

## CONSTITUTION

### ST. TAMMANY FEDERATION OF TEACHERS AND SCHOOL EMPLOYEES

#### ARTICLE I

##### NAME

This organization shall be known as the St. Tammany Federation of Teachers and School Employees, Local No. 3952.

#### ARTICLE II

##### OBJECTIVES

Section 1. To bring teachers and other education employees into relations of mutual assistance and cooperation.

Section 2. To protect the rights of its members and advance their interests and welfare.

Section 3. To promote excellence among educators by securing the conditions essential to the best professional service.

Section 4. To promote the welfare of students by providing progressively better educational opportunities for all.

Section 5. To eliminate all forms of bias in education due to race; creed; sex; social, political, or economic status; or national origin.

#### ARTICLE III

##### MEMBERSHIP

Section 1. There shall be the following membership categories: Regular, Staff, and Retired.

- A. Regular: Certified employees of the St. Tammany Parish School Board including teachers, librarians, counselors, coaches, school nurses, speech therapists, and other categories of certified employees are eligible for membership. Other educational employees including school clerks, school secretaries, truancy officers, teacher aides, transportation employees, janitors, maintenance employees, food service technicians, and other paraprofessionals may be admitted upon the approval of further membership categories by the general membership. Any elected or appointed officer of this organization who must resign, retire, or take a Federation leave from his/her position of employment with the St. Tammany Parish School Board for the purpose of working full time or part-time for this organization shall retain regular membership status and shall have all rights and privileges of a regular member as long as they hold an elective office or an appointed position within this organization.
- B. Staff Membership: Employees of this organization shall be eligible for Staff Membership. Persons with staff membership shall pay an annual dues in the amount determined by the Executive Council. Persons with staff membership are entitled to all of the rights



and privileges of regular membership with the exception of the right to seek election to any position on the Executive Council.

- C. Retired: Any employee who at the time of their retirement held a position which would have met the requirements as a “Regular Member” of this organization may become a “Retired Member.”

Section 2. Supervisory personnel who hire, fire, or evaluate shall not obtain membership. Members who are promoted to such positions automatically are removed from membership on the effective date of the promotion.

Section 3. No discriminations shall be shown toward individual members or applicants for membership because of race, sex, creed, or national origin.

Section 4. The right to vote and to hold elective office or appointive position in this organization shall be limited to regular members.

Section 5. All members shall agree to subscribe to the goals and objectives of this organization and to abide by its Constitution.

Section 6. Any member who fails to pay dues shall be dropped from the rolls and his name removed from records at the National office. The member may rejoin at any time.

Section 7. A member of St. Tammany Federation of Teachers and School Employees may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least a majority of the Executive Board. Such acts shall include but not be limited to orchestration of or participation in a campaign to decertify the union or other such activities intended to diminish the effectiveness of the Federation to represent its members.

An expelled member or members 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 this individual.

Section 8. Member Eligibility and Benefits

- A. Benefits provided through affiliated organizations, including liability insurance and national benefits, shall begin upon enrollment in the Federation in accordance with the terms of those programs.
- B. Full access to local Federation benefits and member rights shall begin upon activation of dues payment.
- C. Individuals who enroll during an official new hire sign-up event or prior to the start of employment shall receive full access to local benefits and member rights upon activation of dues.
- D. Individuals who enroll after the start of employment and outside of an official new hire sign-up event shall be subject to a ninety (90) day waiting period from the date of enrollment for certain local benefits.
- E. These benefits may include access to the Federation’s legal services, representation in matters beyond the Collective Bargaining Agreement, participation in membership meetings and social events, and the right to vote on union matters.



## ARTICLE IV

### OFFICERS

Section 1. The following officers shall be elected for three years beginning in 2001 by the organization:

- a. President
- b. Executive Vice-President (First Vice-President)
- c. Vice-President (Second Vice-President)
- d. Secretary
- e. Treasurer
- f. Parliamentarian
- g. Two delegates at large
- h. Chief delegate to Central Trades and Labor Council
- i. Paraprofessionals and School Related Personnel Representative

Section 2. Membership in good standing for at least one year is required to hold office except during the first three years after the chartering of the organization.

Section 3. A nominating committee appointed by the President and approved by the Executive Council shall submit to the membership a proposed slate of officers. Additional nominations from the floor will be accepted. This shall be done at the regular March membership meeting every three years beginning in 2001. If there are no nominations from the floor, the nominating committee chairperson shall move to accept the slate of officers by acclamation.

