

CONSTITUTION AND BY-LAWS
CHICAGO TEACHERS UNION
(amended and corrected as of November 20, 2009)

CONSTITUTION

PREAMBLE

We, teachers, and other educational personnel in the Chicago public schools, being members of the Chicago Teachers Union, do hereby declare this Union to have the following purposes:

1. to protect and improve the services of the public schools as a social agency for developing the capacities of the young and promoting adult education;
2. to promote and guarantee efficient and faithful service from us to the public and to insure to us in return for that service a fair reward and a just security;
3. in accordance with the Agreement between the Board of Education of the City of Chicago and Chicago Teachers Union, to assert, secure, and protect the inherent and fundamental equity in our jobs;
4. as the sole collective bargaining agent for members of the bargaining unit, to establish and maintain orderly and practicable democratic processes in the management of the Chicago public schools, in accordance with the terms of the Agreement;
5. to maintain a relationship of mutual assistance and cooperation with organized labor.

So that orderly and fair procedures for seeking those ends may be established, we, the members of Chicago Teachers Union, do establish this Constitution and these By-Laws and do pledge ourselves to carry out the provisions thereof.

ARTICLE I

NAME AND AFFILIATION

Sec. 1: The name of this organization shall be Chicago Teachers Union, chartered as Local 1, by the American Federation of Teachers which is affiliated with the American Federation of Labor-Congress of Industrial Organizations. Chicago Teachers Union shall be directly affiliated with the Chicago Federation of Labor-Industrial Union Council, the Illinois State Federation of Labor-Congress of Industrial Organizations, and the Illinois Federation of Teachers.

Sec. 2: Members selected as delegates in accordance with the By-Laws, shall represent this Union and shall attend meetings of the organizations with which the Union is affiliated.

ARTICLE II
MEMBERSHIP

Sec. 1: Eligibility for Regular Membership

- a. All persons (except superintendents, principals, directors of departments and bureaus holding principals' certificates, and other categories specifically prohibited from membership by statute) who are regularly certificated by the Chicago Board of Education according to regular examinations for teaching or for supervision of teaching in the Chicago public schools and Chicago Board of Education playgrounds, shall be eligible to membership in this Union.
- b. All teachers hired on an emeritus contract type of assignment shall be eligible.
- c. All teachers on sabbatical leaves shall be eligible.
- d. All teachers temporarily certificated by the Chicago Board of Education shall be eligible.
- e. All persons belonging to other categories of educational personnel, who have been voted into membership by the House of Delegates shall be eligible.

Sec. 2: Eligibility for Retired Functional Group Membership

All persons eligible for membership as provided for in Sec. 1 of this article who have been retired or who have resigned from their positions in the Chicago public schools shall be eligible for Retired Functional Group Membership.

Sec. 3: Eligibility for Inactive Associate Membership

- a. All members on maternity leave shall be eligible for Inactive Associate membership for the length of their leaves.
- b. All members on leave for other employment (except for Union service) shall be eligible for Inactive Associate Membership for length of their leaves.
- c. All members on board approved military, paternity, travel, study or other leaves without salary shall be eligible for inactive associate membership for the length of their leaves.

Sec. 4: Eligibility for Student Membership

College students preparing for teaching careers shall be eligible for Student membership.

Sec. 5: Forfeiture of Membership

Membership in this Union is forfeited by:

- a. two months' arrearage in annual dues;
- b. expulsion from the Union according to procedures provided in the By-Laws.

Sec. 6: Reinstatement

Any former member of the Union may be reinstated to membership by procedures provided in the By-Laws.

ARTICLE III

DUES

Every member of this Union shall pay into its treasury regular annual dues as provided in the By-Laws.

ARTICLE IV

MEMBERSHIP AREAS AND DISTRICTS

To the extent possible, the Union shall be divided by schools into three areas – A, B, and C – and into districts within those areas which are as equal as possible and which correspond to the school divisions established by the Board of Education.

ARTICLE V

ELECTIVE OFFICERS

Sec. 1: Titles

The elective officers of the Union shall be: President, Vice President, Recording Secretary, Financial Secretary, six Trustees, three Area Vice Presidents, and a Functional Vice President for each one thousand Union members, or major fraction thereof, in each of the following groups: elementary teachers, high school teachers, and career service employees, provided that each of these groups shall have at least one Vice President. The membership in good standing for December 31 preceding an election shall be the determining figure.

Sec. 2: Term of Office

All elective officers shall be elected for terms of three years and may succeed themselves.

Sec. 3: Removal from Office

If an officer is removed from membership in the Union under Article XIV of the By-laws, he or she shall be removed from his/her office automatically and immediately.

ARTICLE VI

HOUSE OF DELEGATES

Sec. 1: Authority

Subject to the final authority of the membership, the general governing body of the Union shall be a House of Delegates, the members of which shall be members of the Union in good standing, elected by vote of their constituent Union members.

Each member of the House of Delegates shall have full voting privileges (except as provided for in Article VI Sec. 2b), except members representing retired members shall not vote on the authorization of a strike or the acceptance or the rejecting of a partial or final collective bargaining agreement.

Action by the House to authorize a strike or accept or reject a partial or final collective bargaining agreement shall be advisory only and in both instances shall be subject to a final, direct vote of the regular members.

The House of Delegates shall determine the actual date of the strike.

The manner of such voting shall be set by the House except that the House may never authorize indirect voting.

Sec. 2: How Constituted

- a. Executive Board Members – Each member of the Executive Board shall be a member of the House of Delegates. Appointed members to the Executive Board not elected to the House shall have the right to the floor in the House meetings but not to a vote.
- b. Regular Members – 1) One Delegate shall be elected for the first twenty regular members. 2) An additional Associate Delegate shall be elected for every forty regular members thereafter in a particular school. 3) Schools with less than twenty members shall be combined to form representational units. A non-voting Delegate shall be elected in each school with less than twenty members. Following their election, an election shall be conducted within the combined unit to determine which Delegate shall be entitled to a vote in the House.
- c. Retired Members – One Delegate shall be elected for each one hundred members.

Sec. 3: Term of Office

1) Term of a Delegate shall be three years, providing he/she retains membership in good standing in the Union. 2) The Delegate shall be elected for a three year term beginning in January 1997. The term of office shall begin February 1.

Whenever a Delegate ceases to be a part of the unit or functional group which that Delegate was elected to represent, he/she or any member of the unit shall notify the Financial Secretary after which the position shall be declared vacant by the Financial Secretary and a new election shall be held within 10 days to fill the position for the remainder of the term.

Sec. 4: The House of Delegates shall provide for an Executive Committee, consisting of the President, Vice President, Recording Secretary, Financial Secretary, Treasurer, and Chairperson of the Trustees, with such powers and duties as shall be provided by the By-Laws.

ARTICLE VII

Sec. 1: Authority

Subject to direction and sanction by the House of Delegates, as provided in the By-Laws, the general administration of the Union shall be the responsibility of the Executive Committee, subject, however, to the authority of the Executive Board.

Sec. 2: Constituted of the Executive Board

The Executive Board shall consist of all the elected officers as specified in Article V of the Constitution; two (2) members of the Union’s delegation to the Chicago Federation of Labor chosen by the President, a Functional Vice President of Retired Members who shall be elected by that group; any member of the Union who is a major officer of the American Federation of Teachers or the Illinois Federation of Teachers; the chairpersons of Chicago Teachers Union’s standing committees and the Editor of the official Union publication.

The above described officers of the American Federation of Teachers and Illinois Federation of Teachers, the chairpersons of standing committees, and all members of the Union’s professional staff shall have the right to the floor in Executive Board meetings but not to a vote.

