

CONSTITUTION

Article I

- Section 1. This organization shall be known as the CAHOKIA FEDERATION OF TEACHERS Local 1272.
- Section 2. It shall maintain affiliation with the AMERICAN FEDERATION OF TEACHERS, the ILLINOIS FEDERATION OF TEACHERS, and the Central Trades and Labor Union.

Article II

Objectives

The objectives of the Cahokia Federation of Teachers shall be

1. To promote the welfare of the Cahokia Unit School District #187 by furnishing progressively better educational opportunities and services to the citizens and children of this community.
2. To bring the teachers, nurses, educational workers, secretaries, and service employees of the Cahokia Unit School District #187 together for mutual assistance and cooperation in order to obtain all of the rights, privileges, and opportunities to which they are entitled.
3. To serve as medium for exchange of teachers, secretaries, and service employees membership information.
4. To serve and maintain high professional standards and to foster and encourage a higher degree of skill and efficiency.
5. To make effective use of the support of national, state, and local labor bodies to implement this Constitution.
6. To further the aims of the AMERICAN FEDERATION OF TEACHERS and other affiliated labor bodies.
7. To fight all forms of bias in education due to race, sex, creed, social, political, economic status, or national origin.
8. To protect, maintain, and advance the interests of its members.
9. To promote the defense of the integrity of the council, to enforce all the provisions of the contract between the employer and the council, and the defense of any of its members charged with improper alleged performance of their duties.

Article III

Membership

- Section 1. Membership in the CAHOKIA FEDERATION OF TEACHERS shall consist of teachers, nurses, secretaries, service employees, and other educational workers in the Cahokia Unit School District #187 who are currently employed on a full or part time basis, leave, or retired.
- Section 2. Membership shall be continuing from year to year, contingent upon maintenance of good standing by the member. A member remains in good standing if he or she keeps membership dues paid up to date.
- Section 3. A member who loses good standing shall be reinstated upon application in writing, provided he or she meets the qualifications for membership as set forth in Article III, Sections 1 and 2 of this Constitution and provided said member pays such fees as may be stipulated by the Executive Council.

Article IV

Dues

- Section 1. Dues will consist of
- a) local dues (not exceeding .5% of Base Salary)
 - b) mandated state and national affiliation fees
 - c) insurance premiums.
- Section 2. Agency fees (Fair Share) members can appeal their yearly assessment
- a) first to the Finance Committee
 - b) second to the Executive Council

Article V

Voting

- Section 1. Vote for contract acceptance shall be by secret ballot at a designated location after voter signature.
- Section 2. a) The election of Building Representatives shall be by secret ballot conducted at the same time as the election of officers and

overseen by two (2) independent observers by December 7 of an election year.

- b) The election of officers shall follow voting guidelines provided by the IFT.

Section 3. All of the general membership of the CAHOKIA FEDERATION OF TEACHERS shall vote for the following officers

President
Executive Vice President
Secretary
Treasurer
Vice President in charge of Communications

- a) Vice President in charge of High School shall be voted on by HIGH SCHOOL MEMBERS ONLY.
- b) Vice President in charge of Middle School Level shall be voted on by SIXTH, SEVENTH and EIGHTH GRADE MEMBERS ONLY.
- c) Vice President in charge of Intermediate shall be voted on by THIRD, FOURTH, and FIFTH GRADE MEMBERS ONLY.
- d) Vice President in charge of Primary shall be voted on by EARLY CHILDHOOD, KINDERGARTEN, FIRST, and SECOND GRADE MEMBERS ONLY.

Section 4. a) A representative in charge of Special Education shall be voted on by EARLY CHILDHOOD, KINDERGARTEN, FIRST, SECOND, THIRD, FOURTH, and FIFTH GRADE SPECIAL EDUCATION MEMBERS ONLY

- b) A representative in charge of Special Education shall be voted on by SIXTH, SEVENTH, EIGHT, NINTH, TENTH, ELEVENTH, and TWELFTH GRADE MEMBERS ONLY.
- c) A representative in charge of PSRP's shall be voted on by PSRP's ONLY.

Section 5. a) A representative in charge of cooks shall be voted on by COOKS ONLY.

- b) A representative in charge of custodians shall be voted on by CUSTODIANS ONLY.
- c) A representative in charge of maintenance shall be voted on by MAINTENANCE ONLY.
- d) A representative in charge of bus drivers shall by voted on by BUS DRIVERS ONLY.
- e) A representative in charge of security shall be voted on by SECURITY ONLY.

Section 6. a) A representative in charge of secretaries shall be voted on by SECRETARIES ONLY.

Section 7. Elementary Special Area Members shall vote at base school after notifying their building representative.

