

# TABLE OF CONTENTS

ARTICLE I – NAME	2
ARTICLE II – OBJECTIVES	2
ARTICLE III – MEMBERSHIP	2
ARTICLE IV – OFFICERS	4
ARTICLE V – MEETINGS	7
ARTICLE VI – EXECUTIVE BOARD	7
ARTICLE VII – COMMITTEES	8
ARTICLE VIII – BUILDING REPRESENTATIVES	11
ARTICLE IX – REVENUES	12
ARTICLE X – ELECTIONS	13
ARTICLE XI – ELECTION COMMITTEE	15
ARTICLE XII – AFFILIATION APPOINTMENTS	16
ARTICLE XIII – RECALL	16
ARTICLE XIV – STIPENDS	17
ARTICLE XV – BY-LAWS	18
ARTICLE XVI – AMENDMENTS	18
ARTICLE XVII – RULES OF ORDER	18
APPENDIX A	19

**NEW BRITAIN FEDERATION OF TEACHERS**  
**Constitution**

**ARTICLE I – NAME**

This organization shall be known as the New Britain Federation of Teachers, Local 871 AFT, AFT-Connecticut, AFL-CIO.

**ARTICLE II – OBJECTIVES**

The purpose of this organization shall be:

1. To promote mutual assistance and cooperation among New Britain teachers.
2. To protect the rights to which all teachers are entitled, and to advance the economic, social, and political well-being of the membership.
3. To improve standards for teachers and other educational workers by promoting better preparation, encouraging relevant in-service training, and securing the working conditions essential to the best performance of professional service.
4. To encourage the hiring and retention of competent teachers and other educational workers, the maintenance of modern well-equipped schools, and the promotion of such educational programs and conditions in American schools, as well as prepare students to be able to affect positive change in the economic, social, and political life of their community.
5. To promote the welfare of children by providing progressively better educational opportunities for all, regardless of race, color, creed, gender identity, and social, political, or economic status.
6. To support and promote the ideals of democracy as envisioned in the Constitution of the United States of America, its Bill of Rights and other amendments, to work for passage and retention of just laws which will improve the educational climate for students, teachers and other workers in education, and to encourage them to exercise their proper rights and responsibilities under these laws.

**ARTICLE III – MEMBERSHIP**

**Section 1**

Membership in this organization shall be open to teachers, assistants to the elementary principals, department chairpersons of special subjects, teachers who do not participate in substantive evaluation of other teachers which may affect their employment and/or all those defined in Section CGS10-151 of the Connecticut General Statutes, certified professionals who are

employed by the New Britain Board of Education in positions requiring a certificate issued by the State Department of Education and are not employed as supervisors or administrators or in positions with the right to hire and fire.

#### Section 2

Membership shall be closed to anyone who is excluded in Section CGS10-151 of the Connecticut General Statutes, and certified professionals who are employed by the New Britain Board of Education in positions requiring an intermediate administrator or supervisor certificate or equivalent thereof.

#### Section 3

No discrimination shall be shown toward applicants of membership or members because of race, creed, gender identity, age, sexual orientation, disability, social, political, or economic status or national origin.

#### Section 4

A member who is granted a leave of absence from teaching shall be placed on the inactive list. That person will not be required to pay dues and the treasurer will so notify the AFT. A member on leave of absence has the option of paying 25% dues to be eligible for membership rights and privileges.

#### Section 5

Membership shall include part-time teachers.

They shall pay dues as follows:

- a) Part-time teachers shall pay 50% dues if their annual salary is less than BA Step 1 teacher's salary.
- b) Part-time teachers shall pay 25% dues if their annual salary is under 25% of BA Step 1.
- c) Retirees may choose to have full membership rights by paying full local dues to NBFT 871. If full local dues are not paid within two months of the start of the union's fiscal year, the retiree member will be dropped from the rolls of the organization.

#### Section 6

Non members are not permitted to serve as delegates, vote for any positions, hold an elected office, nor serve on any committees.

