

Northwest Suburban IFT Retirees
The Northwest Suburban Teacher Union Retiree Chapter
Bylaws

ARTICLE 1: NAME

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

ARTICLE 2: AFFILIATION

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

The Chapter shall take no action that is in conflict with policies and decisions of the membership or the executive board 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 Chapter shall be:

1. To promote membership in the Chapter of eligible retirees as defined in Article IV of these bylaws.
2. To formulate and support programs that will advance the best interest of Chapter members in matters such as pensions, healthcare and Social Security.
3. To improve the quality of life for both active and retired members of the Northwest Suburban Teachers Union.
4. 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
5. To maintain the ties of professional unity between working and retired personnel.
6. To keep the membership informed on a regular basis of events and legislation affecting the active and retired members.
7. To provide opportunities for its members to socialize and to provide a forum for exchanging points of view and information of interest and benefit to retired members.

ARTICLE IV: MEMBERSHIP

Section 1. Retiree membership shall be open to all retired personnel who have active membership in the Northwest Suburban Teachers Union prior to their retirement. Guest Membership in the Chapter 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 Chapter shall be determined by a majority vote of the Chapter's Executive Board.

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

Section 3. Retention of good membership standing in the Chapter 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 Chapter.

ARTICLE V: DUES AND CHAPTER FUNDS

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

Section 2. The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the Northwest Suburban Teachers Union executive board.

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

ARTICLE VI: OFFICERS

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

Section 2. Elections

- a. All officers shall be elected for a two-year term at the quarterly meeting of the Chapter.
- 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 via email and/or secret ballot.
- c. At least 15 days prior to the election, the executive committee shall mail a notice either to each Chapter member at his/her last home or email address.
- d. Each Chapter member in good standing shall be entitled to one vote.
- e. The nominating/elections committee shall count the ballots; 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 Chapter 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 Chapter executive committee and general membership;
3. Represent the Chapter 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. Co-sign the Chapter's checks; and
7. Fulfill other duties as the office requires, and as are consistent with bylaws and with the Chapter and the Northwest Suburban Teachers Union constitution and bylaws.

b. Vice President:

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;
4. Be responsible for the Chapter's COPE or similarly authorized political fundraising drives among retirees; and
5. Perform such other duties as may be prescribed by the executive committee.

c. 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;
4. Keep an official file of all Chapter meetings; and with the assistance of the treasurer, maintain up-to-date membership records.

d. Treasurer:

1. Mail dues notices and collect dues;
2. Keep an accurate record of all revenues and expenditures;
3. Report the Chapter's financial status to the membership, including an annual report of finances to the Northwest Suburban Teachers Union;

4. With the assistance of the secretary, maintain up-to-date membership records;
5. Fulfill any duties related to financial matters; and write and co-sign checks.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1. Composition

The executive committee shall consist of all elected officers of the Chapter, 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 Chapter between meetings;
- b. Make policy recommendations for consideration by the general membership;
- c. Participate in planning agendas for all Chapter 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 Chapter bylaws; and
- g. Cooperate with the officers and retirement committee of the Northwest Suburban Teachers Union to improve retirement benefits for all members.

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 Chapter executive committee.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees

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

Section 2. Standing Committee Responsibilities

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

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

ARTICLE IX: MEETINGS

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

Section 2. The president may call additional meetings with the approval of the executive committee by approval of the membership at an official meeting or upon petition of 20 percent or more of the members in good standing in the Chapter.

Payment or reimbursement for non-budgeted expenses related to special meetings requires prior approval by the Northwest Suburban Teachers Union president before holding such meetings.

Section 3. A quorum at a Chapter meeting shall consist of at least ten (10) members in good standing, or 10 percent of the total membership, whichever is greater, and shall include at least two (2) officers. No official business shall be transacted in the absence of a quorum.

ARTICLE X: AMENDMENTS TO BYLAWS

Section 1. Amendments to these bylaws may be proposed by a majority of the executive committee, 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.

Section 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 membership in a duly constituted quorum and is subject to approval by the Northwest Suburban Teachers Union executive board.

ARTICLE XI: PARLIMENTARY AUTHORITY

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