

August 2008

CONSTITUTION

American Federation of Teachers

Local 1481, AFL- CIO

Preamble

We, the members of the American Federation of Teachers in the Jefferson Union High School District, believe that the active participation of employees in the development of educational policy is essential for sound education in a democratic society, for the purpose of exerting a collective and positive influence on the teaching and learning conditions in Jefferson Union High School District.

Article I - Name

Section 1. The name of this organization shall be the American Federation of Teachers Local 1481, AFL-CIO.

Article II - Units

Section 1. AFT Local #1481 represents six different units:
Adult School Certificated,
Business Instructional Support Services (BISS),
Day School Certificated,
Non-Certificated Extra/Co-Curricular (Walk On Coaches),
Operational Support Services (OSS), and
Substitutes.

Article III - Objectives

Section 1. To promote the welfare of students and the advancement of public education.

Section 2. To obtain for employees their rightful voice in the shaping of educational policy and conditions.

Section 3. To promote the welfare of employees by obtaining full and just compensation, benefits and rights for service rendered.

Article IV - Membership

Section 1. Employees in the units listed in Article II, Section I shall be eligible for membership in Local 1481.

Section 2. No discrimination shall be shown toward individual members or applicants for membership because of race, sexual orientation, religious faith, political activities, belief, or disability.

Article V - Officers and Elections

Section 1. The officers of this Local shall be: President, Vice President, Secretary, Treasurer, Labor Delegate, Sergeant at Arms, and Membership Chair.

Section 2. Officers of this Local shall be elected by a majority of the members who cast votes in a mail ballot election to be conducted in May. Elections shall be held once every two years.

Section 3. The Executive Board shall appoint an Elections Committee who shall see that all members shall receive a nomination sheet for officers.

Section 4. Vacancies which occur during term of office shall be filled by Executive Board appointment.

Section 5. Newly elected officers shall take office on the first day of July, following the election.

Section 6. All officers elected by secret ballot are authorized delegates to conventions.

Section 7. An elected officer may be recalled by a two-thirds vote of all the members of the Federation present and voting at a special membership meeting called for this purpose. A recall petition must first have been signed by one-third of all members before the Executive Board is authorized to call a special recall meeting.

Section 8. Elections for Site Representative shall be conducted at each site by September 30th of each year. At each site the Certificated members shall elect a Certificated Site Representative and in a separate election the Classified members shall elect a Classified Site Representative. All members assigned to a site at the time of the election shall have the right to vote. The election shall be by a secret ballot vote. The candidate with the most votes in each election shall be a Site Representative. The Certificated Representative and the Classified Representative elected at each site shall act as Co-Representatives, coordinate the organization's activities, and carry out Union policy at that site.

Section 9. A Site Representative may be recalled by a two-thirds vote of all the members of the site voting at a special membership meeting called for this purpose. A recall petition must first have been signed by one-third of all members of the site before the Executive Board is authorized to call a special recall meeting.

Article VI - Executive Board

Section 1. The Executive Board of Local 1481 shall consist of the President, Vice President, Secretary, Treasurer, Sergeant at Arms, Adult School Representative, Membership Chair, Site Representatives, Grievance Chair, Labor Delegate and Chief Negotiator

- Section 2. The Executive Board shall be the policy making body of the Union except when policy is established at membership meetings.
- Section 3. The Executive Board shall be empowered to authorize the expenditure of funds, take action consistent with and designed to implement the policies of the Local, and carry on relations with the state and national offices (CFT and AFT respectively) and other groups with which the Local affiliates.
- Section 4. The Executive Board shall have the power to appoint standing and special committees.
- Section 5. The Executive Board shall have the power to establish By Laws to implement the Articles of the Constitution.
- Section 6. The Executive Board shall be empowered to investigate and support an employee in a grievance case.

Article VII Representative Assemblies

- Section 1. The Executive Board will establish Representative Assemblies to represent individual units for every unit comprising 10% or more of the total union membership. The Executive Board may establish Representative Assemblies for smaller units. Each assembly will be independently elected by the unit represented. The purpose of each assembly is to advise the Bargaining Team and the Executive Board on all proposals and matters of policy which pertain specifically to the respective units.
- Section 2. Members of the Executive Board are not eligible for election to the Representative Assemblies.

Article VIII - Meetings

- Section 1. There shall be a minimum of one regular membership meeting of Local 1481 called by the Executive Board during the school year.
- Section 2. For membership meetings, a quorum shall consist of thirty per cent of the membership.
- Section 3. At Executive Board meetings only Board members shall vote. Each Board member shall have one vote. If a site has two Building Representatives, they will cast one vote for the site.
- When at least one third of the Board asks for a general membership vote on an issue, the issue is automatically tabled until the next scheduled meeting. A general membership vote is then called. The vote shall be conducted at the sites by a secret ballot vote and will be decided by a simple majority.
- Section 4. Executive Board meetings shall be held at least once a month. Membership meetings shall be held on the second or third Tuesday of the month. An emergency Executive Board meeting may be called by the President.

