

CONSTITUTION AND BYLAWS
Amended and Restated as of April 13, 2022

American Federation of Teachers
Local 604, IFT/AFT, AFL-CIO

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CONSTITUTION
AMERICAN FEDERATION OF TEACHERS LOCAL 604
Amended and Restated as of April 13, 2022

PREAMBLE

We believe that all people have worth and value and are to be treated with respect and dignity.

We believe in democracy and in the schools and colleges as the chief agent of democracy.

We believe that the schools will attain increased stature where democratic procedures are an accepted part of all areas of administration and that the professional educators and school employees must take an active part in achieving this goal.

We believe that servility breeds servility, and that if the schools and colleges are to produce free, unafraid men and women, American citizens of the highest type, the professional educators and school employees must live and work in an atmosphere of freedom and respect.

We believe that schools, professional educators, and colleges have reached their fullest attainment because of democratic administration, use of best-accepted methods, and finding and responding to the needs of the community.

ARTICLE I – NAME AND AFFILIATIONS

- 1.1 This organization shall be known as AMERICAN FEDERATION OF TEACHERS LOCAL 604, IFT/AFT, AFL-CIO (“Local 604” or “this organization”). Local 604 was formerly known as the Will County Federation of Teachers.
- 1.2 Local 604 operates under a Charter issued by the American Federation of Teachers (AFT) on December 31, 1938.
- 1.3 Local 604 shall maintain affiliation with and participate actively in the AFT, the Illinois Federation of Teachers (IFT), the Illinois AFL-CIO, local labor councils in areas in which Local 604 operates, and the national AFL-CIO.

ARTICLE II – PURPOSE

- 2.1 To bring professional educators, school employees, and other workers in the geographic area covered by Local 604 into relations of mutual assistance and cooperation.

- 2.2 To improve the wages, benefits, and terms and conditions of employment of those we represent through collective bargaining and political action.
- 2.3 To raise the standards of professional educators and other school employees by securing conditions essential to the best professional service.
- 2.4 To promote the educational advancement and welfare of the children and students in the communities served by Local 604.
- 2.5 To support legislation favorable to education and workers' rights.
- 2.6 To organize unorganized workers within this organization's jurisdiction.
- 2.7 To advance union solidarity and social justice, and to fight all forms of bias due to race, creed, color, national origin, disability, sex, sexual orientation, gender identity or expression, and social, political, or economic status.
- 2.8 To engage within our community in order to form partnerships that strengthen this organization's outreach and influence.

ARTICLE III - COUNCILS

- 3.1 Local 604 shall be a federated union local composed of chapters to be known as Councils. Councils are subordinate entities of this organization that shall enjoy the rights and privileges devolved to them pursuant to the terms of this Article.
- 3.2 Each Council of this organization shall:
 - A. operate under and be subject to Local 604's Charter from the AFT, Local 604's Constitution and Bylaws, and the governing documents of the AFT and the IFT;
 - B. adopt bylaws that do not conflict with Local 604's Constitution and Bylaws, the governing documents of the AFT and the IFT, and which are approved by the Local 604 Senate after review by the Local 604 Executive Board;
 - C. administer its own affairs so long as its conduct is not contrary to law or its bylaws, the Constitution and Bylaws and policies of Local 604 and the governing documents of the AFT and the IFT;
 - D. conduct contract negotiations with employers and enter into collective

bargaining agreements, handle contract violations, and when necessary, after consultation with Local 604's Officers and Executive Board, conduct work stoppages;

E. conduct elections of Council officers in a democratic manner on a regular basis;

F. conduct regular meetings of the Council's membership;

G. assist Local 604 in the maintenance of current and accurate membership information; and

H. submit its per capita tax to Local 604 monthly.

3.3 Each Council of this organization shall transmit to Local 604 the following documents, materials and information:

A. a copy of the Council's governing documents, and any amendments within 14 calendar days after their ratification by the Council;

B. a copy of the Council's yearly audit, financial report, or financial review;

C. a breakdown of the Council's dues structure for the current year;

D. a list of Council officers, building representatives, and Senators, and any changes within 14 calendar days after they occur; and

E. the results of each democratic election of Council officers within 14 days after it is concluded.

3.4 Local 604 shall have the right to access and audit the books, records and financial documents of the Council at any time.

