ARTICLE I - NAME

This organization shall be known as the College of Lake County Staff 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 - OBJECTIVES

Section 1

This council shall work toward the advancement of status, working conditions, skills, education, and salaries for all members.

Section 2

This council shall work with the administration and faculty of this college in a relationship of mutual assistance and cooperation so that students and community residents may achieve their goals within the scope of the mission of the college.

Section 3

This council shall be the exclusive bargaining agent for all eligible members.

ARTICLE III - MEMBERSHIP

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

Section 1

The general membership of the Union shall meet quarterly during the school year at a time and place designated by the President or as the occasion arises at the call of the President. These meetings will be called a General Assembly.

Section 2

The officers of the Union shall schedule meetings of the officers on a monthly basis. These meetings will be called Executive Council Meetings.

Section 3

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

Section 4

The Executive Board members will issue and maintain an organizational chart of the Union structure. This chart will reflect the By-Laws at all times.

ARTICLE V - OFFICERS

Section 1

The Executive Board shall be: the President, Vice-President, Secretary and Treasurer

Section 2

The Executive Council shall be: All Executive Board members, All Stewards, and Chairpersons of Standing Committees.

Section 3

The duties of the President consist of: 1. Presiding over the General assembly, Executive Board, Executive Council meetings; 2. Chairperson of the Negotiations committee; 3. Serve as ex-officio member on all committees; 4. Chairperson of the Grievance Committee; 5. Serve as delegate to the LCFT; 6. Shall be spokesperson for the Council on all public occasions and sign all necessary documents; 7. Shall make appointments as required of the By-Laws; 8. Can delegate responsibilities as needed; 9. Perform other such duties as called upon; 10. Vote at General Assembly only to break a tie, as chair; and 11. Serve as ex-officio to the next elected council for one year.
Section 4

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

Section 5

The duties of the Vice-President shall consist of: 1. Assist the President as requested; 2. Chairperson of the Membership Committee; 3. Shall act as Parliamentarian at all meetings or appoint one, if acting in the position of President; and 4. Shall assume all duties of President during the Presidents' absence as needed.

Section 6

The duties of the Secretary shall consist of: 1. Record minutes of all meetings of the General Membership and Executive Board and Council. Distribute such minutes to the appropriate members within fifteen (15) calendar days; 2. Shall maintain official records, reports, and Union correspondence of the Council; 3. Shall maintain the Council bulletin boards; 4. Chairperson of the Public Relations committee; 5. Shall notify members of regular or special meetings and prepare agenda; and 6. Shall record attendance at all Union functions.

Section 7

The duties of the Treasurer shall consist of: 1. Attend all Council and Board meetings and assist other Board members as required; 2. Chairperson of Activities Committee; 3. Maintain all money transactions and report disbursements; and 4. Keep complete records.

Section 8

The duties of the Steward shall consist of: 1. Participate in all Council and General Meetings; 2. Member of the Membership Committee; 3. Participate in the Grievance Committee; 4. Perform specific duties as outlined in the Stewards Manual; and 5. Provide communication between members and the Board.

Section 9

Officers shall serve for two (2) year terms. Their term shall begin immediately following the election. Outgoing officers shall turn over all Union related material within seven (7) days.

Section 10

Vacancies that occur in the office of Vice-President, Secretary or Treasurer, shall be filled by appointment of the President until such time as an election can be held by the General Assembly. The newly elected officer will then complete the term remaining.
Section 11

Should a vacancy occur in the office of Steward, the President shall appoint a member from that shift until such time as that shift can hold an election.

Section 12

Recall provisions are as follows: 1. All officers are subject to removal from office for reason of negligence, breach of confidentiality, or malfeasance of office; 2. Recall proceedings may begin only after a petition has been signed by fifty percent (50%) of the General membership and submitted to the Executive Board; 3. The Executive Board must hold an investigation and an open hearing by the next meeting; and 4. Recall may occur only after three-fifths (3/5) vote of those members present at a General Assembly to remove someone from office.

ARTICLE VI - ELECTIONS

Section 1

At a meeting of the General Assembly, prior to the end of officers term, the President shall appoint the election Committee. This Committee consists of three (3) members who are not elected officers, and not running for office.

Section 2

The election of officers shall be conducted at a General Assembly meeting close to the end of term by secret ballot by the members present. Proxy ballots will only be accepted under special conditions.

Section 3

Stewards will be elected at the same time and manner except members vote for their shift only.

Section 4

A simple majority is required to elect officers. In the event of a run-off, members will vote again (only those present) to break the tie.

Section 5

If negotiations are not concluded by the time of elections, elections will be postponed until the contract is settled in order to maintain continuity.
ARTICLE VII - COUNCIL STRUCTURE

Section 1

Executive Board - The Executive Board is charged to uphold the objectives of this Council and to enforce the contract. The Board must perform in the best interest of the overall membership. It requires three-fourths (3/4) attendance for a quorum.

The President will report on Board activities to the members at General Assembly meetings. Whenever possible, the Board will ask members to vote on issues.

Upon the Executive Board shall rest the duties, responsibilities and final authority for the conduct of the Union Council in all matters except as stated otherwise in the By-Laws. The Board will keep this Council consistent with the Constitution of LCFT, IFT, and AFT.

To overturn a Board decision, a two-thirds (2/3) vote is necessary from the General Membership present at a regular or special General Membership meeting.

Section 2

Executive Council - The duties of the Executive Council are to keep the Board informed and make recommendations on issues raised by members, committees, or external factors. Council officers shall report at General Assembly meetings and hold appropriate meetings of their shift or committee.

