ARTICLE I - NAME

This organization shall be known as the Millburn 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 Lake County Federation of Teachers, Local 504, Constitution.

ARTICLE III - MEETINGS

Section 1

The general membership of the Union shall meet once a month on the 2nd Wednesday of the month when possible 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

Business meetings will be conducted by a majority vote of the members present.

ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, Building Representatives (1 per building) 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.

Section 5

The Secretary shall attend to all correspondence of the Union and maintain on file a record of said correspondence. He/she shall be responsible for all publicity and notification of meetings. 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 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

The President will appoint the Building Representatives after seeking input from the membership of said building. The Building Representatives will be responsible for building elections and the distribution of Union literature. Each Building Representative will serve as a point-person for his/her building and will operate as a first line of defense, assisting the President and other officers in handling situations as they arise and gathering information 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, Treasurer, or LCFT Executive Board Delegates, the President shall appoint a member to fill such vacancy, upon approval by a majority of the membership present at a meeting.

ARTICLE V - ELECTIONS

Section 1

Sometime before November 1st, a Nominating Committee shall be appointed by the President. It shall be the duty of this committee to receive nominations for the offices to be filled at the December meeting. Additional nominations from the floor shall be permitted. Elections for officers shall take place prior to the start of winter break.

Section 2

The election of officers shall be by secret ballot.

Section 3

The officers shall serve for two (2) years except that for the 2012-13 school year election, the President and Secretary shall serve a three (3) year term. Their terms shall begin immediately following the election. The President and Secretary shall be elected in odd years, and the Vice President, Treasurer, and LCFT Executive Board Delegates shall be elected in even years.

ARTICLE VI - COMMITTEES

Section 1

All committees shall be appointed by the President with the approval of the majority of the general membership present at a meeting.

Section 2

The following shall be considered as Standing Committees: Negotiations, Nominating, and Grievance.

Sub Section 2a

The Negotiations Committee shall consist of at least one (1) member from EC-5, at least one (1) member from 6-8, and at least one (1) at-large member. The Negotiations Committee will be nominated and approved by a majority vote of the members present at a meeting.
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 submit a written report on such meeting attended to the Secretary-Treasurer. Included in this report shall be an expense report itemizing 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 shall be fixed at ten dollars ($10) per year above the then current affiliate dues.

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.