and share results with your SD Committee.
 - Review *6.11 Adequate Housing for Teachers* in ***The Elgin Agreement***.
- Ensure members are aware that they should have received any first semester stipends by the end of the month. If they have not, they should contact payroll (payroll@u-46.org).
 - Review *27.4 Extra Pay Schedule for Extra Duties* in ***The Elgin Agreement***.

February

- Alert members that to receive the retirement incentive outlined in ***The Elgin Agreement***, notice to retire must be given by March 1.
 - Review *27.10 U-46 Retirement Incentive Plan* in ***The Elgin Agreement***.
- Remind members that all credit hours earned that will impact changes to the salary schedule are due to Human Resources by February 15, and will be reflected on the last check in November.
 - Review *27.2.B Salary Increment: Lane* in ***The Elgin Agreement***.
- Remind members that Transfer Reassignment is coming in March.
 - Review *12.5 Reassignment*, *12.6 Transfers*, and *12.8 Notification of Transfer or Reassignment* in ***The Elgin Agreement***.
- Remind Pre-Tenure teachers that they must have **two** SLOs completed in the TAP system by March 1.
- At the elementary level—ensure members are aware of when second trimester grades are due.

March

- Members can begin having their summative conferences. These must be completed by May 15
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Remind Tenure teachers that they must have **two** SLOs completed in the TAP system by April 15 of their summative year.

April

- Hold elections for ETA Representatives, School Department, and SIP. Holding elections at this point allows ample time to find volunteers. Holding elections at this time also allows new members to attend May meetings to observe before taking over their positions.
- Remind Tenure teachers that they must have **two** SLOs completed in the TAP system by April 15 of their summative year.

May

- Ensure members complete their summative conferences by May 15.
 - Review *Article XIV Teacher Appraisal* in ***The Elgin Agreement***.
- Invite newly elected representatives to the May RA.
- All teachers should be notified of their assignments for next fall by June 1.
 - Review *12.4 Notice of Assignments* in ***The Elgin Agreement***.
- Ensure members are aware that they should receive second semester stipends by the end of June.
 - Review *27.4 Extra Pay Schedule for Extra Duties* in ***The Elgin Agreement***.

- At the elementary level—ensure members are aware of when third trimester grades are due.
- At the secondary level—ensure members are aware of when second semester grades are due.

RIGHT TO UNION REPRESENTATION IN INVESTIGATIONS

Whether you work for a public school, which is governed by the Illinois Educational Labor Relations Act (IELRA), or a private school, which is governed by the National Labor Relations Act (NLRA), you are legally entitled to union representation during *any* employer interview that you reasonably fear may result in discipline. However, unless your union's contract provides otherwise, to exercise this right under either law, you *must* request such representation. Because of the importance of this right, all educational employees need to be aware of it, and make appropriate and timely requests for representation.

The right to representation is based upon Section 3(a) of the IELRA and Section 7 of the NLRA. These sections of the laws provide either public or private educational employees the right to organize, form, join, or assist in employee organizations or engage in lawful concerted activities for mutual aid and protection. You will sometimes hear this right called a "Weingarten Right" from a 1975 U.S. Supreme Court case that initially identified this right under the NLRA.

If you are being interviewed by a supervisor and you reasonably believe that what you say may lead to discipline, prior to the start of the interview, you should state something similar to the following to invoke your Weingarten Right: *If this discussion could lead in any way to my being disciplined or terminated or affect my personal working conditions, I respectfully request that a union representative be present at the meeting.* If you failed to request a union representative at the start of the interview, you may do so at any time during the interview.

Union representation serves two important purposes. First, it provides the individual employee with a knowledgeable and articulate spokesperson who can help the employee present the employer with facts in support of his or her position. Second, it allows the union to monitor overall discipline by the employer and make certain that it is applied fairly and uniformly.

If you request union representation, the employer has two options: agree to such representation or proceed with its investigation without your interview. You, by the same token, can agree to forego union representation if you so desire. However, it would be imprudent to do so without first discussing the matter with a union representative. Additionally, you should not sign disciplinary documents without first consulting a union representative who can review the documents.

When the union representative is present at the investigatory interview, he or she may not be directed to remain silent or serve merely as a note-taker. Instead, the union representative has the right to engage in the following actions before and during an investigatory meeting:

- To request information on the general subject of the interview
- To privately consult with you before the interview begins
- To ask the interviewer to clarify or rephrase a question that is unclear
- To ask clarifying questions on your behalf
- To provide additional information to the interviewer at the end of the employee interview

In most cases, you may not refuse to answer an employer's question. In fact, you may be disciplined for such refusal. In all cases, you should never provide false information during an interview.

The right to a union representative does not apply under the following circumstances:

- The employer's meeting is merely for the purpose of communicating general work instructions or training
- Prior to the meeting, the employee has been specifically advised that no discipline or employment consequences can result from the interview
- Prior to the interview, the employer has reached a final decision to discipline the employee and the purpose of the interview is only to inform the employee of the employer's decision

In addition, the Illinois Educational Labor Relations Board (IELRA) has held that the right to representation does *not* apply to a post-observation performance evaluation conference. The reasoning of the Board was that there was no reasonable fear that the conference would lead to discipline. The Board stated, however, that if the parties included a provision for union representation at post-observation evaluation conference in the collective bargaining agreement, then such representation would be required.

