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**Rochester Federation of Teachers, AFT Local #3607, AFT-NH,  
AFL-CIO  
Constitution**

**Article I  
Name**

This organization shall be known as the Rochester Federation of Teachers, Local # 3607 doing business as the RFT and hereafter known as the RFT. This includes the Certified Staff, Paraprofessionals, and Food Service Personnel bargaining units.

**Article II  
Objectives**

The purpose of this organization shall be:

Section 1: To bring associations of teachers, paraprofessionals and food service personnel into relations of mutual assistance and cooperation.

Section 2: To obtain for them the rights to which they are entitled.

Section 3: To raise the standards of the teaching profession by securing the conditions essential to the best professional services.

Section 4: To promote such democratization of the schools as will enable them to better equip their pupils to take their places in the industrial, social and political life of the community.

Section 5: To promote the welfare of the childhood of the nation by providing progressively better educational opportunities for all.

**Article III  
Membership**

Section 1: Effective August 29, 1997 and thereafter, The Rochester Federation of Teachers dues shall increase automatically to equal any increase in per-capita payments that are required to be made to the American Federation of Teachers and/or the state federation or regional council with which the local is affiliated. Members will be provided with a two week notice of any such increase. Rochester Federation of Teachers may adjust the local dues as may be necessary and as approved by the membership.

Section 2: Certified employees of the public school district including teachers, department heads, librarians, guidance counselors, school nurses, and

specialists are eligible for membership.

Section 3: Other educational employees including secretaries, building aides, para educators, food service personnel and other paraprofessionals are eligible for membership at a rate equal to 1/2, 1/4, or 1/8 of the dues for certified personnel depending on their annual salary. This annual salary category shall be determined by the American Federation of Teachers and/or the state federation or regional council with which RFT is affiliated.

Section 4: Supervisory personnel with the rank of assistant principal or above shall not obtain membership. Members who are promoted to positions with the rank of assistant principal or above automatically are removed from membership on the effective date of the promotion.

Section 5: Teachers in public or private institutions outside the jurisdiction of this local may be admitted to membership until such time as a local is chartered in their jurisdiction.

Section 6: No discrimination shall ever be shown toward individual members or applicants for membership because of race, religious faith, political activities, beliefs, or sexual orientation.

Section 7: A member may be expelled for acts detrimental to the RFT upon presentation of written charges signed by at least 1/4 of the total membership and approved by at least 3/4 of the Representative Council. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

Section 8: Any member who fails to pay dues more than three months in arrears shall be dropped from the rolls and their names removed from the records at the State and National Offices. The member may be reinstated upon the payment of a reinstatement fee (10% of all back dues) plus back dues.

Section 9: Members wishing to terminate their membership in the Union shall notify the Office of the Superintendent and the Treasurer of the RFT in writing between June 1<sup>st</sup> and September 1<sup>st</sup> in order to cease dues deductions for the upcoming contract year. In the event this window period or procedure is changed in the collective bargaining agreement, the collective bargaining agreement shall supersede this language.

#### **Article IV** **Executive Board**

Section 1: The following officers shall be elected biennially in even years starting in 2008 by the RFT:

1. President/Delegate
2. Secretary/Delegate

The remaining positions will be elected biennially in the odd years starting in 2009.

1. Vice President of Standing Committees/Delegate
2. Treasurer/Delegate

These duly elected officers shall constitute the Executive Board of the Rochester Federation of Teachers.

Section 2: Membership in good standing for at least one year is required to hold office.

Section 3: Nominations for officers and delegates shall be taken from the floor at the regular spring meeting.

Section 4: Officers and delegates shall be elected by secret ballot at a location and for a duration as determined by the election committee.

Section 5: Officers' terms shall be from July 1 of the first year to July 15 of the second year following election.

Section 6: Vacancies in any office shall be appointed by the Representative Council.

Section 7: Officers may receive a stipend, with recommended amounts to be included as part of the yearly proposed budget.

## **Article V**

### Duties of the Executive Board, Building Representatives, and Negotiating Chairs.

Section 1: The President shall:

- Call and preside at all meetings of the RFT and of the Representative Council
- Be ex-officio member of all committees.
- Sign all necessary papers and documents, and represent the local when and where necessary.
- Make a report to the membership at least once each year summarizing the accomplishments of the RFT and outlining plans for the next year.
- Oversee the appointment of building representatives.
- Be a member of the Negotiating committees.
- Appoint a separate chair for the Teacher, Para, and Food Service Negotiating committees.
- Participate in grievance hearings as appropriate.
- Participate in mediation meetings as needed or as required.
- Participate in fact finding meetings as required.