ARTICLE VIII

Sec. 1: Authority

The Board of Trustees shall have general supervision of the property and finances of the Local, subject to the provisions of the By-Laws.

Sec. 2: Budget Committee

The Board of Trustees, the President, the Vice President, the Recording Secretary, and the Financial Secretary, shall comprise the Budget Committee which shall prepare the annual budget in accordance with acceptable accounting procedures and with the assistance of the Union’s certified public accountants. The chairperson of the Board of Trustees shall be the chairperson of the Budget Committee.

ARTICLE IX

STANDING COMMITTEES

Sec. 1: The Union shall have standing committees with such functions as are provided in the By-Laws.

Sec. 2: The Membership Committee shall consist of the Financial Secretary, the three Area Vice Presidents, and the District Supervisors.

Sec. 3: The chairperson and members of each standing committee shall be appointed by the President with the advice and consent of the Executive Board. The chairperson and members of the standing committees shall be appointed for a term of two (2) years.

ARTICLE X

DELEGATES

Sec. 1: School Delegates

- a. In each school, one (1) regular teacher member shall be elected the School Delegate. The School Delegate shall be the ranking officer of the Union in each school.
- b. **How and When Chosen** – The School Delegate shall be elected by the Union teacher members in the school by a plurality of the votes cast as provided in Article V. Sec. 2a of the By-Laws.

Delegates shall be elected and certified to the Financial Secretary on or before February 1 in an election year. In the event no Delegate is elected, the chairperson of the Membership Committee shall, after sufficient notice to members involved, submit to the Executive Board the name of a Union teacher member from the school who will serve as a non-voting Delegate.

Sec. 2: Other Delegates

Delegates representing groups other than elementary or high school teachers shall be elected by the members of their respective groups.

ARTICLE XI

SPECIAL GROUPS

Sec. 1: Regular Members

Regular members of the Union whose duties are such as to prevent them from being permanent members of any one school may attend meetings in the district or school where they may be employed at the time meetings are held.

Sec. 2: Inactive Associate Members

All Inactive Associate Members may attend all general meetings.

Sec. 3: Retired Functional Group Members

All Retired Functional Group members may attend all general meetings.

ARTICLE XII

SAFEGUARDS AND OBLIGATIONS

Sec. 1: This Union shall not promote or permit itself to be used to promote any advantage for any member or particular group of its members, unless the House of Delegates shall decide by majority vote that such action is in the interest of the Union as a whole.

Sec. 2: The union shall not take any action affecting a particular group of its members without the advice and counsel of that group.

Sec. 3: This Union shall not promote any political party on the federal, state, or local level or any social or economic creed or theory unless such action shall have been previously endorsed by at least two-thirds vote of both the Executive Board and of the House of Delegates or by one of the labor bodies with which the Union is affiliated.

Sec. 4: The Union shall not make any distinction among its members on account of race, ethnicity, sex, sexual preference, age, or political, social, religious, or economic views.

Sec. 5: The members of this Union hereby declare their faith in each other and their consequent insistence upon the maintenance of the democratic processes and of the representative form of government by which the Union functions in all relations between the Union and its members.

Sec. 6: No provisions of this Constitution or its By-Laws shall be valid which is in violation of the Constitution or By-Laws of the American Federation of Teachers.

Sec. 7: The results of any referendum of the membership of the Union, including the referendum called to vote on this amendment, and the results of any vote for election of Union officers, shall be posted on the Union's official website immediately following such vote or referendum. The posting shall include the number of affirmative and negative votes cast at each school or polling place in each referendum. The posting shall include the number of votes cast for each officer candidate in each school or polling place, and by classification of members voting by mail ballot in each election.

ARTICLE XIII

AMENDMENTS AND REFERENDA

This Constitution, with the exception of this article, may be amended by a two-thirds vote at any meeting of the House of Delegates, provided that notice of the proposed amendment and a copy thereof was in the call for the meeting, and provided further that the amendment was published to the membership not less than ten days previous to the meeting.

Any question, including amendments to this Constitution, shall, on recommendation of the Executive Board or on recommendation of the House of Delegates, or on petition of five percent of the membership of the Union, be decided by referendum of the regular membership of the Union. A majority of votes cast shall decide the issue.

BY-LAWS

ARTICLE 1

PROCEDURE TO ESTABLISH MEMBERSHIP

- Sec. 1:** Application for membership or for reinstatement in this Union shall be made on a form prescribed by the Executive Committee. Such application must be signed by the applicant and countersigned by the School Delegate or by any member of the Union in good standing.
- Sec. 2:** Any member of the Union may receive dues deduction applications or cash applications with dues payment for new memberships and for reinstatements, but all such applications and payments, where applicable, shall be turned over to the School Delegate or to the Financial Secretary or to the Financial Secretary's representative, who shall issue a receipt for the same if cash is received on a form prescribed by the Executive Committee.
- Sec. 3:** The Financial Secretary shall present to each meeting of the Executive Board a report of the number of Union members by functional groups and/or categories and the Board shall act upon the report.
- Sec. 4:** A Union membership card shall be adopted by the Executive Committee. The Financial Office, under the supervision of the Financial Secretary, shall have the sole custody and issuance of same.
- Sec. 5:** The Financial Secretary shall issue a membership card to each applicant for new membership or for reinstatement in accordance with the rules governing eligibility for membership. Every eligible applicant shall be considered a member of the Union from the time his/her application is received by the School Delegate or by the Financial Office.
- Sec. 6:** Upon claim presented in person by any member of the Union that he/she has lost his/her Union membership card, and upon verification of the membership, the Financial Secretary of the Union shall issue another membership card, conspicuously marked "Duplicate."

ARTICLE II
MEMBERSHIP DUES

Sec. 1: Policy

Except as hereinafter provided, membership in this Union shall be continuous. Each member shall be responsible for keeping his/her membership in good standing. Membership shall be prospective from the date of application and at no time shall be retroactive. Any financial benefits provided by the Union now or in the future shall be shared only in proportion to the number of dollars paid into the treasury, exclusive of service fees. Applicants for membership or reinstatement shall familiarize themselves with all dues provisions.

Sec. 2: Dues – Schedule

- a. **Regular members** – Effective September 1, 1986, the annual dues for regular teacher members shall be one percent (1%) of Lane 1, Step 5, of the annual teacher’s salary schedule for 39 weeks;

Regular members – Effective September 1, 1987, the annual dues for regular teacher members shall be one percent (1%) of Lane 1, Step 8, of the annual teacher’s salary schedule for 39 weeks;

Regular members – Effective September 1, 2001, the annual dues for regular teacher members shall be one percent (1%) of Lane 1, Step 6, of the annual teacher’s salary schedule for 40 weeks;

- b. Plus effective June 30, 1982, and each year thereafter, any increases in AFT and IFT per capita taxes shall be added to the annual dues. Any dues increase arising from provisions of this subsection b shall not exceed \$12 in a single CTU budget year.

Plus, effective September 1, 1986, and each year thereafter, any additional increase in the per capita cost of the occupational liability insurance program shall be added to the annual dues.

The annual dues for other educational personnel (school clerks, school library assistants, truant officers, vision and hearing testers, school community representatives, and teacher aides) shall be based on sixty percent (60%) of the teachers’ dues.

- c. **Inactive Associate Members and Retired Functional Group Members** – The annual dues for Inactive Associate Members shall be \$36. The annual dues for Retired Functional Group Members shall be \$24 except those members who retired or resigned prior to November 1, 1961, shall continue to pay \$6.

Sec. 3: Payments

- a. Annual dues shall be paid by:
1. monthly payroll deduction, or
 2. direct cash payment as of November 1, annually in advance.

