

**Constitution
of the
Taylor Federation of Teachers
Local 1085 AFL-CIO**

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Article I – Name

The name of this organization shall be the Taylor Federation of Teachers, Local 1085, of the American Federation of Teachers, affiliated with the AFL-CIO.

Article II – Objectives

- Section 1 To raise the standards of the teaching profession by securing the conditions essential to the best professional services.
- Section 2 To promote the welfare of the Nation by providing educational opportunities for all.
- Section 3 To obtain for each member all of the rights to which they are entitled.
- Section 4 To remain the sole bargaining agent of its members in the Taylor School District.

Article III - Membership

- Section 1 Membership in this organization shall be open, without payment of any initiation fee, to all certified public school teachers, academic teaching assistants, coaches, and substitute teachers employed by the Taylor Board of Education, with the exception of administrators, and such other educators and education support personnel that this organization undertakes to represent in a collective bargaining agreement.
- Section 2
- a) Members shall not be expelled from this organization. A member may be reprimanded or fined by the membership. Written charges signed by the person(s) making the charges shall be presented to the Executive Board at its regular meeting. A majority vote of the Executive Board will cause the charges to be brought before the membership. Members against whom charges are made have the right to appeal in person before the Executive Board and before the membership when charges are presented. Written prior notification shall be sent to the person charged.
 - b) Failure to observe picket lines during authorized work stoppages shall result in a penalty of \$50.00 per day.
 - c) Failure to observe picket lines shall be defined as entering any work location for any reason during authorized work stoppages, except with prior approval of the Executive Board or its designated representative.
 - d) Any member with fines outstanding levied under this section shall, by a majority vote of those members present at a regular membership meeting, have their rights (to hold office in the Union, serve on Union committees, and all voting rights in Union elections) as members suspended until said fines are paid.
- Section 3
- a) Any teacher entering the Bargaining Unit later than the opening day of school, shall, upon becoming a member, pay dues on a pro-rated basis.
 - b) All persons on unpaid leave, including Sabbatical, shall pay half dues to the TFT upon returning. One full year of seniority shall be accrued.
 - c) Those members of the Bargaining Unit who are substitute teachers, Community Education only teachers, Academic Teaching Assistants, or coaches in the Taylor School only, may either:
 - 1. Pay full dues and receive full membership rights, or
 - 2. Pay 2% of their earnings in Taylor per year proposed each May by the Treasurer and approved each June by the membership and receive a one-half (1/2) vote.
 - d) Teachers earning less than half the BA base will pay one-half (1/2) dues and shall receive a one-half (1/2) vote.
 - e) Retirees are life-time members of the TFT and do not pay dues unless the TFT Retiree Chapter establishes dues for the Retiree Chapter activities. Retirees do not have voting rights unless employed by the Taylor School District holding a position that is part of the bargaining unit.

- f) Laid-off teachers may retain full membership by paying AFT and AFT-Michigan per capita dues or retain limited membership (right to vote in TFT election) by paying \$15.00 prior to the election.
- Section 4 Members shall honor the provisions of the Master Contract regarding Financial Responsibility (Article II, Section B).
- Section 5 The President of the TFT shall be an ex-officio delegate and ranking delegate of AFT-Michigan State and AFT National conventions when not representing a parent organization. Other delegates and alternates to these conventions shall be elected by secret ballot at a regular membership meeting or in the annual election.
- Section 6 No discrimination shall ever be shown toward individual members or applicants for membership because of sex, race, religious faith, or political activities or belief.

