

**The Constitution/By-Laws of the New Haven Federation of Teachers, Local 933
American Federation of Teachers
Affiliated AFL-CIO**

Article I Name

This Organization shall be known as the New Haven Federation of Teachers Federation, Local 933, American Federation of Teachers, AFL-CIO

Article II. Objectives/Purpose

1. To bring the members represented by this organization into relations of mutual assistance and cooperation.
2. To secure for members via democratic means, all the rights and protection to which they are entitled.
3. To raise the standard of the members' professions by securing conditions and educational opportunities essential to the best professional service.
4. To promote an organization that fosters democratic, economic, social and political policies for its members and those with whom they work, i.e. students, patients, colleagues, etc.
5. To promote quality educational opportunities and to encourage active cooperation with community and labor groups.
6. To serve as bargaining agent for any group of employees that elects this organization to perform said function in accordance with the law.

Article III. Membership

1. Membership in this organization shall be open to all certified full-time and part-time employees of the New Haven Public School System and to such other members of chapters represented by the New Haven Federation of Teachers as stated in sections 2, 3, and 4 of this article.
2. Certified members in the Substitute Chapter shall maintain voting status.
3. Member health care professionals shall maintain voting status in compliance with Department of Labor regulations.
4. Teachers in public or private institutions outside the jurisdiction of this local may, upon approval of a majority of the Executive Board, be admitted to membership until such a time as a local is chartered in their geographical area.
5. Members of the Retiree Chapter of the New Haven Federation of Teachers will maintain associate status in this Federation
6. No discrimination shall be shown toward individual members or applicants for membership because of race, creed, political activities, gender, age, sexual orientation, economic status, disability, marital status or national origin.

Article IV. Organization and Management

Section 1. An election will be held every three years to elect the members of the Executive Board. No member of the Executive Board may hold more than one position concurrently on the Board. The Executive Board shall consist of:

A. Officers

- President
- Executive Vice-President
- Executive Secretary
- Treasurer
- Vice-President for High Schools

- Vice-President for Middle Schools
- Vice-President for Elementary Schools
- Vice-President for Special Services

In the event that the president is unable for whatever reason to perform her/his duties, the following order of succession shall prevail: Executive Vice-President, Secretary, Vice-President for High Schools, Vice-President for Middle Schools, Vice-President for Elementary Schools, Vice-President for Special Services.

B. Executive Board Members:

- Twelve Executive Board Members
 - Three from High School
 - Three from Middle School (6-8)
 - Four from Elementary School (pre k- 5)
 - Two Special Services (one Special Education teacher/one from any of the other disciplines such as art, music, psychology, physical education, etc.)

C. The Trustee Council shall:

- consist of five (5) members in good Federation membership standing for at least three (3) years.
- be elected at the general election held every three years with the candidate receiving the highest number of votes serving as Chair of the Trustee Council. In the event of a tie, the chairperson shall be selected by the vote of the five trustees.
- act as guardians of the Federation Charter, insurance policies, official seal, and other properties of the Federation.
- act as observers at all general membership elections and any other Federation elections or ratifications conducted by ballot.
- certify the results of elections.
- arbitrate all disputes between members and/or groups of members at the request of either disputant. If in the opinion of the president a dispute between members may, if allowed to continue, impair the effectiveness of the organization, he/she will be empowered to direct the disputants to submit to the impartial arbitration of the Trustee Council.
- be accorded a voice, but no vote on the Executive Board of the Federation.

Section 2. Building Stewards

All building stewards will be elected in odd numbered years at a meeting held in their respective schools before September 30. In the event of a vacancy occurring during the year, an election shall be held within a thirty (30) - day period of time to fill out the unexpired portion of the term of the steward concerned.

The Chief Steward shall be elected from the Stewards Assembly in odd numbered years at the November stewards' meeting. He/she shall have a minimum of four years experience as a steward in the NHFT. He/she shall sit on the Executive Board as a non-voting member.

Section 3. Committees

A. The following committee shall be active in this Federation.

1. Building Stewards Assembly (See Article V, Section 7)

B. The following standing committees shall be appointed by the President with the approval of the Executive Board of this Federation and shall have a minimum of five (5) members.

1. Community Affairs/Action: This Committee shall be responsible for promoting harmonious relations with all community groups.

