ARTICLE I - NAME

This organization shall be known as the Waukegan Paraprofessional 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 - MEMBERSHIP

Eligibility for membership shall conform to the Lake County Federation of Teachers, Local 504, Constitution.

ARTICLE III - MEETINGS

Section 1

The House of Representatives shall meet once every two (2) months 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 the House of Representatives Meeting (21 reps, quorum = 5) to conduct business of the Union shall consist of twenty-five percent (25%) of the membership of the House Representatives.
Section 3

The general membership of the Union shall meet two (2) times, if needed, during the school year at a time and place designated by the President.

Section 4

A quorum for conducting business of the Union or a committee thereof shall consist of the Chairperson and ten percent (10%) of the membership.

ARTICLE IV - OFFICERS

Section 1

The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, and a number of LCFT Executive Board Delegates equal to the allotted number as prescribed for in the Local 504 Constitution.

Section 2

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Chairperson of the Grievance Committee.

Section 3

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 4

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 5

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 6

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 7

The 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 forward all dues and current membership lists to the LCFT office.

Section 8

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 9

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

Section 10

Stipends for officers shall be: $2,500 for the President, $1,250 for the Vice-President, $500 for the Secretary, and $500 for the Treasurer. Stipend amounts shall be disbursed in 50% allotments for completion of each six month portion of an officer’s term (i.e. the President shall be paid $1,250 before the end of June for service from January through June and a remaining $1,250 before the end of December for service from July through December).

ARTICLE V - ELECTIONS

Section 1

Sometime before October, 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 the December 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 a three (3) year term. Their term shall begin immediately following the election.

ARTICLE VI - COMMITTEES

Section 1

The following shall be considered as Standing Committees: Communications, Grievance, Membership, Insurance & Benefits, and Social/PR. Any other committee shall be considered Ad Hoc Committees.

Section 2

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

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 elected to be a Union Delegate to an affiliate meeting or convention shall submit a written report on such meeting attended to the Secretary. Included in this report shall be an expense report itemizing expenses for pre-approved reimbursement.

Section 3

The first delegates to any convention or affiliate meeting shall be the officers of the Waukegan Paraprofessional Council.

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 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 fifteen dollars ($15) for the year 2001-2002 and twenty dollars ($20) for 2002-2003 and future years above the then current affiliate dues.

ARTICLE X - 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 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.