DIAMOND LAKE – DISTRICT 76 TEACHERS’ ASSOCIATION

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

BY-LAWS

Amended: July 2001
Amended: November 17, 2009

ARTICLE I - NAME

This organization shall be known as the District 76 Teachers’ Association, 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 four (4) time(s) during the school year at a time and place designated by the President or as the occasion arises at the call of the President.

Section 2

A quorum for conducting business of the Union or committee thereof shall consist of the Chairperson and thirty (30) percent of the Union or committee.

ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, Vice-President, Secretary, and Treasurer. Also, One Head Building Representative per building, one Building Representative per building and a number of LCFT Executive Board Delegates equal to the allotted number as prescribed for in the Local 504 Constitution shall serve the Union. The Executive Board, which will meet on a regular basis as determined by the President, shall consist of the President, Vice President, Treasurer, Secretary, and each of the Head Building Representatives.
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 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.

Section 5

The Secretary shall maintain an updated membership list and forward a current membership list to the LCFT office. He/she shall maintain a membership list, also, that is building specific. He/she shall attend to all correspondence of the Union and maintain on file a record of said correspondence. He/she shall record and publish minutes of the meetings of the general membership. The Secretary will tally all votes, except those cast in the election of the Executive Board as described in Article V, Section 1, and publish the results. The Treasurer shall receive monthly statements from the local office, review and report to the membership. He/she shall prepare an annual report to be read at a time and place set by the membership.

Section 6

Each Building will elect one Head Building Representative and one Building Representative. The duties of the Head Building Representative will include presiding over building meetings, presiding over elections including distributing and collecting ballots, publicizing building and general membership meeting information. The Building Representative will assist the Head Building Representative, as needed and determined by the Head Building Representative.

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

Should a vacancy occur in the office of Vice-President, Secretary, or Treasurer, Head Building Representative, Building Representative, or LCFT Delegate, the President shall appoint a member to fill such vacancy, upon approval by a majority of the membership.
ARTICLE V – ELECTIONS

Section 1

It is the intent of this Article that every interested member receives the opportunity to vote. All voting will be secret and done in the individual buildings, on the same day, during a designated period of time before and/or after school. Head Building Representatives will distribute and collect ballots by verifying eligibility through a building membership list.

Once collected, ballots will be forwarded to the Secretary who will oversee the Election Committee as votes are tallied. In addition he/she is responsible for publishing the results within forty-eight (48) hours.

Under certain circumstances, but not for the election-year election of President, vice President, Treasurer, Secretary, Head Building Representatives, Building Representatives, or LCFT Delegates, internet voting may be used outside of school hours, at the discretion of the President, and with the approval of the Executive Board.

Section 2

All elections will be decided by a simple majority of votes cast.

ARTICLE VI - ELECTIONS

Section 1

Sometime before the last general meeting of the election year, a Nominating Committee shall be appointed by the President. This committee shall be assembled no later than February 1 of the election year. It shall be the duty of this committee to nominate candidates for the offices of President, Vice President, Treasurer, Secretary, Head Building Representatives, Building Representatives, and the LCFT Delegates. Additional nominations from the floor shall be permitted. The election shall take place during the first week after Spring Break.

Section 2

The election of officers shall be by secret ballot as outlined in Article V.

Section 3

All individuals elected into office shall serve for three (3) years. Their terms shall begin at the start of the school year. The months following the election shall be transition months.

ARTICLE VII - COMMITTEES

Section 1

All committees shall be appointed by the President with the approval of the general membership.
Section 2

The following shall be considered as Standing Committees: Executive Board; Grievance Committee; Negotiations Committee; Sick Bank Committee, and Membership Committee. Membership to committees is by appointment of the President with approval of the membership.

Section 3

Any other committees shall be considered Special Committees and shall be assembled by appointment of the President with the Executive Board’s approval.

Section 4

Should a vacancy occur, the President will appoint a replacement with Executive Board approval.

ARTICLE VIII - 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 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 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. Included in this report shall be an expense report itemizing expenses for reimbursement, which will be forwarded to the treasurer.

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

Council dues shall be fixed at ten dollars ($10.00) above the then current affiliate dues. This increase will go into effect beginning with the 2010-2011 school year.

Section 5

The entire sum of the President's dues, federal, state, local and council shall be paid annually from the council treasury.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended by a majority vote cast by members of the general membership as outlined in voting procedures, Article V.

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.