Section 4. If there are additional nominations, the election of officers shall take place at the April meeting. Election will be by secret ballot. A majority vote shall constitute election.

Section 5. Officers may be installed at the membership meeting in May or at a special meeting or banquet held for this purpose.

Section 6. Vacancies in any office shall be filled by the Executive Council.

## ARTICLE V

### COMMITTEES

Section 1. The following committees shall be appointed by the president: (1) Membership; (2) Publicity; (3) Education; (4) Legislation; (5) Committee on Political Education (COPE); (6) Social Activities.

Section 2. Other special committees may be established/appointed by the President or Executive Council.

Section 3. Chairpersons of each of the committees and of all special committees shall be appointed by the President with the consent of a majority of the other elected officers.

## ARTICLE VI

### BUILDING REPRESENTATIVE



A building representative for each school building shall be appointed by the President. It shall be that representative's responsibility to act as communications liaison between the teachers and other school related personnel in that school and the organization. The term of office for this representative shall be one year subject to reappointment by the President.

## ARTICLE VII

### THE EXECUTIVE COUNCIL

Section 1. The Executive Council of this organization shall consist of the following:

- (a) All elected officers
- (b) The chief delegate to the local labor body/delegate at large

Section 2. No elected or appointed officer of any other representational organization similarly charged with representing the interests of any group or groups of employees may be elected or appointed to serve as an officer of the St. Tammany Federation of Teachers and School Employees Executive Board unless expressly authorized by a majority vote of sitting members of the St. Tammany Federation of Teachers Executive Council.

Section 3. The Executive Council shall administer the policy of this organization. It shall have the power to act for the good of the organization in emergency situations where the policy would be difficult to be set by the membership.

Section 4. The Chairman of the Executive Council shall be the President of the organization.

Section 5. The time and place of the Executive Council meeting shall be set by the council.

Section 6. The Executive Council shall have the power to hire and remove staff members of the organization, determine their qualifications, compensations, and duties.

Section 7. The Executive 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 purpose, to borrow money for Federation purposes at such rates of interest and terms and conditions as they may determine; to issue bonds, notes, 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. Executive Council/President shall report activities at each regular membership meeting.

## ARTICLE VIII

### AFFILIATIONS

Section 1. This organization shall maintain affiliation with and, whenever possible, send delegates to the following organizations:

- a. The American Federation of Teachers-All delegates and alternates to the National Convention of the AFT shall be elected by majority vote at the April membership meeting. Notice of election shall be made at the previous membership meeting and mailed to each member at least 15 days prior to the election. The President and Secretary shall certify the election and forward the credentials of all elected delegates



and alternates to the National Office in accordance with the American Federation of Teachers constitution.

- b. The Louisiana Federation of Teachers-Delegate shall be elected at least one month before the State Convention at the regular membership meeting.
- c. The Central Trade and Labor Council-Delegates shall be elected at the regular biennial election of officers.
- d. The Louisiana AFL-CIO Delegates shall be elected at least one month prior to the State labor convention at a regular membership meeting.

Section 2. All delegates shall make a report to the Executive Council on the meeting, the conference, or the convention attended.

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

Section 4. The Federation, 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.

## ARTICLE IX

### DUTIES OF OFFICERS

#### Section 1. Powers and duties of the President

- A. The President shall preside at all meetings of the organization and of the Executive Council, shall be ex-officio member of all committees, shall sign all necessary papers and documents, shall represent the local when and where necessary, shall make a report to the membership at least once each year summarizing the accomplishments of the organization and outlining plans for the next year.
- B. Be the chief spokesperson for the organization.
- C. Appoint the standing committees with the approval of the Executive Council.
- D. Call regular and special meetings of the Membership, Building Representatives, and Executive Council.
- E. Be the Ranking Delegate to the St. Tammany, Washington, and Tangipahoa Central Trades and Labor Council and all other conventions of organizations with which this organization is affiliated.
- F. Direct and supervise all organizational staff.
- G. Fulfill such other duties as the office requires which are consistent with the Constitution and objective of this organization.

#### Section 2. Powers and duties of the Executive Vice President (First Vice President)

- A. Executive Vice President shall perform all duties of the President in his/her absence.
- B. Be a delegate to the St. Tammany, Washington, and Tangipahoa Central Trades and Labor Council and all other conventions of organizations with which this organization is affiliated.



Section 3. Powers and duties of the Second Vice President

- A. Second Vice President shall perform all duties of the Executive Vice President in his/her absence.