Article IV - Meetings

- Section 1 A quorum for doing business shall be the chair and/or co-chair and the members present at the meeting. Unless otherwise provided in this Constitution, issues will be decided by a simple majority of those in attendance.
- Section 2 Regular membership meetings will be held each month of the school year. The date and time for these meetings will be determined by a vote of the membership at the first meeting of each school year. This meeting is to be held no later than the third week of the school year. Regular membership meetings shall start no sooner than 15 minutes or later than 30 minutes after the latest school end time (station time). Meeting time will be set at the September general membership meeting.
- Section 3 Membership meetings shall be open to all members of this organization. All members may be recognized by the chairperson and exercise their right to vote on issues brought before the membership. Membership meetings are also open to members of the Retiree Chapter of the TFT, if in existence, and these retirees may be recognized by the chairperson on matters related to retiree concerns although such members possess no right to vote.
- Section 4 A special meeting of the membership may be called by the Executive Board when it is deemed necessary with twenty-four hour notice given to the members, unless a longer period of notice is required by another provision of this Constitution.
- Section 5 Any motion presented at a general membership meeting of the TFT accompanied by supporting petitions containing the signatures of thirty percent or more of the membership of this organization shall be presented to the membership for adoption or rejection by vote conducted at the individual buildings within sixty days of the date of presentation. It shall be the responsibility of the Executive Board and Nominations and Elections Committee to make the necessary arrangements for these building votes.
- Section 6 Strike authorization and/or ratification meetings shall be called by the Executive Board when necessary with twenty-four hour notice given to members. A proposed tentative Agreement shall be made available to the membership twenty-four hours prior to the ratification meeting whenever this procedure does not delay the proposed start of the school year. To facilitate strike authorization and/or ratification meetings, the following procedures shall be adopted:
 - a) The Executive Board will determine the wording to the questions.
 - b) The motion resulting from the above procedure will be placed in print and made available to all building representatives at least twenty-four hours before the special membership meeting at which the question will be presented.
 - c) The Executive Board members will be polled to determine a recommendation(s).
 - d) Those voting in the majority will be allowed 3 minutes per Executive Board member to present a majority report. In no case will the majority report be limited to less than 10 minutes and majority Executive Board members may yield his/her time allotted to another Executive Board member.
 - e) Those voting in the minority will be allowed 3 minutes per Executive Board member to present a minority report. In no case will the minority report be limited to less than 10 minutes and minority Executive Board members may yield his/her time allotted to another Executive Board member.
 - f) After the majority and minority reports have been presented, discussion will be opened to all members at the membership meeting with a maximum limit of two minutes per member.
 - g) The chairperson of said meeting will call on those of opposite sides of the question in so far as possible.

- h) A motion to call the question will be in order at any time and will require a two-thirds majority to stop debate.
 - i) No member can speak twice as long as others have not spoken.
 - j) Motions following this process must be voted upon by secret ballot unless a three-fourth majority vote of the membership allows for an alternative method of voting.
 - k) All ratification of contract or strike votes will be approved by a simple majority vote.
 - l) Only members present may vote on the question. Absentee ballots will not be provided. Voting will take place the school day following the strike authorization and/or ratification meeting. Polls will be open from 6:30 a.m. to 5:30 p.m. at the Taylor Federation of Teachers Union Office. The Nominations and Election Committee will administer the vote. For the convenience of those attending the strike authorization and/or ratification meeting, the Nominations and Elections Committee may permit voting to take place at the location of the meeting for one hour after the conclusion of the meeting.
- Section 7 Regular meetings of the Executive Board will be held on days designated by that body, provided that there shall be at least one such meeting each school month. The time and place of these meetings for the school year shall be made known to the membership no later than the first membership meeting of the school year. The President may call emergency meetings of the Executive Board.
- Section 8 Committee meetings may be called by the Chairperson of that committee or by the President and all committee members must be given 24 hours written notice.
- Section 9 Robert's Rules of Order shall be the governing procedure consistent with the Constitution of the American Federation of Teachers and/or the local.

