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

BY- LAWS

Approved: May 2000
Amended: March 2003
Amended 2004
Amended: January 2008
Amended: May 2010
Amended: April 2016

ARTICLE I – NAME
This organization shall be known as the Technology Campus Teachers' Union, a Council of the Lake County Federation of Teachers (LCFT, Local 504, IFT-AFT/AFL-CIO, here in after referred to as the “Union” or the “Council”.

ARTICLE II – MEMBERSHIP
Eligibility for membership shall conform to the Lake County Federation of Teachers, Local 504 Constitution, Article III.

ARTICLE III – MEETINGS
Section 1
The general membership of the Union shall meet monthly for business purposes during the school year (September through May) at a time and place designated by the President. The President may call additional special topic meetings as necessary. Every effort will be made to schedule meetings for sometime during the second full week of each month. Meetings must be announced at least 24 hours in advance.

Section 2
A quorum for conducting business of the Union shall consist of the President or Acting President and 10-15% percent of the Union membership.

ARTICLE IV – OFFICERS
Section 1
The officers of this organization shall be the President, Vice President for Certified Staff, Vice president for Support Staff, Secretary and Treasurer.
Section 2
Should the President be unable to complete the full term of office, her/his duties and responsibilities shall be assumed by the Vice President for Certified Staff.

Section 3
The president shall preside over all business meetings of the general membership. She/he shall function as a representative during all contract negotiations, is a delegate to the LCFT Executive Board and shall perform such other duties as devolve upon the President.

Section 4
The duties of the Vice President shall be designated, in large part, by the President. The Vice President is expected to use good judgment in accepting special duties from the President.

Section 5
One of these duties of the Vice Presidents 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 as necessary.

Section 6
The Vice President for Certified Staff will assume the duties of the President in the event the President is unable to complete her/his term in office. The Vice President for Certified Staff also is responsible for giving the Treasurer’s report in the event the Treasurer is unable to attend a regular business meeting.

Section 7
The Vice President for Support Staff shall be delegate to the LCFT Executive Board. The Vice President for Support Staff also shall perform the duties of Secretary in the event the Secretary is absent from a regular business meeting.

Section 8
The Secretary shall take minutes of each general membership business meeting, carry on all correspondence, and notify members of meetings at least 24 hours in advance. The Secretary shall maintain the files of the Union. These files shall include meeting minutes, delegate reports, incoming and outgoing correspondence and other items deemed necessary to keeping a history of the Union.

Section 9
The treasurer shall receive all money and issue receipts for same; receive receipts; deposit funds with the Treasurer of the LCFT; and pay the financial obligations of the Union as directed by the membership. She/he shall keep the financial books and files of the Union and give an account of all expenditures and a balance at each regular meeting.
Section 10
The LCFT Executive Board Delegates shall perform such duties as outlined in Local 504 Constitution, Article IV, and make timely reports of their activities to the Union membership. These written reports shall be included in the secretary's files.

Section 11
LCFT Local 504 Constitution, Article IV, specifies that each Council shall have one Delegate for the first 10 members of the Union and delegate for each additional 75 members or major fraction there of. The President or her/his designee and the Vice President for Support Staff shall be part of the delegation. In the event this Union membership grows and additional Delegates are allowed, the Secretary and then the Treasurer shall become Delegates.

Section 12
Any member sent as a Union Delegate to an affiliate meeting or convention shall submit to the Secretary a written report on such meeting attended. Included in this report shall be an expense report itemizing expenses for reimbursement and a summary of business conducted. This report shall be made available to any member of this Union upon request.

Section 13
Should a vacancy occur in the office of Secretary, Treasurer or of either Vice President, the President shall appoint a member to fill such vacancy, upon approval by a majority of the membership voting. The appointment and approval shall be made in a timely manner, preferably at the next regular business meeting.

Section 14
The duties of the Vice Presidents are assigned with the assumption the President is a member of Certified Staff. In the event the President is a member of Support Staff, the duties of the Vice Presidents shall be reversed.