3.5 The Local 604 Executive Board shall have the authority to declare a Council in bad standing when per capita tax is sixty (60) days in arrears and to so notify the Council in writing. The Executive Board, thirty (30) days after written notice, may take any or all the following actions:

A. notify the members of the Council that the Council is in bad standing and that services and benefits to the members and the Council will be suspended;

- B. deny financial support to the Council for defense, assistance, rebates, or any other money due to the Council;
- C. withdraw assistance of Local 604 employees to the Council;
- D. request that the IFT withdraw assistance to the Council of any field staff directors or services provided by any other IFT employees;
- E. take appropriate legal action to collect per capita owed; and
- F. audit the books, records and financial documents of the Council;

3.6 Any Council that wishes to separate from Local 604 must petition in writing to the President and Executive Board of Local 604 with reasons for separation given. The petition for separation must be signed by 55 percent (55%) of the Council membership and submitted by March 1st of the pending calendar year. A referendum must be held no less than 30 days nor more than 90 calendar days from the receipt of the petition, to be conducted by Local 604. To be effective, the referendum must pass by a 75 percent (75%) vote of the total Council membership. The Officers of Local 604 have a right to meet the Council members to discuss the reasons for the separation. Separation will become effective September 1st of the pending calendar year. However, that which is contributed in the form of dues, assessments, or capital assets shall remain the property of the Local 604 upon separation.

3.7 All Officers of Local 604 shall have the right to meet with Council members at any time.

3.8 Newly formed Councils may apply to the Executive Board for admission as a Council of this organization and admission shall be approved by majority vote of the Executive Board at a duly called meeting. All new Councils must be composed of current employees who meet the membership definition set forth in this Constitution. Councils shall not have overlapping jurisdictions.

ARTICLE IV – MEMBERSHIP

4.1 A person is eligible to be a member of Local 604 if he or she is an active member of a Council affiliated with Local 604, serves as an Officer of Local 604 (unless he/she was a retiree member when elected), or has been admitted as an at-large member under Section 4.2.

4.2 The Executive Board of Local 604 may admit any teacher, educational worker, or other person to at-large membership if such person is not employed within the jurisdiction of a

member Council of this organization or other local union of the AFT.

- 4.3 Local 604 shall establish a retiree council to address the concerns of retired members. A person is eligible to be a retiree member of Local 604 if he or she meets the requirements for retiree membership adopted by the Local 604 Executive Board. The Local 604 Retiree Council shall adopt Bylaws setting forth the rights and obligations of retiree members under the Constitution of Local 604.
- 4.4 Local 604 and its Councils do not discriminate with regard to race, creed, color, national origin, disability, sex, sexual orientation, gender identity or expression, and social, political, or economic status.
- 4.5 A member in good standing is defined as a member as defined in Sections 4.1 or 4.2 who is current in payment of dues to the organization.
- 4.6 A retiree member in good standing is defined as a member as defined in Section 4.3 who is current in payment of dues to the organization.

ARTICLE V – DUES AND PER CAPITA

- 5.1 Members' annual dues shall include per capita assessments for Local 604, the IFT, the AFT, the Illinois AFL-CIO, local labor councils, and the Public Employee Department of the AFL-CIO. Annual dues shall automatically increase by the amount of any increase in per capita assessments.
- 5.2 Members' yearly membership shall be from September 1st to August 31st of the following year.
- 5.3 Per capita increases for Local 604 will be recommended by the Budget and Audit Committee to the Executive Board and voted on by the Senate.

ARTICLE VI – OFFICERS AND EXECUTIVE BOARD

- 6.1 **Officers:** The Officers of Local 604 shall be the President, 14 Vice Presidents (one of whom shall be designated by the President, with the advice and consent of the Executive Board, as the First Vice President), the Secretary, and the Treasurer. The Officers shall make up the Executive Board. The Executive Board may conduct business with fewer than 14 Vice Presidents if there are vacancies that have not yet been filled in accordance with Section 6.6.
- 6.2 **Officers' and Executive Board's Powers and Duties:** The Officers with the oversight of

the Executive Board shall conduct the daily business operations of this organization in accordance with and subject to the Constitution and Bylaws of this organization, and the resolutions and ratified budget of the Senate. The Officers' and Executive Board's powers and duties are set forth in the Local 604 Bylaws.

