

HARTFORD FEDERATION OF TEACHERS

Local 1018, AFT

CONSTITUTION

and

BY-LAWS

As Amended March 10, 2004

CONSTITUTION AND BY-LAWS

HARTFORD FEDERATION OF TEACHERS
LOCAL 1018, AFT

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CONSTITUTION

HARTFORD FEDERATION OF TEACHERS
LOCAL 1018, AFT

ARTICLE I
NAME

Section 1. This organization shall be known as the Hartford Federation of Teachers, hereinafter referred to as the HFT or the Federation.

ARTICLE II
OBJECTIVES

Section 1. To promote the welfare of the children of the City of Hartford by providing a progressively better educational environment.

Section 2. To raise the standards of the teaching profession by securing conditions essential to the best professional services.

Section 3. To cooperate to the fullest extent with the labor movement and to work for a progressive labor philosophy to awaken in all members a labor consciousness and a sense of solidarity with labor.

Section 4. To protect the schools against unsound economy and against efforts at domination by any political, economic, religious or military groups.

Section 5. To promote education as a social agency for developing the capacities of the young, for enlightening adults and for working toward a society motivated by the ideal of service and democratic participation.

Section 6. To make members aware of their political responsibilities.

Section 7. To advance the economic and professional interest of the members.

Section 8. To establish the active participation of members in the formulation of educational policies.

Section 9. To work for democratic supervision and administration.

Section 10. To protect members whenever necessary.

ARTICLE III MEMBERSHIP

- Section 1. Full membership in the Federation shall be open to all educational employees regularly employed by the Hartford Board of Education except as provided for in Section 4 of this Article.
- Section 2. Teachers wishing to become members of the Federation shall submit a written application to the school Building Representative or directly to the HFT.
- Section 3. (a) Teachers on leave of absence, resigned or retired teachers may apply for associate membership, Class A, in the Federation. Such Class A associate members shall pay the regular dues of the local and shall be entitled to full membership rights and privileges.
- (b) Teachers on leave of absence, resigned or retired teachers may apply for associate membership, Class B, in the Federation. Such Class B associate members shall pay 1/2 the per capita of the CFEPE and the AFT and shall be entitled to receive full benefits of membership in accordance with Article III, Section 4, of the Constitution of the American Federation of Teachers.
- (c) Part-time teachers under contract earning less than the B.A. Step 1 of the current salary schedule shall pay dues at the rate of .08% of the M.A. Step 1 plus 1/2 the actual amount of the AFT and CFEPE per capita, plus the actual amount of the AFT insurance. The dues structure of teachers earning less than \$5,000 shall be the constitutionally required amount of the AFT and CFEPE dues structure and 1/2 of the actual amount of the local HFT dues.
- Section 4. Any employee of the Hartford Board of Education whose sole function or duty is administrative shall not be eligible for membership in the Federation.
- Section 5. Honorary membership in the Federation may be granted upon the recommendation of the Executive Board and a majority vote of the members present at a regularly scheduled membership meeting. Honorary membership does not give bearer the privilege of holding office, discussion, or voting rights.
- Section 6. No discrimination shall be shown toward members of the Federation, or applicants for membership because of race, religious faith, or political activities or beliefs.
- Section 7. HFT members employed as teachers by the Hartford Board of Education shall vote on ratification of the teacher contract.

ARTICLE IV OFFICERS

- Section 1. The officers of the Federation shall be President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, three Area Coordinators, and

ARTICLE IV (continued)

one Vice President for Non-Teaching Personnel.

- Section 2. Officers shall be elected for a two-year term of office with elections to be held in even-numbered years.

ARTICLE V DUTIES OF OFFICERS

- Section 1. As a full-time employee the President shall preside at all General Membership meetings, meetings of the Representative Assembly and Executive Board meetings. He/She shall adjust all grievances, execute established Federation policy, and approved activities as set by the Executive Board or General Membership.

He/She shall appoint chairpersons to all committees. He/She shall fill all vacancies where not otherwise provided for subject to the approval of the Executive Board. It shall be his/her duty to keep in contact with the American Federation of Teachers and its affiliated locals, and keep the Executive Board informed of the nature and progress of work being done by said bodies. He/She shall be representative to the Greater Hartford Labor Council, Connecticut State Labor Council and Connecticut Federation of Educational and Professional Employees as an official delegate. He/She shall act as the official representative to contact all other organizations.

