

**UNITED SUPPORT STAFF COUNCIL
OF NORTHWEST SUBURBAN TEACHERS UNION
LOCAL 1211**

CONSTITUTION

Approved as of January 26, 2005

PREAMBLE

In order to unite school personnel in the United Support Staff Council in High School District 211 freely under their own direction.

1. To negotiate in good faith both universal issues and issues pertaining to only one classification of Council members,
2. To improve benefits, wages and working conditions of our Council members,
3. To investigate, study and discuss possible solutions to mutual problems affecting United Support Staff personnel/administration through all steps of the grievance procedure, if possible,
4. To offer training to all officers, building representatives and unit members who request training in order to contribute to the betterment of the Union,
5. To protect the personal, civil and professional rights of United Support Staff personnel,
6. To foster a professional working relationship between administrators, teachers, other school personnel, parents, students, the community, and members of the United Support Staff Council,
7. To promote the need of responsibility and respect to parents, students, school personnel, and members of this Council,

We, the members of the United Support Staff Council of Local 1211, do ordain and establish this Constitution.

Article I. Name, Affiliation and Structure

- Sec. 1. This organization shall be known as the United Support Staff Council (USSC), a Council of the Northwest Suburban Teachers Union, Local 1211, IFT-AFT, AFL-CIO.
- Sec. 2. The “Local” stated in this document refers to the Northwest Suburban Teachers Union, Local 1211. The “Council” refers to the United Support Staff Council (USSC), Local 1211.
- Sec. 3. USSC Local 1211 shall be affiliated with and participate actively in the American Federation of Teachers, the Illinois Federation of Teachers, the Illinois State Federation of Labor, the Chicago Federation of Labor Industrial Unions Council and the AFL-CIO.
- Sec. 4 **Membership:**
USSC Local 1211 shall be made up of but not limited to all classified personnel including faculty service supervisors, business clerks, cashiers, bookkeepers, clerks, secretaries, receptionists, switchboard operators, media assistants, registrars, assistant registrars, computer assistants, and student supervisors.
- Sec. 5. USSC shall elect its own officers, hold meetings, and administer its own affairs.
- Sec. 6. USSC shall elect two Delegates, one representing the student supervisors and one representing the professional office workers, to the Executive Board of Local 1211, and shall be elected by a secret ballot to a two-year term. The election of delegates to the Executive Board of Local 1211 is to be held with the Local 1211 Executive Board election.
- Sec. 7. USSC shall cooperate with and consider any responsible requests of the Executive Board of Local 1211 such as arise in fulfilling duties outlined in Article II, Section 1 of this Constitution.
- Sec. 8. USSC shall adopt its own constitution as long as such constitution is not contrary to the Constitution of Local 1211 and its affiliates.

Article II. Responsibilities

- Sec. 1. The United Support Staff Council shall assist in carrying out the duties for the USSC members in fulfilling requests of the Executive Board of Local 1211 as stated in Article I, Section 7.
- Sec. 2. The USSC shall
- A. Conduct negotiations.
 - B. Handle contract violations.
 - C. Conduct any, and all, other business relating to the Council that is not specifically delegated to the Local.
 - D. Inform members of the availability of and coordinate any training pertaining to Union matters.

Article III. Membership Eligibility

- Sec. 1. Eligibility for membership shall conform to the AFT Constitution and the IFT Constitution.
- Sec. 2. Members, who have been dropped from the rolls due to withdrawal or non-payment of dues, may apply for reinstatement during the first thirty (30) business days of the next fiscal year beginning September 1st of the current year and ending August 31st of the following year.
- Sec. 3. Members may be expelled from this organization, USSC, Local 1211.
- A. No member may be expelled except on written charges presented by the one making the charges at a regular meeting of the USSC Governing Board and may be sustained by a two-thirds (2/3) vote of the Board. At the request of the defendant, the decision of the Board shall be submitted by referendum vote to the membership.
 - B. A member, against whom charges are made, has the right to appear before the USSC Governing Board at the meeting when the charges are presented; moreover,

they must be notified in writing by the Board at least ten (10) business days before said meeting.

- C. The expelled person who disagrees with the United Support Staff Council Governing Board's decision may make an appeal to the Local Executive Board of Local 1211. This appeal must be made at the next Executive Board meeting after the Council Governing Board hearing, so an appeal hearing date can be made.

Article IV. The Governing Board

Sec. 1. The Governing Board of USSC, Local 1211 shall consist of Council officers, building representatives, Council standing committee chairpersons, and delegate(s) to the Local Executive Board.

Sec.2. **Governing Board Council officers, duties of office and compensation:**

- A. **The President** shall preside over all meetings of the Governing Board and of the general membership meetings. He/she shall be an ex-officio member of all committees with the exception of the nominating committee. The President shall be the spokesperson on matters pertaining to this Council.
- B. **The Vice-President** The Governing Board may have more than one elected Vice-President as deemed necessary by the USSC. Each Vice-President shall work under the instructions of the President and shall be responsible for chairing the Grievance Committee, filing a grievance in a timely fashion, and keeping the President abreast of all ongoing activities. The Vice-President with the most seniority in the District shall perform the duties of the President when the President is absent and perform specific union assignments and duties as the need arises.
- C. **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 prepare a Council budget and provide for an annual audit to be read at a time and place set by the Governing Board.