- Monitor the school board, appropriate state agencies and/or the legislature.
- Participate in monthly meetings with Superintendent as liaison for RFT members.
- Act as liaison between Administrators and RFT Members.
- Attend regular monthly school board meetings.
- Act as a delegate at all conventions.
- Maintain a weekly log of union business.

**Section 2:** The Vice President of active committees shall:

- Perform all duties of the President in the absence of that officer.
- Chair all active committees with the exception of the Audit, Budget Committees, and negotiating committees.
- Monitor all active committees and report to the Executive Board on their activities.
- Participate in grievance hearings as appropriate.
- Participate in mediation meetings as needed or as required.
- Participate in fact finding meetings as required.
- Participate in monthly meetings with Superintendent as liaison for RFT members.
- Act as liaison between Administrators and RFT Members.
- Be responsible for Membership database and recruitment.
- Maintain retirement database.
- Be responsible for Representative assignments in each building.
- Act as a delegate at all conventions.
- Shall provide representatives with a list of new hires four times a year: August, November, January and April for the purpose of membership recruitment.
- Maintain a weekly log of union business.
- Perform other such reasonable duties as assigned by the President.

**Section 3:** The Secretary shall:

- Record and distribute the minutes of the Representative-Council and the full RFT meetings.
- Participate in monthly meetings with Superintendent as liaison for RFT members. Take minutes of these meetings and distribute to the executive board and Superintendent and his/her assistant.
- Be the custodian of the seal and charter of the RFT.
- Maintain a file of all minutes and RFT correspondence.
- Answer and prepare correspondence at the direction of the President.
- Report outside correspondence to the President and the Representative Council.
- Send cards, flowers, gifts and thank you notices as needed.
- Participate in grievance hearings as appropriate.
- Participate in mediation meetings as needed or required.
- Participate in fact finding meetings as required.

- Act as liaison between Administrators and RFT Members.
- Book rooms for RFT meetings.
- Distribute meeting notices.
- Create and distribute monthly newsletter.
- Act as a delegate at all conventions.
- Maintain a weekly log of union business.
- Perform other such reasonable duties as assigned by the President.

Section 4: The Treasurer shall:

- Collect, record and deposit in the name of the RFT all money from dues and all other sources.
- Maintain local, state and national membership records-including COPE.
- Issue receipts and delinquent notices.
- Forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers and to other affiliated organizations to keep the RFT in good standing at all times. Per capita dues must be paid through the two months preceding the dates of the national or regional conventions in order to participate in the conventions.
- Be prepared to report on the status of all RFT accounts at all Executive Board, Representative Council and general membership meetings.
- Pay all bills authorized by the budget, retaining voucher or invoice for the same.
- Expenses not authorized must be presented to the Representative Council for authorization.
- Notify the school district of dues changes.
- Prepare all state and federal reports and forms as necessary.
- Oversee and balance (monthly) all RFT accounts in accordance with recognized accounting procedures.
- Oversee the Tuition Loan accounts, maintaining accurate and complete records of disbursements and repayments in accordance with recognized accounting procedures.
- Prepare an annual budget in coordination with the Executive Board and the Budget Committee.
- Prepare a financial statement at the close of each year for publication to the membership.
- Participate in grievance hearings as appropriate.
- Participate in mediation meetings as needed or as required.
- Participate in fact finding meetings as required.
- Participate in monthly meetings with Superintendent as liaison for RFT members.
- Act as liaison between Administrators and RFT Members.
- Maintain all financial records for length of time as required by law.
- Maintain a treasurer's book as outlined in the AFT Treasurer's Guidelines.
- Act as a delegate at all conventions.
- Maintain a weekly log of union business.

- Perform other such reasonable duties as assigned by the President.

**Section 5:** Building Representatives shall:

- Represent the federation and its members at the building level.
- Attend Representative Council and full membership meetings.
- Hold building meetings.
- Provide the secretary with minutes of the building meetings.
- Distribute notices and minutes in a timely manner.
- Post notices in a timely manner.
- Actively try to recruit new members.
- Perform other such reasonable duties as assigned by the President.

