



**Northwest Suburban  
Teachers Union**

## **BYLAWS OF THE DISTRICT 211 TEACHERS UNION**

(As amended May 2008)

### **I. NAME**

This organization shall be known as the District 211 Teachers Union, a council of the Northwest Suburban Teachers Union, Local 1211, and shall be referred to as the Council in this document. This Council shall have the same affiliations as its parent Local (Northwest Suburban Teachers Union.)

### **II. PURPOSE**

The purpose of this Council shall be to advance public education and to promote the welfare of educators.

### **III. MEMBERSHIP**

#### **Section I. ACTIVE**

Membership in the Council shall be open to all IFT and AFT members who are employed personnel of Township High School District #211.

An active member shall have full membership services, privileges and responsibilities, including voting; holding office; serving on committees; serving as an IFT or AFT delegate; participating in any of the fringe benefits provided by the Council; participating in professional negotiations; and such other rights, privileges and responsibilities as are conferred through Council governance.

#### **Section 2. DUES and SPECIAL ASSESSMENTS**

The membership dues shall be determined by the Governing Board. All Illinois Federation of Teachers and American Federation of Teachers dues raises will be automatically included in the yearly dues.

#### **Section 3. MEMBERSHIP YEAR**

The membership year shall be from September 1 to August 31. For dues purposes, membership shall be regarded as continuous. Membership may be terminated if the member notifies the Council President or Treasurer of this termination between September 1 and September 15 or if the member leaves the district. Membership shall not be reinstated until the following September 1st.

If a teacher leaves the district before the beginning of the second semester, he/she is entitled to a 50% (fifty percent) refund of his/her dues. The member must request this refund in writing to the President or the Treasurer.

If a teacher joins the district during the second semester, he/she shall be entitled to join the Union at 50% (fifty percent) of the yearly dues.

Section 4. **REVOCATION and REINSTATEMENT**

The Governing Board shall have power to censure, suspend, or expel any member for just cause. The Governing Board shall have the power to reinstate any suspended or expelled member.

**IV. OFFICERS**

Section 1. **OFFICERS**

The officers of the Council shall be the President, Vice President, Secretary and the Treasurer.

Section 2. **QUALIFICATIONS**

A candidate shall be a member of the Council before he may be nominated for an office. Members holding the offices of President and Vice President shall be tenured teachers.

Section 3. **TERMS**

The President, Vice President, Secretary and Treasurer shall serve two-year terms of office and may succeed themselves in office. Officers shall be elected before the end of the spring semester. Their terms shall begin at the beginning of the school year and run until the beginning of the next school year.

Section 4. **DUTIES**

The duties shall be those usually assigned to officers and shall include the following:

- A. **PRESIDENT** - The President is the chief executive officer and shall preside at all meetings of the Council and the Governing Board. Subject to approval of the Governing Board, the President shall appoint all positions and committees for which other provisions have been made and shall be an ex-officio member of all committees. The President shall chair the Bargaining Team, and also serve as co-chairperson of the Political Action Committee. The President shall serve as spokesperson for the Council on all matters of public relations. The President is responsible for submitting for the Union newsletter, an article for every issue and will prepare a State of the Union memo in either January or October. The President will handle any and all grievances beyond Level I and will meet with the Superintendent on a monthly basis. The President will represent the Council and the Governing Board at meetings and public functions in which Union membership is held. The President shall appoint an executive assistant who will report directly to him/her. The assistant's duties shall include reviewing and reporting on any School Board Policy changes, assisting in the scholarship raffle, serve on the class size committee, oversee the tuition reimbursement policy on an annual basis. The assistant shall also serve as liaison to the Local Governing Board and attend Local meetings. He/she shall fulfill any and all responsibilities designated by the President.
- B. **EXECUTIVE VICE-PRESIDENT** - The Vice President shall assume all the duties of the President in case of the absence or disability of the President. The Vice President is responsible for administering all elections of the Council and Governing Board. The Vice President shall be

responsible for the coordination of the student scholarship awards and all ceremonial functions of the Council and the Governing Board. The Vice President will attend monthly meetings with the Superintendent and President. The Vice President shall be responsible for organizing and leading the Contract Improvement Committee and also serve on the Negotiating Team. The Vice President shall serve as committee liaison to the President for the Local Professional Development Committee, the By-Laws Committee and any and all other committees deemed necessary for review. The Vice President shall be a delegate to the Local 1211 Executive Board and attend Union and community events where Union representation is needed. The Vice President shall fulfill any and all roles assigned by the President.

