ARTICLE I - NAME

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

ARTICLE II - MEETINGS

Section 1

The House of Representatives shall meet at least once each month 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

A quorum for conducting business of the House of Representatives shall consist of the Chairperson and twenty-five percent (25%) of the membership of the House of Representatives.

Section 3

District-wide general membership meetings may take place when called of the members and of the House of Representatives, the Executive Board, or the President.

ARTICLE III - OFFICERS

Section 1

The President shall preside over all meetings of the Executive Board, House of Representatives and General Membership. The President shall be a member of all committees, function as Chairperson during all contract negotiations, and perform such other duties as devolve upon the President.
Section 2

The first delegate to the IFT and AFT Conventions from the Waukegan Council shall be the President if he/she is available to serve as a delegate.

Section 3

The duties of the Vice-Presidents shall be designated by the President with the approval of the House of Representatives.

Section 4

It shall be the duty of the Secretary-Treasurer 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. The Secretary-Treasurer shall receive all money, receipts for same, and deposit same and pay such financial obligations of the Union as directed by the House of Representatives. The Secretary-Treasurer shall prepare an annual report to be read at a time and place set by the House of Representatives.

Section 5

It shall be the duty of the Recording Secretary to record and publish minutes of the meetings of the Executive Board, House of Representatives and other official meetings of the Union as designated by the President. The Recording Secretary shall attend to all correspondence of the Union and maintain on file a record of said correspondence.

ARTICLE IV - HOUSE OF REPRESENTATIVES AND EXECUTIVE BOARD

Section 1

The House of Representatives is composed of the building representatives and the members of the Executive Board.

Section 2

The Executive Board is composed of the elected officers and the chairpersons of the Standing Committees and shall meet at least once each month 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 3

Each building in Community Unit School District #60 shall have one (1) voting Delegate for the first fifteen (15) members or fraction thereof and one (1) voting Delegate for each additional fifteen (15) members or major fraction thereof. Each building is entitled to select one (1) Alternate per voting Delegate. It is the responsibility of the Delegate to see that the Alternate attends in the Delegate’s place.
ARTICLE V - ELECTIONS

Section 1

A. Election of all officers except the President. At the House of Representatives meeting held in October, a committee of not fewer than five (5) shall be appointed by Strategy/PR. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in December. The Strategy/PR Committee shall report at the House of Representatives meeting in November. Additional nominations from the floor shall be permitted at the November meeting.

B. Election of the President. It shall also be the duty of this committee to nominate candidates for the office(s) of President to be filled at the annual meeting in April. The Strategy/PR Chairperson shall report at the House of Representatives meeting in March. Additional nominations from the floor shall be permitted at the March Meeting.

Section 2

The election of officers shall be by ballot, ensuring that all members have a reasonable opportunity to vote. If a candidate does not receive a majority of the votes, a run-off election shall be conducted between the candidates who had the two highest votes.

Section 3

The officers shall serve for two (2) years, except for President and Secretary-Treasurer, who shall serve for three (3) years. Commencing with the election of 1985 and every third year after, the President shall be elected. Commencing with the election of 1986 and every third year after, the Secretary-Treasurer shall be elected. One (1) Elementary Vice-President, and the Middle School Vice-President, and the Recording Secretary shall be elected in odd-numbered years. The other Elementary Vice-President and the Senior H.S. Vice-President shall be elected in even-numbered years.

Section 4

The election for Delegates to the House of Representatives shall be held the third week of September, by ballot, in the respective School District #60 buildings. The term of office shall be one (1) year. By decision of the Executive Board, the election date may be changed.

Section 5

In the event an officer is unable to fulfill the duties of his/her office, the House of Representatives shall move to fill the vacancy or determine how the vacancy shall be filled.
ARTICLE VI - APPOINTED COMMITTEES

Section 1

The following shall be considered as Standing Committees: Communications, Evaluations, Grievance, Membership, Insurance & Benefits, Strategy/PR, ER&D, and Educational Progress.

Section 2

Any other committees shall be considered Ad Hoc Committees.

ARTICLE VII - ELECTED COMMITTEES

Section 1

The following shall be considered as an elected committee: Negotiations, Waukegan Teachers’ Academy Board.

Section 2

Members of the elected committees shall be elected by secret ballot at the elementary, middle, and senior high grade levels. The representatives will be determined by secret ballot at each level.

Section 3

In the event of a vacancy on an elected committee, an election by secret ballot shall be held at the level at which the vacancy exists.

ARTICLE VIII - DUES

Section 1

Each member shall pay dues as determined in Section 2 of this Article. The dues are to maintain the affiliations of this Union as provided in Article X of the By-Laws and for Union or other needs as determined by the Union.

Section 2

Union dues shall be fixed at 0.15% of the base salary (B.A. Lane) in addition to affiliate dues and insurance. Any change other than for affiliate dues shall be approved through a majority vote of the full membership.
ARTICLE IX - RULES OF ORDER

Section 1

The rule of parliamentary practice comprised in Robert’s Rules of Order shall govern the proceedings of this organization, subject to the special rules which have been or may be adopted.

Section 2

A Parliamentarian may be provided for at the discretion of the President.

ARTICLE X - AFFILIATIONS

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.

ARTICLE XI - EXECUTIVE BOARD VOTING POWER

All members of the Executive Board shall have one (1) vote.

ARTICLE XII - AMENDMENTS

These By-Laws may be amended by a majority vote cast by members of the House of Representatives at a meeting of the House. The House of Representatives may elect to conduct a full membership vote on By-Laws amendments.

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.