Sec. 4: Proration of Dues for Direct Cash Payment

- a. Applications for membership or for reinstatement after May 1 shall be accompanied by one year’s dues plus enough to prorate dues payment to the November 1 annual dues date.

- b. Dues payment for applicants for membership or for reinstatement prior to May 1 shall be prorated to the November annual dues date.

Sec. 5: Reinstatement Fee

The following reinstatement fees shall be in effect November 1, 1968:

- a. Regular Members
 - 1. Applications for reinstatement by those paying dues by direct cash payment shall be accompanied by a reinstatement fee equal to the monthly dues deduction rate and the direct cash dues payment, or
 - 2. Written authorization for payroll deduction: The applicant will be billed by the Financial Secretary for the reinstatement fee, which shall be payable within 30 days.

- b. Inactive Associate Members and Retired Functional Group Members:

Applications for reinstatement shall be accompanied by a fee of \$1, and their dues payment.

Sec. 6: Leaves

- a. Sabbatical Leave – Members on sabbatical leave shall pay full dues.
- b. Maternity Leave – Members on maternity leave who are being paid in accordance with the sick pay rules shall pay regular member dues. Members on maternity leave who are not receiving salary and who notify the Union that they are off payroll shall pay maternity leave/inactive associate membership dues.
- c. Leave for other Employment – Members on leave for other employment (except for Union service) shall pay retired membership dues.
- d. Military Leaves – Members on military leave and members on leave to accompany spouses on military service shall have their dues dates extended an amount of time equal to the time spent in service.
- e. Extended Sick Leave or Disability Leave – Members in good standing who are granted extended sick leave or disability leave whose sick days have expired and who notify the Union that they are off payroll shall be carried on the books as regular members until such time as the leave is terminated and they return to active employment.
- f. Study, Travel or Sabbatical Leave – Members on study, travel or sabbatical leave shall pay full dues.

Sec. 7: Dues Adjustment Committee

A permanent committee consisting of the four (4) major officers shall consider and resolve requests for dues adjustments which require special study and interpretation under the By-Laws. The President shall be the chairperson.

Sec. 8: Withdrawal

- a. Withdrawal Card Upon Application – An honorable withdrawal card may be issued free of charge to any member who leaves the service of the Board of Education or who takes a position which makes him/her ineligible to membership, provided that the member’s dues shall be paid at least to the date of withdrawal.
- b. Refunds – No refunds of dues shall be made to members. Applicants who are not accepted to membership shall have their advance payments refunded.
- c. Records – The cumulative record card of any former member whose dues remain unpaid for twelve months, or any member who is given an honorable withdrawal card, shall be transferred from the current membership to a withdrawal file. All such cards shall be kept indefinitely, except those of deceased persons, which shall be placed in a storage file.

Sec. 9: Non-member Proportionate Share Payments

The Executive Board is authorized and directed to determine the amount of the cost of the proportionate share of the cost of the collective bargaining process and contract administration which non-member employees are required to pay to the Union pursuant to the Agreement between the Board of Education and the Chicago Teachers Union. Such determination shall be made the beginning of each fiscal year and shall be predicated on the total annual cost of all expenditures germane to the collective bargaining process and contract administration.

Any non-member employee making such payments may object to any expenditure from said payment for political activities or causes or ideological issue activities or causes not germane to the collective bargaining process or contract administration, if any such expenditures are included in the proportionate share payments.

The Executive board is authorized and directed to establish and maintain a hearing procedure under which a non-member objecting to alleged expenditures above described may obtain an objective disposition of any such complaints by providing internal Union proceedings from which an objector may appeal to final and impartial arbitration of all controverted issues concerning the existence and/or propriety of expenditures included in the proportionate share payments.

ARTICLE III

FUNCTIONING DISTRICTS

Sec. 1: For organization purposes, the Union shall be divided into functioning districts.

Sec. 2: The general functioning of the districts shall be the responsibility of the Area Vice Presidents under the supervision of the Executive Board.

Sec. 3: Each district shall be divided into representative units as provided in Article VI, Section 2b of the Constitution. These district representative units shall include only members of either the high school or the elementary functional groups, except that in schools or units where there are both elementary and high school teachers and the majority of the members of both groups vote to do so, a joint Delegate may be elected. No other Delegate unit shall include members from more than one functional group.

Sec. 4: Each of the other functional groups composed of regular members shall constitute a city-wide representative unit and shall elect one Delegate for the first twenty regular members, and an

additional Associate Delegate shall be elected for every forty regular members thereafter in a particular school.

Sec. 5: District Supervisors

- a. Each district shall be serviced by a District Supervisor who shall have served at least two years as a School Delegate or member of the House of Delegates and who shall be appointed from a school within the district to the extent possible.
- b. It shall be the duty of the District Supervisors to maintain and increase the Union membership and to see that Delegates are elected and that they function effectively in all of the schools within their respective districts.
- c. The Executive Board shall determine a modest monthly remuneration and expense account for the District Supervisors.

ARTICLE IV

NOMINATING PROCEDURES FOR ELECTING UNION OFFICERS, AMERICAN FEDERATION OF TEACHERS AND ILLINOIS FEDERATION OF TEACHERS CONVENTION DELEGATES

The Union shall nominate candidates for its elective offices and for American Federation of Teachers and Illinois Federation of Teachers Convention Delegates, as hereinafter provided:

Sec. 1: Nominating Procedures for Electing Union Officers

- a. Nominating Petitions – Subject to the limitations set up in the Constitution and By-Laws, any regular Union member meeting the membership requirements set up in Section 1f of this Article may become a candidate for any elective position by filing a petition signed by not less than five percent (5%) of the regular members qualified to vote on the position.

Every signer of a nominating petition must be a regular member in good standing at the time of signing.

All nominating petitions shall be filed with the Financial Secretary not later than March 25 of each election year. The Financial Secretary shall check all such petitions for conformity to the rules of the Union and shall announce the names of the nominees by petition to the regular April meeting of the House.

The petitions shall be kept on file for at least one (1) year.

- b. Any such nominating petitions may contain the name of one nominee or the names of nominees for a slate of candidates for all or any number of Union offices. No member, however, can be a candidate for more than one Union office.
- c. Petition Forms – All nominating petitions shall be made on forms prescribed by the Executive Board. Any regular member may obtain one or more blank petitions by calling in person and signing a receipt for them. Each petition blank shall carry a serial number, and receipts shall specify the serial numbers of those issued.

No petition shall be valid unless its serial number checks with that on the receipt for the issuance of the blank forms.

- d. The House of Delegates shall fix the date of the election as provided in the Constitution and By-Laws and shall also fix the date for filing nominating petitions for Union officers.
- e. It shall be the duty of the Financial Secretary to publish in the official Union publication a notice of the time within which nominations for candidates for Union offices shall be filed. This notice shall state the offices for which nominations are in order, where nominating petitions forms may be obtained, the number of signatures required for each candidate or slate of candidates, the place where the petition shall be filed, and the date and hour when the time for filing said petitions expires. This notice may also contain a notice of the election or the notice of the election may be contained in a separate publication.
- f. Qualifications of Candidates – Candidates for President, Vice President, Recording Secretary, and Financial Secretary must be regular members who have been in good standing for three years immediately prior to the date of nomination. Candidates for other Union offices must be regular members who have been in good standing for at least two years immediately prior to the date of nomination.
- g. Nominations for Functional Vice President and for House of Delegates members of the Retired Members functional group shall be made by petition on a form furnished by the Union signed by 10 members in good standing of the Retired Members group or by action of a meeting attended by at least one percent of the membership of the group. Nominating petitions shall be filed with the Financial Secretary of the Union. Voting shall be by ballot mailed to each member in good standing of the functional group.