TEACHER APPRAISAL PLAN (TAP) TIMELINES

Pre-Tenured Years 1 & 2

Foundational Observation (optional)

- To precede a Foundation Conference by no more than 5 school days
- To be completed **September 3-30**
- Forms: NONE

Informal Observation Cycle

- At least one (1) per year
- 15-20 minutes in length; can be unannounced, but must be open/obvious to teacher
- Informal Observation Reflection Conference within 3 school days
- Form D: **mandatory**; completed collaboratively, submitted by appraiser
- **September 21- April 15**

Formal Observation Cycle

- At least two (2), no more than three (3) per year
- Must include Planning, Observation, and Reflection within a two-week calendar time frame
 - If one side is unable to carry out a scheduled observation, the process restarts
- **3 weeks** between cycles
- Form C: **mandatory**; completed collaboratively, submitted by appraiser
- **September 21- April 15**

Benchmark

- To occur late spring, or by **September 30** of the subsequent year
- Can be included in summative conference
- Form F: optional

Summative

- Form J: **mandatory**; completed by appraiser
- Form I: optional; completed by appraiser

Student Learning Objective (SLO)

- 2 completed per year
- Submitted in TAP system by **March 1, 11:59 PM**

Pre-Tenured Years 3 & 4

Foundational Observation (optional)

- To precede a Foundation Conference by no more than 5 school days
- To be completed **September 3-30**
- Forms: NONE

Professional Growth

- Mutually determine one (1) goal linked to the Framework
- Reflected on at the end of the year
- Form E: **mandatory**; completed by teacher
- Form F: optional; completed by teacher

Informal Observation Cycle

- At least one (1) per year
- 15-20 minutes in length; can be unannounced, but must be open/obvious to teacher
- Informal Observation Reflection Conference within 3 school days
- Form D: **mandatory**; completed collaboratively, submitted by appraiser
- **September 21- April 15**

Formal Observation Cycle

- At least two (2), no more than three (3) per year
- Observer must tell the teacher how many observations will occur by **September 30**
- Must include Planning, Observation, and Reflection within a two-week calendar time frame
 - If one side is unable to carry out a scheduled observation, the process restarts
- **3 weeks** between cycles
- Form C: **mandatory**; completed collaboratively, submitted by appraiser
- Forms A/B: optional; completed by teacher
- **September 21- April 15**

Benchmark

- To occur late spring, or by **September 30** of the subsequent year
- Can be included in summative conference
- Form F: optional

Summative

- Form J: **mandatory**; completed by appraiser
- Form I: optional; completed by appraiser
- Form F: optional; completed by teacher

Student Learning Objective (SLO)

- 2 completed per year
- Submitted in TAP system by **March 1, 11:59 PM**

Tenured Staff

Professional Growth/Benchmark

- Teacher determines one (1) goal linked to the Framework
- Reflected on at the end of the year
- Form G: **mandatory**; completed by teacher
- Form H: optional; completed by teacher

Informal Observation Cycle

- Administrator has the option to conduct an informal
- 15-20 minutes in length; can be unannounced, but must be open/obvious to teacher
- Informal Observation Reflection Conference within 3 school days
- Form D: **mandatory**; completed collaboratively, submitted by appraiser
- **September 21- April 15**

Formal Observation Cycle

- At least one (1) every **two years**
- Observer must communicate to the teacher how many observations will occur by September 30
- Must include Planning, Observation, and Reflection within a two-week calendar time frame
 - If one side is unable to carry out a scheduled observation, the process restarts
- **3 weeks** between cycles
- Form C: **mandatory**; completed collaboratively, submitted by appraiser
- Forms A/B: optional; completed by teacher; **mandatory** in that they will be used as guides for reflective discussions
- **September 21- April 15**