2. Grievance: This committee shall work on all submitted grievances in accordance with language in the Collective Bargaining Agreement, and shall keep each grievant apprised of progress.

3. Legislative: This committee shall be active in national, state and local legislative matters.

4. Education: Members of this committee shall participate in AFT CT K-12 Council, the Cooperative Educational Planning Committee (C.E.P.C.), and the District Planning and Management Team (D.P.M.T.)

5. Labor: This committee shall be responsible for promoting the causes of the international labor community. Elected delegates on this committee shall serve as delegates to the local Central Labor Council and AFL-CIO convention.

6. Publications: This committee shall be responsible for all local union publications.

7. Finance: This committee shall discuss and make recommendations to the Executive Board concerning financial matters of the Federation.

C. The following special committees shall be appointed by the president with the approval of the Executive Board of this Federation and shall have a minimum of five (5) members.

1. Negotiations: See Article V, Section 8. A.

2. Elections: See Article V, Section 8. B.

D. Ad Hoc committees shall be established as needed by the president with the approval of the Executive Board.

E. All committees shall be chaired by an Executive Board member and shall report monthly to the Executive Board.

Article V. Duties and Responsibilities

Section 1. The President shall:

- preside at all meetings of the Federation.
- be an ex officio member of all committees.
- countersign all orders for the payment of funds of the Federation.
- maintain a close liaison with the Board of Education, the Superintendent of Schools and his/ her staff.
- make a monthly report to the membership.
- make an annual report to the membership summarizing the accomplishments of the Federation and outlining plans for the next school year.
- supervise any staff employed by the Federation and be responsible for the records.
- serve as a voting delegate to all national and state conventions.

Section 2. Executive Vice President shall:

- perform all the duties of the president in the absence or incapacitation of that officer.
- perform all the duties delegated to him/her by the president.
- serve as a voting delegate to all national and state conventions.

Section 3. The Treasurer shall:

- receive, record and deposit in the name of the Federation all monies from dues and all other sources.
- forward all per capita dues and current membership lists to the national office of the American Federation of Teachers, AFT Connecticut, and all other organizations with which the Federation maintains affiliation, to keep this Federation in good standing at all times.
- keep adequate records available at all times for the Executive Board and/or the Finance Committee.
- pay all bills authorized by the budget, retaining voucher of invoice for the same. Bills not authorized in the budget must be presented to the Executive Board for authorization.
- make a monthly report to the Executive Board of the Federation.
- perform all duties delegated to her/him by the president.

Section 4. The Executive Secretary shall:

- be in charge of updating membership data and keeping current lists of committees.
- take minutes at Executive Board and Stewards' meetings.
- Be responsible for emailing minutes to president within forty-eight (48) hours of the adjournment of the meeting.
- Keep on file all committee reports for at least seven years.
- perform all duties delegated to her/him by the president.

Section 5. Vice Presidents of High, Middle, and Elementary Schools shall:

- maintain close liaison with the Chief Steward, the building stewards within their jurisdiction, and all other appropriate committees
- be advised by the grievance chair of all grievances emanating from any school in their jurisdiction
- make a monthly report to the Executive Board.
- perform all duties delegated to them by the president.

Section 6. Vice President Special Services shall:

- be a teacher in Guidance, Special Services, Special Education or Itinerant
- be responsible for representing the special needs of the Guidance, Special Services, Special Education and Itinerant teacher staff within the system.
- make a monthly report to the Executive Board.
- Perform all duties delegated to him/her by the president

Section 7. Stewards shall:

- attend monthly meetings in their entirety
- disseminate and collect all union information in a timely manner to their constituents
- familiarize themselves with and follow guidelines found in the Stewards Handbook and the language of the Collective Bargaining Agreement (C.B.A.)

Section 8. Special Committees

A. Negotiations Committee

The Negotiations Committee shall negotiate the contract in good faith with input from the general membership and has the responsibility of keeping the membership informed throughout negotiations. The makeup of this committee shall reflect the makeup of the Federation, i.e. school level, experience, gender, etc.