ARTICLE VIII - COMMITTEES

Section 1

All advisory Standing Committees will be chaired by provisions of the By-Laws or by appointment of the President with approval of the General Membership. Standing Union Committees: Public Relations - (chaired by Secretary); Activities - (chaired by Treasurer); Membership - (chaired by Vice-President) contains Stewards; Grievance - (chaired by President) contains Stewards. Standing Committees at CLC: Health and Safety; Insurance Review; and Classified Senate.

Section 2

All Ad-Hoc Committees shall be appointed by the President and remain in existence until its objectives have been met. At that time it will be disbanded. Negotiations Committee, Election Committee, and others as required.
Section 3

Public Relations Committee shall publish a quarterly newsletter and strive to keep members informed of upcoming events and topics of interest.

Section 4

Activities Committee shall consist of the chairperson and three (3) members from the General Membership. The Committee will plan at least two (2) social events per year to help foster good will and togetherness.

Section 5

Membership Committee shall consist of the Chairperson and all Stewards. They shall distribute Union material, promotional literature, and conduct membership campaigns. This committee will welcome new members and introduce the Union.

Section 6

Grievance Committee shall consist of the Chairperson and all the Stewards. They will research and conduct grievance hearings and attend seminars or workshops dealing with those issues.

Section 7

Health and Safety Committee delegate will attend all Committee meetings and participate as a representative of this Union. He/she will keep the members informed through reports of those issues which concern our membership. He/she may be asked by the Board to raise issues or make motions and vote in the Unions best interest.

Section 8

Insurance Review committee delegate will attend all Committee meetings and participate as a representative of this Union. He/she will keep members informed through reports of issues which concern our membership. He/she may be asked to raise Union concerns and will hold Union interests as required.

Section 9

Classified Senate Committee delegate shall attend all Committee meetings and represent the best interests of this Union. He/she may be asked to bring issues up and vote accordingly. The delegate will make reports to the Council and Membership.
**Section 10**

Negotiations Committee shall consist of the President and one member from each department as appointed by the President. The first meeting will be at least one (1) year prior to the end of the existing contract. The Committee must ensure that all members are surveyed for issues to be considered for the next contract. This Committee reports only to the President due to confidential restrictions.

**Section 11**

Election Committee: 1. Shall consist of three (3) members appointed by the President; 2. Will encourage members to run for office and accept nominations; 3. Shall assure that no member be a candidate for more than one office at a time; 4. Shall supervise an election by the membership by secret ballot, with provisions for absentee balloting; 5. Shall have the sole responsibility to make all proper announcements, supervise the election with the IFT field rep. from LCFT, count ballots and announce winners. In the case of a tie, members present will vote again for the tied position.

**ARTICLE IX - RULES OF ORDER**

The rule of parliamentary practice comprised in Robert’s Rules of Order (revised) shall govern the proceedings of this Council. The rules may be suspended by a two-thirds (2/3) vote in the same manner as provided by Robert’s Rules.

**ARTICLE X - 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 Delegate to an affiliate meeting or convention shall submit a written report on such meeting attended to the Secretary. The Delegate may submit an expense report itemizing expenses for reimbursement to the Treasurer. Any Delegation must be approved by this Executive Board prior to attending.
ARTICLE XI - 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 Council 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

Council dues shall be fixed at thirty-five dollars and sixty cents ($35.60) above the then current affiliate dues.

ARTICLE XII - AMENDMENTS

These By-Laws may be amended by a two-thirds (2/3) vote cast by members of the General Assembly at a meeting of the Union. All proposed changes will be reviewed by the executive Board before a member vote. Amendments may also have to be reviewed by Affiliates to be sure they are not in violation of Constitutions or inconsistent with their By-Laws.

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 and organizational chart shall be made available to each member of the Union.
ARTICLE XIV - STRIKE CLAUSE

Strike authorization will be considered by the local Executive Board upon the presentation of evidence that a strike is justified and that the Council members involved has had an opportunity to direct their officers to seek such authorization.

ARTICLE XV - EXPULSION

Members may be expelled from the CLC Staff membership, however no member may be expelled except as a result of a majority vote of the membership in secret ballot. A member against whom charges are made has the right to appear before the Executive Board for a hearing when the charges are presented; moreover, the member must be notified in writing by the Executive Board at least ten (10) days before said meeting. If the Executive Board, by a three-fourths (3/4) vote sustains the recommendation of the council, expulsion shall be recommended in writing to the LCFT, Local 504, and full membership will be suspended to the individual until a decision is rendered by LCFT.

ARTICLE XVI - CONTRACT

Section 1

There will be a General Membership meeting held to discuss the proposed contract. All issues brought before the Negotiations Committee, by contract survey, will have been reviewed and discussed by that Committee.

Section 2

The Negotiations Committee will work with the President and Business Agent (Field Rep) during preparations of, and during actual negotiations and secrecy may be proper to the process.

Section 3

The contract will be voted upon by secret ballot. The contract is ratified by a simple majority of those attending the announced General Assembly Meeting.
ARTICLE XVII - BY-LAWS INTENTION

Section 1

Where specific situations arise that are not covered by these By-Laws or the wording is ambiguous, the President will duly clarify the intent of the Union interpretation. If the majority of members interpret it differently, the motion will be tabled until the IFT Field Representative can consult with the Executive Board for a final interpretation of intent.

Section 2

The Executive Board may sponsor newsletters, flyers, handouts, and literature or present films or speakers to assist members to better understand the Union and job related concerns. These are intended for member education and clarification and will not supersede these By-Laws in any way.