Article V – Officers

- Section 1 The officers of this organization shall be:
- | | | |
|---------------------|------------------------------|----------------------------|
| President | Executive Secretary | High School Vice President |
| PK-5 Vice President | Middle School Vice President | Ancillary Vice President |
| Treasurer | Recording Secretary | Treasurer |
- Section 2 The above officers shall constitute the Executive Board.
- Section 3 Officers shall be elected for two (2) year terms as follows:
- | | | |
|----------------------|------------------------------|----------------------------|
| Even numbered years: | President | High School Vice President |
| | Recording Secretary | PK-5 Vice President |
| Odd numbered years: | Executive Secretary | Treasurer |
| | Middle School Vice President | Ancillary Vice President |
- Section 4 In order to hold an Executive Board position, one must not be retired, on Sabbatical or leave of absence and be a full dues paying member. Divisional officers must have a work assignment within the division they represent during the current school year. Anyone having an assignment which extends over two divisional vice presidencies may choose to run for either office for which they are eligible.
- Section 5 a) Candidates for the Executive Board must be nominated by a member of this organization. Candidates for divisional officers must be nominated by a member with a work assignment within that division. Nominations for offices scheduled for election by Art. 5, Sec. 3, shall be opened and nominations taken from the floor at the February membership meeting. Additional nominations shall be submitted to the Nominations and Elections Committee in February for initial presentation at the March membership meeting. Nominations will be closed at the March meeting. Nominations for the Divisional Vice Presidents must be made by a member from that specific division. (Example: A high school teacher must nominate candidates for the High School Vice President's position.) The annual election shall be held during April at a time to be determined by the Nominations and Elections Committee. The election must be scheduled at least one week after the April membership meeting. If candidates for any union offices are running unopposed, a motion may be made at the April general membership meeting to approve the candidates by affirmation. The Nominations and Elections Committee shall determine the method of voting. The location and time of the election shall be announced to the membership between February and April membership meetings. Officers elected to the new term shall be installed at the close of the June meeting.

- b) Any candidate wishing to accept a nomination for an Executive Board office shall submit to the TFT office a Statement of Candidacy Form at least two weeks prior to the scheduled April membership meeting. Forms shall be provided by the Nominations and Election Committee and shall read as follows:
"I _____, hereby declare my candidacy for the position of _____, which is to be contested at the annual election. I further declare that if elected to such positions that I will:
 1) *Carry out its duties to the best of my ability,*
 2) *Uphold the policies, principles, and constitution and standing rules of this organization, and*
 3) *Make a sincere effort to improve this organization and bodies with which it is affiliated."*
- Section 6 a) If no candidate for an office receives more than 50% of the votes cast, a run-off election between the two candidates receiving the most votes will be scheduled by the Nominations and Election Committee to take place in May.
 b) Only members present may vote in the election for officers. Absentee ballots will not be provided. Polls will be open from 6:30 a.m. to 5:30 p.m. at the Taylor Federation of Teachers Union Office. The Nominations and Election Committee will administer the vote.
 c) Members within the Ancillary V.P. division shall be teachers from the following: elementary physical education and music teachers, special education teachers, pre-school teachers, ATAs, substitute teachers, social workers, medical workers, and non-teacher coaches.
 d) Officers elected to the new term shall be installed at the close of the June meeting.
- Section 7 The Executive Board may, if there are six members in attendance, by a two-thirds vote, recommend to members the removal of any officer. Said officer shall be notified, in writing, of such action ten days prior to the membership meeting.
- Section 8 Recall petitions signed by twenty-five percent (25%) of the members of the Taylor Federation of Teachers shall require the Nominations and Elections Committee to conduct a recall election for any officer of the Executive Board. Said petitions shall be filed with the Nominations and Elections Committee no later than 90 days after the occurrence of the incident or action referred to in the recall petitions. The chairperson of the Nominations and Elections-Committee shall be required to conduct the election within thirty days after the receipt of a recall petition. A majority of votes cast shall be required for adoption and, if adopted, shall take effect immediately after the election, unless otherwise stated in the petition.
- Section 9 An officer shall be deemed to have resigned his/her office under the following circumstances:
 a) The officer files a Statement of Candidacy for an office other than their present office, before the expiration of the term for their present office. In such case the resignation is effective as of the next June membership meeting.
 b) The officer makes formal application for any administrative position.
 c) The officer is absent from a combination of more than four Executive Board, regular membership, or special membership meetings in a calendar year. Absences shall not be counted if the member is on union business, or absent from his/her teaching duties due to family or personal illness. Meetings held during the scheduled summer vacation shall not be considered.
 d) The officer tenders his/her resignation to the school district effective on a specific date. In such case the resignation of the TFT office is effective on the same date, or as of the next June membership meeting, whichever is first.
 e) A divisional officer accepts a work assignment that does not include work within that officer's division during the school year. (See Sec. 4)
- Section 10 a) An office that has been vacated by removal of the officer, been resigned, or been deemed resigned pursuant to Art. V, Sec. 9, shall be placed on the ballot in the current year's April election if the removal or resignation is known at least two weeks prior to the April membership meeting. If the removal or resignation is known three months prior to this election, the Executive Board shall appoint a member to fill the vacancy until the June membership meeting. The Executive Board may appoint a member if the removal or resignation is known less than three months prior to this election, at its discretion. Before filling the vacancy, the Board shall inform the membership and urge members to make known their interest within a reasonable time.
 b) An office that has been vacated by removal of the officer, been resigned, or been deemed