Elementary Special Area Members shall choose to vote at either Intermediate or Primary Level.

Section 8. NO ABSENTEE BALLOTS.

Section 9. Voting members shall consist of the following:

Executive Vice President

Secretary

Treasurer

Vice Presidents:

In charge of Communications

In charge of Primary

In charge of Intermediate

In charge of Middle School Level

In charge of Senior High

Two Representatives – High School Main

Two Representatives – High School East

One Representative – Freshman Academy

One Representative – Wirth School of Choice

One Representative will vote per Elementary Building

Two Special Education Representatives (one Pre-K-5 and one 6-12)

ESAC Representative

School of Choice Representative

Nurse Representative

Paraprofessional Representative

Standing Committee Chairperson

Special Committee Chairperson

SWAC Area Council Delegate

Labor Council Delegate

COPE Committee Member

Past CFT Presidents who are still in good standing

Secretary President (or Representative in their absence)

Service Employee President (or Representative in their absence)

Section 10. a) Regardless of number of positions, Officers or Representatives shall have one vote.
b) The President shall vote only in the case of a tie.

Article VI

Officers

Section 1. a) The elected officers of the CAHOKIA FEDERATION OF TEACHERS shall be

President

Vice Presidents:

In charge of Primary

In charge of Intermediate

In charge of Middle School Level

In charge of Senior High

In charge of Communications

Executive Secretary

Treasurer

b) The elected officers of the SERVICE EMPLOYEES COUNCIL shall be

President

Secretary

Department Stewards

c) The elected officers of the SECRETARIAL COUNCIL shall be

President

Vice President

Corresponding Secretary

Section 2. The Executive Council shall select five (5) members to serve as an election committee. This committee shall select one member to serve as chairperson.

Section 3. The term of an office shall be two (2) years.

Section 4. Any vacancy of office will be filled for the remainder of the term by an appointment of the President with the advice and consent of the Executive Council.

Section 5. Election of officers shall be held in even numbered years starting in November of 1974.

Section 6. The duties of the elected officers shall be those given to their respective positions and those stipulated or assigned by the Executive Council.

Article VII

Committees

The President of the CAHOKIA FEDERATION OF TEACHERS shall appoint these committees consisting of the number of members herein specified:

- Section 1. The Executive Council shall consist of the elected officers, standing committee chairpersons, special committee chairpersons, building representatives, area council delegates, labor council delegates, C.O.P.E. committee members, past C.F.T. presidents, Service Employees President, and Secretarial President.
- Section 2. All committees or delegations shall be appointed by the President with the advice and consent of the Executive Council.
- Section 3. Building representatives and department stewards are to be appointed by the Executive Council or elected in their respective buildings/departments and then approved by the Executive Council.
- Section 4. The Executive Officers shall form an Ethics and Procedure Committee for reviewing processes and procedures.

Article VIII

Amendments

- Section 1. Proposed amendment(s) to this Constitution shall be presented to the Executive council with the signatures of at least 25% of the members of the organization who are in good standing.
- Section 2. When a proposed amendment is properly submitted to the Executive Council, the Council shall then draw up the referendum. A copy of the proposed amendment(s) shall be presented to each member no later than 21 days following the submission of the proposed amendment(s) to the Executive Council.
- Section 3. The proposed amendment(s) shall be read and the opportunity for discussion given at one or more consecutive meetings following the presentation of the copy of the amendment(s) to the membership of the CFT.
- Section 4. Ballots for voting on the proposed amendment(s) shall be presented to each member in good standing of the CAHOKIA

FEDERATION OF TEACHERS no later than seven (7) days following the last reading of the proposed amendment(s) at a regular meeting.

- Section 5. Ballots shall be properly marked by the individual members and returned to the Building Representatives and Department Stewards no later than ten (10) days following the presentation of said ballots.
- Section 6. Returned ballots shall be counted by the Executive Council and the proposed amendment(s) declared adopted if the affirmative votes total one-half or more of the number of members in good standing of the CAHOKIA FEDERATION OF TEACHERS.
- Section 7. The results of the referendum shall be reported to the membership following the counting of the ballots.
- Section 8. Ballots shall be retained in the permanent files of the CAHOKIA FEDERATION OF TEACHERS through two (2) consecutive Executive Council meetings and shall be open for inspection upon request, within said period, by any member in good standing of the CFT.

Article IX

By-Laws

- Section 1. The membership of this organization by majority vote may adopt such by-laws as are consistent with this Constitution, the Constitution of the American Federation of Teachers, and the Constitution of the Illinois Federation of Teachers.

