

CONSTITUTION of
The East Aurora Council
American Federation of Teachers
Local 604

Article I – Name, Affiliation and Autonomy

1. The name of the organization shall be the East Aurora Council, American Federation of Teachers, Local 604.
2. The East Aurora Council shall be affiliated with and participate actively in the American Federation of Teachers, the Illinois Federation of Teachers, AFT Local 604, the Central Labor body of the AFL/CIO, the Illinois State Federation of Teachers, Public Employees Department of the National AFL/CIO and the National AFL-CIO.
3. The East Aurora Council shall act as an autonomous group as long as such action is not contrary to the Constitution, policy and welfare of AFT Local 604.

Article II - The Purpose of the Organization shall be:

1. To protect the best interests of children through sound educational advancement.
2. To promote the general welfare of school employees represented by the East Aurora Council.
3. To promote the highest standards of professional practices within the East Aurora Council.
4. To encourage members to exercise their rights and privileges and to willingly accept leadership in civil affairs and community involvement.
5. To promote the political awareness of members and other workers.
6. To support legislation favorable to education and workers' rights.

Article III – Membership

1. Membership in the East Aurora Council shall include three units as defined in the Collective Bargaining Agreement (hereafter referred to as CBA):
 - a. Teacher Unit
 - b. Support Staff Unit
 - c. Office Staff Unit

To the extent that the Union and Board of Education negotiate separate or collective contracts for the three units, the members of each unit will vote on their group's contract. Members of the three units will have identical rights and responsibilities within the Union as specifically provided herein.

2. The general responsibilities of the membership shall be:
 - a. To attend Council meetings held for General Membership;

- b. To vote in all Council elections;
 - c. To support the East Aurora Council by serving on committees when requested to do so;
 - d. To abide by the policies in this Constitution;
 - e. To pay dues promptly;
 - f. To encourage new membership; and,
 - g. To support all decisions made by the Council.
3. Yearly membership shall be continuous with an anniversary date of September 1st of each school year.
4. Dues
- a. Council dues shall be set by two-thirds (2/3) majority vote of the House of Delegates present at the first meeting held in August, upon the recommendation of the President. Increases in dues sent to Local 604 for the Local treasury, the State and National affiliated organizations will be on a pass-through basis.
 - b. Quarter, half, and eighth dues
The AFT Constitution calls for reduction of dues for members whose annual earnings are substantially lower than the average member. East Aurora Council will adhere to these rules, but will phase in full dues for Office Staff Unit members.
5. Annual dues shall be paid to the Treasurer through one of the following means:
- a. Payroll deduction
 - b. Semi-annual installment dues on October fifteenth (15th) and February fifteenth (15th) of the year
 - c. Annual payment on October fifteenth (15th)

Article IV – Officers

1. The elected officers shall be President, Vice President I, Vice President II, Vice President III, Secretary, and Treasurer and shall be referred to as the Executive Board.
2. The officers shall be elected by secret ballot for a term of two years by majority vote of the members voting. The elections shall be held between April 15 and May 15 in conjunction with the Local 604 elections. In the event no candidate receives a majority of votes, a run-off election between the top two candidates will be held within three days. The elected officers' terms shall begin on the last day of the spring semester.
3. The President, shall be the official spokesperson of the Council. He/she shall appoint members to the standing committees, and ad hoc committees, with the advice and consent of the House of Delegates. The President ~~and~~ shall be an ex-officio member of all committees except the Nomination and Election Committee
4. The Vice Presidents shall be available to assist the President at all times and shall perform the duties of the President during his/her temporary absence.
5. Vice President I shall have the duties of reporting on educational issues and retirement recognition, assisting in certified building level issues, attending and reporting on the

- District Insurance Committee. Also, any other duties assigned by the President.
- 6.. Vice President II shall have the duties of reporting on legislative issues, assisting in certified and classified building level issues, and any other duties assigned by the President.
 - 7, Vice President III shall have the duties of assisting in office personnel building level issues, and any other duties assigned by the President.
 8. The Secretary's duties include, but are not limited to the following: documenting the proceedings of all meetings, handling correspondence, and distributing ballots for all voting events.
 9. The Treasurer's duties include, but are not limited to the following:
 - a. To maintain a complete and accurate membership role.
 - b. To maintain all financial records and present financial reports at every Executive and Membership meeting.
 - c. To collect all dues.
 - d. To pay dues to Local 604.
 - e. To make other appropriate and necessary expenditures with the approval of the Executive Board.
 - f. To prepare the financial records for the annual audit by October 1 and present it at the next Executive Board meeting.
 - g. To attend and report on District Finance Board meetings.
 10. If a vacancy occurs in any office, the Executive Board shall immediately fill that office for the remainder of the term.
 11. An outgoing President may serve in an advisory capacity for a period of one year and shall receive a stipend for supporting the incoming President.

