

Northwest Suburban IFT Retirees
The Northwest Suburban Teacher, Local 1211 Union Retiree Council
Bylaws

ARTICLE 1: NAME

The name of this organization shall be the Northwest Suburban Teachers Union Retiree Council hereinafter referred to as the Council.

ARTICLE 2: AFFILIATION

The Council shall serve as a constituent union of the Northwest Suburban Teachers Union.

The Council shall take no action that is in conflict with policies and decisions of the Northwest Suburban Teachers Union. No provision of, or proposed amendment to, these bylaws shall be in conflict with the constitution and/or bylaws of the Northwest Suburban Teachers Union

ARTICLE III: OBJECTIVES

The objectives of the Council shall be:

1. To promote membership in the Council of eligible retirees as defined in Article IV of these bylaws.
2. To formulate and support programs that will advance the best interest of Council members in matters such as pensions, healthcare, and Social Security.
3. To promote the aims and objectives of the Northwest Suburban Teachers Union and its state and national affiliates in matters that pertain to both active members and retirees
4. To maintain the ties of professional unity between working and retired personnel.
5. To keep the membership informed on a regular basis of events and legislation affecting the active and retired members.
6. To provide social, educational, and informational activities to the benefit of retired members.

ARTICLE IV: MEMBERSHIP

Section 1. Retiree membership shall be open to all retired personnel who had active membership in the Northwest Suburban Teachers Union prior to their retirement. Guest Membership in the Council also may be offered to surviving beneficiaries of eligible retirees as described above. Approval of an application for membership from others wishing to join the Council shall be determined by a majority vote of the Council's Executive Board.

Section 2. Membership eligibility in the Council shall be determined without regard to gender, race, religious creed, color, national origin, sexual orientation, ancestry, age or political affiliations.

Section 3. Retention of good membership standing in the Council shall be determined by the payment of dues by Oct. 15th each year; provided that members who have not already paid dues be notified in writing 15 days in advance of the above date of the amount of dues owed to the Council.

ARTICLE V: DUES AND COUNCIL FUNDS

Section 1. The amount of Council dues shall be established by the Northwest Suburban Teachers Union Retiree Council executive board.

Section 2. The Council shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the Northwest Suburban Teachers Union Retiree Council Executive Board.

- a. Checks drawn on the Council's accounts shall be signed by the Council treasurer or president.

ARTICLE VI: OFFICERS

Section 1. The officers of the Northwest Suburban Retirees Council shall consist of a president, vice president of operations, vice president of membership, secretary, and treasurer.

Section 2. Elections

- a. All officers shall be elected for a two-year term in conjunction with the Northwest Suburban Teachers Union Local elections.
- b. After the report of the nominating committee, the president and officers shall entertain nominations from the floor. A majority vote of members in good standing (as determined by the provisions of Article IV, Section 3, of these bylaws) is required to elect any officer. Unless a candidate is unopposed, all elections shall be conducted online or via email.
- c. At least 15 days prior to the election, the executive committee shall email or mail a notice to each Council member.
- d. Each Council member in good standing shall be entitled to one vote.
- e. Election to office shall be by a majority vote of the ballots returned.
- f. Ballots and election results shall be preserved for at least one year.
- g. Newly elected officers shall assume their positions immediately following the conclusion of the current meeting.
- h. At the close of their official term, outgoing officers shall deliver to their successors in office all books, papers, and other property of the Council that may be in their possession.

Section 3. Vacancies

If the office of president becomes vacant, the vice president shall serve as president for the remainder of the unexpired term. If any other elected office becomes vacant, the membership will choose a successor at the next meeting who shall hold office for the remainder of the unexpired term.

Section 4. Duties of Officers

a. President:

1. Administer the affairs and execute the policies of the organization;
2. Preside at all meetings of the Council executive committee and general membership;
3. Represent the Council to outside groups;
4. Appoint members to all committees, serve as an ex officio member of all committees and establish new committees as necessary;
5. Call regular and special meetings of the executive committee and the general membership;
6. Shall sign checks in absence of the treasurer.
7. Fulfill other duties as the office requires, and as are consistent with bylaws and with the Council and the Northwest Suburban Teachers Union constitution and bylaws.

b. Vice President of Operations:

1. Assist the president with his/her duties;
2. Oversee the work of the committees;
3. Assume the duties of the president in case of his/her absence, disability, or upon the president's request and;
4. Perform such other duties as may be prescribed by the executive committee.

c. Vice President of Membership:

1. Assist the president with his/her duties;
2. Oversee the work of the committees;
3. Be responsible for the Council's COPE or similarly authorized political fundraising drives among retirees;
4. Be responsible for overseeing the membership committee in recruiting and retaining members, and with the assistance of the treasurer, maintain up-to-date membership records; and
5. Perform such other duties as may be prescribed by the executive committee.

