ARTICLE I - NAME

This organization shall be known as the Emmons Federation of Education Professionals, 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 three (3) 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 percent (30%) of the Union or committee.

ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, Vice-President, Secretary-Treasurer, and a number of LCFT Executive Board Delegates equal to the allotted number as prescribed for in the Local 504 Constitution.
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 until a special election can be held to fill the position.

Section 3

The President shall be a Teacher in the District. The President shall preside over all meetings of the general membership. He/she shall function as the chairperson of the Negotiations Committee during all contract negotiations, the LCFT Delegate, and perform such other duties as devolve upon the President.

Section 4

The Vice-President shall be a Paraprofessional in the District. The duties of the Vice-President shall be designated by the President but shall include serving on the Negotiations Committee. 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-Treasurer 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-Treasurer shall receive all money, receipts for same, deposit same with the Treasurer of the LCFT, and pay such financial obligations of the Union as directed by the membership. He/she shall prepare an annual report to be read at a time and place set by the membership. He/she shall forward all dues and current membership lists to the LCFT office.

Section 7

Should a vacancy occur in the office of Vice-President or Secretary-Treasurer, the President shall appoint a member to fill such vacancy, upon approval by a majority of the membership. Appointment of officers must remain within the group from which the officer was elected.

Section 8

The LCFT Delegate will be elected and will represent the organization on the Local level.
ARTICLE V - ELECTIONS

Section 1

Elections will be held in accordance with LCFT Policy.

Sometime before September 1st, a Nominating Committee shall be appointed by the President. It shall be the duty of this committee to nominate candidates and arrange for elections to be held in the first week of December.

Section 2

The election of officers shall be by secret ballot.

Section 3

The officers shall serve for two (2) years. Their terms shall begin on January 1st.

ARTICLE VI - COMMITTEES

Section 1

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

Section 2

Negotiations will remain as a standing committee which will consist of the President, Vice-President and any additional appointees determined by the President. Every effort must be made to appoint a committee that reflects the ratio of the represented Teacher and Paraprofessional groups.

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, upon request of the President, submit a written report on such meeting attended to the Secretary-Treasurer. Included in this report shall be an expense report itemizing potential expenses for reimbursement.

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 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 for Paraprofessionals shall be fixed at one dollar ($1.00) per pay period above the then current affiliate dues. Council dues for Teachers shall be fixed at two dollars ($2.00) per pay period.
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.