resigned pursuant to Art. V, Sec. 9, shall be placed on the ballot in the subsequent calendar year's April election if the removal or resignation is known less than two weeks prior to the current calendar year's April membership meeting. The Executive Board shall appoint a member to fill the vacancy until the subsequent year's April election. Before filling the vacancy, the Board shall inform the membership and urge members to make known their interest within a reasonable time.

- c) When the office of the President has been vacated by removal, been resigned, or been deemed resigned pursuant to Art V, Sec. 9b, c, or d, the Nominations and Election Committee shall conduct an election for President:
- 1) within 30 days of the time the removal or resignation becomes known, if there are 30 or more days left in the school year, or
 - 2) within 30 days after the beginning of the subsequent school year if, when the removal or resignation becomes known, there are less than 30 days left in the school year or it is summer vacation.

The Executive Board shall appoint from among its remaining Board members a person to perform the duties of President until said election is conducted. The successful candidate in the election shall serve the remainder of the unexpired term plus an additional term if the remainder of the unexpired term is eight months or less.

Article VI – Duties of Officers

Section 1

The President shall:

- a) Be the chief officer of this organization and represent this organization as ranking delegate to the AFT and AFT-Michigan conventions.
- b) Preside at all meetings of this organization or designate a member of the Executive Board to serve in his/her absence.
- c) Be an ex-officio member of all committees
- d) Sign all necessary papers and documents.
- e) Appoint chairpersons and members of all standing and special committees with approval of the Executive Board.
- f) Replace, with approval of the Executive Board, committee chairpersons and members when they fail to function properly.
- g) Make appointments to governmental boards, commissions and civic committees with the approval of the Executive Board.
- h) Confer officially with outside people or organizations only when accompanied by the committee chairperson concerned or by one member of the Executive Board.
- i) Acquaint building representatives with their duties in conjunction with the Executive Secretary.
- j) Appoint delegates to the Central Labor Body.
- k) Call special/emergency meetings of the Executive Board.
- l) Provide the Executive Board members with an agenda for regular Executive Board meetings.
- m) Establish, as needed from time to time, special committees. Creation of such committees will be made known to the membership and their composition will consist of any appropriate number of members who have applied to serve, subject to approval by the Executive Board.

Section 2

The Divisional Vice Presidents shall:

- a) Assist the President as he/she constitutionally directs.
- b) Make every effort to represent the attitudes of their divisions.

Section 3

The Executive Secretary shall:

- a) Be the custodian of the seal.
- b) Issue all necessary notices.
- c) Have charge of all outside correspondence that has to do with the business of the local.
- d) File grievances in the name of the union when authorized by the membership or by the Executive Board.
- e) Have an up-to-date membership list.
- f) Be a voting member of the Negotiating Committee.
- g) Acquaint building representatives with their duties in conjunction with the President. Act as Parliamentarian at all union meetings and keep the provisions within the constitution current for use at meetings.
- h) In the temporary absence of the President, the Executive Secretary shall preside over the union.

