

CONSTITUTION
OF THE DEARBORN FEDERATION OF TEACHERS, LOCAL 681

(ratified as revised at the Membership meeting of April 29, 2014)

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PREAMBLE

We believe in democracy, and it is our firm conviction that the school is the chief agency of democracy.

We believe that the best interests of education and all the people demand an effective cooperation between the school and the community.

We believe that everyone should live and work with freedom and self-respect politically, socially, and economically.

We believe that educators have a definite responsibility to make democracy work in fact as well as in theory and to prepare students to take an active and intelligent role in a democratic society.

ARTICLE 1, Name

This organization shall be known as the Dearborn Federation of Teachers, Local 681, of the American Federation of Teachers (AFT Michigan AFL-CIO)

ARTICLE 2, Purposes

The purposes of this organization shall be:

- Sec. 1 To improve the wages, hours, and working conditions through the collective bargaining process.
- Sec. 2 To implement the terms of the contract.
- Sec. 3 To maintain a role of educational leadership in the community.
- Sec. 4 To direct our energies to the improvement of public education.
- Sec. 5 To promote support for, and interest in, the public school system of the community through effective cooperation between teachers and the community.
- Sec. 6 To support the interests of public education through effective political action.
- Sec. 7 To maintain high standards for professionals working in the educational fields.

ARTICLE 3, Membership

- Sec. 1 General Membership in the Dearborn Federation of Teachers, Local 681, shall be open to all full-time and part-time probationary and tenure contract teachers, nurses, other educational workers on the teachers' salary schedule, and laid off members paying full dues, hereafter known as General Members. Associate Membership shall be open to teachers on leave of absence, and Members identified in this article who are on laid-off status.

Retiree Membership shall be open to Retirees.

- Sec. 2 Membership is voluntary.

- Sec. 3 Members of the organization attaining permanent administrative status shall be dropped from membership immediately.
Members of the organization attaining temporary administrative status shall be dropped from membership at the end of the pay period following their appointment unless they have returned to the classroom in the interim.
- Any grievance involving a temporary administrator shall be directed against the administrator who made the appointment.
- Sec. 4 Any person who leaves the bargaining unit voluntarily or who is terminated for reasons other than lay-off must be dropped from Membership immediately.
- Sec. 5 Honorary Memberships may be granted by action of the Membership on recommendation of the Executive Board. They will involve no payment of dues nor shall benefits related to DFT Membership accrue.
- Sec. 6 No discrimination shall be shown in this organization toward individual Members because of their sex, race, religion, political affiliation, social or economic status, national origin, marital status, or sexual preference.
- Sec. 7 Any General Member who is laid off by the Dearborn Board of Education shall remain a General Member through the last day of the month for which per capita dues have been collected. In the event the lay-off is effective at the end of the regular school year, the teacher shall remain a General Member until the first day teachers report for work the following school year. If the General Member has not been recalled at that time, and does not continue to pay full dues, he/she shall become an Associate Member until recalled or has voluntarily resigned from the Dearborn Public Schools.
- Sec. 8 Retiree Membership
- a. Membership shall be open to all retired Dearborn educators and retired AFT members who taught in or reside in a district that does not have a retiree chapter.
 - b. Retiree members may:
 1. Attend General Membership meetings and participate in any discussions.
 2. Vote on General Membership issues except those pertaining to:
 - (a) Contract ratification;

- (b) any course of action to be taken in the absence of a tentative agreement as a result of negotiations;
 - (c) the election of Executive Board members.
3. Be a candidate for convention delegate.
 4. Vote for convention delegates.

ARTICLE 4, Meetings

- Sec. 1 General Membership meetings shall be held at regular times and at least once each school month with the exception of December and June.
- Sec. 2 Special Membership meetings may be called by the President, the Executive Board, or upon the written request of twenty-five (25) General Members in good standing. Notification of special meetings must be given at least forty-eight (48) hours in advance.
- Sec. 3 The Executive Board shall meet at least once each month (September – June) throughout the school year. Regularly scheduled meetings shall be open to members of the Local, Members having voice but no vote. Executive sessions may be called by the President or by a majority of the Executive Board as necessary.
- Sec. 4 Building Representatives shall meet with the Executive Board four times during the school year in the months of October, January, March, and May. Additional meetings may be called by the Executive Board or upon the written request of at least three (3) Building Representatives.
- Sec. 5 General Members present at a Membership meeting shall constitute a quorum.