- Section 2. The 1st Vice President shall assist the President and learn the duties of that office. He/She shall assume the duties of the President in the absence or disability of the President.

- Section 3. The 2nd Vice President shall coordinate the activities of all committees, and shall serve as an ex-officio member of all committees. He/She shall coordinate the activities of the various school Union Committees and act as coordinator of new membership.

- Section 4. The 3rd Vice President shall act as liaison and resource person between the Federation membership and respective community groups and organizations.

- Section 5. The three Area Coordinators will assist Building Representatives in the performance of their duties in their respective schools.

- Section 6. The Treasurer shall receive all monies and collect all funds due the Federation. He/She shall make disbursements subject to the approval of the membership. He/She shall make adequate financial reports to the Executive Board and membership upon its request with adequate notice. He/She shall make provision for the annual audited financial statement to be available for inspection to all members.

- Section 7. The duties of all officers shall be those usually incumbent upon their offices and designated in Roberts Rules of Order, Revised.

ARTICLE VI
ELECTION OF OFFICERS

Section 1. The Election Committee shall accept nominations for the various offices of the Federation from the floor at a meeting called for that purpose.

Section 2. Candidates wishing to be listed on the ballot as a slate shall express their intent to do so in writing to the Chair of the Elections Committee at the Nominations Meeting. A candidate nominated for a particular office who is not part of a complete slate (i.e. nominees for all offices of the Executive Board) shall be listed after all slate candidates are listed.

Section 3. The candidates for the office of President and 1st Vice President shall run in tandem and shall be nominated as such. No individual nomination shall be accepted for either of these offices.

Should there be more than one slate nominated, the position of such slates on the ballot shall be determined randomly by the impartial party selected under Section 8 of this Article.

Space shall be provided for write-in candidates.

The position of individual candidates nominated for office shall follow the list of slate candidates. Should there be more than one candidate for a particular office, they shall be listed in alphabetical order.

If there is only one complete slate nominated (i.e. no other candidates are nominated for any office) the Secretary shall cast one vote for their election to office, thereby certifying the election.

Section 4. All officers of the Federation shall be elected by secret ballot except as provided for in Sections 6 and 7 of this Article.

Section 5. The candidate who receives the most votes for an office shall consider himself/herself elected. In the event of a tie, a runoff election shall be held between or among the tied candidates within ten days.

Section 6. Vacancies occurring in any office below the office of 2nd Vice President shall be filled by appointment by the President subject to the approval of the Executive Board. Such appointments shall be in effect only for the duration of that term in office, regardless of its length.

Section 7. A vacancy occurring in the office of President shall be filled by the 1st Vice President, until a special election for the vacant office of the President shall be held. A vacancy occurring in the office of 1st Vice President shall be filled by the 2nd Vice President. A vacancy occurring in the office of 2nd Vice President shall be filled by the 3rd Vice President, with the resulting vacancy in the office of 3rd Vice President being filled by the provisions set forth in Section 6 of this Article.

ARTICLE VI (continued)

- Section 8. The election shall be supervised and the results certified by an impartial party, such impartial party to be named by the membership at a meeting called for such purpose and such impartial party shall be chosen from among the following: a Certified Public Accountant, a Licensed Accountant, the American Arbitration Association, a Registrar of Voters of the City of Hartford.

ARTICLE VII REMOVAL AND RECALL

- Section 1. Officers of the Federation shall be subject to removal for neglect of duty or for immoral or unethical conduct by a two-thirds (2/3) vote of the membership present at a special membership meeting, providing that notice of the proposed removal has been submitted in writing at a previous meeting and was generally distributed among the membership at least two weeks prior to the meeting at which the vote for removal is to take place. A quorum for this meeting shall be a simple majority of the membership in good standing.
- Section 2. Removal of an officer may be initiated by a member in good standing by circulating a petition, which states the alleged offense, among the membership and has been signed by at least twenty percent (20%) of the membership in good standing.

