ARTICLE I - NAME

This organization shall be known as the Zion-Benton Federation of Teachers, 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 Eligibility for membership shall conform to the Lake County Federation of Teachers, Local 504 Constitution.

Section 2 Any member who is found to have intentionally utilized confidential Union documentation in a public manner that is detrimental to the good of the body shall forfeit his or her rights to attend council meetings per the decision of the LCFT. Confidential information shall be defined as follows: Any information distributed to the membership in writing specifically marked confidential, and/or any topic discussed in a general membership meeting indicated as confidential by verbal means. Public usage shall be defined as follows: distribution (verbal or print) to district school board members, administration, or public media agencies. An infraction of this section shall be forwarded to the Lake County Federation of Teachers (AFT Local #504) for an impartial decision.

ARTICLE III - MEETINGS

Section 1 The general membership of the Union shall meet at least four (4) 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 ten percent (10%) of the Union or committee.
Section 3 The President shall call a meeting of the general membership within ten (10) days of receipt of a written petition for such meeting. This petition must be signed by twenty percent (20%) of the membership and state clearly the purpose of the meeting.

Section 4 All members will receive written notice of the time, place and nature of the meeting prior to the meetings of general membership.

ARTICLE IV - OFFICERS

Section 1 The officers of this organization shall be the President, Vice-President for the Certified Staff, Vice-President for the Classified Staff, Secretary, Treasurer, one Classified Staff Negotiations Team Member, one New Tech/ZAP/Transitions Representative, and a number of LCFT Executive Board Delegates equal to the allotted number as prescribed for in the Local 504 Constitution. Said officials will meet as needed to plan general membership meetings.

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 for the Certified Staff.

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.

Section 4 The duties of the Vice-Presidents 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 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 written report to be distributed at the first union meeting of the school year. This report shall be considered confidential in nature, and intended for the use of the membership only. He/she shall forward all dues and current membership lists to the LCFT office.

Section 7 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 8 Should a vacancy occur in the office of either Vice-President, Secretary, or Treasurer, or New Tech/ZAP/Transitions Representative, the President shall appoint a member to fill such vacancy, upon approval by a majority of the membership.

Section 9 Union Leadership shall be responsible for all official communications (verbal, written, digital, internet, or by any means not yet conceived) with membership, administration and public media. Any member wishing to share information regarding the Union should confirm this with Leadership first.

ARTICLE V - ELECTIONS

Section 1 At the October general membership meeting, 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 by election during December. Additional nominations from the floor shall be permitted. Election of officers shall take place prior to the start of Christmas vacation. All election procedures must comply with the Landrum-Griffin Act.

Section 2 The election of officers shall be by secret ballot, unless ALL nominated persons are running unopposed, in which case, election may be done by acclamation at a general membership meeting.

Section 3 Should a balloted election occur, officers will be elected as follows:
   1. The President shall be elected by all members of the council.
   2. The Certified Vice-President shall be elected by certified members of the council only.
   3. The Classified Vice-President shall be elected by classified members of the council only.
   4. The Treasurer shall be elected by all members of the council.
   5. The Secretary shall be elected by all members of the council.
   6. The New Tech/ZAP/Transitions Representative shall be elected by New Tech/ZAP/Transitions members of the council only.

Section 4 The officers shall serve for three (3) years. Their term shall begin immediately following the election.

ARTICLE VI - COMMITTEES AND COMMITTEE CHAIRS

Section 1 All committees shall be appointed as needed by the President with the approval of the general membership, and shall serve until the following election.

Section 2 Committee chairs shall be appointed by the President with the approval of the general membership, and shall serve until the following election.

ARTICLE VII - 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 specific and special rules which have been or may be adopted.

Section 2 The President shall appoint a parliamentarian, who shall enforce Robert’s Rules of Order in all general membership meetings.

Section 3 Any member who willfully disobeys Robert’s Rules of Order shall be ruled out of order and may be asked to leave the meeting by the chair.

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 body of the membership.

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 September 1 and end August 31 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 .064% (point zero six four percent) of the salary earned by a teacher on the first step of the BA lane of the salary schedule for the 2004-2005 school year and .08% (point zero eight percent) of the salary earned by a teacher on the first step of the BA lane of the salary schedule thereafter.

ARTICLE X - AMENDMENTS
These By-Laws may be amended by following this procedure:

1. An amendment to the By-Laws may be suggested at any time, by any member.

2. The motion for the amendment may be made at any general membership meeting.

3. The amendment must be submitted in writing for inclusion in the next meeting's agenda, so all members are aware of the change.

4. The amendment changes shall be read at the next two (2) consecutive meetings.

5. The amendment can be voted upon following the two consecutive readings if a quorum (as defined in this document) is present.

**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.

**ARTICLE XII - RATIFICATION PROCEDURES**

Section 1 Any contract changes will be presented in writing to the membership at a general meeting.

Section 2 A vote on a tentative agreement will take place no sooner than two (2) school days after the final presentation of all contract changes to the membership. In cases of a strike, a ratification vote may take place sooner than the stipulated time.

Section 3 If the President is petitioned by the membership in the manner prescribed in Article III, Section 3, for a general meeting prior to the scheduled day of the vote, the President shall postpone the vote until after the meeting. Voting shall not be postponed more than once due to a petition for a general meeting.