Warren Township High School Federation of Teachers
A Council of the Lake County Federation of Teachers
Local 504, IFT-AFT/AFL-CIO
By-Laws/Revised 2015

Article I-Name
This organization shall be known as the Warren Township High School Federation of Teachers, 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
All members of Local 504 are members of the Union.

Article III-Meetings

Section 1
The general membership of the Union shall meet at least TWICE during each school year at a time and place designated by the President.

Section 2
Special meetings of the Union shall be held at the call of the President, or the President shall call a special meeting for a specific purpose upon the written request of five (5) members.

Section 3
The order of business shall be as follows unless changed by a vote of those present:

1. Opening Remarks
2. Secretary’s Report and adoption of minutes
3. Treasurer’s report
4. Reports of Standing Committees
5. Reports of Special Committees
6. Communications
7. Unfinished business
8. New business
9. For the good of the order
Article IV-Officers and Executive Board

Section 1
The elected officers of the Union shall consist of a/an:

1. President
2. Executive Vice-President
3. Vice-President (Certified-Almond)
4. Vice-President (Certified-O’Plaine)
5. Vice-President (Classified Staff)
6. Secretary
7. Treasurer
8. Parliamentarian

Any member of the Union is eligible to be an officer unless the office has a listed designation in the job title.

Section 2
A Vice-President for Negotiations/Grievance shall be appointed by a newly elected President with the approval of a majority of the Executive Board.

Section 3
The President with Executive Board approval shall appoint a number of LCFT Executive Board Delegates equal to the allotted number as prescribed in the Local 504 Constitution. One of the appointees shall be designated to report to the Executive Board following Local 504 meetings.

Section 4
There shall be a representative body with full governing powers to be known as the Executive Board which shall consist of the elected officers, the appointed officers, and five (5) members-at-large representation the O’Plaine campus, five (5) members-at-large representing the Almond campus, and three (3) members-at-large representing the classified staff. Nothing in this section prevents a union member from voting in all three categories.

Section 5
Upon the Executive Board shall rest the duties, responsibilities, and authority for the conduct of the Union except as stated otherwise in these By-Laws.

The Executive Board, by two-thirds (2/3) vote of its membership, shall authorize the spending of budgeted and non-budgeted monies. Non-budgeted expenditures are not to exceed five hundred dollars ($500.00) for any one (1) disbursement.
The Executive Board shall meet regularly during the school year or at any other time at the call of the President or at the request of three board members to the President.

If an emergency vote has to be taken between Board meetings, the President, after informing the Executive Board members by voice mail or e-mail, shall call for a vote by e-mail. The ballot should provide a motion and a rationale. The usual quorum and voting margins apply.

It shall be the duty of the Executive Board to act upon matters of business, which are to be presented at the regular meetings of the Union.

Section 6
The expectation of serving on the Executive Board is to attend all meetings, contribute to the discussion of issues, and vote. In the event of an absence, it is the responsibility of the Executive Board member to notify the President by 12pm on the day of the meeting.

All Executive Board members are expected to conduct themselves in a manner commensurate with position and always in the best interest of the entire membership.

Section 7
If a vacancy occurs in any Executive Board position other than President, the President shall publish a notice of the vacancy to the entire membership. The President will recommend a candidate for approval by the Executive Board. Upon approval, the appointed member will immediately start the responsibilities of office.

Any Executive Board member, who experiences a temporary change in job status, may request a leave of absence from the Board and may resume his/her duties when the leave is completed.

Article V-Duties and Terms of Officers

Section 1
All officers shall take office on the first Monday of the third week of May and shall serve for two (2) years, beginning in odd-numbered years. Elections for all officers shall take place on “May Day” or the first school day following “May Day.”

Section 2
The President shall preside over all meetings of the Union and Executive Board. He/she shall, with the Secretary, sign all vouchers authorized by the Executive Board. He/she shall appointment all committees not otherwise provided for in these By-Laws.
Section 3
The Executive Board Vice-President shall assume all duties of the President in case of the absence or resignation of the President. The Executive Vice-President shall report to the membership at General Business Meetings on the status of state legislation affecting education.

Section 5
The Vice-President for Negotiations/Grievance shall chair the Professional Negotiations and Grievance Committee

Section 6
The Secretary shall keep a record of all meeting of the Union and the Executive Board. Minutes of the General Meetings shall be distributed at the following General Meeting. Minutes of the Executive Board meetings shall be distributed at the following Executive Board meeting.

He/She shall prepare and keep on file a correct list of names and addresses of the members of the Executive Board and the membership at large. He/She shall sign all vouchers authorized by the Executive Board. The Secretary shall carry on such correspondence of the Union as may be delegated to him/her by the President.

Section 7
The Treasurer shall have charge of all funds of the Union, shall deposit them with Local 504 in the name of the Union, and shall disburse them as authorized by the Executive Board. He/She shall prepare all vouchers for proper signature. The Treasurer and the President shall develop a plan for distributing membership information to new employees who are Union-eligible.

Section 8
The Parliamentarian shall assist in seeing that all meetings are conducted in a business-like way and that a quorum is present before official business is conducted. The Parliamentarian shall serve as Chairman of an appointed By-Law Committee.

Section 9
The following officers shall receive no less than the following honorariums:

- President $1500
- Vice President/Classified $750
- Grievance Chair $750
- Grievance Contacts(2) $225
- Secretary $150
- Treasurer $150
- Parliamentarian $150
- Negotiation Team (as needed) $225
Article VI-Standing Committees

Section 1
There shall be the following standing committees appointed by the President and subject to the approval of the Executive Board: Professional Negotiations and Grievance, Social-Recreation, Insurance Advisory, Co-Curricular Committees, Retirement, and any future committees designated as permanent standing committees.