ARTICLE VIII CHAPTERS

- Section 1. The Executive Board shall have the power to create appropriate chapters from among the eligible membership of the HFT and shall be empowered to authorize and approve constitutions and by-laws governing such chapters provided that said constitutions are consistent with the provisions of the Constitution and by-laws are presented for approval at the next scheduled meeting of the Representative Assembly.
- Section 2. Each chapter shall be entitled to one delegate on the Representative Assembly per 50 chapter members or major fraction thereof, provided that the election of such delegates shall be by secret ballot at a special meeting of the members of the chapter called for that purpose.
- Each chapter shall be entitled to at least one delegate to the Representative Assembly and provided that the president of each chapter shall be a delegate to the Representative Assembly by virtue of his/her office.
- Section 3. Each chapter shall have the right to elect officers which shall include a president and a secretary provided such election shall be by secret ballot.

ARTICLE IX
THE EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, three Area Coordinators, and and one Vice President for Non-Teaching Personnel.
- Section 2. It shall be the duty of the Executive Board to obey the instructions of the membership as indicated at membership meetings or by referendum.
- Section 3. The Executive Board shall employ and discharge such persons as it deems necessary.
- Section 4. The Executive Board shall set the salaries of all employees and elected officials subject to the approval of a majority of the membership present and voting at a regularly scheduled meeting.
- Section 5. The Executive Board shall appoint such committees as it deems necessary.
- Section 6. The Executive Board shall interpret and enforce the Constitution and shall make no rulings in conflict with the Constitution. It shall report all such rulings to the membership at the next regularly scheduled membership meeting.
- If an interpretation of the Constitution is challenged, Roberts' Rule of Order, Revised, shall prevail.
- Section 7. A quorum of the Executive Board shall be a simple majority in order to conduct business.
- Section 8. The Executive Board shall have the power to carry on all the affairs and business of the Federation, including, without limitation, the power to do, on its own, any of the following:
- (a) To employ attorneys and counselors to advise Executive Board and/or the membership on all matters pertaining to its business and affairs;
 - (b) To make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes;
 - (c) To borrow money for Federation purposes at such rates of interest and terms and conditions as they may determine;
 - (d) To adopt an official seal, which may be altered at pleasure, and to use the same by causing it to be affixed or impressed or in any manner reproduced.
- Section 9. In the event that the general election of the HFT Executive Board officers for 2 year terms results in a change of some or all of the officers, the following shall apply: Any expenditures over \$1,000, financial commitments including but not limited to, wages, hiring, capital expenditures, contracts, reopeners or grievance settlements, memos of understanding, policy changes, political endorsements, and other

significant business of the Federation other than normal day-to-day operations must be approved by both the outgoing Executive Board and the Executive Board-Elect between the period after the election and before the new Executive Board is seated.

ARTICLE X AMENDMENTS

- Section 1. Proposed amendments to this Constitution may be submitted by the Executive Board, a committee of members of the Representative Assembly or by ten members in good standing.
- Section 2. Proposed amendments must be submitted to the Executive Board in writing at least two weeks prior to the regularly scheduled membership meeting at which the proposed amendment is to be acted upon.
- Section 3. Proposed amendments must be acted upon by the membership not more than six weeks after they are submitted to the Executive Board.
- Section 4. Notice of action on a proposed amendment must be distributed in writing to the membership at least two weeks prior to the membership meeting at which the proposed amendment is to be acted upon.
- Section 5. This Constitution shall be amended by a two-thirds (2/3) vote of the members present and voting at the membership meeting at which proposed amendment is acted upon.
- Section 6. The Constitution shall be printed and submitted to all members every five years, and amendments annually.

ARTICLE XI RATIFICATION

- Section 1. This Constitution shall be declared adopted upon an affirmative vote of two-thirds (2/3) of the members present and voting thereon at a meeting not less than two weeks after copies hereof have been made available to all members in good standing.
- Section 2. This Constitution shall be effective immediately upon its ratification and shall supplant any and all previous Constitutions and By-Laws.

BY-LAWS
TO THE CONSTITUTION OF THE HARTFORD FEDERATION OF TEACHERS

ARTICLE I
COMMITTEES

Section 1. Committees of the Federation shall include, but not be limited to, the following:

Legislative	Membership	Nominating
Public Relations	Social	Grievance

Section 2. Committees shall meet at the call of the chairperson.