Sec. 2: Nominating Procedures for Electing American Federation of Teachers and Illinois Federation of Teachers Convention Delegates and Alternate Delegates

- a. Nominations for delegates and alternate delegates to the convention of the American Federation of Teachers and Illinois Federation of Teachers shall be by petition.
- b. Any Union member in good standing may become a candidate for an American Federation of Teachers and Illinois Federation of Teachers Convention delegate or alternate delegate by filing a petition signed by not less than two hundred regular members in good standing at the time of signing.

All nominating petitions must be filed with the Financial Secretary not later than March 25 of each election year. The Financial Secretary shall check all such petitions for conformity to the rules of the Union and shall announce the names of the nominees to the regular April meeting of the House. The petitions shall be kept on file for one year.

All elected AFT and IFT delegates and alternate delegates shall be elected for terms of three years and may succeed themselves.

- c. Any such nominating petitions may contain the name of one nominee or the names of nominees for a slate of candidates.
- d. **Petition Forms** – All nominating petitions shall be made on forms prescribed by the Executive Board. Any regular member may obtain one or more blank petitions by calling in person and signing a receipt for them. Each blank petition shall carry a serial number, and receipts shall specify the serial numbers of those issued. No petition shall be valid unless its serial number checks with that on the receipt for the issuance of the blank forms.

- e. The House of Delegates shall fix the date of the election as provided in the Constitution and By-Laws and shall also fix the date for filing nominations petitions for Union officers.
- f. It shall be the duty of the Financial Secretary to publish in the official Union publication a notice of the time within which nominations for candidates for American Federation of Teachers and Illinois Federation of Teachers convention delegates and alternate delegates shall be filed. This notice shall state the number of American Federation of Teachers and Illinois Federation of Teachers convention delegates to which Chicago Teachers Union was entitled during the calendar years preceding each AFT and IFT conventions, the number of convention delegates to which Chicago Teachers Union is expected to be entitled for the following conventions to which delegates and alternate delegates will be elected, where nominating petition forms may be obtained, the number of signatures required for each candidate, and the place where the petitions shall be filed and the date and hour when the time for filing said petitions expires. This notice may also contain a notice of election or the notice of the election may be contained in a separate publication.
- g. The Financial Secretary shall include in the notice of election a specification of the time and place of the election, and it must be reasonably calculated to inform the members of the impending election. The Financial Secretary may combine the notice of election with the notice of nominations provided in Sec. 2f of this article, but in such case the notice must be published to the membership at least 10 days prior to the last date for filing nominating petitions.

ARTICLE V

ELECTION PROCEDURES

Sec. 1: The election of Union officers, American Federation of Teachers and Illinois Federation of Teachers convention delegates and alternate delegates shall be conducted in accordance with the following procedures:

- a. **Preparation of Ballots** – Promptly after the expiration of the time for filing nominating petitions, the Financial Secretary shall deliver to the chairperson of the Rules-Elections Committee a complete list of candidates for elective officers to be filled at the election.
- b. **Sample Ballots** – Not later than May 1 preceding the election, the Financial Office, under the supervision of the Financial Secretary, shall furnish each School Delegate a sufficient number of sample ballots for each regular Union member. The candidates by slates and positions named thereon shall be in parallel columns. An additional column shall be provided for listing all independent candidates by position.

The Financial Office, under the supervision of the Financial Secretary, shall be responsible for the printing and distribution of all sample and official ballots.

- c. **Official Ballots** – The Financial Office, under the supervision of the Financial Secretary, shall assign distribution of a sufficient number of ballots by the company who prints the ballots to all regular members who were in good standing as of April 1 preceding the election.

All members shall vote in their respective schools except those members who receive their individual ballots by mail and vote by mail. The rules for the nomination and election of Union Officers and delegates and alternate delegates to the AFT and IFT conventions approved by the Executive Board and by the House of Delegates prior to the election conducted every three years shall include and list the categories of members who receive their ballots by mail and who vote by mail ballot.

- d. **Rules for Election** – The House of Delegates shall adopt rules and regulations for the conduct of the election which shall be held on the third Friday in the school month of May.

The House of Delegates shall also set up rules for canvassing the ballots and reporting the returns of the election. No candidate or member of the Executive Board shall serve in canvassing the ballots.

In the event that no candidate for a Union office receives a majority of the votes cast for that office, the Rules-Elections Committee shall conduct a run-off election as soon as practicable. The run-off ballot shall list those two candidates with the greatest number of votes cast in order of the number of votes received beginning with the higher number.

- e. **Official Election Report** – At the first regular meeting of the House of Delegates after the vote count is completed, the chairperson of the Rules-Elections Committee shall report the results of the election.

The President shall then declare the winning candidates duly elected.

The officers shall assume office as of July 1 next after election.

- f. **Disposition of Election Materials** – The Financial Office, under supervision of the Financial Secretary, shall be responsible for storage and final disposition of election materials.

Sec. 2: The election of Delegates shall be conducted as follows:

- a. Each Representative unit during January in election years shall elect by ballot one Delegate for the first twenty regular members in the unit and an additional Associate Delegate for every forty additional regular members in the unit thereafter. The rules approved by the Executive Board shall govern the election(s). These delegates shall assume office as of February 1.

Increases in the unit representation shall be allowed any time the unit satisfies the requirements.

Elections for interim vacancies shall be held as they occur and Delegates elected in interim elections shall assume office upon proper notification to the Financial Secretary.

The School Delegates for each representative unit shall be responsible for the election of Delegates for their units. They shall, immediately after the election, deliver to the Union office an accurate report of the election together with the voters' list and the ballots cast.

The Rules-Elections Committee shall be responsible for the elections of Delegates from special groups. They shall be elected by members of their respective groups. City-wide meetings shall be held for each group for the purpose of nominations. Elections shall be conducted by mail ballots.

ARTICLE VI

DUTIES OF OFFICERS

Sec. 1: Duties of Major Officers

- a. **President** – It shall be the duty of the President of the Union to preside over all general meetings, meetings of the House of Delegates, meetings of the Executive Board, meetings of the associate members (and upon request), over other meetings of Union members. He/she shall make such

appointments as are required in the Union Constitution, or the By-Laws, by the House of Delegates, or by the Executive Board. In June of each election year, he/she shall cause the Board of Trustees to elect one of its number as chairperson. He/she shall be the chief administrative officer of the Union and shall have the responsibility for general supervision of the functioning of the Union in all of its parts. He/she shall be a member, ex-officio, of all of the delegations of the Union to the labor bodies with which the Union is affiliated and of all Union committees. During major negotiations, he/she shall be accompanied by at least one other officer or member of the Executive Board.

- b. Vice President** – The Vice President of the Union shall assume the duties of the President in the absence or disability of the President. At the President’s request, the Vice President shall represent him/her at meetings and conferences and must report thereon to the President immediately. The Vice President shall act as chairperson of the Policies Committee.

The Policies Committee shall be composed of the three Area Vice Presidents and all Vice Presidents of the elementary functional group, the high school functional group, all career service functional groups and the retired members’ functional group. The Committee shall act on matters referred to it by the President , the Executive Board or the House of Delegates and shall make recommendations on such matters to the Executive Board and the House of Delegates.

- c. Recording Secretary** – The Recording Secretary shall act as Secretary at general meetings, meetings of the House of Delegates, and of the Executive Board. The Recording Secretary shall keep and shall have sole charge of adequate records of these meetings including attendance at the meetings of the House of Delegates and of the Executive Board. These records shall become a part of the permanent records of the Union. He/she shall report the election of the members of the House of Delegates to the Executive Board and to the House of Delegates. This report to the House shall constitute certificate of membership for newly elected members of the House. He/she shall perform such other duties as are required by the Constitution and By-Laws of the Union.