**Section 6:** Chairpersons of the Negotiating Committee shall:

- Schedule Negotiating meetings.
- Work with the American Federation of Teachers – New Hampshire negotiator to prepare and present proposals.
- Disseminate information to the rest of the team in a timely fashion.
- Report to the Executive Board and membership about negotiations progress and issues.
- Participate in mediation meetings as needed or as required.
- Participate in fact finding meetings.

**Article VI**  
**Committees**

**Section 1:** The following standing committees shall be active in the RFT:

1. Sick Bank Committee
2. Education Celebration
3. Budget Committee
4. Election Committee
5. Audit Committee
6. COPE committee as needed
7. Co/Extra-curricular Committee
8. Negotiations Committee

**Article VII**  
**Duties of the Standing Committees**

**Section 1:** The Sick Bank Committee shall govern the sick bank in accordance with the Sick Bank Committee guidelines.

**Section 2:** The Education Celebration Committee shall plan and execute the Education Celebration.

Section 3: The Budget Committee shall prepare the annual budget in accordance with acceptable accounting principles and AFT financial guidelines.

Section 4: The Election Committee shall plan and execute annual elections in accordance with the AFT constitution and Labor Board guidelines:

Section 5: The Audit Committee shall be appointed annually from the membership with no members of the Executive Board to serve on this committee. This committee will be comprised of at least three members in good standing. This committee shall review the proper records of the Treasurer and report its findings in writing at the last general meeting of the RFT in the spring, or the first general meeting in August.

Section 6: The COPE Committee shall plan and execute political activities relevant to issues important to the RFT membership.

Section 7: The Co/Extra-curricular Committee will work with the Superintendent as needed to update the co/extra-curricular lists and stipends as outlined in the contract.

Section 8: Negotiations Committee

### **Article VIII** Duties of the Executive Board

Section 1: The Executive Board shall meet as necessary to implement the policy decisions of the membership.

Section 2: At least 3 members of the Executive Board shall constitute a quorum at a duly called Executive Board meeting. Decisions of the Executive Board shall be by a majority of those present and voting.

### **Article IX** The Representative Council

Section 1: The Representative Council of the RFT shall consist of the following:

1. All elected officers
2. All building representatives, including a food service and a related services representative.

Section 2: The Representative Council shall administer the policy of the RFT as set by the membership at regular meetings. It shall have the power to act for the good of the RFT in emergency situations where the policy cannot be set by the membership.

Section 3: The chairperson of the Representative Council shall be the President of the RFT.

Section 4: The Representative Council of the RFT shall have the power to act for the good of

the RFT in situations where policy cannot be set by a properly constituted quorum of the membership after two duly called meetings at which no quorum was attained. The President shall report such actions to the full membership at its next regular or special meeting.

Section 5: A quorum shall consist of 50% of the Representative Council.

Section 6: The Representative Council shall have the power to employ all personnel including an executive secretary, clerical help, and other persons on a full or part-time basis as may be determined by the needs and finances of the RFT.

Section 7: The Representative Council shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes; to borrow money for RFT purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds and other obligations, and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 8: The Representative Council shall report its activities at each regular membership meeting.

Section 9: The Representative Council shall break by majority vote, any ties incurred by the Executive Board.

## **Article X** **Affiliations**

Section 1: The RFT shall maintain affiliation with and, whenever possible, send delegates to the following organizations' conventions:

- A. AFL-CIO
- B. The American Federation of Teachers
- C. The American Federation of Teachers-New Hampshire
- D. Central Labor Council

Section 2: All delegates shall make reports to the Representative Council on meetings attended.

Section 3: Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4: The RFT to the best of its ability shall be active in the affairs of affiliated organizations.



Section 5: Delegates to affiliated organizations shall meet the same requirements as officers of this local; they must be a member in good standing of the RFT for at least one year.

**Article XI**  
**Meetings**

Section 1: The time and place of meetings shall be fixed by the membership.

Section 2: There shall be at least two full membership meetings per year.

Section 3: A quorum shall consist of 10% of the total membership.

Section 4: The rules contained in *Robert's Rules of Order, Revised* shall govern this federation in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the federation.

# **Rochester Federation of Teachers**

## **Bylaws**

### **Article I**

**Section 1:** Amendments to this constitution may be proposed by any member in good standing.

**Section 2:** Amendments to this constitution shall be ratified by a majority vote of the membership at its annual spring meeting.

**Section 3:** A proposed amendment to this constitution must reach the Secretary 15 days prior to the spring full membership meeting. The Secretary shall forward the proposed amendments to all members in good standing 10 days prior to the spring meeting.