ARTICLE I - NAME

This organization shall be known as the Winthrop Harbor 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 at least 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. For purposes of contract ratification meetings or emergency meetings, the President shall give notice of such meetings no less than three days in advance of the meeting date. At such meetings, the general membership of the Union may be given a minimum of twenty-four (24) hours to review information to vote for contract ratification and/or a notice of intent to strike. Any decision to waive the twenty-four (24) hour review period must be made by a unanimous vote of the members present at the contract ratification/strike vote meeting. Absentee ballots for the purpose of contract ratification/strike vote shall be considered in extreme emergencies only and shall be allowed only prior to the contract ratification/strike vote meeting. Procedures for absentee balloting shall be determined by the Bargaining Team.

Section 2

A quorum for conducting business of the Union or committee thereof shall consist of the President or Chairperson and a majority of the members in attendance.

ARTICLE IV - OFFICERS

Section 1
The officers of this organization shall be the President and/or Co- Presidents, Vice-President and or Co-Vice-Presidents, Secretary-Treasurer, Building Representatives (one for each building and one for the paraprofessional membership), 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. The President shall be awarded a stipend no later than one week after the last day of the school year in an amount equal to the full-time dues for that school year.

**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-Treasurer 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. 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. He/she shall request current membership lists from the LCFT office. All dues shall be received by the LCFT office via dues deduction.

**Section 6**

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 7**

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

**ARTICLE V - ELECTIONS**

**Section 1**

Sometime during or before April of each even numbered year, 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 a special May membership meeting. Additional nominations from the floor shall be permitted.

**Section 2**

The election of officers shall be by secret ballot.
Section 3

The officers shall serve for two (2) years. Their terms shall begin immediately following the election in May. If an officer cannot fulfill a two-year term, he/she must notify the Nominating Committee prior to April of the first year of office.

ARTICLE VI - COMMITTEES

Section 1

All committees shall be appointed by the President with the approval of the general membership.

Section 2

The following shall be considered as Standing Committees: Negotiations/Grievance, Nominating, and Social Events. The President shall serve as chairperson of the Negotiations/Grievance Committee. The Social Events and Nominating Committees’ chairpersons shall be appointed by the President. Members of the Social Events and Nominating Committees shall be voluntary with both certified and non-certified employees represented. Member volunteer lists for the Social Events and Nominating Committees shall be distributed to all Council members in April by the respective chairpersons. Standing Committees’ terms shall officially begin in May.

Section 3

Any other committees shall be considered Special Committees.

Section 4

The negotiating team shall consist of at least one teacher from each school building, at least one support staff member, and the President of the Union. If more than six (6) members would like to be on the negotiating team, an election at a regularly scheduled meeting must take place with a majority vote cast by members present. For the purposes of negotiation preparation and formal negotiations, the negotiating team may spend up to two hundred fifty dollars ($250) for meals.

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 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 by 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 twelve dollars ($12.00) 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.