- d. Financial Secretary** – The Financial Secretary shall have sole responsibility for the collection of the annual dues of members and of the issuance of membership cards. He/she shall keep a complete record, by individuals, schools, and groups of the dues status of the Union members. He/she shall have locked files and shall be solely responsible for them. No one else may have access to change membership files except employees so charged with the responsibility who work under the direction of the Financial Secretary or upon written request signed by the President. Such requests shall be kept on file.

The Financial Secretary shall deliver to the treasury of the Union all monies collected by the Financial Office. He/she shall attend all meetings of the Executive Board and of the House of Delegates and shall make reports thereto.

Subject to the direction of the Union, the Financial Secretary shall have sole charge of all monies in its possession. He/she shall pay all authorized bills against the Union. If a bill is paid by check, it must bear the signature of two of the following persons: President, Financial Secretary, and bonded, insured office employee assigned to the duty under the Financial Secretary’s direction. In the case of inability of both the President and the Financial Secretary, another major officer may sign checks.

The Financial Secretary of the Union shall attend all meetings of the Executive Board and of the House of Delegates. He/she shall present to each regular meeting of the House a report on Union finances for the period since the last report. Each year, the Financial Secretary shall furnish an audited report of the Union which shall be printed in the Union’s publication.

At the meeting of the Board of Trustees and upon request of the Trustees, the Financial Secretary shall provide the Trustees with the following:

1. an updated statement of income and expenditures, including in the latter a list of accounts to which the expenses were charged;
2. an updated statement of monies deposited in savings and investment accounts in the name of the Union.

The Financial Secretary shall, upon written request by the Board of Trustees, allow the Board of Trustees, either singly or as an assembled body, to examine all financial records of the Union.

Sec. 2: Board of Trustees

Under the supervision of the Executive Board, the duties of the Board of Trustees shall be:

- a. to procure each year, a reliable and adequate audit of the finances of the Union for the preceding fiscal year ending June 30, and to deliver a copy of said audit to other major officers and to announce to the membership of the Union that said report may be inspected in the Union office by any member;
- b. to cause to be made at an appropriate time during fiscal year an itemized inventory of all physical properties of the Union. At least one copy of the inventory shall be provided for the President and for the Financial Secretary, and one shall be kept on file by the Board of Trustees;
- c. to secure the necessary bonding of Union officers and of Union employees, and to see that the officers have procured all necessary insurance on Union property;
- d. to examine and make appropriate recommendations regarding the payment of all Union financial obligations that are not provided for specifically by the Executive Board, by contract, or by the annual budget;
- e. to exercise general supervision over the maintenance of all Union properties and of all property leased by the Union;
- f. to see that public laws are complied within the operation of the Union and in the maintenance of its offices;
- g. to prepare annually a budget for each fiscal year which shall be from July 1 through June 30. The budget is to be presented to the Executive Board not later than April. The Executive Board shall submit the proposed budget, together with its recommendations, to the May meeting of the House of Delegates. No budget shall be in force until it has been passed by the House;
- h. the Union budget shall provide a contingent fund for the Executive Board to meet emergency expenses in Union service;
- i. all official acts of the Trustees shall be reported to the Executive Board by the chairperson of the Trustees.

Sec. 3: Area Vice Presidents

Under the supervision of the Executive Board the duties of the Area Vice Presidents shall be:

- a. to maintain and increase the membership of the Union;
- b. to select, change when necessary, and direct the activities of the District Supervisors with the advice and consent of the Executive Board;
- c. to direct the election of School Delegates and members of the House of Delegates through the District Supervisors;
- d. to record and report to the Recording Secretary the attendance of Delegates at meetings of the House of Delegates and to provide for the election of new Delegates where vacancies occur;
- e. to record and report to the Financial Secretary the attendance at the House of Delegates meetings;
- f. to assist the District Supervisors in arranging for and conducting meetings of the Union that may be called in the various districts;
- g. to promote among the members better understanding of the established policies, objectives, programs and functions of the Union.

Sec. 4: Functional Vice Presidents

- a. The Vice Presidents of each functional group with more than one Vice President shall elect a chairperson and vice chairperson from the respective functional group to serve for a period of two years. The chairperson shall promote and organize the operation of the functional unit and make periodic reports to the Executive Board during their term of office.
- b. Functional Vice Presidents shall serve as active members of the Professional Problems Committee and it shall be the duty of each Functional Vice President to aid the Professional Problems Committee in assembling, organizing and selecting collective bargaining proposals for the forthcoming agreement with the Board of Education.
- c. It shall be the duty of the Vice Presidents of each functional group to call general meetings of the functional group at least once a year. It shall be the duty of each Functional Vice President to attend and promote such meetings.
- d. Functional Vice Presidents shall serve on strike committees (temporary or permanent) and shall accept responsibility for organizational tasks in connection with their respective functional units.

ARTICLE VII

EXECUTIVE COMMITTEE

Sec. 1: The Executive Committee, composed of the President, the Vice President, the Recording Secretary, the Financial Secretary, and the chairperson of the Board of Trustees shall manage the business and office affairs of the Union and shall have the powers and duties prescribed in the By-Laws. It shall also have the additional powers and duties prescribed to it by the Executive Board or House of Delegates. Nothing in this article shall be construed as a limitation on the powers of the President as Chief Executive Officer of the Union.

Sec. 2: The Executive Committee shall meet at least bimonthly and at the call of the President. The Recording Secretary shall keep records of the proceedings and provide a copy of said proceedings to the Trustees within one week.

Sec. 3: The Executive Committee shall have the duty of advising the President and other officers of the Union when requested and shall also with the approval of the President and the Executive Board be authorized to perform the following management functions:

- a. procure quarter for the Union Officers and provide for necessary maintenance;
- b. office supplies, furniture and equipment and furnish the Board of Trustees with an inventory thereof annually;
- c. negotiate with Unions of employees of the Chicago Teachers Union and, in its discretion, enter into agreements with such Unions; procure all needed employees and, in its discretion, enter into written contracts with these employees;
- d. employ administrative assistants in its judgment necessary to carry on the business affairs of the Union, process grievances and perform other duties made necessary under any collective bargaining contracts to which the Union is a party;
- e. employ a general office manager who shall be in charge of all office operations and who shall be under the direction of the President;
- f. procure such insurance as may be necessary in its judgment or the judgment of the Board of Trustees to protect against hazards to Union property and other liabilities, and to procure and keep in force such fidelity bonds for employees as may be required by the Board of Trustees, and in addition as it may deem necessary;
- g. provide for the general management and control of the John M. Fewkes Tower, act as officers and Board of Directors of the Chicago Teachers Union Tower Corporation, and to activate and use facilities, and channels to promote the welfare and financial success of that project;
- h. exercise control and management of all Union property and provide for the maintenance thereof, and to maintain close relations with the Board of Trustees in the performance of the duties delegated to the latter by the Constitution and By-Laws;
- i. make reports of specific matters to the Executive Board when requested to do so by the Executive Board or House of Delegates.

ARTICLE VIII

DUTIES OF THE EXECUTIVE BOARD

Sec. 1: The Executive Board shall be directly responsible to the House of Delegates, and shall report thereto all of the official acts of the Board, together with such recommendations as it may deem desirable.

Sec. 2: The Executive Board shall cause the legislative acts of the House of Delegates to function.

Sec. 3: The Executive Board shall advise and direct the officers of the Union.

Sec. 4: In emergencies, the Executive Board may take action which would, in the absence of emergency, be first authorized by the House of Delegates, but such action, with the reasons therefore, shall be reported by the Board to said House at the earliest opportunity.