Article IX - Dues

- Section 1. Effective June, 2006, dues will be assessed for Summer School assignments @ 1% of gross pay. Effective September, 2007, the dues of the Local shall be 1.35% of the gross monthly salary, including Summer School pay.
[AFT National Constitution - Article IV Section 6: Each affiliated local shall increase the local dues to equal any increase in per-capita payments that are required to be made to the American Federation of Teachers and any increase to either the state federation or the regional council with which the local is affiliated.]

Article X - Rules of Order

- Section 1. Robert's Rules of Order, revised, shall govern in all cases not covered by the constitution.
- Section 2. A member of the Executive Board shall be appointed Parliamentarian by the President to make final decisions on parliamentary procedure at membership meetings and Executive Board meetings.

Article XI - Duties of Officers

- Section 1. The President.
- a. He/she shall preside at all meetings of the Local. He/she shall preserve order and enforce the Constitution and other rules of the Local. He/she shall be an ex-officio member of all committees without vote, except in case of a tie.
 - b. He/she shall exercise general supervision over the affairs and activities of the Local and sign all necessary papers and documents and represent the Local when necessary.
 - c. He/she shall prepare and distribute agendas for Executive Board meetings and membership meetings.
 - d. He/she shall nominate members for standing committees subject to Executive Board approval.
 - e. He/she shall report to the membership at least once each year, summarizing the accomplishments of the Local and outlining the plans for the following year.
 - f. He/she shall sign all checks.
 - g. He/she shall appoint the Grievance Chair, the Chief Negotiator, and other bargaining team members, subject to the approval of the Executive Board.
- Section 2. The Vice-President.
- a. He/she shall perform all duties of the President in the absence of that officer.
 - b. He/she shall assume all duties of the President in the event that office is vacated.

Section 3. The Secretary.

- a. He/she shall be custodian of the seal and charter of the local.
- b. He/she shall keep a permanent record of the minutes of the Executive Board meetings and membership meetings.
- c. He/she shall maintain a file of correspondence, committee reports, resolutions and other matters of importance to the conduct of business of the Local.
- d. He/she shall maintain a record of attendance at Executive Board meetings and at general membership meetings.
- e. He/she shall furnish delegates with credentials.

Section 4. The Treasurer.

- a. He/she shall receive all money for the Local and deposit this money in the Local's account.
- b. He/she shall pay all affiliation dues which have been approved by the membership.
- c. He/she shall pay all bills for which he/she receives an authorization voucher from the President, or which have been authorized by the Executive Board.
- d. He/she shall sign all checks; all checks are to be signed by the President in addition to the Treasurer.
- e. He/she shall prepare a monthly statement itemizing all checks and receipts and indicating the balance carried forward. This shall be presented at monthly Executive Board meetings.
- f. He/she shall prepare an annual budget for presentation to the Executive Board and for approval by the Executive Board in September of each year.
- g. He/she shall present books to an audit committee annually.

Section 5. Officers, Committee Chairs, Delegates and other persons shall be reimbursed for necessary and legitimate expenses which may be incurred in the performance of authorized activities for the Local. They shall also be reimbursed for loss of salary or duties in order to perform authorized activities for the Local. All expenses will be approved by the Executive Board.

Article XII - Affiliations

Section 1. This local shall maintain affiliation with and send delegates to the American Federation of Teachers, The California State Federation of Teachers, The California Labor Federation, The California Labor Council on Political Education (COPE) and The San Mateo County Central Labor Council.

- Section 2. All delegates shall make regular reports to the Executive Board.
- Section 3. Every effort shall be made by this Local to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Article XIII - Grievance Procedures

- Section 1. The purpose of the grievance procedure is to insure that unit members receive fair and equitable treatment.
- Section 2. The Executive Board shall authorize all monies related to grievances.

Article XIV - Amendments

- Section 1. This constitution may be amended by a two-thirds vote at a membership meeting. The amendment must first be submitted in writing to each member at least two weeks before the membership meeting. or:
- Section 2. Upon a two-thirds vote of the executive board, the board may submit an amendment by mail ballot to the membership. An amendment by mail ballot must pass by a two thirds vote of the ballots cast.

Article XV

- Section 1. In the event that the Executive Board calls for a work stoppage or strike, a meeting shall be held for all members of the union and all employees subject to agency fee.
- Section 2. The vote for a work stoppage or strike will be conducted by secret ballot. A work stoppage or strike shall require a majority vote of those present casting ballots.

Article XVI

- Section 1. Contract ratification votes shall be held at each site, except for the Bus Garage whose member shall vote at Jefferson High School. All other members shall vote at the site they are assigned to at the time of the vote. The vote shall be by secret ballot. Each unit shall ratify their contracts by a simple majority.

By Laws

The Executive Board shall have power to appoint delegates to the annual CFT Convention.