



BYLAWS OF THE DISTRICT 211 TEACHERS UNION

(As amended May 2015)

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 Illinois Federation of Teachers (IFT) and American Federation of Teachers (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 IFT and AFT dues raises will be automatically included in the yearly dues.

Section 3. MEMBERSHIP YEAR

The membership year shall be from the August 1st to July 31st. Membership shall be regarded as continuous, unless specifically terminated by the member. Membership may be terminated if the member notifies the Council President or Treasurer of this termination in writing by September 1st or if the member leaves the district. Once terminated, membership shall not be reinstated until the following August 1st. New hires and Fair Share members are eligible for membership at any point during the year.

Dues will be prorated for members and fair share based on their term of membership during the year.

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 term “officers” when used hereinafter in this document shall refer to the President, Executive Vice President, Vice President of Communications, and Secretary-Treasurer of the Council.

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, Vice President and Secretary/Treasurer shall be tenured teachers.

Section 3. TERMS

Officers shall serve two-year terms of office and may succeed themselves in office. Officers shall be elected before the end of the spring semester in even numbered years. Their terms shall begin on August 1st and run until July 31st.

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 required. The president or his designee shall serve as a liaison to the Local Governing Board and attend Local Meetings.

- B. **EXECUTIVE VICE-PRESIDENT** - The Executive 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 all ceremonial functions of the Council and the Governing Board. 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 Bylaws Committee, the Scholarship Committee, the Athletics/Activities Committee, co-chair the Political Action Committee, and serve on the Board Policy Committee and

any and other committees deemed necessary. 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 roles assigned by the President.

- C. **VICE PRESIDENT OF COMMUNICATIONS** - The Vice President of Communications 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 and shall co-chair the PERA/SB7 Joint Committee. He/She 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 councils. The Vice President will oversee/prepare all press releases under the direction of the President. He/She will attend Union events, and shall fulfill other duties requested by the President.

- D. **SECRETARY- TREASURER** - The Secretary-Treasurer shall supervise the collection of all dues. He/she shall have charge of all funds of the Council and shall deposit them in the name of the Council. The Secretary-Treasurer shall disburse funds as authorized by the Governing Board within parameters as designated by federal and state law, and parent organizations of the Union. The Secretary-Treasurer shall designate all financial and accounting procedures within parameters of standard accounting practices. He/She shall regularly apprise the Governing Board as to the financial status of the Council, and shall chair the Budget Committee while maintaining all membership information. The Secretary-Treasurer shall provide for an annual review of council funds within 1 month of the filing of the federal 990 form. He/She shall oversee the Social Committee, Technology Joint Committee, and serve on the Negotiating Team. He/She shall fulfill any responsibilities requested by the President.

Section 5. **VACANCIES**

- A. If the office of the President is vacated, the Executive Vice President shall assume the office for the unexpired term. The President will then appoint an Executive Vice President to assume the office for the unexpired term.
- B. If the office of either Vice President or Secretary-Treasurer is vacated, the President shall appoint a council member subject to approval by the Governing Board.

Section 6. **RECALL**

- A. A vote to recall the President or either Vice 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 at Conant, Fremd, Hoffman Estates, Palatine, and Schaumburg shall elect up to five (5) Building Representatives who are certificated staff members. In these buildings, one additional representative will be elected as a Building Representative, who is a Teacher Assistant. Academy North and Academy South shall elect one Building Representative each. Elections shall occur in the spring semester of even-numbered years.
- B. Vacancies occurring after elections shall be filled by appointment of the President with the approval of the Governing Board.
- C. A single Head Representative shall be appointed by the President after initial consultation with the representatives from each building with the approval of the Governing Board. This person shall be one of the building representatives elected by the membership and shall count in the total number of building representatives allowed per building.

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 its approval, implement the plan,
- F. Stay informed about Union issues, and
- G. Seek out the Head Representative and solicit information that was presented at a council meeting they could not attend.

In addition to the duties of a Building Representative, the Head Representative shall:

- A. Present issues specific to their building, at the Governing Board meetings,
- B. Inform Building Representatives of information presented at Governing Board meetings when absent,
- C. Appoint department representatives to a Building Council. The Building Council will serve to provide a focal point for the discussion of building concerns, distribute Council information, and distribute Local political information,

- D. Attend quarterly meetings with the officers and other head representatives,
- E. Designate one of their building representatives to act as head representative at any council meetings they cannot attend,
- F. Serve on the President's Advisory Committee, and
- G. Meet with the building principal on a monthly basis to discuss concerns.

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 President with the approval of 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 will be the Council Executive Vice President, if he/she 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 President with the approval 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 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 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.

VIII. 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. No person in a contested election may serve on this committee. In the event that the Vice President is in a contested election, the Local election chair shall fulfill those duties.

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 to develop a candidate questionnaire used to solicit candidates' positions on relevant issues in the election.
- D. To conduct meetings for candidates to discuss their views in each school prior to the election, if possible.
- E. To conduct online elections.

Section 2. ELECTIONS

- A. The Nominations and Elections Committee shall conduct elections using the Local 1211 website. In the event a member is not physically able to vote via the website, their vote may be cast via paper ballot with at least 2 members of the election committee verifying the vote.
- B. No person shall be elected until receiving a majority of the votes cast. In cases where no person received a majority of the votes cast, a runoff election will be held where only the names of the two candidates with the highest number of votes shall be placed on the ballot.
- C. In all elections, electronic ballots will be compiled 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 Chairperson will inform the President of the election results after the school day of the election.

Section 3. CANDIDATE RIGHTS AND RESPONSIBILITIES

- A. Candidates may fill out the candidate questionnaire to be posted on the Local website.
- B. In the event of a contested election, candidates will have the opportunity to field questions from members via the Local website. Responses will be posted on the Local website for all members to review.

IX. GOVERNING BOARD

The Governing Board shall consist of the officers, the building representatives, and the chairpersons of each standing committee. 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, Grievance, Professional Development, Grading, Technology, PERA/SB7, Class Size, Investment, and Professional Standards, Rights and Responsibilities, Membership, Insurance, School Board Policy, 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 occurring within a term shall be filled for the unexpired term in the same manner as the original appointments. A Chairperson shall maintain attendance records and minutes 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 Executive Vice-President. 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 regularly to review the status of pending grievance(s) and legal action and to discuss new areas of concern. The Governing Board will be presented with a monthly progress report containing specific information and individuals involved in such cases will also receive monthly progress reports.

E. 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.

F. 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.

G. SOCIAL COMMITTEE

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

H. **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.

XI. BARGAINING TEAM

Section 1. **DEFINITION**

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

Section 2. **SELECTION**

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 Vice President of Communications and subject to Governing Board approval. These meetings shall be published and open to the membership, 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.