ARTICLE 5, Dues and Good Standing

- Sec. 1 The annual dues of all full-time and part-time probationary and tenure contract educational workers on the DFT salary schedule shall be recommended by the Executive Board and determined by referendum, provided that such dues shall include mandated increases in required affiliation dues and insurance premiums.
- Sec. 2 General Members in good standing are those with no arrears in Union dues, in compliance with the existing contract.
- Sec. 3 General Members who are on sabbatical leave shall be carried on the rolls of the local, state, and national organizations.

- Sec. 4 Agency fee payers are extended the rights of union members except for the right to vote, run for office, serve in an office, attend any union meeting or function, or use the members only pages of the DFT website.
- Sec. 5 Payment of dues covering all other categories of Members shall be at the discretion of the Executive Board and subject to the approval of the Membership.

ARTICLE 6, Rules of Order

- Sec. 1 Robert's Rules of Order shall be the authority in all cases not covered by this Constitution. A copy must be kept on hand at every meeting.
- Sec. 2 The President may appoint a parliamentarian.

ARTICLE 7, The Executive Board

- Sec. 1 The Executive Board shall consist of the President; Executive Vice-President; Vice-President in Charge of Affiliations; Secretary; Treasurer; four Instructional Level Representatives: two Elementary Representatives whose current teaching assignments are Grades P-5, and two Secondary Representatives whose current teaching assignments are Grades 6-12; and two Representatives elected "At-Large."
- Sec. 2 The duties of the Executive Board shall be:
- a. To administer the affairs of the Local, subject to the will of the Members expressed in general or special meetings.
 - b. To act on all resignations.
 - c. To determine when the office of President is vacant, with the approval of the General membership.
 - d. To appoint a president in compliance with Article 12 of this Constitution for the duration of the unexpired term of office in the event of the incapacity of the President, the Executive Vice-President, and the Vice-President in Charge of Affiliations.
 - e. To sit as a committee of the whole to determine what grievances shall be submitted to arbitration, as recommended by the Grievance Committee.
 - f. To recommend an annual budget to the Membership.
 - g. To give prior approval to all expenditures in excess of the adopted budget. Executive Board approval of such expenditures shall be

reported at the following General Membership meeting.

- h. To recommend expenditures and appropriations of all committees, the same to be ratified by a quorum of the Local.
- i. To attend School Board meetings on a scheduled rotational basis.
- j. To appoint an auditor in accordance with Article 14 of this Constitution.
- k. To attend all regularly scheduled meetings. Any Executive Board member who, except for approved Union business, fails to attend two (2) regularly scheduled meetings without reasonable excuse, or fails to attend five (5) regularly scheduled meetings with or without reasonable excuse, during either year within the term of office, forfeits the office. Reasonable excuses are limited to sickness, family emergencies, and District related business. Absences due to District scheduled Conferences or Open House, falling on a scheduled meeting date, will be exempt from this clause. Vacancies shall be filled in accordance with Article 7, Section 4, a, (1), (c), of this Constitution.
- l. To submit to the Membership for its approval actions of the Executive Board affecting policies of this Union.
- m. To maintain confidentiality.

Sec. 3

The officers of this organization shall be a President, an Executive Vice-President, a Vice-President in Charge of Affiliations, a Secretary, and a Treasurer.

Sec. 4

Duties of Officers

- a. The President shall act as the Chief Executive and Representative of the Dearborn Federation of Teachers.
 - (1) Executive Duties: The President shall:
 - (a) Preside at meetings of the General Membership, the Executive Board, and Building Representatives.
 - (b) Sign all papers and documents, and shall be responsible for maintaining such records as may be necessary for the conduct of Union activities.
 - (c) Make all appointments, except as hereafter specified, subject to the approval of the Executive Board.