Article V – House of Delegates

1. Building Representatives shall be members of the House of Delegates. There shall be at least one representative per building. The Building Representatives shall be elected by secret ballot in their assigned building for a term a two (2) years by a majority vote of the voting members, after which they will be recognized by the Executive Board. The vote shall be held on the second Wednesday in May. Public notice of representative elections shall be provided at least 30 days in advance by the Union Secretary. In the case where a Building Representative is running unopposed then there does not need to be a vote in the building. In the event no candidate receives a majority of votes, a run-off election between the top two candidates will be held within three days of the election. If a Building Representative steps down, a vote will be held in that building to replace that representative. Officers will not be included in the Building Representative vote. Nominations will be due by March 15, with the results due April 20. Elections shall take place every two (2) years for Union representatives, unless they are unopposed. Building Representatives elections shall be offset to the officer election, which is in line with the Local 604 elections. The elected Building Representatives' term shall begin on the first (1st) day of summer.

2. The duties of the Building Representatives shall be:
 - a. Recruit members.
 - b. Attend House of Delegates and General Membership meetings of the Council.
 - c. Keep the President and Executive Board informed of the needs or problems in his/her building.
 - d. Keep informed on school and Council issues.
 - e. Keep a list of Union and non-members in his/her building.
 - f. Keep members informed of activities and issues of the Council and AFT Local 604.
 - g. Inform members of General Membership meetings.
 - h. Distribute materials from Council and Local 604.
 - i. Conduct elections held in the buildings.
 - j. Hold monthly meetings with building principal and submit report by the 12th of each month.

Article VI. Senators of the East Aurora Council

A Senator will:

- a. Be a member of East Aurora Council of the American Federation of Teachers Local 604
- b. Be appointed by the President or his/her designee
- c. Maintain integrity of the Agreement Between the Board of Education and School District D131, and East Aurora Council of the American Federation of Teachers Local 604
- d. Represent the interests of the East Aurora Council at all Senate meetings of the American Federation of Teachers Local 604
- e. Attend all Senate meetings, in tandem with other Council Senators with a minimum of five per year
- f. Relay all information to the Union membership at the Union meetings, immediately following Senate meetings, or sooner
- g. Keep updated on all proposed legislation
- h. Will provide Union information in collaboration with the ~~Newsletter~~ Communication Committee Chair as required to the Union membership of East Aurora Council.
- i. Will serve the East Aurora Council for a term of two years commencing after the election of President and Officers.

Article VII – House of Delegates Structure

1. The House of Delegates shall consist of the Executive Board, the Parliamentarian/Sergeant at Arms, the Historian, Building Representatives, Senators, and Chairpersons of all standing committees. In the event that the House as constituted in this section has fewer than three representatives from each of the three membership units defined in Article III, Section 1, the House may appoint up to three

- members of such unit as House of Delegates Members-at-Large.
2. The House of Delegates shall be represented at every school Board meeting of District 131.
 3. Meetings-of-the House of Delegates shall be held on a monthly schedule set-by the President; but no less often than once per academic quarter in the school calendar. Each General Membership meeting will precede a closed House of Delegates session.

Article VIII – Committees

1. Committee members shall be appointed by the President. The committee chairs shall be members of the House of Delegates. All committees shall consist of Union members in good standing.
2. The Communication Committee shall gather materials and prepare a newsletter for publication at regular intervals.
 - A. The Communication Chair will:
 - a. Be a member of East Aurora Council of the American Federation of Teachers Local 604
 - b. Be appointed by the President or his/her designee
 - c. Maintain integrity of the Agreement Between the Board of Education and School District D131, and East Aurora Council of the American Federation of Teachers Local 604
 - d. Develop a quarterly newsletter in coordination with the Executive Board, informing membership of relevant topics and upcoming events
 - e. May be required to work with Senators to keep members informed of any legislative changes or proposals that may affect Union members.
 - f. Submit final draft to President for approval
 - g. Will publish approved Union newsletters to all members electronically or in hard copy as assisted by the Secretary.
3. The Social Committee shall plan and carry out all social activities of the East Aurora Council.
4. The Auditing Committee consisting of at least three (3) members appointed by the President shall examine the books of the Treasurer annually (after October 1 of each year) and submit a report to the membership by the next meeting.
5. The Nomination-Election Committee shall consist of at least three (3) members who shall be appointed by the President no later than March 1st. The Committee shall also accept nominations from members wishing to be placed on the ballot. The Committee shall present the date and manner of secret balloting, and certify the results of the election.
6. The Community Relations Committee shall establish contacts with and maintain communications with community and local labor groups.
7. The Scholarship Committee shall be responsible for establishing criteria, raising necessary funds, and the awarding annual scholarship(s).
8. The Committee on Political Education (COPE) shall:
 - a. Support and strengthen the commitment of the citizens and the government to excellence in public education at all levels.