B. Elections Committee

The Elections Committee shall:

- supervise the October general membership meeting at which time the eligible candidates for all elective offices on the Executive Board and Trustee Council, and for delegates to national and state conventions and Central Labor Council will be nominated by the general membership.
- prepare and distribute to the general membership at least twenty-five (25) days prior to the general election a list of candidates and/or slates of candidates who have been nominated.
- recommend to the Executive Board for approval the polling site and method, i.e. A.A.A., in-school, etc. for elections.
- make available to all candidates an up to date membership list and provide appropriate assistance to insure fairness and impartiality in the general election campaign.
- insure that all ballots in all Federation elections and/or referenda are kept on file at the Federation office for one (1) year after each election and/or referendum.

Article VI. Elections

Section 1.

- Elections for all officers, Executive Board, Trustee Council, delegates to Central Labor Council and national and state conventions will be held every three years on the first Tuesday after the first Monday in December. In the event of no school on that day the election will be held on the following Tuesday.
- Nominations of all candidates and delegates will be made at the October Stewards/general membership meeting, conducted under the auspices of the Elections Committee and the Trustee Council.
- The president and executive vice president are delegates by virtue of their position.
- Ballots will be accepted for counting no later than 6:00 p.m. on the day of the election.
- The Elections Committee along with the Trustee Council will oversee the election.
- The ballots will be kept on file for one (1) year.
- Delegates to attend conventions will be determined in descending order beginning with the delegate receiving the highest number of votes until the allowable per capita quota is met.
- Incumbents will continue to serve until their successor is elected.
- Non-incumbents winning office will assume that office on January 1 following the election.
- There will be an interim audit following an election if the incumbent treasurer is not reelected.

Section 2. All officers, Executive Board members, Trustee Council, Building Stewards, delegates to the Central Labor Council, and state and national conventions shall be elected by secret ballot. A plurality of the votes cast by members will determine the winner.

The ballots must be preserved for one (1) year in accordance with federal law governing elections in the AFT and its affiliates.

Section 3. Except for membership of the Trustee Council, where three (3) years of uninterrupted, good standing membership will be required, the following stipulations will accrue to all seeking to hold office in the Federation including Building Stewards and delegates.

- a. Uninterrupted membership in good standing of the Federation for at least one (1) year as of the date of their nomination.
- b. Any member who leaves the Federation for whatever reason will not be eligible for election or appointment until he/she has completed one (1) year of new membership as of the date of his/her nomination.
- c. No member who does not satisfy the requirement of stipulation 'a' may be appointed on even an interim basis.

Section 4. Any member who holds office, including Building Stewards, and who does not fulfill the duties of their office shall be asked to appear before the Executive Board.

Section 5. Any elective office on the Executive Board which becomes vacant shall be filled for the balance of the term. The president shall submit recommendations for such vacancies to the Executive Board for approval.

Section 6. Any elected official or appointee may be recalled after an incumbency of three (3) months. For this action there must be due-process as established by the Trustee Council with a majority vote by the membership.

Section 7. In the case of Building Stewards, only the membership in the appropriate school may initiate and vote upon recall proceedings. The Chief Steward may be removed after due process and by a vote of two-thirds (2/3) of the Stewards Assembly.

Article VII Meetings

Section 1. Executive Board Meetings

The Executive Board will meet monthly from September through June (on the first Tuesday of each month when possible). Additional meetings may be scheduled at the call of the president or a majority of the Executive Board.

The Executive Board of this Federation shall consist of the following:

- a. All officers
 1. President
 2. Executive Vice-President
 3. Executive Secretary
 4. Treasurer
 5. Vice-President for High Schools
 6. Vice-President Middle Schools
 7. Vice-President Elementary Schools
 8. Vice-President Special Services
- b. Executive Board members
 1. Three (3) from high school
 2. Three (3) from middle school
 3. Four (4) from elementary school
 4. Two (2) from special services as stated in Article IV, Section 2
- c. Five (5) member Trustee Council
- d. Non voting representatives from sub-chapters

It will be the responsibility of the Executive Board to administer the policies of this Federation. The Executive Board is empowered to act on behalf of the membership between general membership meetings.

Section 2. Building Stewards Assembly

The Building Stewards Assembly will meet monthly from September through June (on the third Tuesday of each month when possible). Additional meetings may be scheduled at the call of the president or a majority of the Executive Board.

Section 3. Building Membership Meetings

Per the Collective Bargaining Agreement, stewards will address Federation business at least once a month in their respective buildings.