- Section 4 The Recording Secretary shall:
- a) Attend regular and special membership meetings and keep a record of same.
 - b) Supply written minutes of said meetings for appropriate action by the membership at the next regular monthly meeting.
 - c) Maintain the permanent file of all exact records and proceedings of the organization.
 - d) Maintain the permanent file of all exact wording of Rules as may be adopted by this organization, and the date of the meeting at which the adoption occurred.
- Section 5 The Treasurer shall:
- a) Receive monies from all sources.
 - b) Present a full report and enough copies of the report for every member in attendance at each regular meeting.
 - c) Pay current per capita dues to the proper affiliate bodies.
 - d) Maintain the financial records in a manner satisfactory to a Certified Public Accountant. The accountant's audit shall be made at the end of each fiscal year and made available to the Executive Board and membership.
 - e) Have the accountant prepare Federal Tax Form 990.
 - f) Make all disbursements authorized by the members at any regular meeting.
 - g) Deposit all monies in the bank in the name of the Taylor Federation of Teachers, Local 1085.
 - h) Prepare a budget which shall include a dues recommendation for the following school year, to be presented at the May regular membership meeting. If a change in the Treasurer occurs, incoming and outgoing Treasurers will have input on the proposed budget.
 - i) Pay all expenses incurred by the Taylor Federation of Teachers up to the approved budgeted amount. Any items not included in the budget must be approved by the membership prior to purchase.
 - j) Make disbursements to cover the reasonable and customary expenses of Taylor Federation of Teachers Standing committees and regular Executive Board decisions.
 - k) Pay all stipulated salaries and taxes withheld there from.
 - l) Issue checks in payment of scholarship awards by this organization. Full awarded stipend to be paid upon notification of college registration and checks to be made payable to the student and the university.
 - m) Maintain all files, records, checks and any other material relating to the position at the TFT office.

Article VII – Duties of the Executive Board

- Section 1 The Executive Board shall:
- a) Review old business and present new business, recommending proper action on both to the membership, and establish the agenda and order of business for each regular membership meeting.
 - b) Act on all resignation of officers, as provided by Article V.
 - c) Vote on all tentative contract agreements twenty-four hours before presentation to the membership. Each Executive Board member's vote will be recorded and made known to the membership at the ratification meeting.
 - d) Have the authority to have teachers withhold their services Monday morning in case of no pay on any "payday" Friday.
 - e) With the assistance of the Treasurer, shall prepare and present for approval to the membership an annual budget.
 - f) Shall expend monies within the approved budget item amounts, determine matters of compensation for services and expenses, employ an office secretary for the amount of time the Executive Board deems necessary
 - g) The Executive Board shall serve as the Grievance Committee.

Article VIII – Building/Divisional Representatives

- Section 1
- a) No later than the second week of school, building representative(s) and alternate(s) shall be elected for a term of one year in each school or work location. A school or work location shall be entitled to one building representative (and alternate) for every 30 teachers or fraction thereof. The chairperson of the Building Committee shall be the building representative that received the plurality of votes. The vice chairperson shall be the

representative receiving the second most votes. In small buildings (less than 30 teachers or fraction thereof) the representative shall be the chairperson and alternate shall be the vice chairperson.

- b) The incumbent building representative/alternate or former building committee member shall be responsible for conducting the election and notifying the TFT office no later than Friday of the second week of school.
- c) In the event of a vacancy in the office of Building Representative, the alternate shall become Building Representative for the balance of the unexpired term.
- d) In the event that no election is held, the President may appoint a person to serve as building representative, with the approval of the Executive Board. The person appointed should be assigned to that building if possible.
- e) Guest Teachers, ATA's, and Coaches will each have only one representative.

Section 2

Each Building Representative shall:

- a) Represent the Union at all meetings in his/her school or work location where such representation is required by the Bargaining Unit.
- b) Assist members of the Bargaining Unit in initiating grievances and/or initiate grievances in the name of the Union.
- c) Distribute official materials.
- d) Attend all regular and special membership meetings in order to represent his/her building.
- e) Conduct monthly meetings or post complete resumes of minutes following the regular membership meeting.
- f) Appoint, with the approval of the majority of those voting, no fewer than three members of this organization at his/her work location to serve on the Union Building Committee.
- g) Remove from the Union Building Committee after a majority vote of the members of the school or work location, any members who undermines the Union principles and/or implementation of the Master Agreement, and immediately report such action to the Executive Board.