#### Section 7 Internal Dispute Resolution Procedure

- a. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

- b. "Discipline" shall be defined as any limitation on the rights of membership.
- c. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted to determine whether the charges against the member have merit. In addition, the Executive Board shall give a copy of the charges to the accused member.
- d. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.
- e. At the disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.
- f. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

#### Section 8

A member in good standing is defined as a member who is current in payment of dues to the organization. Dues shall be paid by authorizing the Board of Education to make payroll deductions from a member's earnings. This authorization shall remain in effect and shall be irrevocable unless revoked by sending written notice via U.S. Mail to both the employer and the New Britain Federation of Teachers during the period not less than thirty (30) days and not more than forty-five (45) days before the annual anniversary date of said payroll deduction authorization or the date of termination of the applicable contract between the employer and the New Britain Federation of Teachers, whichever occurs sooner. This authorization shall be automatically renewed as an irrevocable check-off from year to year unless revoked in writing during the window period, even membership has been resigned in Local 871.

### ARTICLE IV – OFFICERS

The Executive Board officers shall consist of a President, Vice-President for the High School, Vice-President for Middle Schools, two (2) Vice-Presidents for Elementary Schools, and one (1) Vice-President for Pupil Services/Special Education (PreK-12, including SPED special programs), Recording Secretary, and Treasurer.

To be eligible for office, a person must be tenured and a member in good standing of the organization for a period of six months prior to the date of the election.

If an elected officer retires from a teaching position before the end of their term, they may finish their term in office, but cannot be re-elected.

It shall be the duty of the officers to represent the local at meetings, functions, activities, etc. on local, state, and national levels and as delegates to affiliate bodies and their conventions where appropriate. Each officer shall make a report on their activities at each membership meeting (unless they are carrying out duties at the membership meeting).

### Section 1

The **President** shall be the chief executive officer of the Federation. It shall be his/her duty to:

- a. be the presiding officer at all meetings of the membership, the Executive Board and the Representative Assembly;
- b. shall be an ex-officio member of all standing committees except the Elections Committee;
- c. shall notify the Executive Board of the list of candidates for committee and committee chair positions, except the Elections Committee;
- d. shall be the principal executive officer of the organization;
- e. shall receive report and respond to correspondence of the organization;
- f. shall be one of the responsible financial officers of the organization, and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- g. shall represent the organization before bodies of the employer, executive and legislative officials;
- h. shall represent the organization before the public, community organizations, and the news media;
- i. shall be, by office, a delegate to the state AFL-CIO body;
- j. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- k. shall make an annual report to the organization's membership;
- l. shall be able to delegate the responsibilities of the office except where otherwise specified by the Constitution;
- m. shall notify the membership of those candidates wishing to attend the national convention which takes place during even numbered years.

### Section 2

There shall be five level **Vice-Presidents**: one Vice-President for the High School, one Vice-President for Middle Schools, two Vice Presidents for Elementary Schools, and one Vice-President for Pupil Services/Special Education. These Vice-Presidents must be working on the level to which he/she is elected. The Vice-President for Pupil Services/Special Education (PreK-12, including SPED special programs), must possess current CT certification for Special Education and/or Pupil Services. Each of these five Vice-Presidents shall:

- a. be responsible for working with and coordinating the activities of the Building Representatives on his/her level;
- b. direct and coordinate the activities of the Labor Management Meetings on his/her level;

- c. be responsible for policing the contract and processing grievances, including class size where appropriate;
- d. keep the President, the Executive Board and, where appropriate, the level members informed on the state of the Union in his/her area; and
- e. in the temporary absence or disability of the President, the Executive Board shall decide which Vice President will perform the duties of the President until the next regular election.

### Section 3

It shall be the duty of the **Recording Secretary** to:

- a. record and keep accurate minutes of meetings of the Membership, Labor and Central Labor Management meetings, and the Executive Board;
- b. maintain the non-financial files and records of the organization;
- c. maintain accurate membership records for the local, state, and national level;
- d. maintain an inactive and leave of absence list of the membership;
- e. dispatch communications as directed and send all notices of Membership, Executive Board and Labor and Management meetings;
- f. preserve all records of the organization;
- g. be an ex-officio member of the Negotiations Committee,
- h. perform other duties as delegated by the President or assigned by the Executive Board;
- i. keep on file for one year all ballots for any election in the NBFT; this includes both electronic files and paper ballots.
- j. send membership meeting minutes to the Communications Committee to upload on NBFT.net within one week after the membership meeting.

