

North Suburban Teachers Union

IFT-AFT Local 1274, CFL/AFL-CIO

9933 Lawler Avenue, Suite 222, Skokie, IL 60077

Constitution and Bylaws

Revised February 6, 2020

PREAMBLE

In order to unite and secure full trade union rights for school employees in North Suburban Chicago, freely under their own direction;

To protect the personal, civil, and professional rights of school employees and to advance their economic, social, political, and professional wellbeing;

To provide an effective, representative, and responsible agent for school employees in collective bargaining;

To promote the effectiveness and quality of the institutions in which our members work;

To promote the interests of citizens who are served by the membership;

To join with teachers, paraprofessional and school related personnel, and other workers in promoting education, social justice, and democracy locally, nationally and throughout the world;

We school employees of North Suburban Chicago, Illinois, do ordain and establish this Constitution.

ARTICLE I: THE LOCAL

Section I. This organization shall be known as the North Suburban Teachers Union, Local 1274.

Section II. Local 1274 shall be composed of all affiliated Councils, members at large, and retired members meeting membership requirements.

Section III. The Local shall:

- A. Assist in carrying out the duties of its standing committees;
- B. Provide an office for the use of Local and affiliated Councils;
- C. Publish a regular newsletter and other necessary communications;
- D. Provide legal assistance as follows:
 - I. When the professional rights of a member are threatened in any manner, the member shall immediately take the matter to the appropriate officer(s) as designated by the Council;
 - II. The officer(s) so designated shall follow the procedures as established by the Council;
 - III. Legal consultation shall be available to each Council upon approval of the Local Executive Board;
 - IV. Arbitration and/or litigation shall be available to each Council upon approval of the Local Executive Board.

Section IV. Each Council shall:

- A. Conduct negotiations;
- B. Handle contract violations;
- C. When necessary, conduct work stoppages after consultation with the Local;
- D. Maintain a Constitution that is in full accordance with the constitutions of the American Federation of Teachers (AFT), the Illinois Federation of Teachers (IFT), and the North Suburban Teacher Union, Local 1274.
- E. Conduct any and all other business relating to the Council that is not specifically delegated to the Local as listed in Article I, Section III.

Article II: Membership

- Section I. Membership in this organization shall be open to all classroom teachers, other school personnel, retirees and other former school employees eligible under the Constitutions of the AFT and the IFT.
- Section II. Dues for each member shall consist of Local dues, Council dues, affiliate dues, and such other fees as determined by the Executive Board.
- Section III. The Local will be responsible for collecting fair share fees and shall adopt procedures consistent with local, state and federal law, and AFT and IFT constitutions and bylaws.
- Section IV. No discrimination shall ever be shown toward individual members or applicants for membership because of sex (including pregnancy, sexual orientation, or gender identity), race, creed, color, age, national origin, religious or political belief, disability, or social political or economic status.

Article III: Executive Board

The Executive Board of the organization shall be comprised of all duly elected officers, and chairpersons and officers with standing appointments.

Article IV: Election of Officers

- Section I: The elected officers of the Executive Board are as follows:
- A. President, Executive Vice-President, and Treasurer;
 - B. Each Council shall have one member on the Executive Board for each ninety (90) members (or fractions thereof). These members shall be the Council President and such other officer(s) as determined by the Council [a Council shall be defined as ten (10) or more members from one school unit];
 - C. Any Local member serving or having served on the IFT Executive Board or AFT Executive Council shall be an *ex officio*, nonvoting member of the Executive Board.
- Section II: Election of the President, Executive Vice-President, and Treasurer shall be under the supervision of the Constitution Committee in accordance with the following:
- A. Elections shall be by simple majority of ballots cast;
 - B. Elections shall be done by secret ballot during the month of May;

- C. Elections shall be at polling places established by the Constitution Committee;
- D. The Constitution Committee may provide for absentee balloting;
- E. Election results shall be announced by the Constitution Committee the day following the election.