- b. Promote and strive for the improvement of the public schools by encouraging and stimulating educators to take a more active part in governmental affairs pertaining to public education.
 - c. Encourage educators to know and understand the nature and actions of their government and the important political issues as they pertain to public education.
 - d. Assist educators in organizing themselves for more effective political action and in carrying out their civic responsibilities.
 - e. Engage in any suitable activities to achieve the purposes stated above.
9. The committee chairs shall be members of the Executive Board or House of Delegates.
10. All committees shall consist of Union members in good standing.
 - a. Parliamentarian/Sergeant of Arms shall monitor attendance at meetings and shall advise the President with regard to parliamentary proceedings during meetings.
11. The Historian shall keep a record of all press releases pertinent to the East Aurora Council.

Article IX – Meetings

1. The House of Delegates meetings held in, October, December, February, and May shall be considered General Membership Meetings, where new and old business may be called from the floor.
2. Special General Membership Meetings may be called by the President or by a petition signed by 25% of the voting membership.
 - a. There shall be a minimum three (3) day notice prior to the meeting through routine communication procedures.
 - b. The agenda of any special meeting shall adhere strictly to the purpose of the special meeting, and the purpose must be mentioned in the communication to the membership.

Article IX – Ratification and Amendments

1. Amendments to the Constitution may be proposed, in writing, by any member of the House of Delegates: a copy of the proposed amendment to be considered must be presented to each member of the House of Delegates.
2. Upon direction of the House of Delegates, the Executive Board will review and make a recommendation whether or not to advance the proposal to a vote or to a referendum.
3. Upon advancing the proposal, the House of Delegates may decide to approve, reject, or defer the amendment.
4. For ratification, an amendment must be adopted by a majority of the membership through secret ballot vote conducted by the Building Representatives in each building.

Article XI – Parliamentary Authority

1. The rules contained in *Robert's Rules of Order* shall govern the East Aurora Council in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, by-laws, or special rules of order of either the local, state, or national affiliates.

Article XII – Negotiation Updates

1. During a contract negotiation, the following will be abided by:
 - a. The negotiation team produces specific and substantive monthly negotiation bulletins.
 - b. These monthly negotiation bulletins must be posted on the Union website.
 - c. The bulletins include numbers, percent, data, and specifics, as opposed to general or vague topics.
 - d. Included will be the following items:
 - i. Dates of negotiation meetings
 - ii. Dates for upcoming negotiation meetings
 - iii. What did the Union put on the table, specifically
 - iv. What was the response from the district, e.g., rejection, acceptance or a counter offer.
 - v. What did the district put on the table, specifically
 - vi. What was the response from the Union, e.g., rejection, acceptance or a counter offer

Article XIII – Memorandum of Understanding (MOU)

Due Process for an MOU:

Where applicable based on the MOU category, the following steps need to be implemented before changing the contract.

- I: Discussion, potentially remission, and approval by a majority vote of the House of Delegates;
- II: Posted to the Union website;
- III: Emailed to all applicable bargaining units and Union leadership using personal email at least ten (10) days prior to implementation or a membership vote;
- IV: Discussed at one (1) (minimum) general membership meeting;
- V: Approved by a majority vote by all applicable bargaining units.

There are THREE categories of MOU:

- [A] State or Federally Mandated change of the law, (see CBA: Conformity to Law).

[B] Clarifying intent of a specific Clause but not changing working conditions or contract language.

[C] Impacts and/or changes working conditions or a contractual provision to any Bargaining Unit(s) collectively or singularly.

[A] STATE or FEDERALLY MANDATED: If a School Code is changed by the state or federal government that affects the contractual agreement and it was not initiated by the District or Board, the Union will implement this MOU only after completing due process elements I, II, and III.

[B] Clarifying intent of a specific Clause but not changing working conditions: A clarifying MOU is one that [1] seeks to correct a grammatical, syntactical, or punctuation mistake that was inadvertently included in the contract, or [2] includes an element -- or a clarification of an element -- that both Union and District agreed to include in the contract but was inadvertently left out or miswritten. The intentionality of this element must be provable using negotiation notes, documents, or communications.

The Union will implement this MOU only after the desired changes are sent to the District for review/revision, and after having completed Due Process Elements I, II, III, and IV.

[C] Impacts and/or changes working conditions or a contractual provision to any Bargaining Unit(s) collectively or singularly: The Union will implement this MOU only after the desired changes are sent to the District for review/revision, and after having completed Due Process Elements I, II, III, IV, and V.