- (d) Be an ex-officio member of all committees except the Elections Commission.
 - (e) Attend the monthly conference meeting with the Superintendent.
 - (f) Attend all regularly scheduled meetings of the Board of Education.
 - (g) Be responsible for the processing of all grievances through the appropriate stages.
 - (h) Formulate the agenda for General Membership, Executive Board, and Building Representative meetings.
 - (i) Be responsible for office maintenance.
 - (j) Delegate executive duties as the occasion demands.
- (2) Representative Duties: The President shall:
- (a) Speak for the DFT in conference with the Administration or the Board of Education; at School Board meetings, and at meetings of civic and other groups.
 - (b) Be responsible for all releases to the news media.
 - (c) Be the ranking delegate to AFT Michigan, AFT, and State and local AFL-CIO conventions. The President's expenses shall be fully funded by the Union, per DFT policy.
 - (d) Delegate representative duties as the occasion demands.
- (3) Emergency Duties: The President shall:
- (a) Assume the initiative in representing the Union regarding emergency issues; make emergency decisions; and take emergency actions on behalf of the Union.
 - (b) Report such actions to the Executive Board at the next regularly scheduled Executive Board meeting.
 - (c) Also report such actions to the Membership at the next Membership meeting for purposes of review.

- b. The Executive Vice-President shall:
 - (1) Act as Executive Assistant to the President.
 - (2) Perform the duties of President in the absence of the President.
 - (3) Serve as President if that office becomes vacant as determined by the Executive Board.
 - (4) Represent the Union as the President may direct.
 - (5) Attend meetings of the Board of Education as scheduled by the President.
 - (6) Attend the monthly conference meeting with the Superintendent.
 - (7) Perform other duties as assigned by the President.
- c. The Vice-President in Charge of Affiliations shall:
 - (1) Represent the Union at regular meetings of the AFT Michigan, and attend meetings of the AFT and the Metropolitan Detroit AFL-CIO at the direction of the President.
 - (2) Report to the Executive Board and/or the Membership on matters raised at such meetings.
 - (3) Be responsible for the political action and the legislative activities of the Union.
 - (4) Serve as President if the office of President and Executive Vice-President become vacant as determined by the Executive Board.
 - (5) Perform other duties as assigned by the President.
- d. The Secretary shall:
 - (1) Record and sign all minutes of the Executive Board, Building Representative, and Membership meetings.
 - (2) Deliver a copy of such minutes to the Union Office within one week following such meetings.

- (3) Be responsible for the compilation of a file of current Executive Board policies and for its continual updating.
 - (4) Prepare an annual calendar of Union events.
 - (5) Perform other duties as assigned by the President.
- e. The Treasurer shall:
- (1) Keep an up-to-date membership list.
 - (2) Present a written financial report to the membership at each regular meeting and whenever requested to do so by the President.
 - (3) Transmit per capita dues to organizations with which the Union may be affiliated.
 - (4) Be responsible for the collection of membership dues and agency-shop fees.
 - (5) Deposit appropriate moneys in the name of the Dearborn Federation of Teachers, Local 681.
 - (6) Pay bills duly authorized by the Executive Board and the Membership.
 - (7) Be custodian of the seal.
 - (8) Prepare all statements for local, state, and federal agency reports as required by law.
 - (9) Report arrearages in dues and fees in accordance with the existing contract between the Board of Education and the Union.
 - (10) Maintain accurate financial records of income and expenditures for auditing purposes. Such information shall be available to the Membership within reasonable limits and as requested.
 - (11) Perform other duties as assigned by the President.

