LIBERTYVILLE HIGH SCHOOL FEDERATION OF TEACHERS

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

BY-LAWS

Last amended: February 2013

ARTICLE I - NAME

This organization shall be known as the Libertyville 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

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

ARTICLE III - MEETINGS

Section 1

The general membership of the Union shall meet at designated times 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 a majority of the committee. For Union meetings at Libertyville or Vernon Hills High School, a quorum shall consist of a majority of the officers and at least 30% of the members located in the building where the meeting is being held. For Union meetings of both buildings, a quorum shall consist of a majority of the officers and at least 30% of the entire Union’s membership.
Section 3

Voting by the general membership on matters other than the election of voting members of the Executive Board may be conducted by any or all of the manners listed below, singly or in combination: in person secret vote, voice vote, and email voting by a designated time and date.

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.

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. The Vice-President or his / her designee shall also be the Executive Board Delegate to Local 504 meetings.

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, and perform any other duties designated by the President.

Section 6

The Treasurer shall receive all money, receipts for same, deposit same with the Treasurer of the LCFT, or local fund and pay such financial obligations of the Union as
directed by the membership. He/she shall forward all dues and current membership lists to the LCFT office.

Section 7

Building Representatives shall be elected from each building. Responsibilities of the Building Representative shall include distribution of newsletters, ballots, surveys, etc., and any other duties as needed.

Section 8

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 9

Should a vacancy occur in the office of Vice-President, Secretary, or Treasurer, the President shall appoint a member to fill such vacancy, upon approval by a majority of the membership.

Section 10

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, & Building Representatives.

Section 11

There is no limit on the number of terms an officer may serve.

ARTICLE V - ELECTIONS

Section 1

Sometime before April 1, a Nominating Committee shall be appointed by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the next (approximately May 1) meeting. Additional nominations from the floor shall be permitted. The Nominating Committee shall take into consideration the necessity of having at least one Executive Board position be filled from each high school in the District. In elections that include the Negotiations Committee, the Nominating Committee shall take into consideration the necessity of having at least two members of the Committee from each high school in the District.
Section 2

The election of officers shall be by secret ballot. All officers shall be elected by a majority vote (50% + 1) of the total members of the bargaining unit. If no candidate receives a majority of the votes cast, then there shall be a run-off between the first and second place candidates. In case of ties, a second runoff election shall be held, with subsequent runoff elections held as required until one candidate receives a majority of the votes cast.

Section 3

The officers shall serve for two (2) years. Their term shall begin immediately following an election.

Section 4

The Negotiations Committee shall serve for the duration of the contract that they negotiated. Thus, the Negotiations Committee shall stand for election the May before the final year of the Contract. Their term shall begin immediately following an election.

ARTICLE VI - COMMITTEES

Section 1

The Negotiation Committee shall be an elected committee. It shall consist of six members. The chairperson shall be elected by the committee. The President shall be a voting member of the Negotiation Committee. The President may appoint one additional Association member or Association officer to serve as a non-voting member of the Salary Committee at his or her discretion.

Section 2

Two members of the Union, one from Vernon Hills High School and one from Libertyville High School, shall join the President and be designated as members of the Grievance Committee. They shall be appointed by the President with the approval of the Executive Board and serve with the President on the three person Grievance Committee.
Section 3

The following shall be Standing Committees: Communications, Legislative, and Professional Development Committee. Members of these committees shall be appointed by the President and Executive Board, with majority approval of the general membership.

Section 4

All other committees shall be appointed by the President with the approval of the general membership. The membership on all committees mentioned herein shall expire on the June 15 following a Union election. There is no limit as to the number of times an Association member may be appointed to a committee by the President and Executive Board.

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 submit a written report on such meeting attended, to the Secretary and Treasurer. Included in this report shall be an expense report itemizing expenses for reimbursement. Upon approval of the expense report by the Executive Board, the member shall be reimbursed for those reasonable expenses incurred.
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 September 1 and end August 31 of each school year. Dues should be paid or payroll deduction begun by September 30. The President may accept additional members during the school year with the consent of the Executive Board.

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. Payroll deduction shall be spread out throughout the year.

Section 4

Council dues shall be fixed at 0.053% of the current base salary, rounded to the nearest dollar.

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 or by written ballot.

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.