ARTICLE V – ELECTIONS

Section 1
Officers shall be elected for two-year term. The term shall begin on January 1 following the December election. The first two-year term shall commence with the election following ratification of these By-laws.

Section 2
The President shall appoint three members to a Nominating Committee at November meeting. Additional nominations from the floor shall be permitted at both November and December meetings.
Section 3
The election of officers shall be by secret ballot at a convenient time between the December meeting and the start of the winter break.

Section 4
The Nominating Committee shall count the ballots cast at the election of officers.

ARTICLE VI – COMMITTEES

Section 1
All committees shall be appointed by the president. In general, each committee should with exception of those committees whose descriptions specifically call for one type of staff.

Section 2
Every effort shall be made to have a mix of certified and support staff members on each committee with the exception of those committees whose description specifically call for one type of staff.

Section 3
The following shall be considered Standing Committees:
- Liaison
- Evaluation
- Insurance

Section 4
The following shall be considered Special Committees:
- Social
- Negotiating
- Nominating
- By-laws

Other special Committees may be formed as needed, with the purpose and task of such committees announced at the time of appointment.

Section 5
The Liaison Committee shall consist of two Certified Staff, who are not also members of the Evaluations Committee, and two Educational Support Staff members, per contract. This committee shall act as a conduit between the Union and the Administration of the Technology Campus. The duties and responsibilities of this committee shall be governed by the current contract as approved by this Union and the Technology Campus Board of Control.

Section 6
Only certified staff shall be members of the Re-certification Committee. This committee is responsible for gathering and disseminating information related to the required re-certification activities of certified staff members.
Section 7
The Evaluation Committee shall consist of two instructors. This committee’s duties and responsibilities shall be governed by the current contract approved by this Union and the Technology Campus Board of Control.

Section 8
The Insurance Committee shall review current policies and their options. The committee will be comprised of Administrative Accounting, payroll assistant, and voluntary union members as well as the Union President. Meetings will be scheduled at times mutually agreed upon throughout the school calendar year.

Section 9
The Social Committees is responsible for planning the annual Winter Holiday party.

Section 10
The Nominating Committee shall put forth a slate of candidates for Union officers. The committees shall be appointed at the November meeting and shall present a slate of qualified and willing candidates at the December meeting. The Nominating Committee shall count the ballots immediately following the election of officers. “Nominations Open” notification will be sent out by US mail through the local office to the Technology Campus membership. Nominations will open 30 days prior to the election and will remain open for a minimum of 14 days. Elections will be conducted as per the “Landrum-Griffin Act”

Section 11
The Negotiating Committee is responsible for meeting with Board of Control representatives to negotiate contracts.

Section 12
The By-Laws Committees shall be appointed each January to review the By-Laws and to recommend any additions, deletions or changes as needed.

Section 13
The spirit of the duties of each committee cannot be put onto paper; therefore, it is assumed that each committee member shall act with discretion, good faith and common sense in performing her/his duties.

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 that 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 Federations 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 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.

Section 3
Dues shall be collected by the Union Treasurer and forwarded to the Treasurer of the LCFT to be maintained in one 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 $85.00 per school year for certified staff and $72.50 for support staff, the LCFT dues shall be determined by the LCFT.

ARTICLE X – MISCELLANEOUS

Section 1
That a sunshine club exists for the purpose of communicating expressions of sympathy/wellness to its staff members. To this end, death/sympathy responses would apply to both full and fair share members of the union and their immediate family members. This would include significant others, children of and parents of said members. This communication would be based on a once per illness basis. Events of extended or prolonged illness may be handled on a case by case basis. Anything outside of these parameters is encouraged and will be handled
by a motion at a regular union meeting on an individual basis. The account will be managed by Local 504.

**ARTICLE XI – BY-LAWS**

Section 1
These By-Laws may be amended by a majority vote cast by members of the general membership present at a regular business meeting of the Union.

Section 2
All proposed additions, deletions and changes must be made available to Union members at least one monthly business meeting before the meeting at which the vote will be taken.

Section 3
Three copies of these By-Laws and all future amendments shall be submitted to the LCFT office.

Section 4
A copy of these By-Laws shall be made available to each active member of the Union.