- 6.3 **Retiree Members Serving as Officers:** Retiree members may serve as Officers on the Executive Board, but no more than two retiree members may serve as Vice Presidents.
- 6.4 **No More than One Vice President from a Council:** There shall not be more than one Vice President from a Council. If more than one person from a Council is elected to a Vice President position, only the person with the highest number of votes shall hold the position.
- 6.5 **Holding Office and Removal:** An elected Officer may hold office for the duration of his or her term so long as he or she is a member or retiree member in good standing of Local 604 and fulfills the duties of his or her position. An elected Officer who is no longer a member or retiree member in good standing of Local 604 or is unable or fails to fulfill the duties of his or her position, may be removed from office by a 75 percent (75%) vote of the Executive Board.
- 6.6 **Vacancy:** Any vacancy in an elected position caused by death, resignation, removal, or recall shall be filled for the remainder of the term by a member recommended by the President and voted on by the Executive Board. In addition, if there are fewer than 14 persons elected to Vice President positions because of insufficient candidates for these offices or application of Sections 6.3 or 6.4, these vacancies shall be filled for the remainder of the term by a member recommended by the President and voted on by the Executive Board.
- 6.7 **Compensation:** The Executive Board shall approve salaries and/or stipends for Officers on the recommendation of the Budget and Audit Committee.

ARTICLE VII – ELECTION OF OFFICERS

- 7.1 **Eligibility:** To be eligible to run for office, the following qualifications are required.
 - A. The person must be an active, current dues-paying member in good standing.
 - B. The person must be a member in good standing on the day of the election and for a period of two (2) years prior to the date of the election. A person who was an Officer or employee of the IFT, the AFT, or an AFT-affiliated local union other than Local 604, at any time during the two (2) years prior to the date of the

election shall be deemed to have been a member in good standing of Local 604 during those times.

C. In addition to the above, a retiree member in good standing may run for office in Local 604. If more than two retiree members are elected to Vice President positions, the two members with the highest votes shall hold the positions.

7.2 **Election:** Each of the Officers shall be elected for a term of two (2) years. Elections shall be held after the April Senate meeting but prior to May 20th. The newly elected Officers shall take office on September 1st.

7.3 **Voting for Local 604 Officers:**

A. All persons who meet the qualifications in 7.1.A will be eligible to vote in Local 604 elections for Officers.

B. Elections will be conducted by the Nominating and Elections Committee.

C. Local 604 will notify its members about the election, in a manner reasonably calculated to reach all members in good standing, no later than one week after the regular February meeting of the Local 604 Senate. This information will include election deadlines, voting procedure, eligibility qualifications, and process to run for office.

D. Members interested in nominating themselves or another member in good standing for Local 604 office must contact the office manager by phone or email by the close of the office on March 15 or a date announced at the February Senate meeting.

E. Whenever there is an uncontested position on the ballot, the Local 604 Senate may vote to affirm the candidate on the ballot by an oral vote of acclamation, or if there is an objection to such an oral vote, by a formal ballot in which two-thirds (2/3) of the Senators present vote to affirm the candidate.

F. Whenever there are two or more candidates from the same Council for Vice President, and the remaining candidates on the ballot for Vice President are affirmed by Senate acclamation under Section 7.3.E., there shall be a Local 604 election limited to the candidates from the same Council in order to elect one of them to a Vice President position.

ARTICLE VIII – SENATE

8.1 **Senate’s Duties and Powers:** In accordance with and subject to this organization’s Constitution and Bylaws, the Senate is vested with the authority to oversee the operation of this organization, to ratify the organization’s budget, and to enact policy resolutions, but it shall exercise no power that is specifically reserved to the Officers and Executive Board alone.