Section III:

- A. Officers may succeed themselves subject to election.
- B. Term of office shall be two (2) years and elections shall be held in even numbered years. Elections for convention delegates only may be held at other times if deemed necessary by the Constitution Committee or required by law.

Section IV: Officers may be recalled for neglect of duty or other behavior inimical to the welfare of this organization upon completion of the following steps.

- A. A petition signed by ten percent (10%) of Local members in good standing and containing all and full reasons for the recall shall be submitted to the Executive Board at any regular meeting of that Board;
- B. After determining that the recall petition does meet all of the requirements of a legal petition, it shall be the duty of the Executive Board to inform the membership by mail not less than thirty (30) days prior to a special membership meeting at which such recall shall be debated and voted upon. No more than forty-five (45) days may elapse between Step 1 of this procedure and such vote;
- C. The recall vote is to be by written ballot and requires a two-thirds of those present and voting to pass.

Section V. Vacancies in the offices of Executive Vice-President and Treasurer shall be filled by Presidential appointment with approval of the Executive Board.

Section VI. In the event of disability, or absence, of the President, the duties of the President shall be performed by the Executive Vice-President, who shall serve as "Acting President." A vacancy in the office of President shall be filled in accordance with the order of succession detailed in Article VII, Section V of the Bylaws of this Constitution.

Article V: Meetings

Section I.

- A. Executive Board meetings shall be held monthly during the school year. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Board petitioning the President.

- B. The Executive Board shall meet for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization within its authority. A quorum for the Executive Board shall be half its members.

Section II. Meetings of the membership may be called by:

- A. The President;

- B. A petition signed by ten percent (10%) of the membership; or,

- C. The Constitution Committee.

Article VI: Bylaws

Those functional rules and procedures necessary to the conduct of business by this organization shall be found in the Bylaws of this organization, and are authorized by this Constitution as appended to this Constitution.

Article VII: Affiliations

This organization shall be affiliated with and actively participate in the American Federation of Teachers, the Illinois Federation of Teachers, and the central labor council, the Illinois AFL-CIO, and such other organizations as are decided upon by the Executive Board.

Article VIII: Rules of Order

Robert's Rules of Order shall govern the parliamentary procedure of this organization on all points not covered by the Constitution and Bylaws of this organization.

Article IX: Amendments

This Constitution and its Bylaws may be amended:

- A. Provided that a copy of the proposed amendment(s) has been presented to the membership at least one (1) month prior to the vote on said amendment(s); and,

- B. By a special membership meeting or a referendum, as recommended by the Constitution Committee and approved by the Executive Board. A two-thirds majority of votes cast is necessary for adoptions of proposed amendment(s).

Article X: Availability of Constitution and Bylaws

- Section 1. Three copies of this Constitution and Bylaws and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- Section II. One copy shall be sent to the similar office of each organization with which this organization is affiliated.
- Section III. The Executive Vice-President shall make available upon request a copy to any member of the organization.

Bylaws

Article I: Committees

- Section I. The following shall be the standing committees and offices: The Committee on Political Education (COPE); the Constitution Committee; the Defense Committee; the Retirees' Committee, and the Scholarship Committee.
- Section II. Chairpersons of the standing committees and officers shall be appointed by the President with approval of the elected members of the Executive Board. The President shall be an *ex officio* member of all standing committees, except the Constitution Committee.
- Section III. It shall be the duty of the Chairpersons of the standing committees and officers to attend all meetings of the Executive Board.
- Section IV. It shall be the duty of the standing committee members to meet regularly during the year in order to carry out the ongoing nature of their business.
- Section V. Temporary committees may be appointed by the President for specific tasks as need arises.