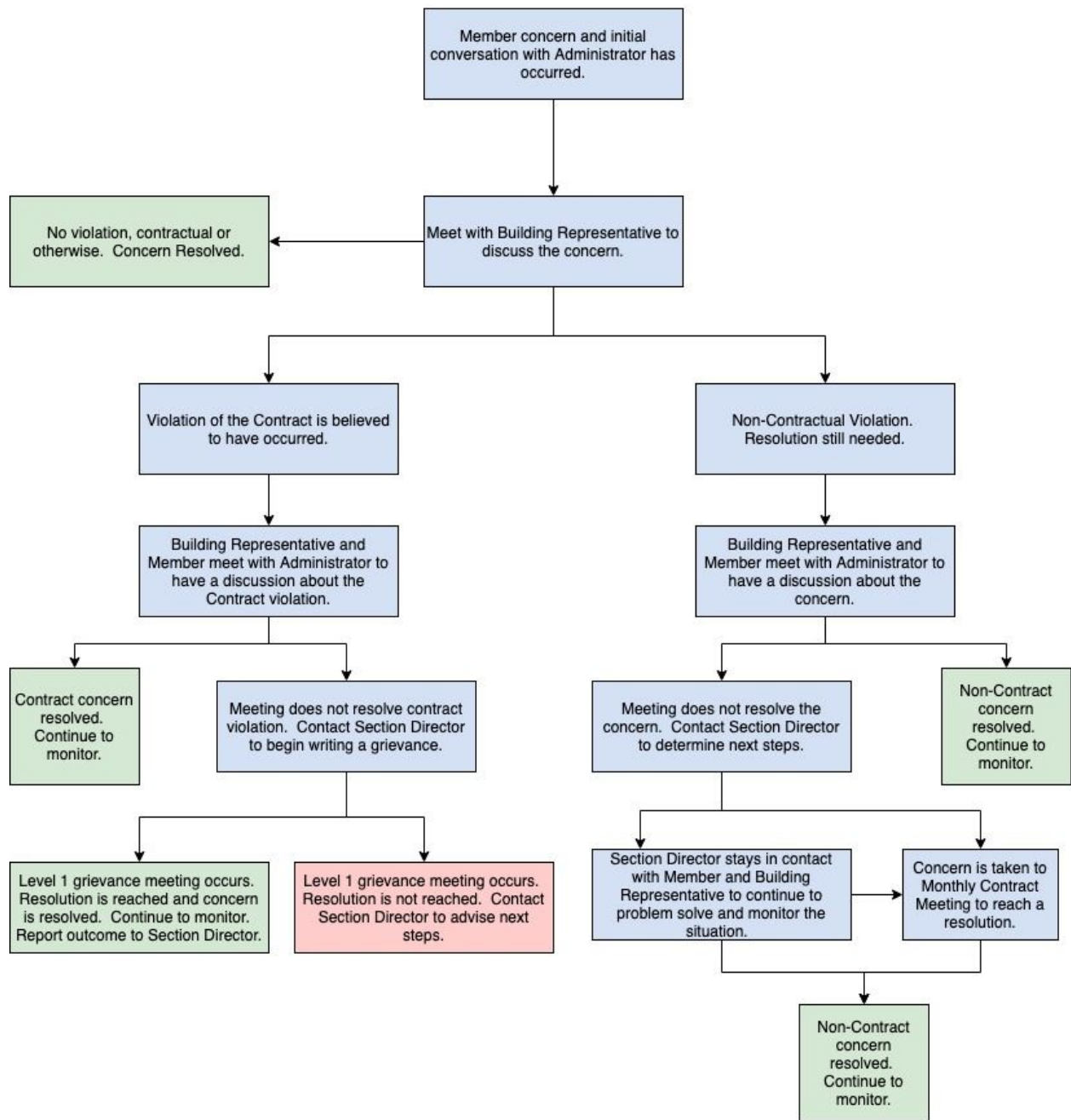
Summative

- At least one (1) every **two years**
- Form J: **mandatory**; completed by appraiser
- Form G: optional; completed by teacher
- Form I: optional; completed by appraiser

Student Learning Objective (SLO)

- 2 completed per summative cycle (**2 years**)
- Submitted in TAP system by **April 15, 11:59 PM** of the summative year

ETA Member Concern Flow Chart



GRIEVANCE PROCESSING HANDBOOK

What Is a Grievance?

A grievance is any claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided (The Elgin Agreement - Article V).

*Members should be aware that if a teacher has a complaint against another teacher, it is **not** the Association's business to resolve it unless it can be turned into a complaint against administration, although a conscientious building rep may try to mediate informally.*

Members should always endeavor to resolve issues prior to going through the formal grievance process.

Is It a Grievance?

The following steps should be followed by the ETA Member Representative to determine if the problem should be solved by the grievance process.

Step 1: Discuss the incident with the teacher.

Step 2: Take notes on the incident.

Step 3: Does the problem violate the contract or warrant a resolution?

Step 4: **The teacher should discuss the incident with the supervisor to seek resolution to the problem.** The teacher may want a Rep to attend the discussion.

Step 5: If the result of the discussion is not satisfactory, record the result and the reason given by the supervisor and proceed to the chart below.

IT DOES VIOLATE THE CONTRACT	IT DOES NOT VIOLATE THE CONTRACT
<ul style="list-style-type: none"><input type="checkbox"/> Determine the contractual basis for the grievance in section C of the grievance form and follow the problem solving flowchart. The grievance must be filed within ten working days of the incident.<input type="checkbox"/> Whenever possible, quote the contract. Don't argue your case. Be simple and brief.<input type="checkbox"/> In Section D, state how the violation can best be resolved. Be realistic but don't sell yourself short. Resolution should be proportional to the violation.	<ul style="list-style-type: none"><input type="checkbox"/> After completing steps one through five, the incident does not violate the contract but you think it violates;<ul style="list-style-type: none"><input type="checkbox"/> The law<input type="checkbox"/> Past Practice<input type="checkbox"/> Employer Responsibility - health and safety<input type="checkbox"/> Administration or school board rules, or is<input type="checkbox"/> Discrimination or harassment of the member <p>Call the ETA Office to discuss further options.</p>

Tips for ETA Member Representative

When a Member comes to you with a grievance:

- Get all the facts.
- Check the Elgin Agreement for contract violations.
- Talk with other non-administrative employees to gather additional information.
- Don't judge a grievance yourself. Represent the interest of the aggrieved.
- Don't go into the meeting with the supervisor alone. Take the member with you unless you and the member agree it's not advisable.
- Don't humble yourself. You represent the Association. This is a meeting or conference between equals.
- Start by getting the administrators view. Ask neutral questions of the administrator.
- If new facts don't prompt a change in your strategy, state why the Association disagrees and what is desired (nature of complaint and remedy sought).
- Caucus when there are fresh facts or new ideas, when a change in strategy is needed, or when things need to cool off.
- Don't get sidetracked. Stick to the facts and to what is wanted.
- If you disagree, disagree amicably.
- If the administrator refuses an informal settlement, file a grievance.
- Don't make deals with the administrator. Don't trade away some of the member's rights to gain others.
- The ETA Grievance Committee must be notified of any adjustment or resolution of the grievance (Section 5.6).