- D. **The Secretary** shall record minutes of all Governing Board and other official meetings of the Council as designated by the President and perform such duties as devolve upon the secretary including keeping accurate records of all meetings, taking attendance at meetings, handling and maintaining orderly files of copies of correspondence written by officers or committee chairpersons, and publishing and distributing the minutes.
- E. **Building Representatives** will act as a liaison between the Council and their respective buildings. They shall attend Governing Board meetings, post notice of current business, and handle union matters at their buildings. It shall be the duty of the Building Representative to notify the Treasurer of any changes in personnel, such as: new employee, resignation or retirement of employee, change of name, address, phone number, change of hours, employment position, etc.
1. Each D211 building shall have two building representatives, one a student supervisor employee and one a professional office worker employee, in good standing.
 2. In the event that no individual student supervisor member or no individual professional office worker member wishes to represent his/her building as a Building Representative, two student supervisors or two professional office members may represent their building.
 3. Each building shall also have two alternate Building Representatives, one a student supervisor employee and one a professional office worker employee, in good standing.
 4. In the event that no individual student supervisor member or no individual professional office worker member wishes to represent his/her building as a Building Representative, two alternate student supervisors or two alternate professional office members may represent their building.
 5. In the event a building representative cannot be present, either an alternate student supervisor or an alternate professional office worker Building Representative shall carry out the responsibilities as stated in Article IV, Section E.

- F. **Sergeant at Arms** The President has the option of appointing a Sergeant at Arms (appointment not considered an officer) to keep order at a meeting when deemed necessary.
- G. **Compensation for Officers**
 - 1. Compensation will be budgeted for the offices of President, Vice-President, Secretary and Treasurer.
 - 2. Compensation amounts will be decided during the annual budgeting process.
 - 3. Compensation will be paid proportionately in January and June.

Sec. 3. The following shall be **standing committees**:

Communications, Elections, Grievance, Special Services

- A. Chairpersons of standing committees shall be appointed by the President with the approval of the elected members of the Governing Board.
- B. It shall be the duty of the chairperson of the standing committees to attend the meeting of the Governing Board, when requested.
- C. Membership on standing committees shall be on recommendation of the committee chairperson with the approval of the elected members of the Governing Board.
- D. It shall be the duty of the standing committee members to meet regularly during the year to carry out the on-going nature of their business.
- E. The President may create ad hoc committees for special tasks.
- F. Chairpersons of ad hoc committees shall be appointed by the President with the approval of the elected members of the Governing Board.
- G. Membership on ad hoc committees shall be on the recommendation of the chairperson with the approval of the elected members of the Governing Board.
- H. The President shall see that all committees perform the duties assigned to them within a reasonable time. If the majority of the committee members report any committee member is not performing his/her duties, the President may remove this committee member and appoint another Council member to the committee.

Sec. 4. Officers and delegates shall serve two-year terms beginning on January 1st of odd numbered years and at the expiration of the term of office shall deliver all Union property (books, papers, money, etc.) to their successors.

Sec. 5. Officers and delegates may succeed themselves subject to election.

Sec. 6. **Governing Board Vacancies:**

A. Vacancies in the offices of Vice-President, Treasurer, and Secretary shall be filled by presidential appointment with approval of the Governing Board.

B. The Vice-President with the most seniority in the District shall fill a vacancy in the office of President.

C. So long as there exists a member in good standing willing to serve in each USSC Governing Board position, then no member may hold more than one office at the same time.

D. No member shall hold both the office of the President and the office of the Treasurer during the same term.

Sec. 7. In the event that the President cannot complete the elected term of office, the Vice-President with the most seniority in the District shall serve as “Acting President” fulfilling the duties of the President for thirty (30) business days. After thirty (30) business days, a special election among the general membership will be held to fill the office of the Presidency.

Sec. 8. The Governing Board will fill vacancies in the office of delegates and building representatives.

Sec. 9. The Governing Board shall have the authority to set allowances to defray expenses.

Article V. Meetings

Sec. 1. Governing Board meetings shall be held monthly during the school year. A Special Meeting of the Governing Board may be called by the President or by a majority of the Governing Board petitioning the President.

Sec. 2. A quorum for the purpose of doing business shall consist of the President or his or her representative and fifty percent (50%) of the membership of the Governing Board.

Sec.3. A meeting of the Council membership may be called by:

- A. The President
- B. Petition of ten percent (10%) of the Council membership as a whole
- C. A majority of the Governing Board

Sec. 4. The quorum for a Council membership meeting shall be fifteen percent (15%) of the Council membership in attendance.

Sec. 5. **Robert's Rules of Order** shall govern the parliamentary procedure of this Council on all points not covered by the Constitution of this Council Organization.

