

**PROVISO TEACHERS UNION  
LOCAL 571  
IFT/AFT**

**BY-LAWS**

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## **ARTICLE I: EXECUTIVE BOARD**

The Proviso Teachers Union operates under the constitution of the Illinois Federation of Teachers.

### **Section 1: Make-up of Executive Board**

The Executive Board of the Proviso Teachers' Union shall consist of twelve (12) elected representatives. There shall be five members from both Proviso East and Proviso West and two from PMSA.

### **Section 2: Executive Board Officers**

The officers of the Proviso Teachers' Union Executive Board shall be the following: President, Vice-President, Treasurer, and Secretary. The President shall be elected by the membership of all schools. The remaining officers shall be elected by the Executive Board from among their own members. The Vice-President shall be an Executive Board member not from the same school as the President.

The requirements for candidates for the office of President, Vice President, Treasurer and Secretary shall be as follows:

- Candidate(s) shall be a member of Proviso Teachers' Union (IFT Local 571) in good standing.
- Candidate(s) shall have served one calendar year as a member of the Proviso Teachers' Union Executive Board.

An Executive Board member or officer who is promoted to an administrative position not included in the bargaining unit shall immediately resign that Union position.

### **Section 2A: President**

The President shall serve as a thirteenth (13<sup>th</sup>) member to the Executive Board and shall break a tie on all matters before the Board. The President, Vice-President, Treasurer and Secretary shall be elected during even numbered years and shall serve a term of two years and shall take office not later than the second Monday in-May. In the event no presidential candidate receives a simple majority of the votes cast, a special run-off election shall be held within one week between the top two vote-getting candidates.

### **Section 2B: President Responsibilities**

The President shall have the following responsibilities:

1. In consultation with the Vice-President, prepare the agenda for, and chair all joint Proviso Teachers' Union and Executive Board meetings.
2. Serve on Executive Board committees, one of which shall be the Grievance Committee.
3. Serve on the negotiation team as the 7<sup>th</sup> member.
4. Help to prepare collective bargaining surveys and proposals.
5. Represent the Proviso Teachers' Union as a delegate to either the IFT or AFT conventions and/or attend ULI conferences as needed.
6. Attend all Proviso Teachers' Union social functions as needed.
7. Write, as needed, a Presidential newsletter to the membership.

8. Make sure all officers and Executive Board Members are performing their duties as described and bring any dereliction of duties to the Executive Board.
9. Collect membership information from the membership in all buildings or delegate this responsibility.
10. Attend Local 571 Executive Board Meetings and serve as the elected Trustee.
11. Work with the School Board's payroll officer.

### **Section 2C: Vice-President**

The Vice-President shall have the following responsibilities:

1. Preside at meetings in the absence of the President.
2. Serve on Executive Board committees, one of which shall be the Grievance Committee.
3. Offer to be a candidate on the Negotiating Team.
4. Help to prepare collective bargaining surveys and proposals.
5. Represent the Proviso Teachers' Union as a delegate to either the IFT or AFT conventions and/or attend ULI conferences once yearly.

### **Section 2D: Treasurer**

The Treasurer shall have the following bookkeeping responsibilities:

1. Manage Proviso Teachers' Union financial books and accounts.
2. Prepare an annual budget and financial audit in consultation with the President and approval of the Executive Board.
3. Work with the AFT/IFT/Local571 officers and treasurers.
4. Provide the Executive Board, at each of its regularly scheduled monthly meetings, a statement concerning the financial affairs of the Proviso Teachers' Union.
5. File and distribute all necessary forms pertaining to local, state and federal tax withholdings.
6. Ensure all checks written from the Proviso Teachers' Union checking account(s) will bear two (2) signatures, which include the Treasurer and President. If one or both are not available, the Vice-President and/or Secretary will fulfill the duty of signing.

### **Section 2E: Secretary**

The Secretary shall have the following responsibilities:

1. Send the minutes to Executive Board members within five (5) working days of each meeting, and cause the minutes to be posted within eight (8) days.
2. Prepare correspondence relative to grievances as necessary.
3. Distribute correspondence and newsletters as needed.
4. Maintain correspondence and insert daily bulletins as needed.
5. Work with the Illinois Federation of Teachers and Local 571 offices.
6. Prepare election materials.

### **Section 2F: Officers Failing to Comply with Duties**

An officer failing to comply with the duties listed shall have 1/10 (10%) of his/her stipend deducted for each failure at the discretion of the Executive Board.

### **Section 3: Executive Board Members' Term of Office**

The term of office of the members of the Executive Board shall be for two (2) years.

Duties of the Executive Board Members include but are not limited to:

1. Attend all meetings. Any Board member missing three (3) meetings will be considered for dismissal by the remainder of the Board.
2. Serve or chair committees as needed. Committees may include but are not limited to: Grievance, Elections, By-laws, Professional Development, and Retirement Dinner.