Section 3

The President may appoint one Divisional Representative for each division he/she deems appropriate, with the approval of the Executive Board. Said representatives shall be appointed for a term of one year. Each Divisional Representative shall

- a) Represent the Union at all meetings of his/her division where such representation is required by the Bargaining Unit.
- b) Assist members of the Bargaining Unit in initiating grievances and/or initiate grievances in the name of the Union.
- c) Distribute official materials.
- d) Attend all regular and special membership meetings in order to represent his/her division.

Section 4

- a) Building/Divisional Representatives who miss two consecutive regular and/or special membership meetings shall be removed from that position. In the case of Building Representatives, the alternate shall be Building Representative for the balance of the unexpired term.
- b) The President may, with the approval of two-thirds of the full Executive Board and a majority vote of the members of the school or work location, remove from office any Building Representative who fails to carry out his/her duties other than attendance at membership meetings. The President may, with approval of the Executive Board, remove or replace a Divisional Representative who fails to function properly.

Article IX – Committees

Section 1

This organization shall have the following standing committees: Constitution, Legislative and Political Action, Nominations and Election, Negotiating, Central Sick Bank, Scholarship, and Taylor Federation of Teachers Financial Audit Committee. Other committees shall be constituted as needed.

Section 2

Each committee shall consist of a chairperson, appointed by the President, and not fewer than two other members subject to approval of the Executive Board.

Section 3

Standing committees shall be appointed in September of the even numbered school years. The committee(s) appointments shall be for two years. Other committees shall dissolve, and their appointments shall expire, in September of each year, unless an earlier date was established, or

unless reconstituted. The President with the approval of the Executive Board may add membership on the committee(s) as needed.

Section 4 The chairperson of each committee shall prepare a written report summarizing the committee's activities for the year at the last membership meeting of the school year.

Section 5 A member of the Negotiating Committee who makes formal application for any administrative position shall be deemed to have resigned from the committee. In such case the resignation is effective only upon acceptance of the resignation by a majority vote of the Executive Board or by acceptance by the officer of the administrative position.

Article X – Duties of Committees

Section 1 Constitution:

- a) Recommend to the membership acceptance or rejection of proposed revisions to the constitution.
- b) Provide the TFT secretary with the results of any action taken by the membership to change the constitution, and approve the amended document before distribution to the membership.

Section 2 Legislative and Political Action:

- a) Keep the membership informed on current bills both State and National.
- b) Keeps senators and representatives informed on needs and desires of the membership.
- c) Instruct the membership when to write senators and/or representatives on needs and wishes.
- d) Keep the membership informed on how legislators voted.
- e) Present candidates for the school board election to the membership.
- f) Raise funds for endorsed candidates and proposals.
- g) Keep the membership informed on how legislators voted.
- h) Prepare and present an annual political action budget.
- i) Recommend an amount for voluntary deduction for PAC; the amount to be determined by the membership.

Section 3 Nominations and Election:

- a) Perform duties relative to the conduction of elections as set forth in various other sections of this constitution.
- b. Prepare ballots, when used.
- c) Prepare and disseminate to the membership in advance of any election the procedures to be implemented in conducting said election.
- d) Tabulate votes in all elections, and disseminate results to the membership as soon as possible after the closing of the polls.
- e) Candidates or their representatives may challenge the votes and/or the tabulations.

Section 4 Scholarship:

- a) Determine the qualifications for eligibility to receive a scholarship provided by this organization.
- b) Disseminate the existence of these scholarships and the eligibility qualifications to all high schools in the Taylor School District, and to the membership.
- c) Award a maximum of three \$2,500.00 scholarships each year (one recipient from each high school and a TFT member's child). This money shall be taken from the General fund. The amount to be awarded will be set annually at the June membership meeting based on the availability of funds.
- d) Partial dues paying members of the Taylor Federation of Teachers who are enrolled in an accredited degree program leading to a teaching certificate are eligible to apply for a \$1,000.00 Scholarship Award offered by the TFT. To qualify, the member must be employed by the Taylor School District for a minimum of 100 days. The scholarship Committee will judge this award and money shall be taken from the General fund. The amount to be awarded will be set annually at the June membership meeting based on the availability of funds.

