ARTICLE I - NAME

This organization shall be known as the North Chicago 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 no less than two (2) 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 and/or the Union’s Executive Board.

Section 2

The Union Executive Board shall meet no less than once every two (2) months during the school year or as the occasion arises at the call of the President at a time and place designated by the President.

Section 3

A quorum for conducting business of the Union or committee thereof shall consist of the Chairperson and fifteen percent (15%) of the Union or committee.
ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, a High School Vice-President, two (2) Elementary Vice-Presidents, one from K-5 and one from a Middle School, one Vice President from the Non-Certified Staff, Secretary-Treasurer.

Section 2

Should the President be unable to complete the full term of office, the Executive Board shall appoint one of the Vice-Presidents to fill such vacancy, with approval of the membership.

Section 3

The President shall preside over all meetings of the general membership and the Union Executive Board. He/she shall attend the IFT Presidents’/Treasurers’ Workshop, be a delegate to the LCFT Executive Board, shall function as a representative during all contract negotiations, and perform such other duties as devolve upon the President.

Section 4

The Vice-Presidents shall be delegates to the LCFT Executive Board. Other duties include those designated by the President and/or the Union Executive Board. One of these duties shall be to preside at the call of the President or in the absence of the President to discharge all duties of the office of President. He/She may attend the IFT Presidents’/Treasurers’ Workshop.

Section 5

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 and shall prepare interim reports for all Union Executive Board meetings. He/She is to attend the IFT Presidents’/Treasurers’ Workshop or appoint a representative to attend in his/her place.

He/She 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 the Union Executive Board.
Section 6

Building Representatives shall function as the Union Representative in their particular building and perform any duties designated by the President and/or Executive Board. He/She shall prepare reports for the Union Executive Board meetings.

Section 7

Should a vacancy occur in the office of Vice-President, Secretary-Treasurer, Building Representatives and/or Committee Chairs, the President shall appoint a member to fill such vacancy, upon approval by a majority of the Union Executive Board.

Section 8

Each school building shall have a minimum of one (1) Building Representative and no more than one for every forty-five (45) members or fraction thereof (this means forty-six (46) and above members = two (2) Building Representatives).

ARTICLE V - ELECTIONS

Section 1

Prior to October a Nominating Committee Chairperson shall be appointed by the President to form a committee. It shall be the duty of this committee to nominate candidates for the offices of President, Vice-Presidents, (two Vice-Presidents, one from a K-5 building and one (1) from a Middle School one (1) from the High School and one (1) Non-Certified Staff) Secretary-Treasurer to be filled at a Special Membership Meeting called for the purpose of electing officers. Additional nominations from the floor shall be permitted.

Elections will be held in even numbered-years.

Section 2

The election of officers shall be by secret ballot.

Section 3

The officers shall serve for two (2) years. Their term shall begin immediately following the election.
Section 4

Building Representatives shall be elected by the respective buildings at the beginning of each school year. Should a vacancy occur the Union Executive Board may appoint a person to fill the term.

ARTICLE VI – EXECUTIVE COUNCIL

Members of the Executive Council shall be the following: President, Vice-Presidents, Secretary/Treasurer and Grievance Chair.

ARTICLE VII - EXECUTIVE BOARD

Section 1

The Executive Board, being responsible to the membership, shall have full authority to conduct all Union business between general membership meetings.

Section 2

Members of the Executive Board shall be the following: the President, Vice-Presidents, Secretary-Treasurer, Building Representatives, Chairpersons of the Standing Committees, and Chairpersons of any Special Committee.

ARTICLE VIII - COMMITTEES

Section 1

All Standing Committees shall be appointed by the President with the approval of the Executive Council. All Special Committees shall be appointed by the President with the approval of the Executive Board.

Section 2

The following shall be considered as Standing Committees: Calendar, Communications, Education, Elections, Grievance, Insurance/Sick Leave Bank, Membership, Negotiations, and Social. The Negotiations Team will remain intact for the entire negotiations process.

Section 3

Any other committees shall be considered Special Committees.
ARTICLE IX- 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 X- 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. Reimbursement for such meetings attended shall conform to and may not exceed the Lake County Federation of Teachers, Local 504, policies. The Executive Board must give its approval prior to such meetings for any reimbursement to be received.

ARTICLE XI- 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 above the then current council dues at .15% (.00015) of the BA Lane Step 3 of the existing contract rounded so that the total dues shall be evenly divisible by sixteen (16).

ARTICLE XII- AMENDMENTS

These By-Laws may be amended by a majority vote cast by members of the general membership.

ARTICLE XIII- 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.