Possible Sources of Information

The **Elgin Agreement** - Our Contract

The **Teacher** who has the grievance

Fellow teachers

Other witnesses to the grievance

Building Reps and Grievance Committee Members - They can supply ideas about similar grievances in the past.

Principal or other supervisors - Speak informally about the grievance with the administrator so you will have a better idea of the facts from both teacher and administrator.

Documentation - These can include seniority lists, classes taught, absentee records, medical records, school policy, emails, written reprimands, teacher evaluations, etc.

Union Records - These can include past Association contracts, past grievance files, etc.

Completing the Grievance Report Form

The grievance becomes a formal grievance when reduced to writing by completing the grievance report form.

1. **Grievance #** is the Building/Department to which the grievance is assigned and the number of grievances filed in that building/department followed by the school year. For example, the first grievance filed at Abbott this year would be numbered Abbott 1-19-20.
2. **Part A** should be the date the grievance occurred or the date the grievant(s) had knowledge of the event giving rise to the grievance.
3. **Part B** notes the date of a discussion, if any, between the grievant and the immediate supervisor. Since an informal step is not required, it can be filled in by stating, "Not Necessary."
4. **Part C** is for recording all sections of the Agreement that may have been violated. Be concise. Stick to the facts. Utilize the contract language in the statement of the alleged violation. The purpose of the grievance form is to file a complaint on a timely basis and to begging the grievance process. The grievance hearings are the proper place for all the facts and arguments to be presented. It is not necessary nor advisable to "argue the case" on the grievance form.
5. **Part D** is the description of what would resolve the complaint or what settlement is acceptable. The relief sought should be reasonably and rationally related to the seriousness of the matter being grieved.
6. **Part E** is the disposition or action of the person who initially received the grievance.
7. **Part F** indicates whether the action on the part of the supervisor under Part F is satisfactory (acceptable) or unsatisfactory (unacceptable).
8. When the grievance is initially filed, one copy should be given to the immediate supervisor, one to the grievance, one to the faculty representative, and one should be sent to the ETA office.

GRIEVANCE REPORT FORM

District U-46

Grievance # _____

Distribution of Form:

1. Superintendent
2. Immediate Supervisor
3. Association
4. Teacher

Submit to Supervisor in Quadruplicate

School or Department Assignment Name of Grievant Date Filed

STEP I

- A. Date Cause of Grievance Occurred _____
- B. Date of Discussion of Grievance with Immediate Supervisor _____
- C. Contract Items Violated with Statement of Violation:
- D. Relief Sought:
- E. Disposition by Supervisor:
- F. Position of Grievant:

Signature Date

Signature Date

Signature Date

If additional space is necessary for any of the above statements, attach additional sheet.

Advocacy

The initial duty of the Association in grievance processing is to be the advocate of the grievant. The Association ought to spell out the probability of success to each grievant. But, if the grievant wishes to press the grievance, they have a right to individually file a grievance.

Each Association ought to operate from some basic premises:

- 1) If a grievant thinks he/she has a grievance, he/she has a grievance. Solutions may be worked out at any of the steps.
- 2) From a strict contractual standpoint, a grievance has merit if the assumption is made that all the facts are true and such will mean a violation of the contract.
- 3) No grievance shall be adjusted without prior notification to the Association and opportunity it's for an Association representative to be present (Section 5.6). The Association should be notified of a resolution of the grievance and have the opportunity to be present.

ETA BYLAWS (REVISED 03/07)

Article I

NAME

The name of this organization shall be the Elgin Teachers Association and shall be referred to in the Bylaws as the Association.

Article II

PURPOSE

Section 1 To work for the welfare of children and the advancement of public educational opportunities for all.

Section 2 To develop, secure, and maintain adequate compensation and terms and conditions of employment for all individuals represented by the Association in formal negotiations with the Board of Education.

Section 3 To promote within the teaching group the highest type of professional practices; to encourage active participation of all teachers in the solution of school problems; to urge all members to be progressive students of education; to develop a genuine spirit of professional ethics.

Section 4 To enable members to speak with a unified voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education, other legally constituted authorities, and the public.

Article III

MEMBERSHIP

Section 1 Any person represented by the Association in formal negotiations with the Board of Education is eligible for Active Membership in this Association with full rights and responsibilities. Active Membership shall be continuous until the member is no longer represented by the Association in formal negotiations with the district, resigns from the Association, or fails to pay membership dues.

Section 2 Active members who have retired from active employment in the school district may become Honorary Members of this Association with rights and responsibilities determined by the Representative Assembly.

Section 3 According to the disciplinary procedures adopted by the Representative Assembly, any member may be disciplined for willfully violating a provision of the Association Bylaws or for engaging in conduct injurious to the Association or its purpose.

Article IV

ELECTIONS COMMITTEE

Section 1 APPOINTMENTS

- A. An Elections Committee shall be appointed by the President subject to approval by the Board of Directors.
- B. The Elections Committee shall consist of a Chair and at least four other members and shall not include any member who is currently serving or is seeking an Association Office or Directorship.
- C. Any member whose name appears on the ballot shall not participate in the ballot tabulations.
- D. The Elections Committee shall be appointed for a two year term.
- E. If a vacancy occurs in the Elections Committee, the President shall appoint, subject to approval by the Board of Directors, a member to fill the unexpired term of that position.