Section 5 Negotiating:

- a) Negotiate a Master Agreement with the Board of Education to achieve improvements in the wages, hours, and working conditions of the members of this organization.
- b) Solicit proposed items for contract negotiations from the membership.

- c) Assemble all proposals from the membership along with the recommendation of the Negotiating Committee for acceptance/rejection, for presentation at a special membership meeting for the purpose of obtaining membership approval/rejection of these proposals.
 - d) Conduct all necessary financial research to support this organization's efforts to achieve improvement in the wages, hours and working conditions of its members.
 - e) Select with the Executive Board, the arbitrator(s) and the arbitration strategy, if necessary in contract negotiations with the approval of its members.
 - f) May be present, upon request, at all arbitration hearings.
- Section 6 Social (when constituted):
- a) Be responsible for all social activities.
- Section 7 Financial Audit Committee
- a) The Financial Audit Committee will receive annual audit reports, review them, and possibly recommend changes based on the audit report.

Article XI – Amendments

- Section 1 This constitution may be amended by a 2/3 vote of those present at a special membership meeting called at least once but not more than three times per year, in order to vote on constitutional amendments. For consideration at this meeting, an amendment must be proposed at a regular membership meeting. First readings to proposed amendments may be presented by the Constitution Committee for presentation at the next scheduled special membership meeting for constitutional changes. For reconsideration, a defeated amendment must be submitted as a new proposal.
- a) There must be a two week notice to every member for a special constitution meeting.
 - b) A copy of the proposed amendment shall be provided to those in attendance at the meeting together with a report of the vote of the committee
 - c) A copy of all proposed amendments shall be given to the membership at least two weeks before the meeting.
- Section 2 This constitution may also be amended by a two-thirds majority of those voting in a referendum provided the proposed amendment has been submitted by a petition signed by 30% of the membership. The referendum shall be conducted within sixty days of the presentation of the petition at a regular membership meeting. It shall be the responsibility of the Executive Board and the Nominations and Election Committee to determine the validity of the petition signatures and then to conduct the referendum.
- Section 3 Amendments to this Constitution take effect upon the date of ratification by the membership, unless another date is specifically set forth in the amendment.

Article XII – Dues

- Section 1 Increases or decrease in dues assessed to the Taylor Federation of Teachers by the AFT or AFT – Michigan shall be passed through to the dues assessed by the TFT without need for a vote. In all other cases, dues shall be set by a vote of the members at a regular meeting on recommendation of the Executive Board provided such recommendation has been submitted at the previous regular meeting. This provision also applies to increases in state and national dues.
- Section 2 Dues shall be paid by payroll deduction as stipulated in the Master Agreement between the Taylor Federation of Teachers and the Taylor Board of Education.

Article XIII – Availability of Constitution

- Section 1 Three copies of the constitution and all future amendments shall be immediately submitted to the National office of the American Federation of Teachers.
- Section 2 Copies shall be made available to the membership and other affiliated organizations.

Article XIV – Notice

- Section 1 Members shall provide private e-mail addresses for union communications. A request for such e-mail address shall be made by this organization each year. Notices required to be made to the membership pursuant to this Constitution shall be satisfactorily made by e-mails to provided addresses. Notices required to be made to the membership may alternatively be satisfactorily made by notice placed in members' school mailboxes or sent to members' homes.

Article XV – Conventions

- Section 1 The Executive Board shall determine the number of delegates to be sent from this organization to the Michigan and national conventions of the American Federation of Teachers. The President or the President's designee shall be a delegate. Additional delegates shall be determined by election. Any member in good standing may run for election to become a delegate. At least 15 days prior to the election, the Nominations and Election Committee shall notify the membership of the date, time, and place of the election and the procedures for nomination.