8.2 **Membership:**

A. Each of the Officers of Local 604 shall automatically be members of the Senate.

B. Each Council President shall automatically be a Senator. In the event that the Council President is an Officer of Local 604, the Council President shall designate another Council officer who will automatically be a Senator. If there is not another Council officer to fill the Council President’s position, the Council shall elect a member to fill the position.

C. Each Council’s representation in the Senate will be determined annually at the October Senate meeting. Councils will be represented in the Senate as follows:

Membership	# of Senators	Description
50 or less	1	Council President or elected officer
51-150	2	Council President or elected officer, plus 1 Senator
151-250	3	Council President or elected officer, plus 2 Senators
251-350	4	Council President or elected officer, plus 3 Senators
351-450	5	Council President or elected officer, plus 4 Senators
451-550	6	Council President or elected officer, plus 5 Senators
551-650	7	Council President or elected officer, plus 6 Senators
651-750	8	Council President or elected officer, plus 7 Senators
751-850	9	Council President or elected officer, plus 8 Senators
851-950	10	Council President or elected officer, plus 9 Senators
951-1050+	11	Council President or elected officer, plus 10 Senators

- 8.3 **Election:** The respective Councils shall elect Senators for a term of two years. Senators' terms shall begin immediately following their election. Elected Council officer(s) may be designated by a Council to serve as a Senator(s) without being separately elected as a Senator. Senators will represent their Council members in matters of voting in Local 604.
- 8.4 **Regular Meetings:** The Senate shall hold five regular meetings annually. The meetings shall normally be held on the third Wednesday in the months of August, October, December, February and April at 6 p.m. The dates and times of the meetings shall be determined by the Executive Board. Whenever circumstances limit the physical attendance of Local 604 members at a location, meetings may be held by electronic or online means.
- 8.5 **Special Meetings:**
- A. Special meetings may be called by the Local 604 President.
 - B. The President shall call a special meeting within five school days after receiving a written request signed by at least 30 percent (30%) of the members of the Senate, provided at least one half of the Councils are represented among the petitioners.
 - C. Each Senator shall be notified at least two (2) days prior to any special meeting.
 - D. Whenever circumstances limit the physical attendance of Local 604 members at a location, meetings may be held by electronic or online means.
- 8.6 **Quorum:** A quorum shall consist of those Senators present at a regular or special meeting, provided that (a) the Councils present represent 51 percent (51%) of the total Local 604 membership, or (b) 51 percent (51%) of the Councils have Senators present at the meeting. The announcement of a quorum will be reported to the Secretary by the Office Manager or his/her designee.

ARTICLE IX– COMMITTEES

- 9.1 The following shall be Standing Committees: Budget and Audit Committee, Defense Committee, Legislative/COPE/PAC Committee, Nominating and Election Committee, and Retirees Committee.
- 9.2 Standing Committees chairs, with the exception of the Budget and Audit Committee and the Retiree Committee, shall be a Local 604 Officer. Committee chairs shall be appointed by the President with the advice and consent of the Executive Board. The chair of the

Budget and Audit Committee shall be the Treasurer and the chair of the Retiree Committee shall be a retiree Officer of Local 604 or a Senator representing the Retiree Council.

- 9.3 The membership of the Standing Committees, with the exception of the Retirees Committee, shall be open to all Officers and Senators, as well as Local 604 staff authorized by the President. The Retirees Committee shall be open to all retired members in good standing.
- 9.4 The Executive Board may establish other committees as needed,

ARTICLE X – BUDGET AND AUDIT COMMITTEE

- 10.1 The Budget and Audit Committee shall prepare Local 604's annual budget. The committee will submit a budget to the Executive Board which will review and present the budget to the Senate for approval. The budget shall be considered for approval at the August meeting.

