



# Constitution

Aldine American Federation of Teachers,  
Local 6345, AFL-CIO

*Adopted March 8, 2012*



*A Union of Professionals*

**Aldine AFT**

Local 6345 / AFL-CIO



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# Constitution

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## **Article I - Name**

This organization shall be known as Aldine American Federation of Teachers, Local Number 6345, Texas AFT, AFT, and AFL-CIO. The official abbreviation of the organization shall be Aldine AFT.

## **Article II - Objectives**

The purpose of this organization shall be:

- Section 1. To obtain the right to elected consultation with the Aldine Independent School District;
- Section 2. To defend and support legislation that upholds the working rights of all educational employees, and to ensure the compliance of educational standards and laws;
- Section 3. To enhance the educational and professional development of the membership;
- Section 4. To advance the economic, social, and political well-being of the membership;
- Section 5. To encourage mutual understanding and cooperation among the membership;
- Section 6. To promote the safety of all school employees and students;
- Section 7. To promote the effectiveness and quality of the institutions in which our members work;
- Section 8. To promote the interests of students who are served by the membership;
- Section 9. To improve the quality of public education;



Section 10. To promote democracy and equality in the society at large.

### **Article III - Membership**

Section 1. All employees of the Aldine Independent School District are eligible for membership except those in administration.

Section 2. Membership in Aldine-AFT shall also include full-time substitutes, members on leave of absence, part-time employees.

Section 3. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, religion, sex, sexual orientation, disability, social, political, or economic status, or national origin.

Section 4. A member may be disciplined or expelled by the organization for actions contrary to this Constitution and Bylaws or to the interests of the Union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two (2) or more members of the local. These charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.

Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.

At a disciplinary hearing, the accused member shall have the right to be represented by a person of their choice and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a majority vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.

A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A

simple majority of the members present and voting shall be sufficient to overrule the decision of the Executive Board to discipline.

Section 5. A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than sixty (60) days delinquent in dues payment shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three (3) months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

#### **Article IV - Election of Officers and Executive Board**

Section 1. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).

Section 2. Elections shall be held during the month of May every two (2) years.

Section 3. The elected officers of Aldine-AFT shall be President, Vice President, Secretary, and Treasurer. Term of office shall be two (2) years.

Section 4. The organization shall elect three (3) At-Large Executive Board members.

Section 5. To be eligible for office or a Board position a person must be a member in good standing of Aldine-AFT for a period of not less than ninety (90) days prior to the date of the election.

Section 6. The Elections Committee shall conduct all general and special elections and referenda of the organization.

(a) The Elections Committee shall consist of three (3) members in good standing elected by the membership.

(b) Any member of the Elections Committee nominated for, or seeking office, must vacate their position and be replaced by a vote of the membership at the next scheduled Membership Meeting.

(c) The Elections Committee shall select its own chairperson.

Section 7. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers and Executive Board members and of the date of the election by first class U.S. Mail to the members' last known address.

Section 8. Nominations may be submitted by any member in good standing. All nominations must be submitted in writing and can be submitted in

person, by e-mail, or by U.S. Mail to the Elections Committee. Members may nominate themselves. Nominations will be accepted no later than thirty (30) days following the notice of the opening of nominations. At the close of the nomination period, the Elections Committee will contact all nominees to confirm, in writing, their interest in running for the position which they have been nominated, and compose a ballot containing the names of all nominees, as well as space to write in nominees for all positions.

- Section 9. At least fifteen (15) days prior to the election, notice of the election with a ballot including the names of the candidates for each office, along with instructions for voting and submitting the ballot, shall be sent to each member. Such notice shall include the date, time, and place, of the counting of the ballots. If any member is running for a position of officer or Executive Board member unopposed, they will be declared the winner by acclamation and will not appear on the ballot. Any candidate or member is entitled to be present to view the counting of the ballots.
- Section 10. The Elections Committee shall conduct an election for officers and Executive Board members at the Membership Meeting in the month of May. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election. There shall be no voting by proxy.
- Section 11. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two (2) candidates who have received the most votes for the office in question.
- Section 12. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that include specific facts as well as any documentation, to the Elections Committee within five (5) calendar days of the count. The Elections Committee shall issue its written opinion regarding the objection(s) no later than ten (10) calendar days after receipt of such objection(s).
- Section 13. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.
- Section 14. Successful candidates shall assume office within thirty (30) days of the conclusion and certification of the election by the Elections Committee.
- Section 15. With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

