LAKE VILLA COMMUNITY CONSOLIDATED SCHOOL DISTRICT #41

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

CONSTITUTION AND BY-LAWS

Amended: November 2010

The broad objective of providing education is to train and instruct the people so that they may become competent citizens. In a democratic society, both teachers and students must work together for the common good. The curriculum and programs must fulfill the criteria so as to create well-rounded, educationally, socially, emotionally, and physically well-balanced children.

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the Lake Villa Federation of Teachers, a Council of the Lake County Federation of Teachers (LCFT), Local 504, IFT-AFT/AFL-CIO, hereinafter referred to as the “Council.”

ARTICLE II - PURPOSE

This Council’s fundamental purpose is to promote the welfare and well being of the Lake Villa Community Consolidated School District, the protection and advancement of the fundamental rights of its membership, both economic and professional, and the promotion of a cooperative atmosphere between the Board of Education, the parents, the children, and our membership.

ARTICLE III - MEMBERSHIP

Membership is open to all teachers of the Lake Villa Community Consolidated Schools. The local Council’s continuing membership objective is in behalf of its membership.

ARTICLE IV - OFFICERS

Elected officers of this Council shall be five (5) Building Representatives, one (1) from each building; a President; a Vice President; a Recording Secretary; a Corresponding Secretary, a Treasurer, and a Grievance Chairperson. All of the above-mentioned officers shall comprise the Executive Committee.
ARTICLE V - AMENDMENTS TO THE CONSTITUTION

Proposed amendments to this Constitution must be submitted in writing, by a member of the Council. The proposed amendments must be submitted to the Executive Committee at least ten (10) days prior to a full Council meeting. The Executive Committee must report all proposed amendments and recommendations for approval at the next regular or special meeting.

ARTICLE VI - RATIFICATION

This Constitution shall become effective upon the approval of a two-thirds (2/3) vote of the membership.

BY-LAWS

ARTICLE I - MEETINGS

Section 1
Building meetings shall be held as needed. Full Council meetings shall be held at least twice a year, the first one being held in October.

Section 2
Special meetings may be called with the full approval of the Executive Committee.

ARTICLE II - DUES

Section 1
The annual dues shall be 0.0007 of the base salary on the current salary schedule for each member. Payment shall be by payroll deduction. Money shall be used to provide the yearly budget approved by the Executive Committee at the beginning of each school year.

Section 2
Dues paid to this Council, in the name of the Illinois Federation of Teachers and the American Federation of Teachers shall be turned over to them.

Section 3
Cancellation of the Authorization For Payroll Deduction must be submitted, in writing, by September 15, of any year, to the Executive Committee.

Section 4
The dues for the Negotiating Team shall be paid by the Council for the year the Agreement was negotiated.

Dues for the Designated President shall be paid in full. Fifty percent (50%) of the dues shall be paid for each of the Building Representatives and the Vice President. Twenty-five percent (25%) shall be paid for the Recording Secretary, Corresponding Secretary, Treasurer and Grievance Chairperson.

All other members shall pay their own Council, IFT, and AFT dues.
ARTICLE III - COMMITTEES

The Standing Committee is the Executive Committee. There shall be such other standing or special committees as the Executive Committee may establish.

ARTICLE IV - ELECTION OF OFFICERS

Section 1
A Nominating Committee shall be appointed by the Executive Committee at the September building meeting. Elections shall take place in October following the presentation of all officers and in accordance with the Local 504 Election Policy. The newly elected officers shall be installed immediately following the election.

Section 2
All officers and LCFT Delegates shall serve two (2) year terms.

ARTICLE V - AMENDMENTS

Section 1
Proposed amendments to these By-Laws may be submitted, in writing, by any member of the Council, to the Executive Committee, at least ten (10) days prior to a regular meeting of the Council. The Executive Committee shall report all amendments, together with recommendations for approval, at the next regular or special meeting.

Section 2
Ratification of these proposed amendments shall be two-thirds (2/3) of the membership present.

ARTICLE VI - AUDITING

Two (2) members of the Council shall be appointed, in October, to audit the Treasurer’s books prior to the first meeting of the new Executive Committee.