Section 2
The duties of the Professional Negotiation and Grievance Committee shall be to explore and prepare action programs as necessary in all areas of staff welfare, creating sub-committees as needed with particular responsibilities for salaries, leaves, fringe-benefits, insurance, credit and investment facilities, general working conditions, and grievances. The committee shall be especially responsible for the resolution of grievances. The committee shall consist of at least five (5) members, three (3) of whom shall negotiate the Professional Agreement and three (3) of whom shall resolve grievances. At least one member shall come from each building in the District. On the recommendation of the Vice-President for negotiations, the President shall appoint a Grievance Chairperson for each building and for the Classified Staff.

Section 3
The duties of the Social-Recreation Committee shall be to plan social recreation activities for the Union.

Section 4
The duties of the Insurance Advisory Committee shall be to recommend changes for improvement in the group health and dental insurance and other benefits within the insurance program. This committee shall consist of at least three (3) Union members and shall meet at least four (4) times a year.

Section 5
The duties of the Co-Curricular Committee (Appendix B) shall be to recommend changes to the contractual obligations of Appendix B between contract negotiations. Such changes shall be presented to the Union Executive Board, on the recommendation of the Negotiations Chairman, and the Board of Education for final approval. Such changes shall be considered Letters of Understanding for inclusion in the Negotiated Agreement. This committee shall also be responsible for bringing forth the concerns of coaches and advisors to the administration.

Membership on this committee will be equally divided between these two Boards or their designees.
Section 6
The duties of the Retirement Committee shall be to assist those members preparing for retirement by providing resources pertinent to the process. This committee shall include a member from each campus and could include a retired WTHSFT member.

Article VII-Special Committees

Section 1
With Executive Board approval, the President shall appoint a Budget Committee, an Audit Committee, an Elections Committee, and such other special committees as may be necessary and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Union.

Section 2
The duties of the Budget Committee shall be to give estimates of income and of regular necessary expenditures for the coming term. This shall be presented in writing and shall include a separate estimate for each committee. The Treasurer shall be Chairperson of the Budget Committee.

Section 3
The duties of the Audit Committee shall be to audit the books and records of the Union prior to the assumption of duties of the incoming officers and to submit a report of the audit to the Union Executive Board. No officer of the Union shall serve on the Audit Committee.

Section 4
The duties of the Elections Committee shall be to select a slate of candidates for election. This slate shall be presented to the Executive Board by April 16 in the election year. The Board shall publicize the slate to all members. A general meeting shall be called in April to formally present the slate and to accept nominations from the floor. Floor nominations must be present at the meeting. A secret ballot election will take place within 5 days of this meeting unless a vote of acclamation has been taken. The Parliamentarian shall be Chairperson of the elections committee. The Nominations meeting does not require a quorum unless a vote is taken.

1. A candidate for Union office on the Executive Board shall be nominated for no more than one position.
2. An active Union member who is absent on the day of the election may cast an absentee vote.
   a. Planned absences (field trips, etc.). The member can vote one day prior to the election with the Parliamentarian and one witness.
b. Unplanned absences (illness, etc.). Any absent member may email the Parliamentarian their vote which must be witnessed and signed by the election judge.

c. Any contested election shall be supervised by inactive union members retired from the district. Vote counting shall consist of the election judge, Parliamentarian, and an appropriate third party witness. A minimum stipend of $50.00 shall be paid to each judge.

d. A list of the results of the election shall be emailed to all members within 24 hours. Actual vote totals will be available to any member of the Union on request. The results shall be forwarded to the Superintendent as per the Contract.

Article VIII—Quorum

Section 1
A quorum for any meeting of the Union shall consist of fifty percent (50%) plus one (1) of the total membership.

Section 2
A quorum for meetings of the Executive Board shall consist of sixty-seven percent (67%) of its membership.

Section 3
A quorum for committee meetings shall be a majority of the committee members.

Article IX—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 status of teachers and education through the resolution of mutual problems.

Section 2
Any member sent as Union Delegate to an affiliate meeting or convention shall submit an expense report itemizing expenses for reimbursement.

Article X—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 July 1 and end June 30 of each school
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
The annual dues of the WTHSFT shall be twenty-five dollars ($25.00) more than the
established local 504 affiliate dues.

Article XI-Amendments

Section 1
These By-Laws may be amended by a two-thirds (2/3) vote of those present at any
regular Union meeting, provided notice in writing of a proposed amendment shall have
been filed with the Recording Secretary and presented at the preceding regular Union
meeting.

Section 2
Upon the recommendation of any pertinent committee (Negotiations, Finance, etc.) to
make amendment to the Negotiated Agreement, such recommendation must be brought to
the Union Executive Board for discussion and for vote. An answer to the affirmative
must pass upon simple majority vote (50% plus one) before being brought to the Union
Membership. Upon the affirmative, an informational meeting for the Union Membership
will be held within 5 school days of the Executive Board vote, with a Union Membership
vote to be held within 5 school days of the informational meeting. The motion will carry
with a simple majority (50% plus one).

Article XII-Rules of Order

Section 1
The rules of parliamentary practice as established by Robert’s Rules of Order shall
govern the proceedings of this organization, subject to the special rules contained in these
By-Laws.

Section 2
The Parliamentarian is to determine that these rules are indeed in practice.
Article XIII-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.