Article II: Elections

Section I. Elections of the President, Executive Vice-President, Treasurer, and convention delegates shall be conducted by the Constitution Committee. The nominating and election procedures are as follows: ·

- A. Elections will occur in May on a date set by the Constitution Committee. Forty-five (45) days prior to the election, the Constitution Committee shall notify all members of the opening for nominations for offices to be filled and the date of the election.
- B. To be eligible for office, a person must have been a member in good standing for a period of six months prior to the election. Candidates may be placed on the ballot upon presentation of petitions bearing no less than fifteen (15) signatures of members in good standing. Such petitions shall be submitted to the Constitution Committee no later than thirty days prior to the election date.
- C. The full and final slate of all candidates and the date, time and place of the election shall be announced at least fifteen days prior to the election date by placement of notice in the mailboxes at the place of employment, and without regard to the manner in which candidates qualify for election.
- D. In the absence of a majority, the Constitution Committee shall conduct a run off election between the two candidates who have received the most votes for the office in question.
- E. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons and facts, to the Constitution Committee within five (5) days of the election. The Constitution Committee shall issue its written opinion regarding the objections no later than 10 days after receipt of such objections.
- F. Upon verification by the Constitution Committee that offices have been won, such offices shall be taken immediately.
- G. The Constitution Committee may provide for absentee ballots. No other form of proxy voting shall be recognized.
- H. Should an election provided for in this Article be uncontested, the nominees shall be considered elected by acclamation.

Section II. Elections will be conducted as provided for in the Constitution.

Article III: Conventions

This organization shall be represented by delegates to those called for by affiliated organizations and pursuant to federal statutes.

Article IV: Good Standing

Section I. Upon two-thirds vote of the Executive Board, a member may be expelled from this organization for conduct inimical to the welfare of the Union.

Section II. An expelled member may appeal his/her expulsion by presenting his/her reasons to the Constitution Committee.

Section III. It shall be the duty of the Constitution Committee to set up a procedure whereby an expelled member may receive swift and just hearing for his/her cause and be reinstated by a majority of those present and voting.

Article V: Budgets

Section I. The annual budget of the Local, based upon a July 1 through June 30 fiscal year, shall be developed and approved by the Executive Board before October 1 of each school year.

Section II. The annual dues of the Local shall be approved by the Executive Board before October 1 of each school year.

Section III. Annual dues shall be changed by an amount equal to changes in state and national affiliate dues and insurance premiums. Such changes shall be authorized by the Executive Board without special membership approval.

Article VI: Dues

Section I. Affiliate and Local Dues

A. Full Dues

- I. Members of teacher Councils with Collective Bargaining whose salaries equal or exceed the salary of the lowest BA-Step 1 amount in the Local;
- II. Members of other Councils with Collective Bargaining whose salaries equal or exceed an amount established annually by the Executive Board for this classification.

B. Half Dues

- I. Members of teacher Councils with Collective Bargaining whose salaries less than the salary of the lowest BA-Step 1 amount in the Local and equal or exceed an amount established by the Executive Board for this classification;
- II. Members of other Councils with Collective Bargaining whose salaries are less the amount established in Part A above and equal or exceed an amount established annually by the Executive Board for this classification;
- III. Members of Councils that do not have Collective Bargaining and at-large members.

C. One-Fourth Dues: Members whose salaries are less than the amount established in Part B above.

D. Retiree Dues: Retired members of Local Councils shall pay minimal dues as determined annually by the Executive Board.

Section II. Council Dues

- A. Each Council, in accordance with its Constitution, shall establish a dues rate. Council monies shall be deposited with the Local.
- B. Said excess monies shall be drawn upon by the Council according to its own determined needs as authorized by the President of said Council.
- C. Each Council President shall notify the Treasurer of said Council's dues by June 1 of each year.

Section III. Method of Payment:

- A. All members shall be enrolled in the payroll deduction system where such a system is negotiated or guaranteed by state law;
- B. Non-retired members who do not have access to a payroll deduction system guaranteed by state law or negotiated, must pay their annual dues in two equal payments on or before October 1 and February 1 of any given school year;
- C. Withdrawal from payroll deduction must be in writing to the Union thirty (30) days prior to October 1 of any given year or upon termination of employment.

Section IV. Non-Payment of Dues:
Any member who becomes thirty (30) days delinquent in dues payment shall automatically be dropped from membership.

Article VII: Officers

Section I. The elected officers are as follows: President, Executive Vice-President and Treasurer.