- C. **VICE PRESIDENT—COMMUNICATIONS DIRECTOR** - The Communications Director shall keep a record of all meetings of the Council and of the Governing Board. He/she shall maintain records of all activities within the Council. With the approval of the President, he/she shall prepare and cause to be distributed to the membership summaries of the minutes of the Governing Board meetings and of the Council meetings. He/she shall carry on such correspondence as the President and/or the Governing Board designates. He/she shall coordinate and distribute the Union newsletter. He/she shall develop the annual council meeting schedule. The Communications Director shall monitor the Council's section on the Union website and represent the Union at community functions as requested by the President. He/she shall serve on the Negotiating Team and serve as a liaison to other counsels. The Communications Director will oversee/prepare all press releases under the direction of the President. He/She will attend Union events, oversee the Scholarship Committee and process and attend Board of Education meeting. The Communications Director shall fulfill any and all other duties requested by the President.
- D. **SECRETARY- TREASURER** - The Treasurer shall supervise the collection of all dues. He/she shall have charge of all funds of the Council shall deposit them in the name of the Council and shall disburse them as authorized by the Governing Board. The Treasurer shall regularly apprise the Governing Board as to the financial status of the Council. The Treasurer shall chair the Budget Committee and maintain all membership information. The Treasurer shall provide for an annual audit of council funds no later than January 31 of the following fiscal year. The Treasurer shall oversee the Scholarship Raffle and shall serve on the Negotiating Team. The Treasurer shall fulfill any and all responsibilities requested by the President.

#### Section 5. **VACANCIES**

- A. If the office of the President is vacated, the Vice President shall assume the office for the unexpired term.
- B. If the office of the Vice President is vacated, the President shall appoint a Vice President subject to approval by the Governing Board.
- C. Should the offices of both the President and Vice President be vacated prior

to the spring election, the Governing Board may call a special election to fill these offices.

- D. Vacancies for the offices of Secretary or Treasurer shall be filled by the President subject to approval of the Governing Board.

#### Section 6. **RECALL**

- A. A vote to recall the President or the Vice President shall be taken once the Governing Board has been presented with a petition requesting such a recall and signed by at least 30% (thirty-percent) of the current membership. The officer shall be recalled by a vote of 3/5 (three-fifths) of the membership. The position shall be filled in accordance with Article IV, Section 5 - Vacancies.
- B. The Secretary or Treasurer may be recalled by a vote of 3/5(three-fifths) of the members of the Governing Board. The position shall be filled as in Article IV, Section 5 - Vacancies.

### **V. BUILDING REPRESENTATIVES**

#### Section 1. **ELECTION**

- A. Council members in each building shall elect one Building Representative per thirty-five (35), or major part thereof, to serve a term of two (2) years, such that half are elected in odd years and half are elected in even years. One (1) representative shall be a Teacher Assistant. If one or more Teacher Assistants seek a Council position, the Teacher Assistant with the greatest number of votes will be elected. In the event, no Teacher Assistants run, a teacher may occupy that position. Teacher Assistants are entitled to a maximum of one (1) seat per building.
- B. Council members in each building shall elect one (1) Alternate Representative to serve a one-year term. The alternate shall function only in the absence of a Building Representative at Governing Board meetings.
- C. Vacancies occurring after elections shall be filled by appointment of the Governing Board.

#### Section 2. **DUTIES**

In addition to duties found elsewhere in the Bylaws, Building Representatives shall:

- A. Initiate, promote, and coordinate the communications, services, projects and programs of the Council within a building in cooperation with the Governing Board and its committees.
- B. Receive requests from individual members.
- C. Receive recommendations and requests from groups of members.
- D. Make recommendations to the Governing Board.
- E. Submit to the Governing Board a plan for carrying out these duties and after it's approval implement the plan.
- F. Building Representatives shall appoint department representatives to a Building Council. The Building Council will serve to provide a focal point for the discussion of building concerns and to distribute Council information.

#### Section 3. **RECALL**

A vote to recall a Building Representative shall be taken within any building with a petition signed by at least 30% (thirty percent) of the building membership. The Building Representative shall be recalled by a vote of 3/5 (three-fifths) of the members within the building. The vacancy shall be filled by appointment by the Governing Board.

## **VI. LOCAL 1211 EXECUTIVE BOARD DELEGATES**

### **Section 1. ELECTION**

- A. The Council shall have one delegate on the Executive Board for the first one hundred (100) members or part thereof, that delegate being the Council Vice President, if he is not an officer of the Local. Additional delegates will be based upon each additional one hundred (100) members or major part thereof.
- B. Executive Board delegates, excluding the Vice President, shall be elected by district wide ballot.

### **Section 2. TERMS**

The term of office for a delegate shall be two (2) years.

### **Section 3. DUTIES**

The delegates shall represent the Council at the Executive Board and report to the Governing Board.