ARTICLE XI –DELEGATES

- 11.1 Local 604 Officers are automatic delegates to the IFT Convention, the AFT Convention, and the Illinois AFL-CIO Convention. Additional delegates and alternates to these conventions shall be elected by vote of Local 604
- 11.2 Local 604 Officers may be automatic delegates to Central Labor Councils.
- 11.3 The Budget and Audit committee will be responsible for recommending the amount of financial participation in conventions.
- 11.4 The number of delegates to conventions will be determined by the Executive Board after reviewing the recommendation of the Budget and Audit Committee.
- 11.5 Election of Convention Delegates:
- A. The Executive Board, upon recommendation from the Budget and Audit Committee, will recommend to the Senate, for approval, the maximum number of delegates, who meet the qualifications, to represent Local 604 at conventions.
 - B. All active members who are in good standing, current in their dues, and meet the eligibility qualifications will be eligible to submit his or her name to be placed on the ballot to represent Local 604 in local, state, and national conventions.
 - C. Members interested in being a delegate or nominating another qualified

member must contact the office manager at Local 604 office by phone or email by the close of the office on March 15 or a date announced at the February Senate meeting.

D. The determination of the ballot for convention delegates will take place in a drawing by the Election Committee no less than two weeks prior to the final Senate meeting of the academic year prior to the convention.

E. If the number of delegates is less than or equal to the number recommended by the Budget Committee, the Senate may vote by acclamation in accordance with the procedures set forth in Section 7.3.E.

F. When there are more nominees than delegate positions, there shall be an election of convention delegates that will be set to coincide with the Local 604 election. If this is not possible, the Executive Board shall develop an alternative election plan.

ARTICLE XII – ALTERNATIVE VOTING PROCEDURES

12.1 The President of Local 604 may request an alternative vote by the members of the Executive Board or the Senate on matters that arise between regular meetings. A request to take action in this fashion should be reserved for matters that are urgent, timely, and important, and that need to replace normal voting procedures because of unforeseen circumstances.

12.2 An alternative vote is a written vote or electronic vote where members in good standing are given the opportunity to vote for or against a proposed action. The action must receive approval by the majority of the members casting votes to pass. In some cases, a number of those casting a vote may be established by the Constitution or Bylaws of Local 604. In no event shall an alternative vote be permitted in the case of an action for removal of one or more elected Officers, dissolution or sale, lease, or exchange of assets, or amendments to the Constitution or Bylaws. Types of alternative voting could include, but not be limited to written vote, electronic vote, or phone vote.

A. A written vote is a document signed and dated by the Local 604 member entitled to vote and delivered, mailed, or transmitted by facsimile to the Local 604 office. The document must identify the matter being voted on and specifies the member's vote: Yes, No, or Abstain.

B. An electronic vote is an email or other electronic message sent by the Local 604 member entitled to vote to the person designated by the President of Local 604

to collect the votes. The response must be from the member's personal electronic address in the Local 604 data bank. The email or other electronic message must identify the matter being voted on and specify the vote: Yes, No, or Abstain.

C. A phone vote conducted with a proper quorum may be used in situations where the immediate support of the Executive Board of Local 604 is required to facilitate action by the President. A conference call with recorded minutes and roll call vote to memorialize the result of the action(s) will be filed.

ARTICLE XIII – RECALL

- 13.1 All Officers are subject to recall by the membership when issues of health, failure to fulfill duties, or legal issues interfere with their ability to perform their responsibilities. Any request for a recall election must be supported by a petition signed by 25 percent (25%) of the membership in good standing, and it shall be submitted to the President of Local 604 who shall thereafter immediately transmit the request to the Executive Board. If the recall is for the President, the request should be submitted to the First Vice President.
- 13.2 Upon receipt of a valid request for recall election, the President shall notify in writing the Local 604 Officer subject to such recall, and he or she shall notify the Executive Board which shall investigate and hold a hearing into the recall request.
- 13.3 The Executive Board shall vote on whether there is sufficient evidence to support a recall, and if a majority votes yes, the Executive Board shall present the findings to the Senate for a vote on whether a recall election should occur.
- 13.4 All recall elections shall be conducted by the Nominating and Election Committee in accordance with its election rules.

ARTICLE XIV – PARLIAMENTARY AUTHORITY

- 14.1 Robert's Rules of Order (Revised) shall govern all meetings unless the rules are inconsistent with Local 604's Constitution and Bylaws.