### Section 4

It shall be the duty of the **Treasurer** to:

- a. provide for the safe-keeping of all funds of the organization;
- b. keep accurate and current records of all funds, income, and expenses;
- c. be one of the responsible financial officers of the organization, and be authorized to sign financial instruments and make regular and usual disbursements of funds;
- d. pay bills, stipends, expenses, donations, etc. authorized by the organization and/or the Executive Board;
- e. make all per capita payments to the American Federation of Teachers, and to all other organizations approved by the union body;
- f. provide a monthly and annual financial report, and provide those reports with year-to-date expenditures to the membership at Membership and Executive Board meetings.
- g. provide itemized Treasurer reports, indicating the sources of income and the specific items and services the union has purchased monthly, at the last membership meeting;
- h. provide the number and money amounts of stipends to officers, committee chairs and building representatives at least once annually, at a membership meeting;
- i. provide reports to the President;
- j. perform other duties as delegated by the President, or assigned by the Executive Board;
- k. cooperate in an annual audit by an independent accounting firm approved by the Executive Board, and file all financial reports required by law;

1. be bonded, the charge to be met by the local.

Section 5

At the end of their terms of office, all officers shall turn over to the incoming President all records, files, and materials for distribution to incoming officers.

Section 6

No officer, committee chair, union representative, or any other person acting as an agent of the NBFT shall engage in activities, outside Union activities, which benefit said person financially.

**ARTICLE V – MEETINGS**

Section 1

The NBFT shall hold regular Membership meetings, no fewer than 5 per year, either virtually or at a place designated by the Executive Board. At least 15 days written notice of any general Membership meeting shall be given to each member. Electronic notification or publication in the NBFT newsletter is satisfactory.

Section 2

Special meetings of the Membership may be called by the President with the approval of a majority of the Executive Board. Special meetings must be called by the President to meet within 15 days after the written request of 15% of the Membership. The Membership shall be notified in writing of such a meeting.

**ARTICLE VI – EXECUTIVE BOARD**

Section 1

The **Executive Board** shall consist of all the elected officers of the organization, and the chairpersons of the following standing committees: (The Executive Board can call any committee chair to temporarily join the Executive Board at any time)

Standing committees:

- Board Liaison
- Social/Welfare
- Communication (Publications and Electronic Media)

Select committees (not on Executive Board):

- Scholarship
- Sick bank
- Endowment
- Election
- Political Action & Professional Issues (formerly Executive Secretary)

Ad Hoc (as needed, not on Executive Board):

Negotiation  
Constitution  
Grievance and Arbitration

At any Executive Board meeting, a quorum shall consist of 40% of the members, but such a quorum must include a majority of the officers. It shall be the duty of the Executive Board to formulate policies for adoption by the organization, and to carry out such duties as may be assigned to it by this Constitution and the vote of the organization. The Executive Board and committees are empowered to perform duties assigned to them without, in each instance, getting approval of the organization.

### Section 2

The Executive Board shall:

- a. meet regularly each month;
- b. have the power to authorize the expenditure of funds up to one thousand dollars during the school year, and up to two thousand dollars in an emergency with the approval of a majority of the Building Representatives. During vacations the Executive Board may expend up to five thousand dollars in an emergency;
- c. be informed by the President regarding consultations with attorneys;
- d. appoint such committees as it deems necessary, not inconsistent with the Constitution. All committee members must be members in good standing of the NBFT;
- e. have the power to act for the Federation between meetings consistent with NBFT policy and constitution; and
- f. be responsible for enforcing the provisions of the contract.

### Section 3

No executive board member or any other person acting as an agent of the NBFT shall use their position or affiliation for personal gain.

## **ARTICLE VII – COMMITTEES**

The President shall announce open committee positions and committee chair positions in e-mail to the membership, as they become available. These announcements can include an itemized job description of the position and the amount of the stipend for the position (if applicable). Any member who wishes to be considered for the position may apply by informing the Union President within one week of the announcement. If there is more than one candidate for the position, the Election Committee will then organize an election between the candidates at the next membership meeting that is a minimum of one month from the time of the initial announcement. If there is only one candidate, his or her appointment must be approved by the Executive Board, following guidelines based on prospective candidates' qualifications and experience. Similar procedures shall be followed in the case of resignations.