Section 16. A petition signed by forty percent (40%) of the membership, and stating the specific grounds, shall be sufficient to require the Elections Committee to conduct a recall election of any officer or Executive Board member specified in the petition under the procedures in Section 7. If an officer or an Executive Board member is recalled, the Elections Committee shall hold a special election under the procedures in Article IV, Sections 6 through 10.

## **Article V - Duties of Officers**

Section 1. The President shall:

- (a) Be the presiding officer at all meetings of the membership and the Executive Board;
- (b) Be an ex-officio member of all standing committees except the Elections Committee;
- (c) Appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- (d) Be the principal executive officer of the organization;
- (e) Receive, report and respond to correspondence of the organization;
- (f) Supervise all employees of the organization;
- (g) Be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- (h) Represent the organization before bodies of the employer, executive, and legislative officials;
- (i) Represent the organization before the public, community organizations, and the news media;
- (j) Be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- (k) Be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- (l) Make an annual report to the organization's membership; and
- (m) Be able to delegate the responsibilities of the office, except where otherwise specified by the Constitution.

Section 2. The Vice President shall:

- (a) Assume the duties of the President in the event of the absence, illness, or death of the President;
- (b) Perform other duties as delegated by the President or assigned by the Executive Board; and
- (c) Co-sign all financial instruments in the absence of the President or Treasurer.

Section 3. The Secretary shall:

- (a) Maintain the non-financial files and records of the organization;
- (b) Record and keep accurate minutes of meetings of the membership and the Executive Board;
- (c) Assist the President in handling the correspondence of the organization;
- (d) Oversee the work of, and receive and certify the reports of, the Elections Committee;
- (e) Perform other duties as delegated by the President, or assigned by the Executive Board;
- (f) Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act (LMRDA).

Section 4. The Treasurer shall:

- (a) Receive, record and deposit all dues monies and other income in the name of the organization;
- (b) Maintain accurate membership records;
- (c) Issue notices of delinquency;
- (d) Be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- (e) Maintain all financial records of the organization;
- (f) Arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership;
- (g) Transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- (h) Oversee the work of and receive reports from the Finance Committee;
- (i) Perform other duties as delegated by the President or assigned by the Executive Board;
- (j) Perform the duties of the office as required by the Labor-Management Reporting and Disclosure Act (LMRDA) and the AFT Constitution under the guidelines developed by the AFT.

Section 5. All officers elected by the general membership of the organization shall serve as members of the Executive Board.

## **Article VI - Executive Board**

Section 1. The Executive Board shall be the governing body of Aldine AFT except when Membership Meetings of the local are in session.

Section 2. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and three (3) At-Large Board members.

Section 3. The Executive Board shall meet monthly, at the call of the President or two (2) or more of its members, for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be not less than four (4) members of the Executive Board.

Section 4. The Executive Board shall determine the agenda for all Membership Meetings.

Section 5. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 6. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer or other persons employed by the organization.

Section 7. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

Section 8. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the organization.

Section 9. The Executive Board shall issue regular reports, including an annual report, to the membership.



- Section 10. Three (3) unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement.
- Section 11. A member of the Executive Board may be removed for cause for actions detrimental to the local union, Texas AFT, AFT, AFL-CIO, or to its members. Such removal must be initiated by specific and detailed charges brought against the Board member by at least two (2) of the other Board members. If charges are brought forward, the Board member will be given a copy of the charges and notice of the date, time and place of the hearing. At the hearing the Board member shall have the right to be represented by a person of their choice and shall have the right to question the charges, and to present evidence and witnesses to support their defense. Following the hearing, the Board member may only be removed by a vote of at least four (4) Board members. A Board member may not vote on the subject of their own removal. An individual who has been removed from the Board under this section may appeal their removal to the full membership at the next regularly scheduled membership meeting; however, removal may only be overturned by a three-fourths (3/4) vote of the membership present and voting at the meeting.