### **Section 4. VACANCIES**

Vacancies occurring after the election shall be filled by appointment of the Governing Board.

## **VII. IFT and AFT REPRESENTATIVES**

### **Section 1. IFT REPRESENTATIVE ASSEMBLY DELEGATES**

- A. **ELECTION**  
IFT Representative Assembly delegates shall be elected by district-wide secret ballot. Each member shall cast one vote per allocated delegate. Delegates and alternates shall be chosen in order of votes received.
- B. **DUTIES**  
The delegates shall represent the Union at the IFT Representative Assembly and present a written report.

### **Section 2. AFT REPRESENTATIVE ASSEMBLY DELEGATES**

- A. **ELECTION**  
AFT Representative Assembly delegates shall be elected by district-wide secret ballot. Each member shall cast one vote per allocated delegate. Delegates and alternates shall be chosen in order of votes received.
- B. **DUTIES**  
The delegates shall represent the Union at the AFT Representative Assembly and present a written report.

## **VII. NOMINATIONS AND ELECTIONS**

**Section 1. NOMINATIONS**

The Vice President shall appoint, with Governing Board approval, a Nominations and Elections Committee Chairperson in each building. The Chairperson shall select a committee composed of a Council member in good standing from each building.

It shall be the duty of this committee:

- A. To secure nominations for all positions at an open meeting in each building.
- B. To secure a candidate for the position.
  
- C. To secure from the nominees their consent and a statement of their qualifications and platform two weeks prior to the election.
- D. To distribute these statements.
- E. To conduct meetings for candidates to discuss their views in each school prior to the election, if possible.
- D. To conduct elections.

**Section 2. ELECTIONS**

- A. The Nominations and Elections Committee shall conduct elections by secret ballot in each building simultaneously.
- B. No person shall be elected until he/she receives a majority of the votes cast. In runoff elections only the names of the two candidates with the highest number of votes shall be placed on the ballot.
- C. In all district elections, all ballots will be compiled and counted by the election committee at the Local 1211 office on the day of the election.
- D. All candidates will be notified of the results prior to the next day.
- E. The district chairperson will inform the President of the election results after the school day.

**IX. GOVERNING BOARD**

The Governing Board shall consist of the officers, the building representatives and the standing committee chairperson(S). It shall be the duty of the Governing Board to coordinate committees and to determine and administer policies for the Council. The Governing Board shall have the authority to set stipends for its officers, committee members and building representatives in an effort to defray expenses.

If a petition, containing sixty (60) signatures of members, is presented to the Governing Board requesting a membership referendum on any issue, the Governing Board shall provide for such a referendum.

**X. STANDING COMMITTEES**

**Section 1. COMMITTEES**

Standing committees shall include, but not be limited to the following: Political Action Committee, Grievance, Human Relations and Professional Standards, Rights and Responsibilities, Membership, Public Relations, Resolutions and Bylaws, Insurance, School Policy Board Policy Revision, Class Size, Service, Social, Contract Improvement, and Budget Committee.

**Section 2. SELECTION**

Prior to October 15, all committee chairpersons shall be appointed by the President with the approval of the Governing Board. Chairpersons must be active members. Committee Chairpersons shall appoint committee members with the approval of the Governing Board.

**Section 3. TERMS**

The term of appointment for members of committees except the Contract Improvement Committee shall be one year.

**Section 4. VACANCIES AND ATTENDANCE**

Vacancies that occur within a term shall be filled for the unexpired term in the same manner as the original appointments. A Chairperson shall maintain attendance records of all meetings and report to the Governing Board.

**Section 5. DUTIES, RESPONSIBILITIES, and SPECIAL CONDITIONS**

**A. POLITICAL ACTION COMMITTEE**

The committee shall inform the membership concerning legislation and the election process. The committee shall be chaired by the Community Liaison Representative. This representative(s) shall be appointed by the President and subject to Governing Board approval.

**B. MEMBERSHIP COMMITTEE**

The committee shall promote membership in the Council, Illinois Federation of Teachers, and the American Federation of Teachers. The committee shall provide membership lists for each building and verify the receipt of publications by each member.

**C. HUMAN RELATIONS and PROFESSIONAL STANDARDS, RIGHTS AND RESPONSIBILITIES COMMITTEE**

The Committee shall make recommendations to the Governing Board concerning ethical practices, professional responsibilities, human rights of students and teachers and such other items as may be assigned by the Governing Board. The committee shall inform the membership of the Code of Ethics and its implications.