### Section 1

The Standing committees shall include Board Liaison, Social/Welfare, and Communication (Publications and Electronic Media).



## Section 2

The Select committees shall include Scholarship, Sick Bank, Endowment, Election, and Political Action and Professional Issues. These committee chairs are not members of the Executive Board, unless the Executive Board temporarily requests them to be.

## Section 3

Ad Hoc committees will be appointed as needed and are temporary. These committees are not members of the Executive Board. They shall include Negotiations, Constitution, and Grievance and Arbitration.

## Section 4

All Committee Chairs shall make a report on their committee's activities and goals at each Executive Board and/or membership meeting.

## Section 5

No committee member, or any other person acting as an agent of the NBFT, shall engage in activities which benefit said person financially.

## Section 6

At the end of their terms of office, all committee members shall turn over to the President, all records, files, and materials for transmission to incoming committee members. All committee terms shall be a duration of four years and coincide with odd year elections for elected officers. If committee vacancies occur during a term, the Executive Board can appoint a replacement to finish the term.

## Section 7

It shall be the duty of the **Board Liaison Committee** to:

- a. attend and monitor Board of Education meetings;
- b. report to the Executive Board and Membership on Board of Education meetings; and
- c. prepare a monthly report for the Executive Board and Membership Meetings.

## Section 8

It shall be the duty of the **Social/Welfare Committee** to organize and publicize all special activities of the NBFT as directed:

- a. make the appropriate expression of cheer to members who are seriously ill;
- b. send an appropriate expression of sympathy in the event of the death of a member, retiree, or immediate relative of a member, or other persons closely associated with the NBFT;
- c. send new parents, newlyweds, and newly engaged members an appropriate expression of congratulations; and
- d. get appropriate gifts for teachers of the year and retiring teachers and plan and arrange the annual retirees' social.

## Section 9

It shall be the duty of the **Communications Committee** to:

- a. edit and publish the New Britain Federation of Teachers newsletter;

- b. publish no less than 8 issues per school year;
- c. create the newsletter to be a source of information for all teachers;
- d. attend the Executive Board and Membership meetings every month;
- e. coordinate with the President and other committee members to get information into the newsletter in a timely manner;
- f. adhere to the NBFT union election regulations as indicated in Article XI;
- g. publish the newsletter in a timely manner, and then ensure its distribution to members by email and posted to the Union website;
- h. maintain the NBFT website and social media accounts.

#### Section 10

It shall be the duty of the **Scholarship Committee** to:

- a. announce application deadlines, distribute applications, review such applications, select and notify the scholarship recipient(s), and award scholarships.

#### Section 11

The **Election Committee** shall consist of three members, one from each level, who are not officers, appointed by the President with the consent of the Executive Board. Each member of the committee shall:

- a. serve a term of four years, one member being appointed every second year.
- b. The senior member of the committee shall serve as chairperson. The Election Committee shall perform all duties enumerated in Article XI.

#### Section 12

It shall be the duty of the **Political Action and Professional Issues Committee** to:

- a. Provide information to the membership and the Communications Committee to keep members abreast of pertinent information that affect teachers.
- b. sponsor activities and provide information that will guide the Federation and its members in their political activities;
- c. make recommendations to the Executive Board and Membership regarding endorsement of candidates.

#### Section 13

It shall be the duty of the **Negotiation Committee** to:

- a. represent the Union in contract negotiations with the Board of Education;
- b. defend the rights and interests enumerated in Article XI;
- c. be supported by the Recording Secretary to keep detailed records of the proceedings; and
- d. if and when a tentative agreement has been negotiated with the Board, the Committee shall post electronically a copy of the tentative agreement forty-eight hours prior to the ratification meeting. At the meeting the tentative agreement shall be reviewed with the members and there shall be a question and answer period.