Section 4. Powers and duties of the Secretary

- A. The Secretary shall issue all notices, shall answer correspondence at the direction of the President and shall report outside correspondence to the President and the Executive Council.
- B. The Secretary shall be the custodian of the seal and charter of the organization and shall record the minutes of the Executive Council and the general membership meetings.

Section 5. Powers and duties of the Treasurer

- A. To receive, record, and deposit in the name of the organization all monies from dues and all other sources.
- B. To keep the membership roll, issues, receipts, and delinquent notices.
- C. To forward all per capita dues and current membership lists to the national office of the American Federation of Teachers and to other affiliate organizations to keep this Federation in good standing at all times.
- D. To keep adequate records available at all times for the Executive Council.
- E. To pay all bills authorized by the budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.
- F. The Executive Council and Treasurer may authorize the Office Manager/Bookkeeper to perform these duties.

ARTICLE X

DUTIES OF STANDING COMMITTEES

Section 1. The Membership Committee shall plan and execute a dynamic program to insure growth and vitality of the organization. It shall present a report to the Executive Council. All members shall be encouraged to recruit membership in this organization.

Section 2. The Collective Bargaining Committee shall work with the President and other Federation negotiators on contract proposals that will be presented to the Collective Bargaining Team. The Collective Bargaining Team shall negotiate these proposals with the employer.

Section 3. The Publicity Committee shall prepare a publication for distribution to the membership. The editor of the bulletin shall be a member of the committee. Every effort shall be made by this committee to make use of other sources of publicity including newspapers, radio, television, etc.



Section 4. The Education Committee shall study and make recommendations for improvements in curricula, teaching, techniques, class size, texts, equipment, and other professional matters.

Section 5. The Legislative Committee shall consider recommendations of the AFT, the State Federation, and the local pertaining to all levels of governments. It shall study proposed legislation which may affect this organization and the schools. It may initiate recommendations. It may present the record of government officials.

Section 6. The Social Committee shall arrange such programs and entertainment and perform such duties as the organization may direct.

#### ARTICLE XI

##### DUTIES OF SPECIAL COMMITTEES

Section 1. The Collective Bargaining Committee shall consist of members of the Executive Council and members of employee groups as appointed by the President. Their responsibility is to work with the President and other Federation negotiators to bargain with the employer contracts for the various bargaining units covered by Collective Bargaining.

#### ARTICLE XII

##### MEETINGS

Section 1. There shall be three (3) membership meetings per year.

Section 2. A majority vote by members present shall govern the passage of all policies and recommendations.

#### ARTICLE XIII

##### FINANCE

##### Section 1. Dues Structure

- A. Membership dues shall be established by the organization and may be adjusted as necessary by a majority vote of the membership.
- B. Dues shall be structured in categories, including full, half, and quarter dues, or other categories as determined by the organization.
- C. The amount of dues shall be set to support the operation of the Federation and the services provided to its members.
- D. Dues may be collected through payroll deduction, electronic payment methods including ACH and credit card, or other methods approved by the organization.
- E. The organization may establish procedures, timelines, and incentives related to dues collection methods.

Section 2. Additional finances may be obtained by various fund-raising activities and contributions.

#### ARTICLE XIV



## RULES OF ORDER

Robert's Rules of Order, Revised, shall govern in all cases not covered by this Constitution.

### ARTICLE XV

#### AMENDMENT

Section 1. This constitution may be amended as follows:

The proposed amendment shall be submitted at any regular membership meeting and read to the assembled members. A  $\frac{3}{4}$  vote of those present at the following membership meeting shall be sufficient to adopt the amendment.

### ARTICLE XVI

#### AVAILABILITY OF CONSTITUTION

Section 1. Copies of this Constitution shall be submitted to the National Office of the American Federation of Teachers and the State Federation.

Section 2. Copies shall be made available to other affiliated organizations upon request to the Secretary.

Section 3. Copies shall be available for any members of this organization upon request to the Secretary.

REVISED/ 1986

REVISED/1992 To be on Executive Council...membership expelled Article III, Section 7

REVISED/ 1997

Added: Federation Leave to Article III Section 1A to conform with Collective Bargaining contract.

REVISED/ 2000

Added: for three years beginning in 2001 Article IV to Section I...line one.

Added: every three years beginning in 2001 to Article IV to Section III...line three.

REVISED/ 2023

Added: updated dues amounts and structure to Article XIII Section 1.

Added: ACH and credit card payment options for dues collection to Article XIII Section 1.

Added: 90 day waiting period for access to legal services and additional benefits to Article III.