### **Section 4: Matters of Substance**

The Executive Board shall administer the affairs of the Proviso Teachers' Union. Matters of substance shall be subject to the final approval of the membership.

Matters of substance shall include, but not be limited to the following:

- A. Collective Bargaining Agreement acceptance
- B. Union budget for the school year
- C. Amendments to Union By-Laws
- D. Matters deemed matters of substance by a majority of the Executive Board
- E. Matters deemed matters of substance by petition of one third (1/3) of the Membership at all schools. These Matters of Substance shall be presented in a special open meeting and acted on by the Executive Board in closed session
- F. Financial matters

All matters being brought before the membership as a matter of substance specified above shall require a ballot vote of the entire membership and passage by a 50% + 1 majority of votes cast to obtain approval/be enacted. This vote must take place within ten (10) days of the open meeting, but not in less than two (2) days.

A two-thirds (2/3) majority of membership votes cast will be necessary to pass amendments to the By-Laws.

### **Section 5: Officer Stipends**

President \$5,000.00, Vice President \$4,500.00, Treasurer \$3500.00, Secretary \$2,500.00. The amounts of stipends are subject to change by membership vote during the acceptance of the annual budget.

## **ARTICLE II: MEETINGS**

### **Section 1: Regular Executive Board Meeting Dates**

During the school year, the Executive Board shall meet at a fixed time and date once per month.

**Section 2: How Special Executive Board Meetings Are Called**

Special meetings of the Executive Board may be called by the President, Vice President, or upon the request of four (4) members of the Board. Notice of any special meetings shall be made at least two (2) days prior to the meeting.

**Section 3: Executive Board Members Necessary to Conduct Meetings and Pass Motions**

A quorum of the Executive Board shall consist of a simple majority of the Board. A majority vote of the Board members shall be sufficient to pass a motion. Special Executive Board meetings shall require seven (7) votes for passage of motions.

**Section 4: Right of Membership to Attend Meetings**

All Executive Board meetings are open to the general membership.

**Section 5: Executive Sessions**

The Executive Board may go into executive or closed session for the discussion of negotiations, personnel matters, or at the request of an Executive Board member.

**Section 6: Matters of Substance Will Be Subject to a Referendum**

Matters of substance will be subject to a referendum of the total membership as directed by Article 1 Section 4E.

**Section 7: Right of a Member to Request Executive Session**

A Union member may request an executive session with the Executive Board by submitting a written request to the President prior to or at the beginning of a meeting.

**Section 8: Right of Members to Place Item on Executive Board Agenda**

A Union member may propose an item for the Board agenda by submitting it in writing to the President eight (8) days prior to a scheduled Executive Board meeting. The Executive Board will vote whether or not to discuss the item on the upcoming agenda.

**Section 9: Executive Board Approval of Communication to Membership**

Any Union communication going to the faculty must be voted upon and approved by the Executive Board and/or a Union Officer.

**Section 10: Minimum Number of Membership Meetings**

There shall be a minimum of two (2) General Union Meetings a school year.

**Section 11: Right of Members to Call (Special) Executive Board Meetings**

The Executive Board, upon the written petition of ten (10) members, may call a special meeting of the Proviso Teachers' Union. Notice of any special meeting shall be made at least two (2) days prior to the meeting.

**Section 12: Annual Union Budget Meeting**

At a spring Executive Board meeting, a proposed annual budget shall be prepared by the Treasurer and presented to the Executive Board. Upon Executive Board approval, the annual budget and financial audit shall be disseminated to the membership. At a subsequent open meeting the proposed budget shall be explained and discussed and subsequently voted upon as directed by Article 1 Section 4.

**Section 13: Robert's Rules of Order**

All Executive Board Meetings will follow Robert's Rules of Order.

**ARTICLE III: COMMITTEES****Section 1: Creation of Committees**

Committees may be appointed and serve as deemed necessary by the Executive Board.

**Section 2: Executive Board's Role During Collective Bargaining Agreement Negotiations**

Negotiating Committee shall consist of the Executive Board and a Negotiating Team elected by the membership.

- A. **Negotiation Team Composition:** The Negotiating Team shall consist of seven (7) members with two (2) members from each building. The President will automatically be a member of the Negotiating Team and will be the seventh (7<sup>th</sup>) member. The candidates from each school receiving the greatest number of votes shall be a member of the Negotiating Team.
- B. **Selection of Chief Negotiator:** The Executive Board shall determine the chief negotiator.
- C. **Preparation of Negotiation Package (proposals):** The Negotiating Team shall prepare (with input from the membership and assistance from the Executive Board) the negotiation package.
- D. **Negotiation Team Responsibilities:** The Negotiating Team's responsibility shall be the following:
  - 1. To conduct negotiations with the School Board's Negotiating Team.
  - 2. To present items from the prepared package to the School Board's Negotiating Team.
  - 3. To report on the status of the items to the Executive Board.
  - 4. To recommend or not recommend for hire a person/accountant/lawyer to create negotiating materials for the purpose of assisting the negotiating team, beyond the services provided by the IFT/AFT.