Section 2 ELECTION PROCEDURES

- A. Any Association member may become a candidate for Director, Officer, or a delegate to an affiliate Representative Assembly by one of two processes:
 - 1. Any member shall file a statement of intent to become a candidate, specifying the position sought, with the Elections Committee, according to the timeline specified by the Elections Committee. The statement of intent shall require the signature of the member.
 - 2. Any Association member may nominate another Association member by filing a statement of intent to become a candidate, specifying the position sought, with the Elections Committee, according to the timeline specified by the Elections Committee. The statement of intent shall require the signature of both the nominator and nominate.
- B. All elections for Officers, Directors and Delegates to affiliate Representative Assemblies shall be conducted by secret ballot with provisions made for write-in votes.
- C. Upon request by any candidate for Officer, Director or Delegate to an affiliate Representative Assembly, the Association office shall print and distribute, exactly as submitted by the candidate, a 50 word or less candidate statement.
- D. Upon request by any candidate for Officer, Director or Delegate to an affiliate Representative Assembly, the Association office shall print and distribute, exactly as submitted by the candidate, a piece of campaign literature printed on one side of paper not to exceed 8 1/2" by 11".
- E. Positions on the ballot shall be determined by lot.

- F. Section Directors shall be elected by the members in the section and at the level to which they are assigned.
- G. The Ethnic Minority Director shall be elected by the ethnic minority members of the Association. Ethnic minority shall include American Indian/Alaskan Native, Asian, Native Hawaiian, or other Pacific Islander, Black and Hispanic. Other ethnic and cultural backgrounds may be appropriately categorized as ethnic minority as well.
- H. All procedures not specified in this Article for Association elections shall be determined by the Elections Committee subject to approval by the Board of Directors.

Section 3 ELECTION CHALLENGES

- A. Any member may challenge election results by submitting in writing to the Elections Committee the basis for the challenge. The challenge must be submitted within ten school days of the issuance of the election results.
- B. The Elections Committee shall make a determination within ten school days of receiving the challenge.
- C. If the challenger wishes to appeal the Elections Committee's determination, he/she must notify the President within five school days. At its next regularly scheduled meeting, the Representative Assembly shall rule on the challenge. The Representative Assembly shall be the final authority on all election challenges.
- D. Any member directly involved in the challenge may not be involved in determining the outcome of that challenge.

Article V

OFFICERS

Section 1 COMPOSITION

- A. Officers - The Officers of the Association shall be a President, a First Vice-President, a Second Vice-President, a Secretary and a Treasurer, each of whom shall be an active member of the Association.
- B. Full Time President - The office of President shall be a full time, elected position. The President shall take a full time Association leave.

Section 2 TERMS

- A. The Officers shall be elected for two-year terms. The President, First Vice-President, and Second Vice-President shall run as a single slate. The Secretary and Treasurer shall not be elected in the same year as the President, First Vice-President and Second Vice-President.

- B. There shall be no limit to the number of terms an Officer may serve.
- C. All Officers shall assume office at the regular June meeting of the Board of Directors.
- D. The President, First Vice-President, and Second Vice-President shall be delegates to the IEA and NEA Representative Assemblies during their terms in office. NEA Representative Assembly during their term(s) in office, and they shall be delegates to the IEA Representative Assembly during the first year of their term(s) and run as delegate candidates during the second year of their term(s).
- E. The President shall receive an annual honorarium equal to 0.25 of the beginning salary.
- F. The First Vice-President and the Second Vice-President shall each receive an annual honorarium of 0.11 of the beginning salary.
- G. The Secretary and the Treasurer shall each receive an annual honorarium of 0.11 of the beginning salary.

Section 3 *POWERS AND DUTIES*

- A. The President shall:
 - 1. Preside at all meetings of the Board of Directors, Representative Assembly and General Membership.
 - 2. Act with the Secretary or UniServ Directors as the legal executive officers of the Association.
 - 3. Appoint or remove Association committee chairpersons, subject to the approval of the Board of Directors; appoint or remove all other Association committee members with the advice of the respective chairperson and the approval of the Board of Directors.
 - 4. Appoint, subject to the approval of the Board of Directors, representatives to conventions, conferences, institutes and other worthwhile meetings except as provided elsewhere in the Bylaws.
 - 5. With the UniServ Directors, represent the Association before the public either personally or through delegates.
 - 6. Call special meetings of the Board of Directors, Representative Assembly, or General Membership when necessary.
 - 7. Appoint the spokesperson and other representatives to represent the Association in negotiations with the Board of Education, subject to the approval of the Representative Assembly.
 - 8. Serve as an advisory only, nonvoting member of all committees.
 - 9. Prepare and recommend an Association program and budget for adoption by the Representative Assembly at its September meeting.

10. Annually appoint a Grievance Committee subject to the approval of the Board of Directors.
 11. Present at the September Representative Assembly a yearlong calendar of all regular meetings of the Representative Assembly and the Board of Directors.
 12. Perform all other functions usually attributed to this office not in conflict with the Bylaws.
- B. The First Vice-President shall:
1. Assume such duties and responsibilities as delegated by the President.
 2. Assume the duties of the President in case of the absence or incapacity of that officer or in the event that office becomes vacant between elections as provided in Article V, Section 4, Paragraph A, of the Bylaws.
- C. The Second Vice-President shall:
1. Assume such duties and responsibilities as delegated by the President.
- D. The Secretary shall:
1. Keep accurate minutes of all meetings of the Board of Directors, Representative Assembly, and General Membership.
 2. Supervise and coordinate all membership activities of the organization.
 3. Maintain an accurate roll of Association members, Representative Assembly members, and the Board of Directors members, and call the respective roll when requested by the presiding officer.
 4. Act with the President and UniServ Directors as the legal executive officers of the Association.
 5. Perform all other functions usually attributed to this office or as requested by the President not in conflict with the Bylaws.
- E. The Treasurer shall:
1. With the UniServ Directors, be responsible for the safekeeping, expenditures, and reporting of all funds of the Association as authorized by the Board of Directors or Representative Assembly.
 2. Keep accurate financial records according to a system approved by the Board of Directors.
 3. Submit an annual written financial statement of budgeted amounts to the Representative Assembly and the Board of Directors at the end of the fiscal year, August 31.
 4. Report to the Board of Directors any expenditures in excess of any

segment of the budget.

5. Make recommendations to the Board of Directors for short and/or long term investment of Association funds.
 6. Perform all other functions usually attributed to this office or as requested by the President not in conflict with the Bylaws.
- F. The Officers shall have such other powers and duties as the Representative Assembly may determine. Such powers and duties shall not be in conflict with the Bylaws.

Section 4 VACANCIES

- A. Whenever the office of President becomes vacant between elections, the First Vice-President shall serve as President and the Second Vice-President shall serve as First Vice-President for the remainder of the unexpired term of office. The Board of Directors may elect one of its members to serve as Second Vice-President pro tempore until the Representative Assembly elects a Second Vice-President to fill the unexpired term.
- B. Whenever the office of 1st Vice-President becomes vacant between elections, the 2nd Vice-President shall serve as 1st Vice-President for the remainder of the unexpired term of office. The Board of Directors may elect one of its members to serve as 2nd Vice-President pro tempore until the Representative Assembly elects a 2nd Vice-President to fill the unexpired term.
- C. Whenever an office other than President or 1st Vice-President becomes vacant between elections, the Board of Directors shall elect one of its members to serve in the vacant office pro tempore until the Representative Assembly elects a person to fill the unexpired portion of the term of the vacant office.

Section 5 RECALL

Whenever two-thirds of the Board of Directors shall agree that an officer has been grossly negligent of his/her duties as defined in the Bylaws or is incapacitated, they shall recommend to the Representative Assembly that the office be declared vacant. Upon a two-thirds vote of the Representative Assembly that office shall be vacant and shall then be filled as provided in Article V, Section 4, of the Bylaws. The recall process may be initiated by a petition of ten percent of active members, any member of the Board of Directors, or a majority vote of the Representative Assembly.

Article VI

BOARD OF DIRECTORS

Section 1 COMPOSITION

- A. The Board of Directors shall consist of the Officers, Section Directors, Ethnic Minority Director and the IEA Regional Chair and Vice Chair (if that Chair and/or

Vice Chair are Association members).

Section 2 MEETINGS

- A. The Board of Directors shall meet regularly prior to each regular Representative Assembly meeting.
- B. Special meetings of the Board of Directors may be called by the President or by petition of twenty percent of the members of the Board.
- B. Meetings of the Board of Directors shall be open to the members of the Association and to Board invited guests unless the Board, by a majority vote of its entire membership, declares the meeting to be closed.

Section 3 POWERS AND DUTIES

- A. The Board of Directors shall:
 - 1. Declare when an office is vacant between elections and fill the unexpired portion of the term of that office as provided in Article V, Section 4, of the Bylaws. Declare when a Directorship is vacant between elections and fill the unexpired portion of that term as provided in Article VII, Section 4.
 - 2. Approve the appointment or removal of all Association committee chairpersons and members.
 - 3. Approve a system for the keeping of accurate financial records by the Treasurer.
 - 4. Authorize an audit of the Association financial records. The audit shall be conducted in the fall of even numbered years by a Certified Public Accountant with no direct connection to the Association.
 - 5. Approve the agenda of regular Representative Assembly meetings at least one week prior to the meeting.
 - 6. Certify all Association petition signatures.
 - 7. Report its transactions regularly to the Representative Assembly.
 - 8. Present to the Representative Assembly for approval each November a section apportionment plan based as equally as possible on membership, with consideration given to the geographical location of schools and to representation from elementary, middle and high schools and other areas represented.
 - 9. Hire, evaluate, and/or dismiss staff needed to carry out the functions of the Association.
 - 10. Constitute the IEA Regional Council.
 - 11. Have such other powers and duties as the Representative Assembly may determine not in conflict with the Bylaws.

- B. The Board of Directors may:
1. Recommend action to the General Membership, the Representative Assembly, other committees or to other constituent bodies of the Association.
 2. Call special meetings of the General Membership, Representative Assembly, Sections, or other constituents of the Association.
 3. Request regular reports from committees to the Board of Directors and to the Representative Assembly.
 4. Suspend or expel from membership any member who shall have willfully violated a provision of the Association Bylaws or engaged in conduct injurious to the Association or its purpose and reinstate an individual who has previously been suspended or expelled from membership, according to the procedures adopted by the Representative Assembly.
 5. Rule on membership eligibility questions.
 6. Recommend affiliation with other educational organizations.
 7. By a two-thirds vote, recommend to the Representative Assembly that an Officer or Director has been grossly negligent of his/her duties as defined in the Bylaws and that that position should be declared vacant.