- Sec. 5 Instructional-Level Representatives shall:
- a. Serve as liaison between their levels of responsibility and the Executive Board.
 - b. Meet at least once a semester with their Instructional-Level Building Representatives.
 - c. Perform such other duties as may be assigned by the President.
- Sec. 6 Representatives-at-Large shall perform such duties as may be assigned by the President.
- Sec. 7 An Instructional-Level Representative leaving that level shall be replaced by an interim appointment made by the President and approved by the Executive Board.
- Sec. 8 Rates of compensation for Executive Board positions shall be determined by the Executive Board, subject to the approval of the Membership at the annual budget meeting. Frequency of compensation will be 12 monthly payments for the President, Executive Vice President and Treasurer; 10 monthly payments (September – June) for the Secretary and Affiliations Vice-President; per meeting for all Instructional Representatives.
- Sec. 9 An Executive Board member who shall be laid off shall remain in office so long as he/she remains a General Member in accordance with the provisions of Article 3, Section 7.

ARTICLE 8, Committees

- Sec. 1 With the approval of the Executive Board, the President shall create, charge, and dissolve Ad Hoc Committees.
- Sec. 2 The Executive Board shall create, charge, and dissolve Standing Committees.
- Sec. 3 The chairperson of a committee shall present a report on that committee's activities upon request of the President, the Executive Board, or the Membership.

ARTICLE 9, Building Organization

- Sec. 1 Annually, in May, each building shall elect one of its members as the Union Building Representative who shall take office on the first day of the following school year.

- a. Building Reps will determine a building election committee to oversee the building election procedure.
 - (1) Any candidate for office or member of the Executive Board may not be involved with the building election committee or building election procedures.
 - (2) Where a written ballot is required, the building election committee shall determine the procedure under which balloting shall take place.
- b. The Building Election Committee will consist of building volunteers.
- c. In the event of a tie, the Building Representative position will be shared.

Sec. 2 The duties of a Building Representative shall be:

- a. To be the Union Spokesperson in the building.
- b. To be responsible for the enforcement of the contract in the building.
- c. To distribute official information relative to Union activities.
- d. To hold regular monthly membership meetings.
- e. To assume other responsibilities as defined by the President and the Executive Board; and to carry out, the duties outlined in the Building Representatives Handbook.

Sec. 3 a. Additional organizational procedures shall be established in each building in accordance with this Constitution and the existing contract.

b. In the event that a Building Representative is not elected, the President shall appoint one prior to the beginning of the school year.

c. Proceedings for the removal of a Building Representative may be initiated by the President or by petition of two-thirds of the Membership in the building.

d. The Building Representative shall be granted a hearing, upon request, before the Executive Board prior to any final action.

- e. A two-thirds vote of the total Executive Board shall be necessary for the removal of a Building Representative.

ARTICLE 10, Elections

Sec. 1

Time

- a. Election of Executive Board Members shall be held during the week of the November General Membership meeting.

Sec. 2

Nominations of Executive Board Members

- a. Candidates must be General Members in good standing of Local 681 as defined in Article 5, Section 2.
- b. No candidate can run for more than one office in any one election.
- c. The notice of the opening of nominations shall be sent to each Member at least fifteen (15) days before the regularly scheduled Membership meeting in September.
- d. The notice of the opening of nominations shall include a statement of compensation for the offices in contention.
- e. Nominations for each Executive Board office shall be made at the regularly scheduled Membership meetings in September and October of each school year. Such nominations shall be recorded by the Union Secretary in the minutes of those respective meetings.
- f. Any Member currently holding an Executive Board office (whose term is not up for re-election) must resign that office prior to the regularly scheduled Membership meeting in September in order to accept nomination for another office.
- g. No later than one week following the closing of nominations, a candidate shall sign a Statement of Candidacy to be filed with the Union Secretary in accordance with the procedure established in the Bylaws.
- h. Within two weeks following the October Membership meeting, the Union Secretary shall notify, in writing, the Chairperson of the Election Commission of the names of all valid candidates and the office for which each one is running.