#### Section 14

It shall be the duty of the **Grievance and Arbitration Committee** to:

- a. Review and, if necessary, act on all grievances filed by the NBFT,
- b. Develop and utilize a rubric to determine which grievances are forwarded to arbitration,

- c. Be the sole determinant of which grievances are forwarded to arbitration by majority vote of the committee members in attendance at the time of the vote.

### **ARTICLE VIII – BUILDING REPRESENTATIVES**

Each Building Representative shall be elected by the teachers working in a specific school. In situations where there are not enough candidates to require an election, Building Representatives shall be appointed by the Executive Board. If an election is necessary, all candidates are required to submit a petition for candidacy. Each candidate's petition shall include signatures from 25% of the union members of that school. Incumbent representatives do not need to submit a petition for candidacy. In the event a representative leaves the position before the school year ends, the Executive Board can appoint a temporary replacement for the remainder of that school year.

Building representation shall be organized to maintain equitable representation across the district. Equitable representation shall mean that there is at least one building representative for approximately every 30 teachers. In a building with more than 30 teachers, two or more representatives are required to maintain equitable representation. The union leadership may add, consolidate, or remove a Building Representative position to situations where there are fewer than 30 teachers, such as in small learning communities or other specialized areas.

Criteria for being a building representative shall include:

- a. full dues paying member of the NBFT
- b. 5 full years teaching service to the CSDNB
- c. employment for at least two years in the building in which you are seeking a representative position

Upon getting signatures to petition to run for union representative, the Executive Board will verify to make sure you meet qualifications before the election takes place.

The **Building Representative** shall be responsible for:

- a. distributing union materials and collecting information required for Union work; including maintaining a NBFT bulletin board in their building.
- b. attending membership and/or any other meetings designated by the President or Executive Board; All Union Reps will be required to attend 4 out of 6 Union membership meetings, and conduct an LMM meeting with their building level administrator on a monthly basis either virtually or in-person.
- c. Prior to the meeting, reps need to identify teacher concerns to be discussed. If an administrator refuses to meet, reps are to note that on the minutes before they submit the minutes to the building teachers, VP, and President.
- d. attendance at representative training sessions at the beginning of each school year. If they cannot attend, they must meet with the President or their level VP to review training within 30 days of original scheduled training.
- e. attendance at the Union Retirement Party. If there is a building member retiring, they are expected to deliver the farewell speech. If the rep cannot attend, he/she must find a

speaker to deliver the farewell speeches on behalf of the Union Membership. If no one is retiring from your building, you are still required to attend.

- f. initiating new employee outreach on a monthly basis.
- g. participating in Union sponsored activities to help connect with and improve building relationships and community relations is strongly encouraged. As part of the activities reps will organize a raffle basket/prize. Building level fundraisers can be scheduled to fund baskets and prizes.
- h. reporting contract violations to the President, or appropriate Vice-President;
- i. Meet with staff or administrator to try to resolve problems before they become grievances;
- j. representing members at meetings with administration as needed.
- k. complete and submit documentation of yearly representative duties.
- l. conduct monthly check in meetings with staff.

If these responsibilities are not met, your stipend will be pro-rated and/or you can be relieved of your position for the remainder of the year (subject to E-Board vote).

Refer to *Building Representative Responsibilities and Attendance*, Appendix A on page 18.

## **ARTICLE IX – REVENUES**

### **Section 1**

The annual dues of the NBFT shall be 0.6% of the first step of the B.S. salary scale plus the prevailing per capita amounts for the American Federation of Teachers (AFT), American Federation of Teachers Connecticut (AFT/ CT), Connecticut American Federation-of Labor and Congress of Industrial Organizations (CT AFL-CIO) and Area Labor Federation (ALF).

### **Section 2**

A member on leave of absence shall pay no dues. The names of such members shall be placed on the inactive list.

### **Section 3**

In accordance with the Constitution of the American Federation of Teachers, the Treasurer will pay from the treasury the monthly per capita tax for all members so that the New Britain Federation of Teachers will always be in good standing with the AFT, AFT/CT, CT AFL-CIO, and ALF.

### **Section 4**

The fiscal year shall begin on July 1 and continue until June 30 of the succeeding year.