D. Secretary:

1. Record and keep the minutes of all executive committee and general membership meetings;
2. Disseminate pertinent information to the general membership, including notification of meetings;
3. Preserve election record; be responsible for all correspondence and;
4. Keep an official file of all Council meetings.

E Treasurer:

1. Mail dues notices and collect dues;
2. Keep an accurate record of all revenues and expenditures;

3. Report the Council's financial status to the membership, including an annual report of finances to the Northwest Suburban Teachers Union;
4. With the assistance of the vice president of membership, maintain up-to-date membership records and;
5. Fulfill any duties related to financial matters; and write and sign checks.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. Composition

The executive committee shall consist of all elected officers of the Council, the immediate past president and committee chairpersons.

Section 2. Duties

It shall be the duty of the executive committee to:

- a. Conduct all business affairs of the Council between meetings;
- b. Make policy recommendations for consideration by the general membership;
- c. Participate in planning agendas for all Council meetings;
- d. Approve all standing and special committees appointed by the president; Prepare and present a yearly budget at the Spring meeting;
- e. Act upon budgeted expenditures as may be required;
- f. Interpret the Council bylaws; and

Section 3. Meetings

The executive committee shall meet at least four times per year and at other times as deemed necessary.

Special meetings of the executive committee may be called by the president or at the request of two members of the committee.

A majority of the executive committee, including the president, shall constitute a quorum. No business shall be transacted in the absence of a quorum. No proxies shall be allowed.

The president of the Northwest Suburban Teachers Union shall be an ex officio member of the Council executive committee.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

- a. The administrative structure of the Council shall include the following standing committees:
 1. Membership
 2. Program
 3. Legislative Action
 4. Nominating and Elections
- b. All committees must be approved by a majority of the Council executive committee. The Council president shall nominate all committee members, who will elect their own chairs.

Section 2. Standing Committee Responsibilities

- a. The Membership committee shall be responsible for recruiting and retaining members.
- b. The Program committee shall work to develop programs that will enhance the growth of the Council's membership and work within the approved budget.
- c. The Legislative Committee shall be responsible for developing legislative goals and for submitting these in the form of resolutions to the Council members and the Northwest Suburban Teachers Union in legislative matters.
- d. The Nominating/elections Committee shall be responsible for selecting nominees for each office and for presenting their names to the Council at the spring meeting. The committee shall be responsible for conducting Council elections in accordance with Landrum-Griffin Act. No candidate for election shall be a member of the committee.

Section 3. The executive committee of the Council membership may authorize special committees deemed necessary to carry out the work of the Council. The president may initiate the formation of special committees with the approval of the executive committee or the Council membership.

The president of the Council shall be an ex officio of all committees.

ARTICLE IX: MEETINGS

Section 1. The Council shall hold at least 2 meetings of the general membership each year. The agenda for the last annual meeting in odd numbered years shall include nominations of officers, annual reports from each standing committee and the adoption of a budget and program for the ensuing year.

Section 2. Additional meetings may be called by the president with the approval of the executive committee upon or upon petition of 20 percent or more of the members in good standing in the Council.

Section 3. A quorum at a Council meeting shall consist at least four members of the executive committee. No official business shall be transacted in the absence of a quorum.

Section 4. The president of the Northwest Suburban Teachers Union shall be an ex officio of the Council.

ARTICLE X: AMENDMENTS TO BYLAWS

Section 1. Amendments to these bylaws may be proposed by a majority of the executive committee, or no fewer than 10 percent of the active members.

Section 2. A proposed amendment must be submitted in writing to the executive committee at least 30 days before the amendment vote and to the general membership at least 15 days before the amendment vote.

Sections 3. A proposed amendment to these bylaws shall be considered at the next regularly scheduled business meeting following notice to the general membership.

Section 4. Approval of the amendments requires a two-thirds vote of the voting membership in a duly constituted quorum.

ARTICLE XI: PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not in conflict with the Council bylaws.

Retiree Council Executive Board/Approved: November ____ 2021