ARTICLE XV – AMENDMENTS

- 15.1 Amendments to this Constitution may be proposed by the Executive Board, or by a Local 604 Officer, Council, or petition signed by 100 members in good standing, which shall be submitted to the Executive Board.
- 15.2 Proposed amendments shall be presented by the Executive Board to the Senate at its next

meeting for discussion and voted upon at the subsequent Senate meeting. If two-thirds (2/3) of those Senators voting support the adoption of the amendment, it shall be ratified.

BYLAWS
AMERICAN FEDERATION OF TEACHERS LOCAL 604
Amended and Restated as of April 13, 2022

The Bylaws of AMERICAN FEDERATION OF TEACHERS LOCAL 604, IFT/AFT, AFL-CIO ("Local 604" or "this organization") are as follows:

ARTICLE I - POWERS AND DUTIES OF OFFICERS

1.1 **President.** The President shall be the chief executive officer of Local 604 and administer all of the affairs of Local 604 and execute policies of Local 604 as determined by the Executive Board and the Senate. His/her duties shall include:

- A. executing the policies of Local 604 as determined by the Executive Board.
- B. presiding over Local 604 meetings and meetings of the Executive Board.
- C. appointing committee chairs with the approval of the Executive Board.
- D. designating, with the approval of the Executive Board, a Vice President who will serve as First Vice President to preside over all meetings, conventions, Executive Board and Executive Committee meetings in his/her absence.
- E. being an ex-officio member of all committees.
- F. being responsible for all obligations and required communications to all members and affiliates.
- G. recommending to the Executive Board the employment of the Local 604 staff, which may include, but not be limited to the Office Manager, Business Manager, and Field Staff.
- H. performing other duties ordinarily incumbent upon that office.

1.2 **Treasurer.** The Treasurer shall be the chief financial officer of Local 604 and shall direct and be responsible for the finances of Local 604. The Treasurer, under the direction of the President, shall execute financial policies as determined by the Executive Board and the Senate. His/her duties shall include:

- A. collecting all monies, properties, files, and effects of Local 604.

- B. preparing and presenting an annual budget to be adopted by the Local 604 Senate.
- C. paying all monies properly authorized by the Executive Board through the adopted budget of Local 604 and paying all monies and fees in a timely manner to ensure good standing to Local 604 affiliated organizations.
- D. arranging, from time to time but no less than annually, the audit of all books, accounts, records, and financial transactions of Local 604 by an independent auditing firm. Such audit will be provided to the Officers of Local 604.
- E. serving as chair of the Budget and Audit Committee.
- F. reporting on Local 604's finances at Executive Board meetings and furnish a written financial report at each Local 604 Senate meeting or upon request.
- G. overseeing the work of the business manager (however, the Executive Board may at its discretion employ the person serving as Treasurer as the business manager).
- H. performing other duties ordinarily incumbent upon that office.

1.3 **Secretary.** The Secretary's duties shall include:

- A. serving as the scribe for all AFT Local 604 meetings and be custodian for those records.
- B. recording and distributing the proceedings of the Executive Board and the Senate meetings.
- C. performing other duties ordinarily incumbent upon that office.

1.4 **First Vice President.** The First Vice President's duties shall include:

- A. performing the duties of the President in his/her absence.
- B. serving as parliamentarian by maintaining that Robert's Rules of Order (Revised) is followed at all meetings.
- C. performing other duties ordinarily incumbent upon that office.

1.5 **Vice Presidents.** The Vice Presidents' duties shall include:

- A. attending and participating in all Executive Board and Senate meetings.
- B. serving on committees as assigned by the President.
- C. recognizing and upholding all fiduciary responsibilities vested in the Local 604 Executive Board.
- D. attending the IFT and AFT conventions.
- E. performing other duties ordinarily incumbent upon that office.

ARTICLE II - POWERS AND DUTIES OF THE EXECUTIVE BOARD

2.1 The Executive Board shall have the authority to interpret the Constitution and Bylaws and to exercise fiduciary responsibilities.