Section 4. General Membership Meetings

- a. There will be a general membership meeting in conjunction with the Stewards Assembly in October of an election year. Nomination of candidates for Executive Board, Trustee Council and delegates to the Central Labor Council and national and state conventions will be made at this meeting.
- b. Additional general membership meetings will be scheduled, as needed, by the president.
- c. A general membership recognition ceremony will be held each year for the purpose of honoring both retiring members and those who have reached significant milestones.

Section 5. Guests

No restriction whatsoever will be placed upon any member or group of members wishing to attend meetings of the Executive Board, the Trustee Council, or the Building Stewards assembly as vocal but non-voting observers. When a delegation of more than ten (10) is planning to attend said functions, the delegation will advise the body concerned at least seventy-two (72) hours in advance so that adequate arrangements may be made to accommodate the presence of all concerned

Section 6. Membership Quorums

1. Executive Board: A majority of the voting members of the Executive Board is required unless suspended by two-thirds of the attending Board members. In no case, however, may any business be conducted unless one-third (1/3) of the total voting members of the Board is present.
2. Trustee Council: A majority of the council will be present to transact any business requiring the Trustees.
3. Building Stewards Assembly: A majority of the Assembly must be present to conduct business, unless suspended by two-thirds (2/3) of those members in attendance. In no case, however, may any business be conducted unless one third (1/3) of the total Stewards Assembly is in attendance.
4. Building Membership Meetings: A majority of voting members of the building membership must be present unless suspended by two-thirds (2/3) of those attending the meeting. In no case, however, may any business be conducted unless one-third (1/3) of the total building membership is present.
5. General Membership Meetings: Thirty-three percent (33%) of the entire membership must be present unless suspended by *two-thirds (2/3)* of those members in attendance.

Article VIII. Monetary Policy

Section 1. Dues shall be paid in the following manner:

- a. New Haven Public School Teachers shall pay, in addition to the obligatory costs of the AFT, AFT accident insurance, AFT CT, AFL-CIO, and Greater New Haven Central Labor Council per capita, not more than sixty-two (62%) percent of the aforementioned obligatory costs deducted over ten (10) months
- b. Certified part-time teachers working nineteen and one half-hours (19.5) shall pay twenty-five (\$25.00) per month deducted over ten (10) months. (This is pending the decision of the City's Director of Labor Relations)
- c. Certified hourly part-time teachers shall pay thirty cents (\$00.30) per hour payable through payroll deduction for the month(s) they are employed. (This is pending the decision of the City's Director of Labor Relations)
- d. Substitute teachers shall pay ten dollars (\$10.00) per month deducted over ten (10) months
- e. Cedarhurst School and St. Francis School shall pay twenty-five dollars (\$25.00) per month deducted over ten (10) months.
- f. Visiting Nurses Association and North Haven School Nurses shall pay twenty-five dollars (\$25.00) per month deducted over ten (10) months.

Article IX. Rules of Order

Robert's Rules of Order, Revised, shall govern in all cases not covered by the Constitution/By-laws of this Local. When appropriate, the president will appoint a parliamentarian to maintain order.

Article X. Amendments

Proposed Constitution/By-laws amendments will be submitted to the president who will appoint a committee chaired by the Vice-President. A minimum of fifteen days must elapse between the time the proposed amendments are presented to the membership and the time they are voted on by the general membership. A majority vote of the membership is necessary for adoption.

Article XI. Public Policy

The Federation, while encouraging its members to involve themselves as individual citizens in the affairs of the Nation, will not as an organization take stands on public policy unless that stand has been approved by the membership using the following formula:

- After a thirty-day period, secret ballots will be distributed to building membership by stewards who will then return cast ballots to the union hall.
- At least one third (1/3) of the membership must cast ballots for the vote to count. The particular question to be voted on may be present. count will be supervised by the Trustee Council. One proponent and one opponent of
- At least one-third (1/3) of the membership must vote "yes" or "no" (whichever is applicable) in order for the question to be considered as having been passed or defeated (whichever is applicable).

Article XII. Availability of the Constitution/By-laws

Section 1. Three (3) copies of the Constitution/By-laws and all amendments shall be submitted to the national office of the American Federation of Teachers and to AFT Connecticut.

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be made available to any member of this Federation upon request.

Section 4. The Constitution/By-Laws shall be posted on the Federation's website www.aftct.org/nhft

This Constitution/By-laws shall become effective on April 1, 2006 and shall supplant any and all previous Constitutions and/or By-laws of this Federation.