- Sec. 3 Term of Office
- a. The term of office for Executive Board members shall be two (2) years, beginning the first day of the second semester of the year following election.
 - b. In the even years, an election shall be held for the following offices:
 - (1) President
 - (2) Vice-President in Charge of Affiliations
 - (3) Secretary
 - (4) One Secondary Representative
 - (5) One Elementary Representative
 - (6) One Representative-at-Large
- In the odd years, an election shall be held for the following offices:
- (1) Executive Vice-President
 - (2) Treasurer
 - (3) One Secondary Representative
 - (4) One Elementary Representative
 - (5) One Representative-at-Large
- Sec. 4 Eligible Voters: Only General Members in good standing of Local 681, as defined in Article 5, Section 2, may vote in Local 681 elections.
- Sec. 5 Vacancies
- a. Should the President resign, die or be otherwise permanently unable to perform his or her duties, the Executive Vice-President shall become president and shall serve in compliance with Article 10, Section 5, paragraph e of this Constitution.
 - b. Should the Executive Vice-President be unable to accept the office of President, the Executive Board shall fill the position of President from the members of the Executive Board. The person appointed shall serve in compliance with Article 10, Section 5, paragraph e of this Constitution.
 - c. No person shall hold more than one (1) Executive Board office concurrently.
 - d. Offices other than President shall be filled by presidential appointment with the approval of the Executive Board.

- e. When any office is vacated or filled by appointment during the first eight (8) months of the term, that office shall be included in the following election. The winner shall assume office immediately and shall then serve the balance of the two-year term.
- f. Vacancies occurring after the eighth month shall be filled by appointment for the balance of the unexpired term at the next regularly scheduled Board meeting.
- g. If an Executive Board office shall be vacated as a result of lay-off as provided in Article 7, Section 9, and if the officer so laid off shall be recalled, he/she shall not be entitled to resume that office except as provided for in Sub-Section c., or d., of this Article, whichever shall apply.

Sec. 6 Delegates to Convention

- a. Delegates to AFT Michigan, AFT, and State and local AFL-CIO Conventions shall be nominated at the regularly scheduled Membership meeting in February.
- b. Such nominations shall be recorded by the Union Secretary in the minutes of the February Membership meeting.
- c. Election of such delegates shall take place after the regularly scheduled membership meeting in March.
- d. If a delegate election is uncontested, then members may vote for approval of delegates in an open forum at the regularly scheduled membership meeting in March.

Sec. 7 Elections Commission

- a. The Elections Commission shall consist of at least two (2) but no more than six (6) Members appointed by the Executive Board.
- b. The Commission shall elect its own Chairperson.
- c. Vacancies shall be filled by appointment of the Executive Board.
- d. The Commission may appoint temporary Members to fill vacancies occurring after the October regularly scheduled Membership meeting, but before the November election meeting.
- e. No member shall serve on the Elections Commission at the same time that he/she is on the Executive Board or has

declared candidacy for the Executive Board.

- f. The duties of this Commission shall be as stated in the Bylaws of this Constitution.
- g. To facilitate election procedures or in emergency situations, the Chairperson of the Commission is empowered to enlist other Members in good standing to aid in the carrying out of an election.

ARTICLE 11, Recall

Sec. 1 All Executive Board Members shall be subject to recall:

- a. For violation of Federation principles and policies as set forth in this Constitution.
- b. For active participation with or in any group or effort whose purpose shall be the defeat of policies or decisions made by vote of the General Members in a Membership meeting.

Sec. 2 The procedure for recall shall be as follows:

- a. Charges against the accused shall be in writing, signed in duplicate copies by at least ten percent (10%) of the total General Membership in good standing. These signatures shall Represent not fewer than twenty percent (20%) of the schools.

One copy of the charges must be given to the accused and the other to the Executive Board.

- b. The accused person shall have the right to a hearing before the Executive Board within thirty (30) working days of the presentation of charges, and the Executive Board shall make recommendations to the Membership at the next regular meeting.
- c. The accused person shall have the right to make a presentation before the Membership at the hearing meeting.
- d. A two-thirds vote by secret ballot of General Members in attendance at the hearing meeting shall be necessary to institute a recall election among the full membership.
- e. According to Bylaws Article 3 – Elections Procedures and Responsibilities, voting shall be conducted within 5 working days of the approval of recall by the General Membership.

