



**Northwest Suburban  
Teachers Union**

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

(As amended May ~~2017~~2021)

### **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 1<sup>st</sup> to July 31<sup>st</sup>. 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 1<sup>st</sup> or if the member leaves the district. Once terminated, membership shall not be reinstated until the following August 1<sup>st</sup>. 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, ~~Executive~~ Vice President, ~~Vice President of Communications~~, 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 at the close of the last Governing Board meeting of the election year in the spring semester.

##### 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 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 email notifications to the membership three (3) times during the school year including Council Goals in October, a State of the Union memo in January and an End of the Year Report in May . 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 be an ex-officio member to the Local Executive 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. **He/she shall develop the annual council meeting schedule and shall co-chair the PERA/SB7 Joint Committee. He/She shall make sure all relevant materials are available to members through the local website. The Vice President will oversee/prepare all press releases under the direction of the President.** The Vice President shall be responsible for organizing and leading the Contract

Improvement Committee and also serve on the Negotiating Team. The Executive Vice President shall serve as co-chair of the District 211 Joint Professional Development Committee, the District Activities Committee, District Grading Committee, and serve on the School Board Policy District 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. He/she shall carry on such correspondence as the President and/or the Governing Board designates. 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 keep a record of all meetings of the Council and of the Governing Board, 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 the ~~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 Communications Council. The

Building Communications Council will serve to provide a focal point for the discussion of building concerns, distribute Council information, and distribute Local political information,

- D. Attend 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 Council President's Executive 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 in each building using the Local 1211 website.
- 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 nominating elections.

**Section 2. ELECTIONS**

- A. The Nominations and Elections Committee shall conduct elections using the Local 1211 website. Paper ballot voting will only be made available in the event the Local 1211 website is not functioning. ~~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 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, Professional Development, Grading, Technology, PERA/SB7, Class Size, Investment, and Teacher Assistant, Insurance, School Board Policy, Contract Improvement, and Budget Committee.

**Section 2. SELECTION**

Prior to September 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. PERA/SB 7 COMMITTEE**

The committee shall promote the oversight and enforcement of the PERA/SB 7 laws in Illinois on behalf of the Council, Illinois Federation of Teachers, and the American Federation of Teachers. The committee shall provide the membership with developing District provision regarding the implementation

of the laws while providing member support and assistance in the understanding of the law.

C. **PROFESSIONAL DEVELOPMENT COMMITTEE**

The Committee shall make recommendations to the Governing Board for educational programs and initiatives 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. **INSURANCE COMMITTEE**

The committee shall be responsible for reviewing provisions of the healthcare plan administered in District 211. The committee shall include a committee chair appointed by the President and approved by the Governing Board who will also participate on the negotiating team. The Chair will select at least one member from each building who thoroughly understands the several healthcare agreements between the Council and the High School District 211 Board of Education. The committee will meet regularly to review the status of the healthcare plan and will provide the Governing Board regular reports containing specific information.

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. **INVESTMENT COMMITTEE**

The committee shall provide recommendations for investment and shall



advise the President and Governing Board. The committees shall provide for each Governing Board member a copy of recommended investment options for approval. The committee shall recommend to the Governing Board additions and revisions to the Council's investment portfolio.

**G. TECHNOLOGY COMMITTEE**

The committee shall promote better relationships among staff and students by providing recommendations designed to exchange ideas and to encourage the use of innovations at the District level.

**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.

**I. CLASS SIZE COMMITTEE**

It will be the duty of the committee to submit class size report and recommendations following the 6-Day audit both semesters for approval to the Governing Board.

**J. GRADING COMMITTEE**

The committee shall promote grading practices and policies among staff by providing recommendations designed to exchange ideas and to encourage the use of innovations at the District level.

**K. TEACHER ASSISTANT COMMITTEE**

The committee shall review and propose working conditions, benefits, and compensation issues directly related to the position of Teacher Assistant within the District. The committee shall provide recommendations designed to exchange ideas and to encourage the ongoing development of the Teacher Assistant position in the District.

**L. SCHOOL BOARD POLICY**

The committee shall perform annual reviews of school board policies that impact staff. The committee shall provide recommendations designed to address issues impacting the staff, to review new proposals, and to that may implemented at the District level.

**M. SPECIAL EDUCATION**

The committee shall review all Special Education concerns.

**N. STUDENT SERVICES**

The committee shall review all Student Services concerns.

**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.

**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.