Sec. 6. Voting at Council meetings may only be done by elected Officers, Delegates of the Executive Board, and Building Representatives or an alternate Building Representative in the absence of the Building Representative.

Article VI. Elections

Sec. 1. **Candidate Elections**

- A. Candidates for a Council office shall be nominated no later than December 1st by one of the following procedures:
 - 1. At an open membership meeting conducted by the election committee at each building.
 - 2. By submitting nominations in writing to their building representative by a date determined by the election committee.
- B. Elections will be set by the Election Committee and occur by the last school week of the year in December.
- C. A lottery, conducted by the Election Committee, shall determine both ballot and the order of candidates' statements.
- D. Elections shall be held by a secret ballot.

- E. Election results shall be by simple majority of those voting.
- F. Elections shall be at polling places established by the Election Committee.
- G. All ballots shall be counted at the Local office at a designated time.
- H. The Election Committee shall announce election results.
- I. All dates, deadlines, regulations, etc., pertinent to the election process shall be set by the Election Committee.

Sec. 2. Absentee Balloting

- A. The Election Committee shall provide for absentee balloting five (5) business days prior to the election of officers, and all council-wide elections.
- B. It is the responsibility of the USSC member to request an absentee ballot.

Sec. 3. Election of Delegates The Council in accordance with the by-laws governing said Council should elect two (2) delegates to the Executive Board of Local 1211.

- A. Whenever possible one delegate shall be a student supervisor employee Council member and the other a professional office worker Council member.
- B. In the event this is not possible, two (2) student supervisor Council members or two (2) professional office worker employee Council members can be elected as delegates to the Executive Board of Local 1211.

Article VII. Removal from Office

Sec. 1. Officers, building representatives and delegates may be removed from office for neglect of duty or other behavior contrary to the welfare of this organization upon completion of the following steps:

- A. A petition signed by fifty percent (50%) of members in good standing and containing all and full reasons for the proposed removal shall be submitted to the Governing Board at any regular meeting of that Board.
- B. After determining that the petition does meet all of the requirements of legal petition, it shall be the duty of the Governing Board to inform the membership when such removal shall be debated and voted upon. No more than forty-five (45) business days may elapse between step A of the procedure and such vote.

- C. The removal vote is to be by secret ballot at an open membership meeting of the membership and requires a quorum of two-thirds (2/3) of those present and voting to pass.
- D. Upon removal from office all records, money and material pertaining to Union business and in possession of the member must be returned to the Union within five (5) business days.

Article VIII. Dues

- Sec. 1. All dues shall include per capita assessments for the Council, Local 1211, IFT, AFT, CFL, IFL, AFL-CIO, and professional liability insurance.
- Sec. 2. **Method of payment:**
 - A. All USSC members shall be enrolled in a dues check-off system where such system is guaranteed by state laws.
 - B. Dues shall be paid by payroll deduction on a semi-monthly basis beginning October 1st and ending June 30th of the current school year.
 - C. All dues collected by payroll deduction shall be sent directly from the school district to the Council's Treasurer. The Council Treasurer shall forward appropriate money to the Local Treasurer within thirty (30) days.
- Sec. 3. The Governing Board may establish a dues rate above Local dues. The Council President shall notify the Local Treasurer of said Council dues by September 1st of each year unless it is agreed to postpone the decision.
- Sec. 4. The fiscal year of this organization shall begin September 1st of the current year and end August 31st of the following year.
- Sec. 5. Dues will be in proportion to the amount of money earned by a United Support Staff Council member. USSC members who earn an annual salary of less than \$16,000 shall pay quarter (1/4) dues of Local, IFT and AFT. All USSC members who earn \$16,000 or more shall pay half (1/2) dues of Local, IFT and AFT.
- Sec. 6. All employees wishing not to join the Union shall pay their Full Fair share dues, unless exempted to the contrary by the Collective Bargaining Agreement.

Article IX. The Budget

- Sec. 1. The Annual Budget shall be prepared by a Budget Committee composed of two (2) representatives of the United Support Staff Council, one student supervisor Council member in good standing and one professional office worker Council member in good standing, with the Treasurer serving as chairperson.
- Sec. 2. The Annual Budget shall be prepared and distributed to the United Support Staff Council no later than ten (10) business days prior to the last meeting of the current school year.
- Sec. 3. The Budget shall be considered for approval at the last Governing Board meeting of the current school year. Approval shall require a two-thirds (2/3) vote of the Governing Board present and voting.

Article X. Amendments

- Sec. 1. Amendments to this constitution may be proposed by any of the following:
- A. The Governing Board
 - B. A petition signed by twenty (20%) percent of the Council membership
- Sec. 2. All proposed amendments shall be presented to the entire Council membership at least two (2) business weeks prior to a ratification vote.
- Sec. 3. Ratification of a proposed amendment requires a three-fifths (3/5) secret ballot vote of those members voting in the Council-wide ratification election.
- Sec. 4. Amendments adopted by referendum shall become effective thirty (30) business days after adoption.