BIG HOLLOW COUNCIL

A COUNCIL OF THE
LAKE COUNTY FEDERATION OF TEACHERS
LOCAL 504, IFT-AFT/AFL-CIO

BY-LAWS

Dated: September 1987
Amended: April 2013
Amended: April 2015

ARTICLE I - NAME

This organization shall be known as the Big Hollow Council, a Council of the Lake County Federation of Teachers (LCFT), Local 504, IFT-AFT/AFL-CIO, hereinafter referred to as the “Union.”

ARTICLE II - MEMBERSHIP

Eligibility for membership shall conform to the Lake County Federation of Teachers, Local 504 Constitution.

ARTICLE III - MEETINGS

Section 1

The general membership of the Union shall meet at the beginning of the school year, at a time and place designated by the President and/or as the occasion arises at the call of the President, or by petition of at least five (5) of the members.

Section 2

A quorum for conducting business of the Union or committee thereof shall consist of the Chairperson and twenty percent (20%) of the Union or committee.
ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, a number of LCFT Executive Board Delegates equal to the allotted number as prescribed for in the Local 504 Constitution, one additional representative from each building: Primary, Elementary, Middle School, and a media representative.

Section 2

Should the President be unable to complete the full term of office, his/her duties and responsibilities shall be assumed by the Vice-President.

Section 3

The President shall preside over all meetings of the general membership. He/she shall either be a member of all union related committees or appoint a union executive member to fulfill this role, function as a representative during all contract negotiations, and perform such other duties as devolve upon the President.

Section 4

The duties of the Vice-President shall be designated by the President. One of these duties shall be to preside at the call of the President or in the absence of the President and to discharge all duties of the office of President. If deemed necessary and agreed upon by the executive board, the Vice-President could be appointed as Co-President.

Section 5

The Secretary is responsible for recording and keeping a file of executive meeting minutes. He/she shall also be responsible for preparing any presentations needed as well as keeping records of attendance and minutes at any general membership meetings.

Section 6

The Treasurer shall keep the financial books of the Union, which shall be reviewed monthly in the executive board meetings. He/she will also be responsible to prepare an annual budget to be submitted to the LCFT office as well as reimbursements and executive board and negotiating team stipends.

Section 7

The LCFT Executive Board Delegates shall perform such duties as outlined in the Local 504 Constitution and make timely reports of their activities to the membership.
Section 8

The duty of the building representatives will be to serve as representatives to the Executive Board and attend all Executive Board meetings.

Section 9

The duty of the media representative will be to create a quarterly newsletter and attend all Executive Board meetings. He/she will be responsible for correspondence to the general membership.

ARTICLE V - ELECTIONS

Section 1

Elections shall be held in spring, with the new term beginning at the start of the new school year. An independent Elections Committee will be formed to run elections in accordance with LCFT policy.

Section 2

The election of officers shall be by secret ballot.

Section 3

The officers shall serve for a three (3) year term. If an officer is unable to complete his/her term, the President, with consent of the Executive Board, may appoint a replacement to fill the vacancy.

ARTICLE VI - COMMITTEES

Section 1

All committees shall be appointed by the President and executive board with the approval of the general membership as needed.

Section 2

The following shall be considered as Standing Committees: Grievance, Educational Policy, and Negotiations.

Section 3

Any other committees shall be considered Special Committees.
ARTICLE VII - RULES OF ORDER

The rule of parliamentary practice comprised in Robert’s Rules of Order shall govern the proceedings of this organization, subject to the specific and special rules which have been or may be adopted.

ARTICLE VIII - AFFILIATIONS

Section 1

This Union shall maintain affiliation with the American Federation of Teachers, American Federation of Labor and Congress of Industrial Organizations, Illinois Federation of Teachers, Illinois Federation of Labor and Congress of Industrial Organizations, the Lake County Central Trades and Labor Council, the Lake County Federation of Teachers, Local 504, and any Council of IFT Locals within Lake County which may be formed to better the status of teachers and education through the resolution of mutual problems.

Section 2

Any member sent as a Union Delegate to an affiliate meeting or convention shall submit a written report on such meeting attended to the Secretary. He/she will also submit a report to the Treasurer, included in this report shall be an expense report itemizing expenses for reimbursement, subject to executive board approval.

ARTICLE IX - DUES

Section 1

Each member of the Union shall pay dues as determined in Section 4 of this Article. The dues are to maintain affiliations of this organization, under the conditions that these affiliations are acceptable to the general membership, and to support various activities in support of the purposes of the Union.

Section 2

The fiscal year of this organization shall begin January 1 and end December 31 of each year.

Section 3

Dues shall be collected and forwarded to the Treasurer of the LCFT to be maintained in one (1) treasury. Said funds shall be disbursed by the LCFT Treasurer in a manner which best serves the needs of all members of the Union.
Section 4

Council dues shall be fixed at .035% of the BA Step 1 teacher salary amount in 2006-07 and .068% of the BA Step 1 teacher salary amount in 2007-2008 and thereafter above the then current affiliate dues payable to the Treasurer before October 1, or through regular payroll deduction.

ARTICLE X - AMENDMENTS

These By-Laws may be amended by a majority vote cast by members of the general membership present at a meeting of the Union.

ARTICLE XI - AVAILABILITY OF BY-LAWS

Section 1

Three (3) copies of these By-Laws and all future amendments shall be submitted to the LCFT office.

Section 2

A copy of these By-Laws shall be made available to each active member of the Union.