Section 3. The Nominating Committee shall consist of five members of the Federation who are elected by the members of the Representative Assembly at a regularly scheduled meeting of the Representative Assembly.

ARTICLE II
MEETINGS

Section 1. No fewer than one general membership meeting shall be held during the school year. Such meetings shall be publicly announced by the Executive Board at least one week prior to the date of the meeting.

Section 2. Special meetings may be called by the President or the Executive Board or by a majority vote of the members present and voting thereon at a regular membership meeting or by a written petition of twenty-five members. Notice of special meetings shall be publicly announced at least three days prior to the date of the meeting, whenever possible.

Section 3. Only regular members in good standing shall have the right of voting but all members shall have the right of discussion and debate at a meeting of the Federation.

Section 4. The Executive Board shall meet monthly. Special meetings of the Executive Board may be called at any time at the discretion of the President or at the request of four members of the Board. Adequate notice of such meetings shall be given to all members of the Executive Board.

Section 5. The annual membership meeting shall be held in April. The President shall make his/her annual report at this time. Only members in good standing shall have the right of discussion. Only regular members shall have the right to vote.

Section 6. A quorum for a regular membership meeting shall be forty (40) members in good standing.

Section 7. The Executive board shall elect a member to serve as Parliamentarian at all general membership meetings.

ARTICLE III
NOTIFICATION, ELIGIBILITY FOR OFFICE, OFFICIAL RECORDS

Section 1. NOTIFICATION

At least 15 days prior written notice to each member for nomination and election of local officers, delegates to conventions, labor bodies or amendments to the Constitution and By-Laws shall be required. Notification in any local publication, newsletter, paper or flyer, provided they are distributed to each member in the school mail boxes or directly by Building Representatives or by direct mail to the last known address on file at the Federation office, shall be considered proper notification.

Section 2. ELIGIBILITY FOR OFFICE

Only members in good standing shall be eligible to hold office or act as delegates to representative bodies or conventions or serve on committees.

Section 3. OFFICIAL RECORDS

The President shall be responsible to keep the official records of the organization and shall be responsible to turn such records over to the incoming president upon the expiration of his/her office. All correspondence and documents, minutes, research, reports, publications, etc., which are generated by the HFT or its officers or committee members in the performance of their duties shall be considered the property of the Federation. Each officer or committee member shall be responsible for such documents described above in their safekeeping. All officers and committee members shall be responsible to turn over such documents as may be in their possession to the President, or in his/her absence, to the ranking officer upon their resignation or completion of the term of their office.

ARTICLE IV
CONVENTIONS

Section 1. The President shall have the privilege of attending all conventions as an official delegate of the Federation.

Section 2. All other delegates shall be elected from the membership. They shall be chosen at a regularly scheduled membership meeting at which the purposes of the meeting have been published beforehand.

Section 3. The number of delegates to be sent to a convention shall be determined by the membership before the election.

Section 4. The number of delegates sent may be as large as the total number of votes assigned the Federation. Under no circumstances shall there be more delegates than votes.

Section 5. The total number of votes assigned the Federation shall be distributed as equally as possible throughout the delegation.

ARTICLE IV (continued)

- Section 6. The President shall act as chairperson of the delegation.
- Section 7. Compensation shall be provided for the elected delegates in an amount to be decided upon by the membership at the meeting at which the delegates are chosen.