ARTICLE VII - AFFILIATION

The Lake Villa Federation of Teachers 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.
ARTICLE VIII - DUTIES OF OFFICERS AND LCFT DELEGATES

A. Building Representatives:
   1. Share responsibility of coordinating the Council and its activities.
   2. Attend monthly Executive Committee meetings.
   3. Conduct meetings within the school buildings, as needed, and report back to the Executive Committee.
   5. Cooperatively conduct full Council meetings.
   6. Work cooperatively with the Administration, Board of Education, and parents of the community.

B. President:
   1. Assume all responsibilities given to the Building Representatives.
   2. Attend the regular meetings of Lake Villa District #41 School Board.
   3. Prepare agenda for the full Council meetings.

C. Vice President:
   1. Assume all responsibilities given to the Building Representatives in the absence of the President.
   2. Attend the regular meetings of Lake Villa District #41 School Board in the absence of the President.
   3. Prepare agenda for the full Council meetings in the absence of the President.
   4. Share responsibility of coordinating the Council and its activities.
   5. Attend monthly Executive Committee meetings.
   6. Assist the President with his/her responsibilities as requested by the President or Executive Council.

D. Treasurer:
   1. Maintain the financial records of the Council.
   2. Maintain communication with the Local 504 office concerning dues reporting, membership, and available funds.
   3. Prepare the Treasurer’s Report for full Council meetings.
   4. At the beginning of his/her term, the Treasurer shall have last year’s figures audited by three (3) members, one from each building. This should be arranged for in October.
   5. Record all receipts and expenditures.
   6. Add and delete names as personnel changes occur in the Lake Villa Federation of Teachers and provide notice of such changes to LCFT Local 504.
   7. In May, request on behalf of each officer a check for the amount of dues they are to be reimbursed or stipend to be paid by submitting a voucher to LCFT Local 504 for deduction from the Lake Villa Federation of Teachers account. Dues for the Designated President shall be paid in full. Fifty percent (50%) of the dues shall be paid for each of the Building Representatives and the Vice President. Twenty-five percent (25%) shall be paid for the Recording Secretary, Corresponding Secretary, Treasurer and Grievance Chairperson.
   8. In October of the first calendar year of the Contract, request on behalf of the negotiators of that Contract a check for the full amount of that year’s dues to be paid by submitting a voucher to LCFT Local 504 for deduction from the Lake Villa Federation of Teachers account.
   9. Past records should be destroyed each year. Keep the following records for the indicated length of time: receipts, one (1) year; membership lists, one (1) year; teachers’ telephone records, one (1) year.
   10. Deposit commission when received, and notify all buildings of any price change.

E. Corresponding Secretary:
   1. Write welcoming letters to newly appointed staff.
   2. Prepare memoranda to be distributed to Council membership.
   3. Write any correspondence as designated by the Executive Committee.
   4. Print ballots and distribute them to the Building Representatives for voting.
F. **Recording Secretary:**
   1. Take and record minutes of Executive Committee meetings.
   2. Take and record minutes of full Council meetings.
   3. Establish a schedule of members to attend public Lake Villa District #41 School Board meetings.
   4. Establish a schedule of members to attend the regular Lake Villa PTO meetings.

G. **Negotiations/Grievance Chairperson:**
   1. Accept, prepare, and handle all grievances.
   2. Report on action taken on grievances and complaints to the Executive Committee.
   3. Conduct a survey to determine needs for negotiations.
   4. Prepare proposals for negotiations.
   5. Negotiate a package acceptable to the Council.
   6. Attend IFT sponsored negotiating workshops.

H. **LCFT Delegates:**
   1. Members of the Lake Villa Federation of Teachers elected to serve as delegates at Local 504 meetings shall be known as LCFT Delegates and ex-officio members of the Executive Committee. LCFT Delegates shall give a report about the Local 504 meetings at the Executive Committee meetings immediately following Local 504 meetings. This report will include political updates, other Council updates, and any other information deemed to be important to the members of the Lake Villa Federation of Teachers.
   2. LCFT Delegates shall be responsible for providing Building Representatives and the President updated membership lists as provided by Local 504 five times per year immediately following the regularly scheduled Local 504 meetings.