ARTICLE I - NAME

This organization shall be known as the Waukegan Professional Support Staff, 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

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.

Section 2
A quorum for conducting business of the Union or committee thereof shall consist of the Chairperson and twenty percent (20%) of the Union or committee.

ARTICLE III - OFFICERS

Section 1
The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, Grievance, and a number of LCFT Executive Board Delegates (2) 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 be a member of all committees, function as a representative during all contract negotiations, and perform such other duties of the office of 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 record and publish minutes of the meetings of the general membership.
**Section 6**
The treasurer shall prepare an annual Budget detailing anticipated expenses and revenues. This budget must be completed and provided to either the Executive Board or to the members, as-well-as the LCFT Treasurer, by September 20\textsuperscript{th} of each fiscal year. This budget shall be made available to any Council member upon written request to the President and/or Treasurer. The Treasurer shall prepare an annual report to be read at the End of the Year meeting to the membership. He/she shall forward all dues and current membership lists to the LCFT office (via the Payroll Department of WPS). He/she shall keep the financial books of the Union, which shall be audited annually through the audit process of LCFT during the month of August.

**Section 7**
The LCFT Executive Board Delegates (2) shall perform such duties as outlined in the Local 504 Constitution and make timely reports of their activities to the membership.

**ARTICLE IV –ELECTIONS**

Council Elections will be based upon Policy Set Forth by the LCFT Executive Board:

1. Council Officers and LCFT Executive Board delegates must be elected for a term not to exceed three (3) years.

2. Councils should form an independent Nominating Committee for the purpose of receiving officer/delegate nominations. Members of the committee should not be candidates. The committee should determine the date to begin receiving the nominations and the election date. The election date must be at least thirty (30) days after nominations are open. The committee must determine a deadline to close nominations that is at least fifteen (15) days after nominations are open. The notice of nominations and these dates must be mailed to all members prior to the opening of nominations. The Local office will assist the Council in this process.

3. The committee should request that nominations be submitted in writing. The committee may also want to set a general membership meeting prior to the nomination deadline for the purpose of accepting nominations from the floor. After the nomination deadline the committee should contact all nominees to determine if the nominees accept their nomination or decline their nomination.

4. The election must be by secret ballot.

5. The Nominating Committee should distribute a sample ballot.

6. The Nominating Committee should determine the time and location of the election and post and/or distribute an election notice.

7. The Nominating Committee must determine a procedure for absentee voting. Absentee voting must only be allowed prior to the election.

8. Non-members (fair-share fee payers) are not eligible to vote in the election. However, they may become a member at any time by signing a membership form and become eligible to vote. A notice to this effect should be included on the sample ballot or posted.

9. The committee should seek member volunteers for poll watching during a secret ballot election. These volunteers should distribute a ballot to eligible members and must continuously witness the election while the polls are open. The Local office (847-623-7725) will provide the Council officers with a current membership list. Volunteers should check-off members as they vote.

10. The Nominating Committee should announce the time and location for tallying the ballots. The Nominating Committee must determine what constitutes a spoiled ballot prior to counting the ballots. Candidates should be encouraged to witness the ballot counting. All ballots must be retained in a sealed envelope(s) for a period of at least one (1) year. The Local office shall store the ballots for the Nominating Committee.

11. The Nominating Committee should announce and/or post the election results in a location available to all members.
12. The Local shall establish a standing Council Elections Committee to assist Councils in following these guidelines. This committee shall report to the LCFT Executive Board at their regular May meeting the status of compliance of each Council required to conduct elections, per their by-laws, for the fiscal year.

13. The LCFT Executive Board shall maintain jurisdiction for the seating of LCFT Executive Board Delegates and the recognition of Council officers.

(This policy will go into effect upon completion of the current election cycle as enacted under the prior Waukegan Office Worker By-laws.)

ARTICLE V - HOUSE OF REPRESENTATIVES

Section 1
Between meetings of the general membership, the official business of the Union shall be conducted by the House of Representatives, which shall meet quarterly.

Section 2
The House of Representatives shall consist of all officers, committee chairs, and one (1) representative for each high school (WHS/NGC), one (1) for the middle school level, two (2) for the K-5 level, and two (2) for the Administrative Building. The Alternative Programs shall be served by the High School representatives and the Pre-K programs shall be served by the K-5 representatives.

ARTICLE VI - COMMITTEES

Section 1
All committees shall be appointed by the President with the approval of the House of Representatives.

Section 2
The following shall be considered as Standing Committees: Negotiations (which consists of officers and one (1) person voted from the House of Reps.), Membership, Social and Newsletter.

Section 3
Any other committee 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, of Lake County Central Trades and Labor Council, the Lake County Federation of Teachers, Local 504, and any Council of 1FT 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, if no committee report is made via the LCFT 504 Communication. Any reimbursement shall be made via the guidelines set forth by LCFT. If a stipend is provided by LCFT no expense report is required, otherwise a report is required for reimbursement. Members are required to attend all sessions for any trainings, conferences, and conventions of which they attend representing the Waukegan Professional Support Staff and/or LCFT. Reimbursement will not be made and/or stipends will be adjusted to reflect non-attendance. It is the responsibility of the member to request the reimbursement form from the President or Treasurer in a timely manner. No reimbursement will be made after 60 days.

**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 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 .1% of the Step 1-1A 12-month salary negotiated in the Collective Bargaining Agreement above the then current LCFT 1, Local 504 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 upon written request to the President or Secretary. Any proposed amendments shall be made available to all members no less than 30 days in advance of the meeting in which the change shall be voted upon.