ARTICLE V REVENUES

- Section 1. (a) Dues shall be set at 0.8% of the first step of the Master's schedule plus the actual amount of per capita dues and insurance paid to the AFT and CFEPE. Commencing September 1, 1982, the HFT dues for teachers shall be increased .1% of the first step of the Master's schedule, and commencing September 1, 1984, HFT dues for teachers shall be increased an additional .1% of the first step of the Master's schedule.
- (b) The dues of non-teaching personnel shall be the actual amount of the AFT, CFEPE, Connecticut State Labor Council and Greater Hartford Labor Council per capita, the actual amount of AFT insurance and the required amount of HFT Local dues computed under item (c) of this section.
- (c) If the average salary of the non-teaching chapter is less than 2/3 of the Hartford teachers' salary scale, 1st step BA, they shall pay 1/2 of the HFT Local dues. If the average salary of the non-teaching chapter is at least 2/3 or more, but less than 100% of the Hartford teachers' salary scale, 1st step BA, they shall pay 2/3 of the HFT Local dues. If the average salary of non-teaching chapter is equal to the Hartford teachers' salary scale, 1st step BA, they shall pay full HFT Local dues.
- Section 2. All new members and reinstated members must pay dues to the Hartford Federation of Teachers through payroll deduction. Members who are presently making direct payment of dues to the Federation will be allowed to continue as long as they shall maintain their membership in good standing. Dues may be paid through payroll deduction or by direct payment to the Treasurer of the Federation in not more than ten (10) payments.
- Section 3. Dues of these members who chose direct payments shall be considered in arrears if, on the last day of each school month, the total amount of dues is not at least equal to that amount which would have been deducted up to that date.
- Section 4. A member whose dues are in arrears for one month shall be notified by the Treasurer. A member whose dues are in arrears for two months shall be dropped from the Federation's list of members. Exceptions to the above may be granted by the Executive Board. A member so dropped may be reinstated by the payment, in full, of all back dues.

ARTICLE VI
AFFILIATION

- Section 1. The Federation shall maintain affiliation with the American Federation of Teachers, the Connecticut Federation of Educational and Professional Employees, the Greater Hartford Labor Council and the Connecticut State Labor Council.
- Section 2. Representatives to these organizations, except for the President, shall be elected by the membership.

ARTICLE VII
EXPULSION

- Section 1. Any member of the Federation may be expelled from membership in the Federation for immoral or unethical conduct by a two-thirds (2/3) vote of the membership present at a regularly scheduled membership meeting at which the purpose of the meeting has been published beforehand.

ARTICLE VIII
ORDER OF BUSINESS

- Section 1. The order of business at each regularly scheduled membership meeting shall be:
1. Roll call of the Executive Board
 2. Reading of the minutes of the previous meeting
 3. Report of the Treasurer (if requested)
 4. Communications and bills
 5. Reports by delegates
 6. Reports by committees
 7. Unfinished business
 8. New business
 9. Adjournment

ARTICLE IX
PARLIAMENTARY PROCEDURE

- Section 1. Roberts Rules of Order, Revised, shall be considered the authority in all cases not covered by this Constitution or By-Laws.

ARTICLE X
AMENDMENTS

- Section 1. Proposed amendments to these By-Laws may be submitted by the Executive Board, a committee representing the Building Representatives, or by ten members in good standing.

ARTICLE X (continued)

- Section 2. Proposed amendments must be submitted to the Executive Board in writing at least two weeks prior to the regularly scheduled membership meeting at which the proposed amendment is to be acted upon.
- Section 3. Proposed amendments must be acted upon by the membership at a membership meeting not more than six weeks after they are submitted to the Executive Board.
- Section 4. Notice of action on a proposed amendment must be distributed in writing to the membership at least two weeks prior to the membership meeting at which the proposed amendment is to be acted upon.
- Section 5. These By-Laws shall be amended by a majority vote of the members present and voting at the membership meeting at which the proposed amendment is acted upon.

ARTICLE XI AREA COORDINATOR REPRESENTATION

- Section 1. Three Area Coordinators shall serve on the Executive Board, one each representing the three high schools and their respective feeder schools.
- Section 2. Persons nominated and elected to the position of Area Coordinator must be a member of the staff of his/her respective area.
- a. The Bulkeley High Area will include Learning Corridor Magnet Middle, South Middle, Batchelder, Burr, Dwight, Fox, Hooker, Kennelly, Kinsella, Naylor and , Sanchez and Adult Ed - Locust Street.
 - b. The Hartford High Area will include Sports Sciences Academy, Quirk Middle, Barnard-Brown, Betances, Burns, McDonough, Moylan, Parkville, Webster, and West Middle and HTLA – Washington Street.
 - c. The Weaver High Area will include Fox Middle, Clark, Fisher, Martin Luther King, Milner, Rawson, SAND, Simpson-Waverly, Twain, Wish and Breakthrough Magnet, HTLA – Tower Ave and North End Adult Ed.