- Sec. 5:** The Executive Board shall fill all vacancies in the offices of President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Trustees, and Area Vice Presidents until the next regular election, subject to the approval of the House of Delegates.
- Sec. 6:** The Executive Board may set up and discharge necessary committees to function in the interest of the Union.
- Sec. 7:** The Executive Board shall present for approval by the June meeting of the House of Delegates its selection of delegates to the Illinois Federation of Labor Convention.

ARTICLE IX

DUTIES OF THE HOUSE OF DELEGATES

- Sec. 1:** Under the Union membership itself, the decisions of the House of Delegates on Union matters shall be supreme and final. The House may consider and act upon any matter which it regards as pertinent to the purposes and activities of this Union.
- Sec. 2:** At each regular meeting of the House of Delegates, it shall hear and, at its discretion, act upon reports from officers of the Union, from the Executive Board, from Union committees, from Delegates, and from any other sources whose presentation is duly authorized. It shall also hear and may act upon pertinent matters brought before it in due order by any of its members.
- Sec. 3:** The House of Delegates shall fill vacancies occurring in existing or newly created elective offices, except those that, according to the By-Laws, are filled by action of the Executive Board, and also except vacancies occurring in the office of Functional Vice President which shall be filled by action of a meeting of House of Delegates members of the respective functional group. Officers so elected shall serve until the next regular election.
- Sec. 4:** The House of Delegates shall authorize the employment of Administrative Assistants, Directors, Field Representative, office employees, and other personnel as deemed appropriate by the major officers for the Union, and accept a contract on behalf of the Union with said Administrative Assistants, Directors, Field Representatives, office employees, and other personnel. Such contracts shall be signed by the President of the Union and by the Recording Secretary, but no such contract shall be valid unless confirmed by the House of Delegates through its approval of expenditures in the Union's annual budget. In the case of multi-year contracts, the House of Delegates shall authorize the officer to enter into said contracts, which shall be binding on the Union.
- Sec. 5:** The House of Delegates may set up such committees as it deems necessary.
- Sec. 6:** Upon petition from the local school to the Rules-Elections Committee, a member who is absent from three consecutive meetings of the House, without adequate excuse made to the Financial Secretary, shall be considered to have vacated his/her position, and the vacancy shall be filled as provided in Article VI, Sec. 3, and Article X, Sec. 7, of these By-Laws.
- Sec. 7:** The House of Delegates shall use the following procedures to suspend a strike and recommend acceptance or rejection of a proposed tentative Union-Board contract:
- a. The House of Delegates shall have the authority to suspend a strike;
 - b. Within 10 school days after such postponement, the membership shall vote in a secret ballot referendum on acceptance (or rejection) of the tentative agreement. If the membership accepts the proposed tentative agreement, the strike shall be automatically ended;

- c. If the membership rejects the proposed tentative agreement, a special meeting of the House of Delegates shall be convened within five days of the referendum vote to set a date for the resumption of the strike.

ARTICLE X

DUTIES OF SCHOOL DELEGATES

- Sec. 1:** to serve as a chairperson of the School Professional Problems Committee;
- Sec. 2:** to secure and retain in Union membership every person in his/her school who is eligible;
- Sec. 3:** to keep an accurate record, on a form prescribed by the Executive Board, of the dues status of every member of his/her school;
- Sec. 4:** to transmit all Union monies collected by him/her to the Financial Secretary;
- Sec. 5:** to distribute to Union members or to all the teachers in his/her school material sent to him/her for that purpose by competent Union authority. The School Delegate may not distribute material not so authorized, except in the line of service to the Chicago Board of Education;
- Sec. 6:** to cooperate to the extent possible in the distribution of all bona fide campaign literature from official CTU slates and candidates for CTU Officers, and American Federation of Teachers delegates;
- Sec. 7:** to cooperate to the extent possible in setting up candidates' meetings at his/her school if requested by a candidate or slate;
- Sec. 8:** to conduct, in cooperation with other Delegates in the representative unit, the election of its members to the House of Delegates;
- Sec. 9:** to attend all Union meetings of which he/she is a constituent, and to give a fair report of same to the Union members in the school.

ARTICLE XI

FUNCTIONS OF COMMITTEES

GENERAL

- Sec. 1:** The chairpersons of all standing committees, after informing the President, shall report all actions of the committees to the Executive Board. The Executive board may at its discretion, recommend the committee action to the House of Delegates for final approval or rejection.
- Sec. 2:** Any standing committee may, on its own initiative, make recommendations to the Executive Board on any matter in its field.
- Sec. 3:** After due consideration by the Executive Board, items shall be assigned to the proper committee by the President.
- Sec. 4:** Any standing committee may set up sub-committees for specified purposes. The chairperson of every sub-committee must be a member of the main committee, but the other members of a sub-committee may or may not be members of the main committee, though they must be members of the Union.

- Sec. 5:** Any Union standing committee, through Executive Board or House action, may cooperate and confer with any other Union committee.
- Sec. 6:** Any member or group of members, by invitation of the chairperson, may appear before any committee to which a matter of special interest to that member or group of members has been referred.
- Sec. 7:** The standing committees of the Union shall be: Education, School Finance and Taxation, Legislative, Membership, Policies, Political Action, Public Relations and Communications, Professional Problems, Social, Rules-Elections, Pension and Insurance, Practical Arts and Vocational Education, Human Relations, Women's Rights and Welfare.

ARTICLE XII

STANDING COMMITTEES

Sec. 1: Education Committee

The field of the Education Committee shall be the following: educational trends, school curricula, courses of study, classroom procedures, school organization, qualification requirements for teachers, methods of school and teacher rating, learning and rating standards of pupils, college entrance requirements, pupil and teacher discipline. All Union matters within that field shall be referred to this committee.

Sec. 2: School Finance and Taxation Committee

The duties of the committee on School Finance and Taxation shall be:

- a. to keep up-to-date with all available information on the finances of the Chicago public schools, and to report on them from time to time to the House of Delegates and to the Executive Board;
- b. to study and make reports on taxation and revenue for support of the public schools.

Sec. 3: Legislative Committee

The Legislative Committee shall keep up-to-date with information on actual and proposed legislation, federal, state and local, which concerns the Chicago public schools, and report on it to the House of Delegates and to the Executive Board. The committee may also recommend initiation of legislation. The committee shall work with the Political Action Committee to accomplish the legislative goals of Chicago Teachers Union.

Sec. 4: Membership Committee

The duties of the Membership Committee shall be:

- a. to set up, coordinate and supervise membership committees in each district and to cooperate with their efforts in all practicable ways;
- b. to conduct intensive membership campaigns each year;
- c. to restate the boundaries of the representative units within each district during election years, if necessary, using membership figures as of November 1;

- d. to report to the December meeting of the House of Delegates prior to the triennial election of Delegates any recommendations for changes in representative units in all districts, based on changes in the Union membership.

Sec. 5: Public Relations and Communications Committee

The duties of the Public Relations and Communications Committee shall be:

- a. to develop prototypes for membership brochures and public relations campaigns;
- b. to work with the Recording Secretary, the Union's chief communications person, and the Editor on publicity campaigns;
- c. to cooperate with the Membership Committee in the issuance of membership material;
- d. to cooperate with all Union committees in publicizing their activities;
- e. to accumulate and maintain for the Union a reference library on matters of Union interest and service;
- f. to develop and update a listing of articles, cross-referenced by subjects, appearing in the regular Union publication.

Sec. 6: Professional Problems Committee

The duties of the Professional Problems Committee shall be:

- a. to develop a list of collective bargaining proposals for each school year;
- b. to recommend strategy and procedure for the accomplishment of the Chicago Teachers Union's collective bargaining goals;
- c. collective bargaining proposals shall include wages, hours, working conditions and all professional aspects of the employment of teachers and other educational personnel.