2.2 The Executive Board's duties shall include but not be limited to:

- A. filling all vacancies on the Executive Board until the expiration of the term of office in which the vacancy occurred.
- B. approving contracts with compensated Officers, the business manager, administrative staff, and professional employees and making such adjustments in their salaries and working conditions as the Executive Board deems proper and necessary.
- C. presenting a budget to the Senate that provides for the day-to-day operation of Local 604.
- D. establishing or abolishing such special committees, as it deems necessary in the interests of Local 604.
- E. editing the Constitution and Bylaws for non-substantive grammar, punctuation, and organizational correctness.

2.3 A quorum of the Executive Board shall consist of 51 percent (51%) of the total Executive Board membership.

ARTICLE III - DUTIES OF STANDING COMMITTEES

- 3.1 **Budget and Audit Committee.** This committee, chaired by the Treasurer, shall:
- A. prepare the Annual Budget, which shall be considered for approval at the August meeting.
 - B. examine the annual audit of Local 604 after the auditor has presented it to the Treasurer. The committee will then submit the report to the Executive Board, which shall, in turn, submit it to the Local 604 Senate and make it available upon request to Council Presidents.
- 3.2 **Defense Committee.** This committee shall:
- A. hold hearings and thoroughly investigate applications by Councils and/or at-large members for aid in connection with all legal cases brought before it that regard the welfare of Local 604 members and/or Local 604 Councils.
 - B. decide if the investigations may include, but not be limited to consultation with the law firm used by Local 604 or the IFT.
 - C. meet as necessary to prepare recommendations to the Local 604 President on each case which will include the extent of financial support and the court level of support proposed by the committee.
 - D. report the recommended actions to the Local 604 Executive Board at its next regular Meeting.
- 3.3 **Legislative/COPE/PAC Committee.** This committee shall:
- A. study major state and local legislation, proposed or pending, pertaining to professional educators, other educational workers, state employees and schools, or other public services.
 - B. prepare resolutions for Local 604's Executive Board submission to the IFT Convention.
 - C. participate in Local 604 and IFT COPE/PAC activities whenever possible.
 - D. support political activities and candidates who are favorable to our position.
 - E. encourage members to participate in political action through educational

and suitable activities to achieve the purpose.

F. adopt an endorsement process for providing support for candidates or causes.

G. notify the Executive Board, regularly, of funds distributed.

3.4 Nominating and Election Committee. This committee shall:

A. insure that Local 604 and Council elections are conducted in accordance with the AFT Constitution.

B. make every effort to ensure that the diversity of the membership of Local 604 is representative in the elected Vice Presidents.

C. notify members of the nomination and election procedures at the February Senate meeting prior to Local 604 elections.

D. accept nominations at any time after notification, but no later than March 15th.

E. oversee and validate the Local 604 election process, results, and appeals and assist with any Council elections as needed or requested.

F. in accordance with and subject to the organization's Constitutional provisions regarding elections, develop election rules and procedures to be approved by the Executive Board prior to the election and submitted to the Senate for final approval.

3.5 Retirees Committee. This committee shall:

A. create a calendar of monthly activities related to retiree needs and interests.

B. support Local 604 in political activities as needed.

ARTICLE IV - CONVENTIONS

4.1 The Budget and Audit Committee will determine the amount of funds that will be apportioned to conventions of affiliates in each fiscal year.

4.2 Expenses will be dispersed between the delegates.

- 4.3 The President of Local 604 will designate the ranking delegate for each convention.
- 4.4 Delegates to the convention must be registered and attend convention sessions to receive reimbursement. Reduction in reimbursement expenses may result if a delegate does not fully attend.
- 4.5 Delegates to the convention must inform the ranking delegate of all contact information, such as room number, cell phone number, and other necessary contact information while attending the convention.

ARTICLE V - AMENDMENTS

- 5.1 Amendments to these Bylaws may be proposed by the Executive Board, or by a Local 604 Officer, Council, or petition signed by 100 members in good standing, which shall be submitted to the Executive Board.
- 5.2 Proposed amendments shall be presented by the Executive Board to the Senate at its next meeting for discussion and voted upon at the subsequent Senate meeting. If two-thirds (2/3) of those Senators voting support the adoption of the amendment, it shall be ratified.