ARTICLE 12, Referendum

- Sec. 1 A referendum may be initiated by a majority vote of the Executive Board or by at least ten percent (10%) of the total General Membership in good standing. These signatures shall represent not fewer than twenty percent (20%) of the schools.
- Sec. 2 At least one (1) week prior to the vote, the President shall provide the General Membership with written notification of the exact wording of the referendum and of the date(s), time(s), and place(s) of voting.
- Sec. 3
- a. The referendum vote shall be held at the next regularly scheduled Membership meeting following notification.
 - b. Time for discussion of the referendum shall be included as an agenda item at that meeting prior to the voting.
- Sec. 4 Referendums shall be conducted by the Elections Commission in accordance with secret ballot voting procedures established in the Bylaws.
- Sec. 5 A majority of all votes cast shall be necessary for the passage of the referendum.

ARTICLE 13, Affiliations

- Sec. 1 This Local shall maintain affiliations as required by the Constitution of the American Federation of Teachers. This Local may also maintain affiliations with such other organizations as the General Membership may direct.
- Sec. 2 Delegates to conventions of organizations with which this Local is affiliated shall be elected consistent with existing laws governing such delegate selections.

ARTICLE 14, Auditing

- Sec. 1 The financial records of this Local shall be audited annually by an agent selected by the Executive Board.
- Sec. 2 A written report of the audit shall be submitted to the Executive Board by the agent selected.
- Sec. 3 Such report shall be available as a matter of open record to any Member upon request.

ARTICLE 15, Process for the Appeal, by a Member of the Bargaining Unit, of a Union Decision Regarding that Member's Grievance

The following procedure shall be followed by grievants wishing to appeal a decision of the Union President or Executive Vice-President that delays the processing of a grievance or denies assistance to a grievant.

Step 1

- Sec. 1. Grievants shall submit a letter to the Grievance Committee appealing the decision of the Union President or Executive Vice-President.
- Sec. 2. Upon receipt of the appeal, the Grievance Committee shall be convened within five (5) working days for the purpose of hearing the grievant. This hearing shall be chaired by a member of the Grievance Committee other than a member of the Executive Board.
- Sec. 3. Within five (5) working days following the hearing (unless a waiver of time is agreed to), the Grievance Committee shall issue its decision, in writing, to the grievant.

Step 2

- Sec. 1. Grievants who are dissatisfied with the decision of the Grievance Committee may appeal, in writing, to the Executive Board within five (5) working days following receipt of the response.
- Sec. 2. Within five (5) working days following receipt of the Grievant's letter, the Executive Board shall convene for the purpose of hearing the appeal. This hearing shall be chaired by a member of the Executive Board other than the Union President or Executive Vice-President.
- Sec. 3. Within five (5) working days following the hearing (unless a waiver of time is agreed to), the Executive Board shall issue its decision, in writing, to the grievant.

Step 3

- Sec. 1. Grievants who are dissatisfied with the Executive Board's decision may submit an appeal, in writing, to the Union President within five (5) working days following receipt of the decision.
- Sec. 2. Within five (5) working days following receipt of the appeal, a tripartite panel shall be established.

Sec. 3 The Union and the grievant shall each designate one member of the panel; these two parties shall then designate the third member.

Sec. 4 Within ten (10) working days after its establishment, the panel shall conduct a hearing and issue a decision which shall be final and binding on all parties.

ARTICLE 16, Amendments

Sec. 1 Proposed amendments to this Constitution must be endorsed by at least ten percent (10%) of the total General Membership in good standing. These signatures shall represent not fewer than twenty percent (20%) of the schools. Proposed changes must be submitted in writing to the President of the Union. In addition, amendments may be proposed by a majority vote of the Executive Board.

Sec. 2 The proposed amendment shall be submitted as information to the General Membership at the next regularly scheduled Membership meeting following its reception by the President.

Sec. 3 Voting shall be conducted by the Elections Commission and shall take place at the next regularly scheduled Membership meeting following its submission to the Membership. Only General Members in good standing shall be allowed to vote.

Sec. 4 General Members shall be notified in writing of the proposed amendment at least ten (10) days prior to the meeting at which voting shall take place.

Sec. 5 Time shall be provided on the agenda for discussion of the proposed amendment prior to voting.