Sec. 7: Social Committee

The field of the Social Committee shall be general responsibility for the social activities of the Union.

Sec. 8: Rules-Elections Committee

The Rules-Elections Committee shall have for its function:

- a. the keeping of the various rules of the Union properly codified and up-to-date;
- b. the supervision of the biennial elections and any other elections or referenda referred to it.

Sec. 9: Pension and Insurance Committee

The duties of the Pension and Insurance Committee shall be:

- a. to study current trends in pension and retirement plans which concern Chicago teachers, paraprofessionals and school-related personnel and report on them with recommendations to the Executive Board and to the House of Delegates.
- b. to develop a pension legislative program each year and to recommend same to the Executive Board and House of Delegates for their approval.

Sec. 10: Practical Arts and Vocational Education Committee

The duties of the Practical Arts and Vocational Education Committee shall be:

- a. to study curriculum and current trends;
- b. to make recommendations for improving all phases of Practical Arts and Vocational Education to the Executive Board and to the House of Delegates.

Sec. 11: Human Relations Committee

The Human Relations Committee shall study and make recommendations to the Executive Board and to the House of Delegates in the area of human relations relating to teachers, paraprofessionals and school-related personnel, and pupils.

Sec. 12: Political Action Committee

The duties of the Political Action Committee shall be:

- a. to work with the Union's chief legislative person to identify and recommend endorsements to the Executive Board and to the House of Delegates of candidates for political office who support the Union position on legislation concerning the Chicago public schools, working people and their families, and the trade union movement;
- b. to work with the Union's chief legislative person to develop and make recommendations each year to the Executive Board and to the House of Delegates a list of legislative proposals to benefit active and retired members;
- c. to work in the districts and at phone banks on behalf of Union-endorsed candidates for political office;
- d. to work with the Union's chief legislative person on the Union's legislative program.

Sec. 13: Policies Committee

The duties of the Policies Committee shall be to act on matters referred to it by the President, the Executive Board, or the House of Delegates and shall make recommendations on such matters to the Executive Board and to the House of Delegates.

Sec. 14: Women's Rights and Welfare Committee

The Women's Rights and Welfare Committee shall study and make recommendations to the Executive Board in the area of women's rights and welfare relating to the members.

ARTICLE XIII

MEETINGS

Sec. 1: Meetings of the Executive Board

- a. The President shall call meetings of the Executive Board at least once a month. Other meetings of the Executive Board may be called at the discretion of the President or upon written petition of one-fifth or more of its members.
- b. The Executive Board shall be responsible for the general functioning of the Union. To that end, it may consider and recommend to the House of Delegates any matter relevant to the purposes of the Union.
- c. A quorum for any meeting of the Executive Board shall consist of one-half or more of its voting members, but a smaller number than one-half may adjourn any Board meeting to a specified time and place.

Sec. 2: The House of Delegates

- a. The House of Delegates shall meet regularly each calendar month during the school year, except that the House, itself, or the Executive Board may set a different date for a particular meeting.
- b. The meetings of the House of Delegates shall be presided over by the President of the Union. The members of the Executive Board shall be ex-officio members of the House of Delegates and shall attend its meetings. Persons employed by this Union as Administrative Assistants shall have the right of the floor in these meetings, but not the right to vote.
- c. At all regular meetings of the House of Delegates the agenda shall consist of the following items: Recording Secretary's report; Financial Secretary's report; financial statement; report from the Executive Board by the President; other officers' reports; reports of standing committees; reports of special committees; reports of delegates; unfinished business; and new business. The presiding officer shall have the privilege of presenting the items of the agenda in the order he/she considers expedient.

Any meeting of the House of Delegates may adopt, by a majority vote, without debate, any specified order of business for that meeting or for any part thereof, provided that, except as these By-Laws required otherwise, the procedures of the meetings shall be governed by Robert's Rules of Order, Revised Edition.

- d. Any member at any regular meeting of the House of Delegates may bring to the floor any matter which is relevant to the purposes of the Union. If such matter does not come from a committee and is not already in committee, the President shall refer it to the appropriate committee at once, unless there is objection. If there is objection, the President shall put the matter of an immediate hearing to vote without debate. If the majority of the House votes to have discussion, the President shall at once recognize the introducer of the matter, who may then proceed to move upon it in the regular way, thus bringing it before the House for action.
- e. With the consent of the Executive Board, the President may call a special meeting of the House of Delegates. He/she must do so upon written petition of not less than ten percent of the members of the House, provided that such petition shall specify the purpose of the meeting. Every call for a special meeting of the House shall specify the purpose of the meeting, and no

business other than that specified in the call may be transacted at that meeting except by unanimous consent.

- f. A quorum for a meeting of the House of Delegates shall be one-third of the members thereof, but a smaller number may adjourn any regular meeting to a specified time and place.
- g. Delegates must report either in person or in written form to the representative units which elected them at least once every half-year and establish a procedure by which they receive instructions from their constituency during times of concern to those representative units. The names of those Delegates not attending monthly meetings shall be published in the Union publication monthly.

Sec.3: Meetings in the Schools

School Delegates shall promote regular meetings in the school of Union members in the school, but out of school hours, to consider Union matters or for social purposes.

Sec. 4: District Meetings

- a. With the advice and consent of the Executive Board, an Area Vice President may call meetings in his/her districts. He/she must call such meetings upon the written petition of not less than 10 percent of the members in a district, signing from at least five different schools in the district, provided only that such petition must specify the purposes of the meeting, and must not interfere with other regularly scheduled Union meetings. The notices calling it must state its purpose and no other business than that named in the call may be transacted at that meeting except by the unanimous consent of all of the members present. The House of Delegates may also authorize a district meeting.
- b. The notices of each district meeting shall be sent to the School Delegates for distribution to the members not less than 10 days in advance of such meeting. These notices shall carry the agenda for the meeting.
- c. The official actions of each district meeting shall be reported to the next regular meeting of the House of Delegates by the Area Vice President.
- d. Each district meeting shall choose a secretary for that district. Said secretary shall act as such for all his/her district meetings and shall serve for one year or until a successor is chosen.
- e. Within one week after each district meeting, the Secretary thereof shall send to the Area Vice President and to the Recording Secretary of the Union a copy of the minutes of said meeting. Each such copy shall be plainly marked as to date and name of district, and shall be signed by the member who made the original.
- f. Matter on the agenda for such meeting shall take precedence over matter not on the agenda, but any member of the Union eligible to attend such meetings may bring to the floor any matter, in its order, which is relevant to the purpose of the Union. Such matter, if not on the agenda, shall be treated as provided for new matter before the House of Delegates, Article XIII, Section 2d, of these By-Laws. Action voted by a district meeting is binding only for that district, and if Union action is sought, district action must be directed to the House of Delegates, which must act upon the matter for the Union as a whole.
- g. A quorum for a district meeting as provided herein shall be not less than one-fourth of the members of the Union in said district.

Sec. 5: Functional Group Meetings

- a. Meetings of a functional group of regular members may be called by any of its Vice Presidents, or by petition of five percent of the members of the functional group.
- b. It shall also be the duty of the Vice President of each functional group to elect one Vice President as chairperson of each meeting, and one as secretary for said meeting and said elected chairperson shall be responsible for filing a report of each functional meeting with the Union office within 30 days of each meeting.
- c. Vacancies in the office of Functional Vice President shall be filled by vote of the regular members of the functional group at a meeting called for the purpose of filling a vacancy in the office of Functional Vice President.
- d. Meetings shall be publicized at least two weeks in advance, and shall not conflict with other Union meetings specified in these By-Laws.
- e. Five percent of the members of a functional group shall constitute a quorum at all business meetings of the general membership of such functional group. Any group may require a larger forum.
- f. The elected Vice President of the Retired Members shall call a general meeting of the functional group at least twice a year. Notices must be mailed within not less than 10 days of the meeting. Regular meetings of the Delegates elected by the functional group shall be called at least three times a year to recommend matters for the consideration of Union committees, Executive Board and House of Delegates.
- g. The Vice President of all the regular functional groups shall form the Policies Committee with the First Vice President as chairperson.

