ARTICLE I - NAME

This organization shall be known as the Grayslake Paraprofessionals and School-Related Personnel (P.S.R.P.) 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 Executive Board shall meet at least once a quarter during the school year at a time and place designated by the President or as the occasion arises at the call of the Executive Board.

Section 2

A quorum for conducting business of the Executive Board or committee thereof shall consist of the Chairperson and fifty percent (50%) of the Executive Board or Committee.
Section 3

The general membership of the Union shall meet at least one (1) time during the school year for informational purposes at a time and place designated by the President or as the occasion arises at the call of the Executive board or the President. A special meeting of the general membership shall be called by the President upon the receipt of a petition, requesting the same, affixed with the signatures of at least twenty (20) members in good standing.

ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer and a number of additional 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, the Vice–President shall assume the office of President.

Section 3

The President shall preside over all meetings of the general membership. The President shall be an LCFT Executive Board Delegate. The President shall function as a representative during all contract negotiations, and perform such other duties as assigned by the Executive Board.

Section 4

The President shall designate the duties of the Vice-President. One of these duties shall be to preside at the call of the President or in the absence of the President and as such discharge all duties of the office of President.

Section 5

The Secretary 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.
Section 6

The 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 and budget to be read at a time and place set by the membership. He/she shall submit such budget to the LCFT Treasurer.

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, the Executive Board shall appoint a member upon the recommendation of the President. Similarly, if a Building Representative vacancy should occur, the Executive Board shall appoint a member upon the recommendation of the President.

ARTICLE V – EXECUTIVE BOARD

The Executive Board shall include elected Building Representatives. Building Representatives shall be elected from each school site, including the Instructional Support Center and the District Office. Each school site shall be entitled to one Building representative position for the first ten (10) members and one additional Building Representative position for each additional thirty (30) members, or major fraction thereof. The President, Vice-President, Secretary, Treasurer, LCFT Executive Board Delegates and Negotiating Committee Members shall also be members of the Executive Board.

ARTICLE VI – ELECTIONS

Section 1

The Executive Board shall appoint a Nominating Committee. The duty of this Committee will be to receive nominations for candidates for all offices. Additional nominations will be accepted from the floor of a general membership meeting. All elections shall be conducted in accordance with the Landrum-Griffin Act.
Section 2

Elections will occur no later than December 10th, on a date to be set by the Nominating Committee. Election results shall be tabulated and published within three (3) days of the election. The elected officers, building representatives and negotiating committee members shall assume their duties on the following January 1st.

Section 3

All elections shall be by secret ballot.

Section 4

The officers, Building Representatives and Negotiating Committee Members shall serve for a two (2) year term.

Section 5

The Executive Board may initiate a recall election for any officer upon the receipt of a petition requesting the same, affixed with signatures of at least fifty (50) members in good-standing. An officer subjected to a recall election shall relinquish their office upon a two-thirds (2/3) vote of the membership to do so. Any officer removed from office shall be replaced under the provisions of Article IV, Section 8.

ARTICLE VII - COMMITTEES

Section 1

The Negotiations Committee and the Grievance Committees shall be standing committees.

Section 2

The members of the Negotiations Committee shall be elected by secret ballot. The President, with the approval of the Executive Board, shall appoint all other committees.

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 education through the resolution of mutual problems.

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 1st and end June 30th 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 fifteen (15) dollars and shall increase by a percentage amount equal to any negotiated increase for the collective bargaining unit which becomes duly ratified by the membership.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended by at least a three-fifths (3/5) majority of the members who cast votes.
ARTICLE XII - 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.