## **Article VII - Committees**

- Section 1. The standing committees of the organization shall be:
- a) Elections Committee
  - b) Finance Committee
  - c) Organizing Committee
  - d) Political Action Committee
  - e) PSRP Committee
- Section 2. The Executive Board, on its own initiative, or at the direction of the Membership Meeting, may establish special committees.
- Section 3. The President, with the approval of the Executive Board, shall appoint all committee chairs, with the exception of the Elections Committee members and chair.
- Section 4. Each committee shall present its annual program of action to the Executive Board and the Membership Meeting.
- Section 5. The Elections Committee shall conduct and supervise all elections of the organization.

- Section 6. The Finance Committee shall assist the Executive Board in the preparation of the annual budget and shall identify and, with the approval of the Executive Board, pursue activities to generate revenues for the good and welfare of the organization.
- Section 7. The Organizing Committee shall develop programs and activities that shall cause all eligible persons to join and participate in the organization.

### **Article VIII - Membership Meetings**

- Section 1. The legislative power of the organization shall be vested in the Membership Meeting. Between Membership Meetings the Executive Board shall be the governing body of Aldine AFT. Unless otherwise stipulated in this Constitution and Bylaws, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit; and may develop and vote on resolutions to guide the policy of the organization.
- Section 2. The Membership Meeting shall meet quarterly at a predetermined time and place, or more or less often as approved by the majority vote of the assembled members in the regularly constituted Membership Meeting.
- Section 3. Quorum for the Membership Meeting shall be no less than twenty (20) members of the organization.
- Section 4. Special meetings may be called by the President (or acting President), by a majority of the Executive Board, or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. A specific agenda for such a special meeting shall be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and properly conducted according to the provisions of this Constitution and Bylaws.

### **Article IX - Revenues**

- Section 1. The dues of this organization shall be in accordance with Texas AFT guidelines, plus mandated increases in required affiliation fees, including the AFT, state federation and AFL-CIO local and state affiliates. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount.

Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

## **Article X - Affiliations**

Section 1. This organization shall maintain affiliation with the following organizations:

- a) The American Federation of Teachers, AFL-CIO. Whenever possible, the local will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution and Bylaws.
- b) The appropriate state federation of the American Federation of Teachers, AFL-CIO. Whenever possible, the local will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution and Bylaws.
- c) The state American Federation of Labor-Congress of Industrial Organizations.
- d) The Harris County Central Labor Council of the American Federation of Labor-Congress of Industrial Organizations.

## **Article XI - Rules of Order**

Section 1. *Roberts Rules of Order, Revised*, shall govern this organization and all of its subordinate bodies in all matters not expressly covered by the Constitution and Bylaws of this organization.

## **Article XII - Amendment**

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution and Bylaws to the Secretary of Aldine AFT. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership Meeting. The Secretary shall notify the membership and send a copy of the proposed amendment no later than fourteen (14) days prior to the next Membership Meeting.

Section 2. The membership shall vote on all amendments to the Constitution and Bylaws. A quorum for any meeting at which constitutional amendments are to be acted upon shall consist of ten percent (10%) of the membership of the organization.

Section 3. The Elections Committee will hold a secret ballot vote on the amendment at the next Membership Meeting after introduction of the amendment.

The Elections Committee will tally the votes. The amendment shall pass upon two-thirds (2/3) vote of approval by the members present and voting at the meeting.

Section 4. A special Membership Meeting for the purpose of voting on the proposed amendment may be called by the Executive Board.

### **Article XIII - Availability of Constitution and Bylaws**

Section 1. Three (3) copies of this Constitution and Bylaws and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One (1) copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.

### **Article XIV - State Statutes**

Section 1. If any provisions of this Constitution and Bylaws are found to be contrary to state law they will be ruled null and void. Aldine AFT is an organization that does not claim the right to strike and is in accord with the provision of the state law regarding strikes.

*This Constitution and Bylaws were adopted by the membership on March 8, 2012.*

Aldine American Federation of Teachers, Local 6345.

Signed: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary