

**CHARTERING A NEW  
RETIRED CHAPTER  
WITH  
ILLINOIS EDUCATION ASSOCIATION-RETIRED**

**FORWARD**

Congratulations on your decision to become another Retired Chapter of IEA-NEA. You are becoming participating members of the largest organization for education personnel in Illinois and the nation. To become a chartered retired chapter within IEA-NEA, you must:

- A. Meet the standards for affiliation adopted by the IEA-NEA Board of Directors and the NEA.
- B. Adopt a chapter Constitution and Bylaws that are in conformance with IEA-NEA Bylaws.
- C. Elect central officers of your retired chapter.
- D. Complete and forward to the staff liaison for retirees applications for a charter with two copies of your Constitution and Bylaws.

The purpose of this handbook is to provide guidelines to aid you in completing these four steps. After the charter applications have been sent to the IEA-NEA, the Board of Directors will consider the request at its next regularly scheduled meeting.

# ILLINOIS EDUCATION ASSOCIATION

## CHARTERING STANDARDS

### 1. STANDARDS

A retired chapter may be chartered by the Illinois Education Association-NEA and thereafter be known as a chartered education association retired chapter and may receive and retain a charter if the chapter continues to meet the following conditions:

- A. The retired chapter Constitution and Bylaws shall not conflict with those of the IEA-NEA or the NEA.
- B. The retired chapter guarantees that it will conduct all elections with open nominations and a secret ballot.
- C. A proposed chapter with fewer than twenty-five (25) potential members has made every effort to combine with adjacent locals to form an all-inclusive chapter until the membership potential reaches twenty-five (25).

### 2. PROCEDURES

- A. A completed application for charter shall be submitted to the staff liaison for retirees who will review the application and submit it to the Director of Field Services. The Director will make his/her recommendation to the Executive Director, who will present the application and staff recommendations to the Board of Directors. Upon approval by the Board of Directors and the National Education Association (if applicable), a charter shall be granted.
- B. The Council of Retirees shall review its associations' Constitutions and Bylaws at least once every five (5) years.
- C. A charter of a retired chapter may be suspended or revoked at any time by a majority vote of the Board of Directors of the IEA-NEA if the retired chapter fails to meet any of the standards for chartering for a period of one (1) year or more.
- D. Any retired chapter which admits to its membership individuals eligible for state and/or national membership without requiring them to join the state and national shall be subject to immediate revocation of charter and all benefits derived from same.

## CHAPTER 1

### DEVELOPING A GOVERNANCE STRUCTURE: CREATING YOUR CONSTITUTION & BYLAWS

#### HOW TO PROCEED

Once a decision has been made to charter a retired chapter with IEA-NEA:

- A local committee is formed to draft a proposed Constitution and Bylaws for the retired chapter.
- A general membership meeting is held to review and/or amend the proposal and vote to ratify the retired chapter's Constitution and Bylaws.
- Retired chapter officers are elected by the membership pursuant to the adopted Constitution and Bylaws.
- The retired chapter charter applications for affiliation with IEA and NEA are completed and forwarded to the staff liaison for retirees.
- Most IEA-NEA chapters manage their associations in a very business-like manner -- because experience indicates that retired chapters are most effectively governed in this manner. IEA-NEA's only requirements are: that the one-person, one vote concept be used and that elections for officers be conducted by secret ballot.

Though all chapters operate somewhat differently, IEA-NEA associations have some common characteristics. For example:

- The day-to-day business of the Association is conducted by an Executive Committee. This group is composed of the elected officers and other elected members or committee chairpersons.
- The ultimate governing body of any responsible retired chapter is the general membership which meets regularly. The general membership sets the goals of the chapter, and is the final decision-making body of the chapter.
- At any given time, several standing or ad hoc committees will be operating on behalf of the retired chapter. Standing committees will usually include: Government Relations and Political Action.

The type of governance system outlined above insures democratic representation and the active involvement of your members. Your retired chapter, therefore, will be most effective in achieving its goals.

## CHAPTER II (cont'd.)

Following is a sample Constitution and Bylaws that you may use as a model for developing the organizational structure of your retired chapter. Remember, the only organizational mandates that IEA-NEA insists upon for approval of your charter are that:

1. The one-person, one vote rule be used in voting; and,
2. That elections for officers be conducted by secret ballot.

**SAMPLE**  
**CONSTITUTION**  
**OF IEA RETIRED EDUCATION EMPLOYEES**

**PREAMBLE**

We, the Retired Education Employees of Region(s) \_\_\_\_\_ believing that groups of retirees must institute their own self-government and secure proper recognition and responsibility for the well-being of IEA-R members, adopt this Constitution.

**I. NAME**

The name of this organization shall be the \_\_\_\_\_ IEA RETIRED EDUCATION EMPLOYEES, an affiliated unit of the Illinois Education Association-Retired/National Education Association-Retired.

**II. PURPOSE**

This retired chapter shall be dedicated to the promotion of retirement with dignity, happiness, usefulness, and adequate income through:

- (a) promoting the social, professional, economic status, and the general welfare of retired school employees;
- (b) furnishing a practical basis for united action with others who are devoted to the cause of education;
- (c) promoting voluntary participation by its members in civic and educational affairs;
- (d) encouraging members to exercise their rights and privileges as citizens, and to willingly accept leadership in civic affairs.

**III. MEMBERSHIP**

SECTION 1. All retirees who meet the active membership requirement of IEA-R and NEA-R may, upon payment of dues as herein provided, become active members of this retired chapter with full rights and privileges of membership.

SECTION 2. Active members of this retired chapter must also be members of IEA-R and NEA-R.

SECTION 2. CONSTITUTION. A two-thirds (2/3) affirmative vote of the active membership voting is required to adopt the proposed amendment which shall become effective immediately upon adoption, unless otherwise provided.

SECTION 3. BYLAWS. A majority affirmative vote of the membership voting is required to adopt the proposed amendment which shall become effective immediately upon adoption, unless otherwise provided.

# SAMPLE BYLAWS

## I. RULES

Robert's Rules of Order, Latest Edition, shall be authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

## II. MEETINGS

1. General membership meetings shall be called by the President or Board of Directors as needed; however, there shall be at least two (2) general membership meetings each year. At least seven (7) days' notice is required, specifying date, time, place and purpose of such meetings.
2. The Board of Directors shall meet at least twice during the membership year. After establishment of a calendar, the membership shall be notified of dates, times, and places of meetings.

## III. QUORUM

Those present at a duly called general, Executive Board or committee meeting of the retired chapter shall constitute a quorum.

## IV. DUTIES OF OFFICERS

1. **PRESIDENT:** Presides over meetings, appoints members of committees, is an ex-officio member of all committees except nominations and elections committee, represents the retired chapters before the public, is executive officer of the chapter, submits annual budget for consideration, and performs all other functions attributed to this office.
2. **VICE PRESIDENT:** Presides in the President's absence and performs duties as assigned by the President.
3. **SECRETARY:** Keeps accurate minutes of all meetings of the retired chapter and Board of Directors, maintains official files, and assists the President with retired chapter correspondence.
4. **TREASURER:** Deposits funds of the retired chapter and disburses them according to decisions of the Board of Directors, maintains roll of members, keeps accurate accounts of receipts and expenditures, reports to each meeting of the retired chapter and Board of Directors, prepares an annual financial statement for membership, assists in drafting the annual budget. The Treasurer shall be bonded and the chapter shall provide for an annual audit of the books.

## CHAPTER III

### COMPLETING THE CHARTER APPLICATION

Following are the Chartering Policy and Application forms for requesting a charter with the Illinois Education Association for your retired chapter. To complete this last step, the retired chapter President must:

- A) Complete, sign and detach the Retired Chapter Application for Charter with the Illinois Education Association-NEA.
- B) Complete, sign and detach the Application for Affiliation as a Retired Chapter of the National Education Association of the United States.
- C) Submit the completed applications with two (2) copies of your Retired Chapter Constitution and Bylaws to the staff liaison for retirees.



## RETIRED CHAPTER

### APPLICATION FOR CHARTER WITH THE ILLINOIS EDUCATION ASSOCIATION-NEA

The \_\_\_\_\_ Chapter, \_\_\_\_\_ County,  
Illinois, in \_\_\_\_\_ Office of the Illinois Education Association-NEA, hereby applies  
(region or regions)  
for an all-inclusive charter from the Illinois Education Association-NEA, and presents the  
following information in support of its application.

- 1. \_\_\_\_\_ YES    The Retired Chapter Constitution and Bylaws is not in conflict with those of the IEA-NEA or the NEA.
- 2. \_\_\_\_\_ YES    The Retired Chapter guarantees that it will conduct all elections with open nominations and a secret ballot.
- 3. \_\_\_\_\_ YES    If the proposed local has fewer than twenty-five (25) potential members, every effort has been made to combine adjacent districts and/or form an all-inclusive Chapter until the membership potential reaches twenty-five (25).
- 4. \_\_\_\_\_ Number of potential members.
- 5. \_\_\_\_\_ Number of members as of this date.
- 6. Date Chapter was organized: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
          President

\_\_\_\_\_ Street Address

\_\_\_\_\_ City, State Zip Code

Mail application and two (2) copies of the Constitution and Bylaws of the Retired Chapter to the staff liaison for retirees.

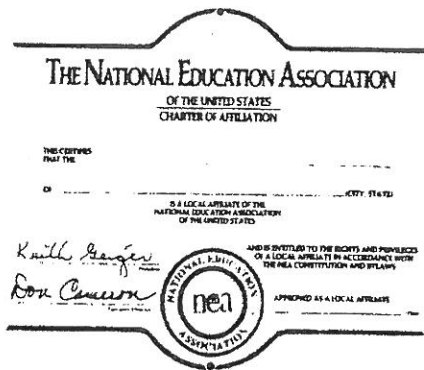
# Your Association as a Local Affiliate of the NATIONAL EDUCATION ASSOCIATION

## Application for Affiliation

A group or unit seeking affiliation with the NEA shall file an official application (see below) with NEA Affiliate Services. Applications shall include both an affirmation of the local association's compliance with NEA minimum standards for affiliation and copies of its governance documents.

## Termination of Affiliation

Under the terms of NEA Bylaw 6-5, the NEA Executive Committee is granted the power to censure, suspend, or expel affiliates pursuant to the requirements of the Constitution, Bylaws, or other written policy of the NEA.



National Education Association  
Affiliate Services — Charters  
1201 16th Street, NW  
Washington, DC 20036

APPLICATION FOR AFFILIATION AS A LOCAL AFFILIATE OF THE  
NATIONAL EDUCATION ASSOCIATION OF THE UNITED STATES  
1201 16th Street, N.W., Washington, D.C. 20036

Please type or print

Date of Application: \_\_\_\_\_

Name of Local Association \_\_\_\_\_

City or jurisdiction in which Association is located \_\_\_\_\_

President _____	Term of Office _____
	Home Phone Number _____
Address _____	Office Phone Number _____
City _____	State _____
	Zip Code _____