## ARTICLE X – ELECTIONS

### Section 1

Officers shall be elected in the 3<sup>rd</sup> month of odd numbered years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. Five (5) Vice-Presidents (one for the high school, one for the middle school, two for the elementary schools, and one for Pupil Services/Special Education, PreK-12)
- c. Recording Secretary
- d. Treasurer

### Section 2

To be eligible for office, a person must be a tenured teacher in the district and a member of the organization for a period of six months prior to the date of the election.

- a. An elected officer must also be currently employed as an educator in New Britain Public Schools.
- b. If an elected officer retires from a teaching position before the end of their term, they may finish their term in office but cannot be re-elected.

### Section 3

The Election Committee shall conduct all general and special elections of the organization.

- a. The Election Committee shall consist of three members, one from each level (elementary, middle, high), appointed by the President with the consent of the Executive Board.
- b. Any member of the Election Committee nominated for or seeking office must vacate his/her position and be replaced by a substitute appointed by the President with the consent of the Executive Board.

### Section 4

Sixty calendar days prior to the date of the election the Election Committee shall:

- a. notify all members of the procedure for making nominations for offices to be filled, and of the date of the election electronically or by written notice in the Union newsletter, distributed to the Membership in each building.

### Section 5

To be nominated a candidate must submit to the Election Committee a petition containing the signatures of thirty (30) members of the NBFT. Said petitions must be submitted 24-hours prior to the start of the February membership meeting. No officer nomination shall be made from the floor at any time. Signatures must be legibly printed, signed, and contain the members' teacher ID number.

- a. Newly created Executive Board positions of one (1) Vice-President for Pupil Services/Special Education (PreK-12) shall have an election if there are more candidates than open positions. The petitions for these positions must be submitted to the Election Committee 24-hours prior to the start of the October Membership meeting. The election may be held during the November Membership meeting. After the 2023 election, the election calendar will resume the regular odd numbered years cycle.

- b. Executive Board changes approved on/before the October Membership meeting will take effect December 1, 2023.
- c. Any officer running for a new position and wins, forfeits their current position.

#### Section 6

Prior to the February meeting, incumbents must notify the Election Committee in writing that they wish to continue in their same office. Incumbents do not need a petition.

#### Section 7

The Election committee shall make written notice of the time, place, and date of the election, and the names of the candidates must be published for members to view in the newsletter and/or NBFT website at least 15 days before the election. Notification must specify whether the election is by in-person ballots or an electronic vote.

#### Section 8

The vote shall be by secret ballot. The candidate with the most votes cast shall win the election.

#### Section 9

In the case of a tie, the Election Committee shall conduct a run off election. The run-off election is between the candidates who received the equal number of votes. The run-off election must take place within 20 days following the original election.

#### Section 10

Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons and facts, to the Election Committee within (5) five days of the count. The Election Committee shall issue its written opinion regarding the objections no later than 10 days after the receipt of such objections. The Election Committee results are final, unless results are overturned by the National Labor Relations Board.

#### Section 11

The election results will be distributed to the Membership within 48 hours of the count. All elections materials, including the ballots and online files, will be kept in a secure location for one year. The Election Committee chair shall hold the secure materials until the candidates take office. The files and/or ballots shall remain in the Union office for one year.

#### Section 12

Successful candidates shall assume office May first. The outgoing officers shall provide orientation for new officers. The outgoing President shall orient the new President during the remainder of his/her release time agreement with the Board of Education and the NBFT. The incoming President's release time and reimbursement shall begin with the first pay period of the new school year.

#### Section 13

The Executive Board has the power to fill vacancies in its membership with the exception of the office of President, or in the case of a recall, until the next general election of officers.

## ARTICLE XI – ELECTION COMMITTEE

### Section 1

Elections for the officers and building representatives of the New Britain Federation of Teachers are held on odd numbered years. The Election Committee is responsible for the overseeing of the elections.

- a. Notification of the election and nominations will be published in the December or January newsletter.
- b. Nominations of candidates will be presented within 48-hours after the February meeting so that the Elections Committee has adequate time to properly vet potential candidates' thirty signatures.
- c. Notice of the election and a list of candidates for all offices and contested building representative positions will be published in February and available on the local's web site.
- d. Announcement of the candidates will be made at least 15 days prior to the election date.
- e. Elections will be held in March.
- f. If your building has fewer than thirty members, you may obtain signatures from outside your building.