Article VII

DIRECTORS

Section 1 COMPOSITION

- A. Each Director shall be an active member of the Association.
- B. A Section Director shall be elected in the section and at the level to which he/she is assigned.
- C. The Ethnic Minority Director shall be elected by the Ethnic Minority members of the Association.

Section 2 TERMS

- A. Directors shall be elected for two-year terms. Section Directors of the even numbered sections and Ethnic Minority Director shall be elected in the spring of even numbered years. Section Directors of odd numbered sections shall be elected in the spring of odd numbered years.
- B. Directors shall assume office at the regular meeting of the Board of Directors in June.
- C. A Director may succeed himself/herself in that position.

Section 3 *POWERS AND DUTIES*

- A. Section Directors shall:
 - 1. Serve as members of the Board of Directors and the ETA Representative Assembly.
 - 2. Preside over all Section meetings of Association Representatives or General Membership.
 - 3. Promote direct communication among Association Representatives and members in his/her section and the Board of Directors.
 - 4. Implement, in cooperation with the members of that school or district-wide department, recall procedures for an Association Representative or Alternate Association Representative.
 - 5. Assume such other powers and duties as may be determined by the Representative Assembly or Board of Directors. Such powers shall not be in conflict with the Bylaws of the Association.

- B. Ethnic Minority Director shall:
 - 1. Serve as a member of the Board of Directors and the ETA Representative Assembly.
 - 2. Promote direct communication among the ethnic minority members and the Board of Directors.
 - 3. Be a delegate to the IEA Representative Assembly during his/her term in office.
 - 4. Assume such other powers and duties as may be determined by the Representative Assembly or Board of Directors. Such powers shall not be in conflict with the Bylaws of the Association.

Section 4 *VACANCIES*

- A. Whenever a Section Director position becomes vacant between elections, the Association Representatives of that Section shall elect an eligible person to fill the unexpired portion of the term of that vacant position. Directors elected to fill unexpired terms shall assume office immediately upon election.

- B. Whenever the Ethnic Minority Director position becomes vacant between elections, there shall be a special election to fill the unexpired portion of the term of the vacant position.

Section 5 *RECALL*

Whenever two-thirds of the Board of Directors shall agree that a Director has been grossly negligent of his/her duties as defined in the Bylaws or is incapacitated, they shall recommend to the Representative Assembly that the position be declared vacant. Upon a two-thirds vote of the Representative Assembly that position shall be vacant

and shall then be filled as provided in Article VII, Section 4, of the Bylaws. The recall process for Section Directors may be initiated by a petition of twenty percent of that Section Director's constituency or any member of the Board of Directors. The recall process for the Ethnic Minority Director may be initiated by a petition of twenty-five active members of the Ethnic Minority Director's constituency or any member of the Board of Directors.

Article VIII

REPRESENTATIVE ASSEMBLY

Section 1 COMPOSITION

The Representative Assembly shall consist of all Association Representatives and the Board of Directors.

Section 2 MEETINGS

- A. The Representative Assembly shall meet in regular session monthly, September through May, excluding December. In the event that school is closed for any type of emergency on the day of a scheduled Representative Assembly meeting, the Representative Assembly meeting shall be rescheduled.
- B. Special meetings of the Representative Assembly may be called by the President, the Board of Directors, or by petition of twenty percent of the members of the Representative Assembly.
- C. Meetings of the Representative Assembly shall be open to all Association members.

Section 3 POWERS AND DUTIES

- A. The Representative Assembly shall:
 - 1. Hear and act upon reports from Officers, Board of Directors, and committees of the Association.
 - 2. Receive and act upon petitions and election disputes not satisfactorily resolved by the Elections Committee.
 - 3. Enact an annual budget for the Association at the regular September meeting.
 - 4. Approve a section apportionment plan each year.
 - 5. Elect a person to fill vacant offices as provided in the Bylaws.
 - 6. Adopt procedures and policies for the management of the Association.
 - 7. Set the annual dues for Active and Honorary membership in the Association and determine the rights and responsibilities of Active and

Honorary members.

8. Adopt procedures for the discipline of members.
 9. Elect a Contract Improvement Committee.
 10. Approve the President's appointments of the spokesperson and other representatives to represent the Association in negotiations with the Board of Education.
 11. Receive and act upon any written contract agreement prior to presentation of said tentative agreement to the general membership.
 12. Have all the other powers and duties necessary to the achievement of the purposes of the Association which are not specifically delegated to other official bodies by or prohibited by the Bylaws.
- B. The Representative Assembly may:
1. Refer action to the General Membership.
 2. By a two-thirds vote and upon recommendation of the Board of Directors, declare the position of an Officer, Director, or Association Representative vacant whenever that individual has been grossly negligent of his/her duties as defined in the Bylaws.

Article IX

ASSOCIATION REPRESENTATIVES

Section 3 POWERS AND DUTIES

- A. Association Representatives shall:
1. Attend all regular and special meetings of the Representative Assembly and notify the alternate Association Representative when he/she cannot attend.
 2. Conduct himself/herself as a teacher advocate according to the policies and the best interests of the Association, and represent the Association in his/her constituency.
 3. Assist in enrolling members in the Association.
 4. Provide information about the Association to the members.
 5. Communicate suggestions and recommendations from his/her constituents to the respective Association constituent body.
 6. Promptly distribute all materials from the Association.
 7. Orient new Association members to Association services and activities.

