

CONSTITUTION AND BY-LAWS OF THE SECRETARIES COUNCIL BELLEVILLE
FEDERATION OF TEACHERS, IFT-AFT, AFL/CIO, LOCAL #434

ARTICLE I - NAME

THIS ORGANIZATION SHALL BE KNOWN AS THE SECRETARIES COUNCIL,
BELLEVILLE FEDERATION OF TEACHERS, IFT-AFT, AFL/CIO, LOCAL #434.

ARTICLE II - OBJECTIVES

THE OBJECTIVES OF THIS ORGANIZATION WILL BE:

- A. TO BRING SECRETARIES INTO RELATIONS OF MUTUAL ASSISTANCE AND COOPERATION.
- B. TO OBTAIN AND PRESERVE FOR THEM THE RIGHTS TO WHICH THEY ARE ENTITLED AS AMERICAN CITIZENS.
- C. TO SECURE THE HIGHEST POSSIBLE LIVING STANDARD, GOOD WORKING CONDITIONS, AND ECONOMIC SECURITY FOR ITS MEMBERS.
- D. TO COOPERATE IN MATTERS OF MUTUAL CONCERN WITH THE SCHOOL OFFICIALS, BOARD OF EDUCATION, AND OTHERS FUNCTIONING FOR THE WELFARE AND INTERESTS OF THE SCHOOL.

ARTICLE III - MEMBERSHIP

- A. MEMBERSHIP IN THIS ORGANIZATION SHALL CONSIST OF ALL OFFICE AND CLERICAL EMPLOYEES WHO HAVE BEEN REGULARLY EMPLOYED BY DISTRICT 201. IT WILL EXCLUDE THE SECRETARY TO THE SUPERINTENDENT, THE SECRETARY TO THE ASSISTANT SUPERINTENDENT, THE BOARD SECRETARY, THE SECRETARY TO THE BUSINESS MANAGER AND THE BOOKSTORE MANAGERS AT EACH CAMPUS. ALSO EXCLUDED WILL BE TEMPORARY EMPLOYEES.
- B. MEMBERSHIP SHALL BE ACCOMPANIED BY PAYMENT OF APPLICABLE FEES AND SPECIAL ASSESSMENTS THROUGH PAYROLL DEDUCTION.
- C. MEMBERS WHO ARE ON A LEAVE OF ABSENCE WITHOUT PAY ARE EXEMPT FROM PAYING UNION DUES WHILE ON LEAVE.

D. MEMBERS WHOSE CONDUCT IS VIOLABLE TO THE WELFARE OF THE ORGANIZATION MAY BE EXPELLED IN THE FOLLOWING MANNER:

1. A STATEMENT OF CHARGES, WRITTEN AND SIGNED, MUST BE PRESENTED TO THE EXECUTIVE COUNCIL FOR THEIR INVESTIGATION.
2. THE PROPOSITION MUST RECEIVE A MAJORITY IN THE EXECUTIVE COUNCIL AFTER WHICH IT MUST BE PRESENTED TO THE ORGANIZATION.
3. THERE MUST BE A MAJORITY VOTE OF THE ORGANIZATION FOR EXPULSION.

ARTICLE IV - OFFICERS AND DUTIES

A. OFFICERS OF THIS ORGANIZATION SHALL BE KNOWN AS THE EXECUTIVE COUNCIL AND WILL CONSIST OF TWO REPRESENTATIVES FROM EACH CAMPUS. ONE OF THESE FOUR WILL BE NAMED AS PRESIDENT.

B. THE PRESIDENT SHALL PRESIDE AT ALL MEETINGS. THE PRESIDENT SHALL BE EMPOWERED TO CALL SPECIAL MEETING AND SHALL PERFORM SUCH OTHER DUTIES AS ARE ORDINARILY INCUMBENT UPON THAT OFFICE. IN THE EVENT THE PRESIDENT IS UNABLE TO SERVE, THE MOST SENIOR MEMBER OF THE EXECUTIVE COUNCIL WILL ACT AS PRESIDENT DURING THE INTERIM PERIOD.

C. THE EXECUTIVE COUNCIL SHALL HAVE THE FOLLOWING DUTIES AND POWERS:

1. TO ADVISE THE PRESIDENT.
2. TO FRAME POLICIES OR PROGRAMS.
3. TO FOLLOW UP ON CONTRACT VIOLATIONS AND VOTE ON GRIEVANCES.
4. TO SEE THAT EACH SECRETARY'S ANNUAL SALARY IS DETERMINED IN ACCORDANCE WITH SALARY SCHEDULE. IT IS THEIR DUTY TO MEET WITH THE BOARD TO DISCUSS SALARIES OR APPLICATIONS OF SALARY SCHEDULE OR OTHER FACTORS PERTAINING TO WORKING CONDITIONS.

5. TO CHANGE SALARY SCHEDULES OR WORKING AGREEMENT ONLY AFTER SAID CHANGE HAS BEEN PASSED UPON FAVORABLY BY A VOTE OF THE MAJORITY OF SECRETARIES.

6. TO GIVE SPECIFIC DETAILS OF THE NEGOTIATING CONTRACT TO THE MEMBERSHIP PRIOR TO ITS ACCEPTANCE.

7. THE PRESIDENT OR THE PRESIDENT'S DELIGNATE FROM THE EXECUTIVE COUNCIL SHOULD REPRESENT THE SECRETARIES AT THE TEACHERS' MONTHLY EXECUTIVE COUNCIL MEETING.

ARTICLE V. MEETINGS

A. REGULAR MEETINGS OF THIS ORGANIZATION SHALL BE HELD AS OFTEN AS NEEDED, AT LEAST ONCE A YEAR; THE TIME AND PLACE TO BE DETERMINED BY THE PRESIDENT. NO MEETING CAN BE HELD WITHOUT A QUORUM IN ATTENDANCE. (A QUORUM CONSISTS OF 25% OF THE MEMBERSHIP.)

B. SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT OR A MAJORITY OF THE EXECUTIVE COUNCIL. NOTICE OF SUCH MEETINGS SHALL BE GIVEN THROUGH THE MEMBERS OF THE COUNCIL.

C. REGULAR MEETINGS OF THE EXECUTIVE COUNCIL SHALL BE HELD AS DEEMED NECESSARY BY THE PRESIDENT AND/OR MEMBERS OF THE EXECUTIVE COUNCIL.

ARTICLE VI. AMENDMENT

THIS CONSTITUTION MAY BE AMENDED AT A MEETING OF THE GENERAL MEMBERSHIP BY A VOTE OF TWO-THIRDS (2/3) OF THE MEMBERS PRESENT. AMENDMENTS SHALL BE DISTRIBUTED IN WRITING TO MEMBERS TWO WEEKS PRIOR TO THE MEMBERSHIP MEETING AT WHICH THE VOTE IS TO BE HELD.

COPIES OF THIS CONSTITUTION AND AMENDMENTS SHALL BE SENT TO EACH MEMBER OF THE SECRETARIES COUNCIL.