HARTFORD FEDERATION OF TEACHERS
The Committee on Political Education

CONSTITUTION
(As amended)

ARTICLE I - NAME

This organization shall be known as Hartford Federation of Teachers - Committee on Political Education (COPE).

ARTICLE II - PURPOSES

The purposes of HFT-COPE are:

1. To support and strengthen the commitment of the citizens and the government to excellence in public education at all levels.
2. To promote and strive for the improvement of the public schools by encouraging and stimulating educators to take a more active part in governmental affairs pertaining to public education.
3. To encourage educators to know and understand the nature and actions of their government and the important political issues, as they pertain to public education and the labor movement.
4. To assist educators in organizing themselves for more effective political action, and in carrying out their civic responsibilities.
5. To engage in any suitable activities to achieve the purposes stated above.

ARTICLE III - COMMITTEE

The affairs of this organization shall be managed by a Committee.

1. The Committee shall consist of:
 - a. The members of the Executive Board of the Hartford Federation of Teachers, AFL-CIO; and
 - b. Two other individuals appointed by the President of the HFT.
2. The members of the Committee shall serve for a term of two years which shall be concurrent with that of the term of HFT officers.

ARTICLE IV - OFFICERS

The chairman and secretary-treasurer shall be appointed by the President from among the members of the Committee subject to the approval of the Committee, and shall serve for a term of two years.

ARTICLE V - MEETINGS

Meetings shall be scheduled as needed. At least one meeting a year shall be held.

ARTICLE VI - PARLIAMENTARY AUTHORITY AND PROCEDURE

Except as otherwise provided in these By-Laws, all meetings of HFT-COPE shall be governed by Robert's Rules of Order, Newly Revised.

ARTICLE VII - AMENDMENTS

Amendments to these By-Laws may be made by a majority vote of the officers not less than thirty (30) days following submission of the proposed amendments to the HFT Executive Board; and upon ratification of HFT Executive Board.

ARTICLE VIII - FINANCES

This organization shall be regulated and financed in conformity with State and Federal law. All contributions shall be deposited in a fund distinct and separate from that of any other organization and shall be audited annually by an independent agent.

Funds may be dispersed upon approval of a majority of the Committee.

ARTICLE IX - GUIDELINES FOR POLITICAL ENDORSEMENTS

The purpose of these guidelines is primarily to enable the HFT to achieve a consensus on political endorsements so as to avoid situations which might create internal division. For the same reason the guidelines emphasize that endorsement or opposition shall be made solely on the basis of each candidate's record on labor and education issues without regard to party affiliation.

Initiation of a request for endorsement shall be made in writing in the following way:

1. By a Building Representative giving specific reasons for the endorsement.
2. By an officer of the HFT.

Requests for HFT endorsements shall be referred to HFT-COPE.

Recommendations for political endorsement by HFT-COPE shall be based upon:

1. Consideration of endorsement of those incumbents whose record has been substantially in support of the legislative program of the AFT, CFEPE, HFT, Greater Hartford Labor Council and Connecticut State Labor Council.
2. Consideration of opposition to those incumbents whose record is overwhelmingly in opposition to the AFT's program, if the opponent's platform is closer to AFT policies and teacher interest, or where the locality does not wish to endorse.
3. Consideration of making no endorsement in those contests in which there are no incumbents involved or in which both candidates support AFT policies and teacher interest, or where the locality does not wish to endorse.

The HFT-COPE Committee shall be empowered to make endorsements on behalf of the membership. Endorsement of a candidate shall mean publication to the membership of the endorsement and the reasons for it.

As amended up through September 26, 1983.

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HARTFORD FEDERATION OF TEACHERS
The Committee on Political Education

BY-LAWS
to
CONSTITUTION

ARTICLE I

1. HFT endorsements for primary candidates do not bind this organization to necessarily support this candidate in a general election.
2. Once the COPE Committee endorses, the Committee must support and not endorse or lend his/her name, or actively support, under the HFT name, the opposition candidate. COPE Committee members cannot work against the endorsements of this body at the General Membership meeting.
3. The responsibilities in making endorsements the COPE Committee must consider are as follows:

Labor records, goals of AFL-CIO, CSLC, education and labor issues and voting records. Goals of AFT-CFEPE and best interest of HFT and its constitutional goals and the HFT-COPE Constitution.