Section II. General duties are as follows:

- A. To attend all Local meetings;
- B. To keep abreast of all material and news related to Union activities; and,
- C. To carry out specific responsibilities as assigned by the Executive Board or President.

Section III. Specific duties of the President, Local 1274, are as follows:

- A. To preside over all meetings of the Executive Board and membership;
- B. To represent the Local at functions, conventions, and conferences of concern to the Local;
- C. To act as the ranking delegate at AFT, IFT, and other labor body conventions;
- D. To act as the principal executive officer of the Local;
- E. To receive, report, and respond to correspondence of the Local;
- F. To supervise all employees of the organization;
- G. To be one of the responsible financial officers of the Local, authorized to co-sign financial instruments and make regular and usual disbursements of funds; and,
- H. To represent the Local before bodies of employers, executive and legislative officials, and before the public, community organizations, and the media.
- I. The President shall be able to delegate responsibilities of the office except where otherwise specified by the Constitution.

Section III. Specific duties of the Executive Vice-President, Local 1274, are as follows:

- A. To perform the duties of the President when the President is absent;
- B. To perform specific Union assignments and duties as the need arises;
- C. To keep abreast of committee progress;
- D. To record minutes of Executive Board meetings and general membership meetings;
- E. To maintain an accurate record and file such minutes;
- F. To perform other duties as delegated by the President or assigned by the Executive Board.

Section IV. Specific duties of the Treasurer, Local 1274, are to enact or oversee as follows:

- A. To keep the financial records of the Union;
- B. To receive, record and deposit all dues and other monies through individual payment or the payroll deduction procedure, or other methods, in the name of the organization;
- C. To be one of the responsible financial officers of the Local, authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- D. To maintain accurate membership records and to prepare monthly financial reports for each Council depositing money with the Local and to give monthly financial reports of the Local to the Executive Board;
- E. To present, at the request of the President, an annual budget:
 - i. Approval shall authorize payment only to the limits of the budgeted amounts. Budgeted amounts may be exceeded only by approval of the Executive Board;
 - ii. Every expenditure shall require the approval of both the President and the Treasurer;
 - iii. Non-Operational expenditures shall require Executive Board approval; and,
 - iv. The contingency account, by definition, is transferable.
- F. To keep Council and Local expense records in such a manner that it can be clearly shown which expenses are allowed to be included in calculating fair share fees;

- G. To inform district business managers of the Union dues and fair share fees for the year before September 1 of each school year based upon the approved budgets of the Councils and the Local;
- H. To prepare correspondence and written material of the Local;
- I. To issue membership cards and notices of delinquency;
- J. To transmit per-capita payments on a regular basis to the Secretary-Treasurer of the AFT and similar officers of all other bodies with which the Local is affiliated;
- K. To perform other duties as delegated by the President or assigned by the Executive Board;
- L. To perform other duties of the office as required by the Labor Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and,
- M. To arrange for and oversee Local and Council audits as required.

Section V. The order of succession of Local 1274 officers shall be:

- 1. Executive Vice-President;
- 2. Treasurer;
- 3. The Council President representing the largest number of Union members.

Article VIII: Duties of the Executive Board

Section I. The duties of the Executive Board shall be as follows:

- A. To plan the program and activities of the Local;
- B. To establish policy for the Local and recommend policy to Councils;
- C. To aid in implementation of policies and programs of the Local;
- D. To manage the financial affairs of the Local;
- E. To manage and care for the physical property of the Local;
- F. To provide for an audit of the Local's finances, in accordance with AFT and IFT requirements and applicable law;

- G. To employ all professional, technical, clerical, and support staff of the Local;
- H. To establish the salary, benefits, and expense guidelines of any general officer employed by the Local;
- I. To make contracts and incur liabilities, including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership; and,
- J. To be responsible for adherence to and enforcement of the Constitution and Bylaws of the Local;
- K. To fill all vacancies of Local Officers until the expiration of the term of office in which the vacancy occurred.