Sec. 6 A two-thirds vote of all votes cast shall be necessary for adoption of the proposed amendment.

BYLAWS

ARTICLE 1, Establishment of the Bylaws

When a Bylaw is appended to this Constitution, it shall become a permanent rule for the conduct of the business of Local 681.

ARTICLE 2, Amendments to the Bylaws

Sec. 1 Proposed amendments to the Bylaws of this Constitution may be initiated by a majority vote of the Executive Board or by petition of at least ten percent (10%) of the total General Membership in good standing. These

signatures shall represent not fewer than twenty percent (20%) of the schools. Proposed changes must be submitted in writing to the Union President.

- Sec. 2 At least one (1) week prior to the vote, the President shall provide the General Membership with written notification of the exact wording of the amendment(s) and of the date(s), the time(s), and the place(s) of voting.
- Sec. 3
- a. The vote on the amendment(s) shall be held at the next regularly scheduled membership meeting following notification.
 - b. Time for discussion of the amendment(s) shall be included as an agenda item at that meeting, prior to the voting.
- Sec. 4 Voting on the proposed amendment(s) shall be conducted by the Elections Commission in accordance with the voting procedures established in the Bylaws. Only General Members in good standing shall be allowed to vote.
- Sec. 5 A 2/3 vote majority of all votes cast shall be necessary for passage of the proposed amendment(s).

ARTICLE 3, Elections Procedures and Responsibilities

- Sec. 1
- a. Where a written ballot is required, the Elections Commission shall determine the procedure under which balloting shall take place. This procedure shall be held for Referendums, Amendments to the Constitution or Bylaws, Building Elections or delegates to convention.
 - b. The Executive Board shall determine and publish the date(s) for voting, in such instances within the limitations established in this Constitution and its Bylaws.
 - c. Any DFT member in good standing on Emergency Leave, Jury Duty, or Religious Observance shall be mailed an absentee ballot by the Elections Commission when requested no later than one (1) week prior to the election.
 - d. Any candidate for office or member of the Executive Board may not be involved with the election committee or election procedures.

- Sec. 2 Ballot Security and Fair Elections Practices
- a. Elections Commissioners shall obtain and be provided a list of

General Members in good standing from the DFT office. The Elections Commission shall be charged with ensuring that only eligible members can vote.

- b. Voting shall be by secret online ballot except as described in Article 3, Section 1,a above.
- c. Election Commissioners shall:
 - (1) Adopt and publicize fair campaign rules, which shall be subject to amendment by the Membership.
 - (2) Certify and forward the results to the Executive Board as soon as possible.
 - (3) Such records shall be kept secure in the Union Office in accordance with existing law.
- d. In the event that the scheduled election cannot take place due to a technological problem or an act of God, the election shall be declared null and void by the Executive Board and a new election date and time shall be established.

ARTICLE 4, Ratification of the Collective Bargaining Agreement

- Sec. 1 When tentative agreement on a contract has been reached, a copy of the tentative agreement will be emailed to all members using the district's email system. An Informational/Question and Answer meeting of the General Membership shall be held within 2-3 school days thereafter. Copies of proposed changes in the present contract shall be available at the informational meeting. The informational meeting will not be held on the last workday of a week.
- Sec. 2 Voting procedures for the online ratification vote of the tentative agreement shall be under the jurisdiction of the Elections Commission. However, only General Members in good standing shall be allowed to vote.
- Sec. 3
- a. The date(s) for a ratification vote shall be determined by the Executive Board, but in no event shall the online voting take place prior to 2-3 school days following the meeting of the General Membership.
 - b. If the Executive Board determines that voting must take place between the close of school for summer recess and opening day, then the procedures outlined in Article 4, Section 3,a will be followed.

ARTICLE 5, In the Absence of a Tentative Agreement

If a tentative agreement has not been reached by the first scheduled day of school, a course of action shall be determined at a special General Membership meeting on the morning of the first scheduled day. Only General Members in good standing shall be allowed to participate in any vote that is taken.

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5/01/14