Article XVI – Financial Rules

- Section 1 Executive Board members who receive released time for a portion of their school day shall not hold school district paid positions during Union office hours.
- Section 2 Pay for the officers shall begin on July 1st or the 1st of the month after they are sworn in or appointed by the Executive board. Officers' pay will end on the last day of the month in which they serve. Executive Board members shall be paid by the first of the month. When a paycheck is due during school breaks, except for summer vacation, this paycheck will be paid during the last week of work scheduled before the break and will not be post dated.
- Section 3 Effective January 16, 1979, the Executive Board raises shall automatically concur with the teachers' average raise. The increases shall take effect concurrently with the yearly contractual increases.
- Section 4 Effective September 1, 1994, the President's and Executive Secretary's salaries each will be decreased by an amount equal to that being paid them by the Taylor School district according to the Memorandum of Understanding (50% of the High School English Department Stipend).
- Section 5 The Treasurer will provide the membership gross salary figures for Executive Board members each year no later than the second membership meeting after the settlement of a contract or the October membership meeting, whichever occurs first.
- Section 6 No expense will be claimed by Executive Board members for mileage to and from membership meetings or Executive Board meetings. Mileage will be paid as based on contract level.
- Section 7 The Treasurer shall submit for approval by the membership at the May Membership meeting a budget for the coming school year. Expenses in excess of the approved budget, and purchases of goods in excess of \$500.00 not specifically identified in the approved budget, shall also be brought before the membership by the Executive Board for approval.
- Section 8 No member, including Executive Board members, shall be entitled to reimbursement for expense for any workshops, conferences, etc., if not previously approved by the Executive Board.
- Section 9 The TFT or the Taylor School Board or a combination thereof, shall pay expense money for delegates to National Conventions. The number of delegates receiving expense money shall be one member per 100 members or major fraction thereof. The amount of expense money shall be based on the location of the convention and set yearly prior to the election of convention delegates. Expense money will be paid to the leading vote getters attending the convention.
- Section 10 Members who agree to attend conferences, conventions and/or seminars/workshops on behalf of the union may be required to reimburse the union registration, hotel and/or travel fees and expense allowance if he/she does not attend the activity and the union is not able to secure a refund. The reimbursement of the union will be waived in cases of extreme emergencies and/or if the member is able to find a TFT member to replace him/herself. The decision to request reimbursement shall be made by a vote of the membership at a regularly scheduled meeting upon recommendation by the Executive Board.

- Section 11 The membership shall make the final decision on whether or not to send a grievance to arbitration. The use of Federation lawyers at TFT expense is strictly limited to the President and Executive Secretary unless previously and specifically authorized by the Executive Board.
- Section 12 Salaries of Negotiators will be: Chief Negotiator \$1,500, Negotiating Team Members \$1,200 each. When the President is ex-officio member of the Negotiating Team, he/she will receive \$400 per year. The Negotiating Team shall receive an additional one-quarter of a year's salary for a two year contract and a one-half year's salary for negotiating a three year contract. One quarter of a year's salary will be paid for each additional contracted year. Negotiators will be paid upon ratification of the contract.
- Section 13 Building/Divisional Representatives shall be paid at the rate of \$35.00 per regular meeting attended up to a maximum of \$350.00 to establish the concept and encourage participation in Union meetings.
- Section 14 The TFT secretary/Office Manager shall be paid monthly; the same as the Executive Board payroll.
- Section 15 The Taylor Federation of Teachers shall send a check to the AFT-Michigan for \$100.00 each year by April 15th to be placed into the Rollie Hopgood AFT-Michigan Scholarship Fund.
- Section 16 The Executive Secretary compensation by the TFT will be 80% of the President's salary.
- Section 17 The At Large Vice-President shall be paid the same salary as the Recording Secretary.
- Section 18 All fines or penalties levied against signee's on the General and Political Action accounts will be paid by the TFT.

Standing Rules

1. The Parliamentarian rather than the Recording Secretary shall keep a copy of the standing rules current for use at meetings.
2. All committee reports shall be presented at a membership meeting. These reports and the minutes of the previous meetings shall be available upon request.
3. No membership meeting shall extend longer than two hours, and the time limit for debate at such meetings will be two minutes per speaker, unless the membership votes to change said time limitations at that specific meeting.
4. Any member engaged in a lawsuit against the AFT, AFT Michigan, and /or TFT may not serve as a representative or alternate representative of the TFT in any capacity.