Sec. 6: General Meetings

- a. General meetings of the membership of the Union may be held at the discretion of the Executive Board or the House of Delegates.
- b. The purposes of the general meetings shall be to report on the work of the Union and to place information before the members. The place, the time and the agenda of general meetings shall be fixed by the Executive Board. In the case of general meetings, the agenda shall be restricted to the subject or subjects mentioned in the call.
- c. In case of emergency, matter not on the agenda of a meeting may be brought before the meeting by the presiding officer.
- d. Union members desiring to have placed before a general meeting any information or resolution shall submit said materials in writing to the Executive Board (with the privilege of presenting the matter personally) not later than its meeting next before the general meeting. If the Board agrees that the material should be presented, the introducer thereof shall have the privilege of speaking upon the matter at the meeting for five minutes. The matter shall then be referred by the presiding office to the proper committee.

ARTICLE XIV

OFFENSES AND PENALTIES

Sec. 1: Any member whose acts allegedly bring the Union into disrepute, or allegedly do the Union and the cause of union labor definite harm, may be tried on appropriate charges by the Executive Board sitting as the Trial Board, and, if found guilty, may be penalized by it, subject to appeal as hereinafter provided. The procedures of accusation, trial, and judgment shall be as follows:

- a. Charges may be made against a member of the Union only by the other members. These charges must be made in writing and signed by the accusers. The charges must specify the overt act or acts and the time and place of their occurrence. They must also be filed with the Recording Secretary, who shall at his/her earliest convenience, give to the President a verbatim copy of the charges, including the signatures.
- b. The President shall call a meeting of the Executive Board for the purpose of deciding whether the charges warrant a trial. A two-thirds majority vote of this meeting shall be necessary to order trial. If the Board fails to so order, the Recording Secretary shall so notify the accusers and make appropriate notation on his/her copy of the charges.
- c. If trial is ordered, the Executive Board shall at once set a time and place therefore, but the time shall not be earlier than two weeks after passing the order. The Recording Secretary shall write on the charges: "Trial ordered (date)," and shall notify both accusers and accused by personal service or a return-receipt registered letter, stating the action of the Executive Board, specifying the time and place of the trial, notifying them to appear at said time and place, together with their witnesses (if any) and enclosing a verbatim copy of the charges.
- d. When the Recording Secretary has made personal service of the notice above provided for or shall have received the return receipts from the registered letters, he/she shall notify the President of the Union and shall send notice of the trial meeting to each member of the Executive Board. If any member of the Executive Board is a signer of the charges, he/she shall not sit as a member of the Trial Board during the trial.
- e. The President shall direct the Recording Secretary to read the charges, including the signatures, and shall call upon the accusers by name to testify. The testimony of witnesses other than the accusers may also be taken. When the direct testimony is finished, the accused or any member of the Trial Board may question the accusers and the other witnesses. The president shall call upon the accused to testify. After this direct testimony, the accused may be questioned by the accusers or the members of the Trial Board. He/she may then present his/her witnesses, if any. These witnesses shall be subject to questioning as above. All witnesses, including the accusers and the accused, shall confine themselves to testimony on facts and to answering questions. Only the Trial Board, the accusers and the accused, and the witnesses shall be present, but witnesses may be excluded from the hearing room when they are not testifying.
- f. When all testimony is concluded, the President shall cause all persons except the members of the Trial Board to leave the room. The Board shall then proceed to deliberate on a verdict. It shall arrive at the verdict by ballot. A three-fourths majority of the Trial Board members present shall be necessary for a verdict. If, after not less than 10 ballots, no verdict has been voted, the Trial Board as such shall adjourn **sine die** and the Recording Secretary shall write across the face of his/her copy of the charges the statement: "Trial held (date). No verdict. Charges dismissed." He/she shall send written notice to that effect to both accusers and accused. If a verdict is voted, the Recording Secretary shall write the verdict across the face of the charges.

- g. If the verdict is “Guilty,” the Trial Board shall at once fix the penalty. Such penalty may be either suspension from Union membership for a period not to exceed one calendar year, or expulsion from the Union. In case of suspension from membership, annual dues shall run against the suspended member as provided in Article II, Section 2, of these By-Laws. The Recording Secretary shall notify the accusers and accused of the verdict and shall state the penalty, if any, imposed by the Trial Board. This letter shall be counter-signed by the President of the Union.
- h. If, at the time of the trial of an accused, the Recording Secretary has in hand return Post Office receipts or other proof of service of notice to appear, and if less than three-fourths of the accusers do appear as directed, the President shall declare the charges dismissed, and the Recording Secretary shall so notify the accusers, in writing.
- i. If at least three-fourths of the accusers do appear and the accused does not appear or present a reason for non-appearance acceptable to the Trial Board, this failure to appear shall be judged prima facie evidence of guilt, and the Trial Board may render a verdict in accordance therewith.
- j. Within thirty days after any final action by the Trial Board, either accusers or accused may appeal to the Appeal Committee which shall consist of the Functional Vice Presidents. The appeal shall be perfected when written notice addressed to the President is served on him personally, or delivered to the office of the Union and given to any officer. The President shall within 10 days of the notice of the appeal, convene the Functional Vice Presidents and he/she shall be chairperson of the committee, but shall not vote as a member thereof. The Appeal Committee shall fix a time and place for the hearing. The parties thereto shall be given at least five days written notice of the hearing. The appeal shall proceed in the same manner as the original trial. A majority vote of the entire Appeal Committee shall be necessary for a verdict. The verdict shall be “Guilty” or “Not Guilty.” Such verdict shall be final and conclusive, and shall be substituted for the verdict of the Trial Board. If the verdict of the Appeal Committee is “Guilty” the Appeal Committee may not review the penalty. If no verdict is rendered by the Appeal Committee, the action of the Trial Board shall be in full force and effect.

ARTICLE XV

COMPENSATION AND EXPENSES

- Sec. 1:** By a two-thirds majority vote, the House of Delegates may sanction provision in the Union budget for a specified compensation for one or more officers of the Union as resources will allow.
- Sec. 2:** The Union budget shall provide a contingent fund for the Executive Board to meet emergency expenses in Union service. The Financial Secretary shall have charge of this fund and shall render in his/her monthly and annual reports an itemized account of its expenditures.
- Sec. 3:** An itemized account of all expenditures from contingent funds shall be made by the persons or bodies to which they are granted. Such accounts shall be included in the monthly and annual reports of the Financial Secretary or his/her designee.

ARTICLE XVI

AMENDMENTS

- Sec. 1:** These By-Laws may be amended by any of the following procedures:
- a. by a two-thirds vote of the House of Delegates, provided notice of the proposed amendment was in the notice for the meeting;

- b. by a majority vote of the House of Delegates, provided the affirmative vote is not less than a quorum, and provided, further, that copy of the proposed amendment was included in the notice for the meeting;
- c. by a two-thirds vote of the House of Delegates, provided that amendment is necessary to make the By-Laws conform with the Constitution of the Union;
- d. by a referendum of the general membership as provided in the Constitution of the Union. If a copy of a proposed amendment signed by at least 10 percent of the members of the House, or by at least two percent of the general membership is filed at a meeting of the House with its Recording Secretary, copies of the amendment shall be prepared and included in the notice for the following meeting.

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