**D. GRIEVANCE AND LEGAL DEFENSE COMMITTEE**

The committee shall be responsible for receiving grievances, processing and/or advising the aggrieved. The committee shall include the President, an experienced negotiating team member, and at least one member from each building who thoroughly understands the several agreements between the Council and the High School District 211 Board of Education. The committee will meet monthly to review the status of pending grievance(s) and legal action and to discuss new areas of concern. Each month the Governing Board will be presented with a progress report containing specific information and individuals involved in such cases will also receive monthly progress reports.

**E. PUBLIC RELATIONS COMMITTEE**

The committee shall maintain a comprehensive public relations program which is consistent with the goals and objections of the Council and includes both internal and external phases. The committee shall cause at least four newsletters to be published each year.

F. **CONTRACT IMPROVEMENT COMMITTEE**

1. **COMPOSITION and SELECTION**

The members of this committee shall consist of two members elected from each school and up to three (3) members appointed by the President subject to Governing Board approval. The two (2) members from each school shall be active members and elected for staggered two (2) year terms. All members shall have experience or training in Labor or Contract Negotiations. All members shall serve their terms from the date of elections until negotiations are completed. The Contract Improvement Committee members shall not be elected during negotiations unless so determined by the Governing Board, but shall be elected following a ratified contract.

2. **DUTIES and RESPONSIBILITIES**

- a. The committee shall study relevant publications and shall participate in appropriate workshops and training programs.
- b. The committee shall receive recommendations from individuals, committees and the Governing Board concerning current practices, policies, regulations, Union policies, contracts from other districts, recommendations from the IFT and AFT employment practices, working conditions, economic trends, social problems, school finance and so forth and shall draft a contract proposal.
- c. If the proposed contract requires modification, the Bargaining Team will return the contract to the Contract Improvement Committee for redrafting purposes.

G. **RESOLUTIONS and BYLAWS COMMITTEES**

The committee shall provide interpretations of resolutions and bylaws and shall advise the President and Governing Board. The committees shall provide for each Governing Board member a copy of the Union bylaws. The committee shall recommend to the Governing Board additions and revisions to the bylaws and resolutions.

H. **SERVICE COMMITTEE**

The committee shall serve as administrator for the Council's program of special services to the membership. The committee shall recommend to the Governing Board revisions or additions to the programs of services.

I. **SOCIAL COMMITTEE**

The committee shall plan social activities which will promote better relationship among teachers, provide a relaxed and informal opportunity to exchange ideas and encourage group spirit.

J. **BUDGET COMMITTEE**

The committee shall be chaired by the Treasurer. It will be the duty of the committee to submit a budget for approval for the coming year to the



Governing Board by September 20th.

**K. WEBSITE COMMITTEE**

The committee shall be appointed by the President and chaired by the Communications Director. It will maintain and update the councils section on the Union website.

**XI. BARGAINING TEAM**

**Section 1. DEFINITION**

The Bargaining Team shall be appointed by the President subject to Governing Board approval.

**Section 2.**

Members wishing to serve on this team shall abide by the following procedures:

- A. Submit an appropriate application form to the Governing Board.
- B. The Governing Board shall screen applicants.
- C. The President is to select the Bargaining Team based on the following formula: the Governing Board shall submit a list of candidates not to exceed the equivalent of two (2) times the number of buildings and the President shall base his/her appointments on the equivalent of not less than one times the number of buildings.
- D. At least three (3) of the President's nominations for the Bargaining Team shall be members of the Contract Improvement Committee.

**Section 3. DUTIES**

The Bargaining Team shall communicate with the membership in regard to the process and issues in bargaining.

**XII. MEETINGS**

**Section 1. SCHEDULE**

A schedule of meetings shall be developed by the council secretary and subject to Governing Board approval. These meetings shall be published and open to the membership and the press, excluding a motion for an executive session, in which case a 2/3 (two-thirds) vote of the Governing Board members present is necessary. The Governing Board shall provide opportunities for the membership within a building to meet with the officers and the appropriate building representatives.

**Section 2. QUORUM**

A quorum for all meetings of the Council and of the Governing Board shall consist of one (1) more than 1/2 the members of the appropriate body.

**XIII. PARLIAMENTARY AUTHORITY**

**ROBERT'S RULES OF ORDER, NEWLY REVISED** shall be the authority on all questions of procedure not stated in the Bylaws. A Parliamentarian shall be appointed from the Governing Board members.

**XIV. AMENDMENTS**

To amend these Bylaws the proposed change must be approved by the Governing Board and presented to the entire membership of the Council at least two (2) weeks before ratification. The amendment shall be ratified by at least 3/5 (three-fifths) ballot vote of the members voting.

**XV. RATIFICATION**

These bylaws shall be ratified by at least 2/3 ballot vote of the members voting.