**Section E: Negotiating Team's Authority**

The Negotiating Team's authority to make final decisions related to specific items within the negotiation, either expressed or implied, shall be subject to the approval of the Executive Board.

**Section F: Negotiating Team Stipends**

Negotiating Team members shall receive \$1,000.00 for negotiations payable upon ratification of the collective bargaining agreement. The Executive Board may recommend to the faculty that this stipend be increased by bonus subject to Article 1 Section 4.

**Section G: Negotiating Team Limited to Members of Bargaining Unit**

A Union negotiator who applies for an administrative position which is not included in the bargaining unit (either formally or informally) shall resign immediately as negotiator, but receive a prorated negotiation stipend.

**ARTICLE IV: ELECTIONS****Section 1: Executive Board Elections**

- A. **Posting Executive Board Openings:** The Executive Board shall inform the membership concerning openings for Executive Board Officers one month prior to each election.
- B. **Candidate Statements: President and Executive Board:** Members interested in becoming candidates shall be asked to submit an optional statement to the Union Secretary at least two (2) weeks prior to the elections for distribution to the membership.
- C. **Election Dates: President and Executive Board:** Elections shall be held as follows:
  - 1) Union President – third week in April
  - 2) Executive Board – second week in May

**Section 2: Negotiating Team**

- A. **Posting Negotiating Team Openings:** The Executive Board shall inform the membership concerning the election of members for the Negotiating Team no later than April 15 of the year prior to the start of negotiations.
- B. **Candidate Statements: Negotiating Team:** Members interested in becoming candidates shall be asked to submit an optional statement to the Union Secretary at least two (2) weeks prior to the election for distribution to the membership.
- C. **Election Dates: Negotiating Team:** The election of the Negotiating Team shall take place no later than May 30 of the year prior to negotiations.

**Section 3: Voting on School Days Only:** All elections and balloting shall be held on a scheduled school day.

## **ARTICLE V: GRIEVANCE**

### **Section 1: Rules Concerning Grievance Procedures**

The President and Vice-President have the authority to begin the initial process of a potential grievance as described in the Union Board collective bargaining agreement. If the potential grievance is not resolved at the informal level, the formal process may be initiated and the grievance will be brought to the Executive Board at its next meeting. The Union will not process a grievance to the Board level until the Executive Board determines whether or not to pursue the grievance. All grievance timelines will be honored per the Collective Bargaining Agreement

## **ARTICLE VI: DUES**

### **Section 1: Collection of Dues**

The Proviso Teachers' Union shall arrange for the collection of dues in accordance with the constitution of Local 571 and the IFT/AFT.

### **Section 2: Placement of Unappropriated Funds**

All funds not required for the ordinary financing of the Council shall be deposited in one or more federally protected interest bearing account(s).

### **Section 3: Determining Annual Membership Dues**

Dues shall be recommended by the Proviso Teachers' Union Treasurer with the approval of the Executive Board and then be brought before the entire membership for approval as per Article 1. 4.

### **Section 4: Treasurer's Annual Report**

The Treasurer shall provide the Executive Board with an annual financial audit prior to the close of the school year. This audit will be distributed to the membership.

### **Section 5: Retiring Members' Rights to Union Membership**

Teachers retiring from District 209 may elect to retain a non-voting membership in the Proviso Teachers' Union. Dues required of retired teachers by any organizations affiliated with the Proviso Teachers' Union will be the responsibility of the retiree. Retirees shall also be encouraged to join the Local 571 Retirees Council.

## **ARTICLE VII: AMENDMENTS**

**Section 1: Rules for Amending By-Laws**

These By-Laws may be amended by a two-thirds (2/3) vote of the Union membership. Proposed amendments are considered matters of substance as per Article 1 Section 4. Written notice of any proposed amendment(s) will be given to all members at least one (1) week in advance of voting.

**ARTICLE VIII: NEGOTIATIONS**

**Section 1: Recommendations to Membership Subject to Executive Board Approval**

The Negotiating Team's authority to make recommendations to the membership, either expressed or implied, shall be subject to the approval of the Executive Board.

**Section 2: Signed Strike Ballots**

Signed ballots shall be required in the event of a strike vote. Only the Executive Board shall count and validate ballots.

**Section 3: Process for Submitting Proposed Contract to Membership**

The proposed collective bargaining agreement shall be reviewed by the Executive Board prior to submission to the membership. The proposed collective bargaining agreement shall be submitted to the membership at least two (2) days prior to an open meeting of the Council. After having been discussed by the membership at an open meeting, a collective bargaining agreement ratification vote shall be taken on the proposed collective bargaining agreement as per Article 1 Section 4.