8. Provide a channel through which Association services may be obtained by members.
9. Be familiar with all aspects of ***The Elgin Agreement***.
10. Handle grievances in his/her constituency in accordance with the provisions in ***The Elgin Agreement***.
11. Call meetings, when necessary, of members in his/her school or department to conduct Association business.
12. Assume such other powers and duties as may be determined by the Representative Assembly or Board of Directors not in conflict with the Bylaws.

Section 4 VACANCIES

Whenever an Association Representative position becomes vacant, the constituent Association members shall elect an eligible member to fill the unexpired portion of that term.

Section 5 RECALL

- A. Whenever two-thirds of his/her constituency shall agree that an Association Representative or Alternate Association Representative has been grossly negligent of his/her duties as defined in the Bylaws or is incapacitated, that position shall be declared vacant. The position shall be filled as provided in Article IX, Section 4, of the Bylaws.
- B. Such recall procedures shall be implemented by that constituency's Section Director, in cooperation with the members of that school or district-wide department.

Article X

GENERAL MEMBERSHIP

Section 1 General Membership meetings may be called by the President, the Board of Directors, the Representative Assembly, or by written request of ten percent of the membership.

Section 2 Notice of a General Membership meeting, including the purpose, date, time and place shall be given to the members not later than forty-eight hours prior to the meeting except in an emergency determined by the Board of Directors.

Article XI

QUORUM

Section 1 A majority of the regular members of any appointed or elected body of the Association shall constitute a quorum for the transaction of business of that body.

Section 2 The members present shall constitute a quorum at all General Membership meetings.

Section 3 Representation from a majority of sites, which have elected Association Representatives, shall constitute a quorum for the transaction of business of the Representative Assembly.

A. A majority of the regular members of the Association Board of Directors/Region Council shall constitute a quorum for the transaction of business of that body.

Article XII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the authority governing all matters of procedure not otherwise provided for in the Bylaws.

Article XIII

AFFILIATION

The Association shall affiliate with the Illinois Education Association under its rules and the National Education Association under its rules.

Article XIV

AMENDING PROCEDURES

Section 1 Amendments to these Bylaws may be proposed at any regular Representative Assembly meeting by any member of the Assembly or by petition of ten Association members.

Section 2 Proposed amendments to these Bylaws shall be received in writing by Representative Assembly members at least fourteen school days prior to the meeting at which time action will be taken on the amendments.

Section 3 An affirmative vote by 2/3 of the Representative Assembly members voting shall be required for the amendment to be considered for adoption by the Association

membership.

Section 4 An amendment proposed and approved for final consideration shall be published and distributed to Association members at least ten school days prior to the balloting on the amendment. Such balloting shall occur not later than thirty school days after approval by the Representative Assembly. Voting shall be conducted by secret ballot at the sites.

Section 5 An affirmative vote of two-thirds of those members voting shall be required to amend these Bylaws.

Section 6 Unless otherwise specified in the motion to amend these Bylaws, any amendment shall become effective immediately following its adoption.

ROBERT'S RULES OF ORDER

The following are common sayings that you may use in meetings with the ETA.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: "*I move that (or "to") ...*" and resumes his seat.
- Another member seconds the motion: "*I second the motion*" or "*I second it*" or "*second*".
- The chair states the motion: "*It is moved and seconded that ... Are you ready for the question?*"

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
 - When debating your motions:
 - Listen to the other side
 - Focus on issues, not personalities
 - Avoid questioning motives
 - Be polite
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madam Chairman, I move that _____ ."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madam Chairman, I move that the motion be amended by adding the following words _____ ."
- After recognition, "Madam Chairman, I move that the motion be amended by striking out the following words _____ ."
- After recognition, "Madam Chairman, I move that the motion be amended by striking out the following words, _____ , and adding in their place the following words _____ ."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madam Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madam Chairman, I move to postpone the question until _____ ."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam Chairman, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam Chairman, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed, or you are against a motion just proposed and want to learn who for and who is against the motion.

- After recognition, "Madam Chairman, I move to postpone the question indefinitely."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam Chairman, I ask permission to withdraw my motion."

RECESS

You want to take a break for a while.

- After recognition, "Madam Chairman, I move to recess for ten minutes."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madam Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

Talking Points About the ETA

Common concerns and possible responses

Dues are too much

- Your dues are used to support our local volunteers, such as reps, and for local PD
- Your dues pay for the expertise in negotiations, PR, legal rights, training partners, and issue updates
- Your dues provide access to larger resources such as NEA supports, legal updates, and career programs
- Your dues allows the ETA to access financial benefits

The union doesn't have any power

- The number of individuals is what our power is when we act as a collective
- District Admin and BOE both continue to ask for our members to advise and perform leadership roles, which allows teacher voice and power
- ETA has BOE communication teams and has access to all district committees to guarantee teacher voice at all levels

I don't have any time

- If all of us are involved, then that is more time for everyone
- We all need to help out and do just part of the work
- You being involved lessens the amount of time that you, and others, have to devote to the many issues that we have
- Being involved allows us to share experiences and moments and better the profession

The message we want to leave with each member: **We want you. Not just your money, but your ideas, passion, energy, desire, and voice. *Money without you leaves us without people.***