BY-LAWS

Article I

Duties of Officers

- Section 1. It shall be the duty of the President of this Federation to
- a) preside over all General Meetings of the Union,
 - b) preside over Executive Council Meetings,
 - c) preside over all officer meetings,
 - d) attend state and national meetings,
 - e) coordinate the business and activities of the local,
 - f) meet with the Superintendent or his delegate the first Tuesday of each school month,
 - g) coordinate the relationship between the local, state, and national levels,
 - h) coordinate with legal counsel and the IFT in defense of

- a member
- i) attend Board of Education meetings,
- j) represent the Union in his/her building,
- k) enforce the contract,
- l) provide the Secretary with all contractual addendums, changes, agreements, etc.

Section 2. It shall be the duty of the Executive Vice President of this Federation to

- a) assume duties of the President in his absence,
- b) attend all meetings of the local,
- c) be a member of the Negotiating Committee,
- d) chair the Grievance Committee,
- e) be a member of all standing committees,
- f) attend Board of Education meetings,
- g) represent the Union in his/her building,
- h) enforce the contract.

Section 3. It shall be the duty of the Vice President in Charge of Communications of this Federation to

- a) attend all meetings of the local,
- b) be a member of the Negotiating Committee,
- c) maintain and publicize Union Calendar of events,
- d) be chief Publicity Officer to contact media when instructed by the Executive Council,
- e) be Editor of Newsletter THE STATE OF THE UNION,
- f) order and deliver paper supplies for the local,
- g) maintain phone tree, e-mail list, and membership list
- h) attend Board of Education meetings,
- i) represent the Union in his/her building,
- j) enforce the contract.

Section 4. It shall be the duty of the Vice President in Charge of Primary and Intermediate of this Federation to

- a) attend all meetings of the local,
- b) be a member of the Negotiating Committee
- c) be responsible for conduct of Union business in the Elementary schools,
- d) attend Board of Education meetings,
- e) represent the Union in their respective buildings,
- f) enforce the contract.

Section 5. It shall be the duty of the Vice President in Charge of the Middle School Level of this Federation to

- a) attend all meetings of the local,
- b) be responsible for conduct of Union business in the Middle School,
- c) be a member of the Negotiating Committee,

- d) attend Board of Education meetings,
- e) represent the Union in his/her building,
- f) enforce the contract.

Section 6. It shall be the duty of the Vice President in Charge of the High School of this Federation to

- a) attend all meetings of the local,
- b) be responsible for conduct of Union business in the High School,
- c) be a member of the Negotiating Committee,
- d) attend Board of Education meetings,
- e) represent the Union in his/her building,
- f) enforce the contract.

Section 7. It shall be the duty of the Secretary of this Federation to

- a) attend and take minutes of all meetings of the local,
- b) maintain records of meetings and all correspondence,
- c) be responsible for Union correspondence,
- d) maintain all ballots of elections according to the limits set forth in the Constitution,
- e) attend Board of Education meetings,
- f) represent the Union in his/her building,
- g) contact all officers concerning all meetings,
- h) be a member of the Negotiating Committee,
- i) maintain the membership mailing list,
- j) enforce the contract,
- k) maintain all contractual addendums, changes, agreements, etc.

Section 8. It shall be the duty of the Treasurer of this Federation to

- a) attend all meetings of the local,
- b) maintain the financial records of the local,
- c) file the following with the respective agencies:
 - 1) All Internal Revenue Tax Forms
 - 2) Per Capita Dues - AFT, IFT, SWAC, AFL-CIO, Central Labor Council: claims on Union Insurance program, especially liability,
- d) maintain the Insurance Records of the local,
- e) annually file a budget with the Executive Council,
- f) report on Union finances,
- g) appoint an auditing committee, with the consent of the Executive Council,
- h) be a member of the Negotiating Committee,
- i) attend Board of Education meetings,
- j) represent the Union in his/her building,
- k) enforce the contract.
- l) present all receipts, including those reflected on monthly credit card statement, and have reviewed by a rotating

member of the Executive Council each month.

Section 9.

It shall be the duty of the Building Representatives of this Federation to

- a) represent the Union in their respective buildings,
- b) notify the Grievance Committee if a teacher wishes to file a grievance,
- c) go with any teacher to discuss problems in their building,
- d) attend all meetings of the local,
- e) insure the “due process” and “contract rights” of all teachers in their buildings,
- f) hold meetings as necessary,
- g) distribute all Union materials, especially the Newsletter,
- h) pick up material when asked,
- i) aid in collecting dues check off forms,
- j) post up-to-date Union news,
- k) recruit new members,
- l) enforce the contract,
- m) open the flow of communication between members and officers,
- n) schedule the President, Area Vice President, and any other officer their members want at their building meetings.