### Section 2

The Election Committee shall:

- a. receive a list of nominees for each election to be held by the local;
- b. prepare ballots or online voting for each contested office;
- c. ensure that officer election hours will be 30 minutes before the earliest school closing and 1 hour after the latest school closing, and, in the case of contested building representative positions, election hours will be 30 minutes before, and 30 minutes after the specific school closing;
- d. check to make sure that a membership list is available at each election location, if applicable;
- e. provide an area where members can mark their ballots in private in the room of the election, if applicable;
- f. distribute the ballots, making sure that each in-person member presents photo identification, and name is checked off the membership list. If online voting, then each member must have their employee ID number to vote;
- g. provide a ballot box which must be supervised until the election is over, if needed;
- h. count the total number of ballots and make sure they are equal to or less than the number of ballots distributed. Each candidate is permitted a designated observer at the count;
- i. count all the ballots and verify that they are counted by each member of the committee (or by each team of committee members when there are too many ballots for each member to count individually);
- j. make three signed official written reports of the votes for:
  - The President
  - The Recording Secretary
  - The Communications Committee for timely inclusion in the NBFT publication,

- k. secure the ballot box by wrapping tape around the box and signing it. The ballot box should be held for one year by the Secretary. All online files shall be kept for one calendar year.

## **ARTICLE XII – AFFILIATION APPOINTMENTS**

AFT Convention procedures:

### **Section 1**

All delegates and alternates must be members of the NBFT.

### **Section 2**

NBFT officers shall act as delegates to affiliate organizations and their conventions and must inform the NBFT Recording Secretary of their availability to be convention delegates. All officers are entitled to attend the conventions as delegates. The officers must notify the Executive Board in February, in writing, of their intention to attend the convention. The Recording Secretary may announce the number of remaining slots available.

### **Section 3**

The March newsletter shall announce the procedure for becoming a delegate to the AFT Convention and the number of slots available, as set forth by the AFT. The Treasurer shall announce the number of slots available for sending delegates to the AFT Convention. Members interested in becoming delegates, if slots are available, shall send a written request to the Recording Secretary in March. The Recording Secretary shall notify the membership of those candidates wishing to attend the convention. In April, delegates shall be elected by secret ballot as prepared by the Recording Secretary. The delegates shall be those receiving the highest number of votes.

### **Section 4**

Three delegates may be elected to the Area Labor Federation at the April meeting of odd numbered years. The three delegates are to be elected by secret ballot at the same meeting the other officers are to be elected. The delegates shall be those receiving the highest number of votes.

## **ARTICLE XIII – RECALL**

In order to recall an elected officer of the NBFT, this procedure must be followed:

- a. A petition signed by at least 30 members and giving specific reasons for the recall must be sent to the Executive Board.
- b. Reasons must be provided to the officer to be recalled at least 15 days before the Membership meeting at which recall is considered.
- c. The petition must be presented at a Membership meeting for action. Notice of intent to consider recall must be sent to members at least 15 days prior to the consideration meeting.
- d. The officer will have an opportunity at the Membership meeting to answer charges.



- e. If a majority present and voting at the meeting votes to recall, the position will be declared vacant and an election ordered.
- f. The election must conform to procedures in Article X.

## ARTICLE XIV - STIPENDS

### Section 1

Elected Executive Board positions shall receive stipends for their work outside of the contracted workday. Information regarding stipends and adjustments of stipends are outlined in this Article. Stipends are for the elected Executive Board positions as follows:

- a. President - \$13,000.00
- b. Vice President, High School - \$9,100.00
- c. Vice President, Middle School - \$9,100.00
- d. Vice President, Elementary Schools - \$9,100.00
- e. Vice President, Elementary Schools - \$9,100.00
- f. Vice President, Pupil Services and Special Education, PreK-12 - \$9,100.00
- g. Treasurer - \$9,100.00
- h. Recording Secretary - \$7,000.00
- i. Executive Secretary - \$6,700.00 (Position ends upon ratification of this Constitution; upon ratification, the stipend will be paid through the end of the 2022-2023 school year.)

Stipends for elected Standing Committees:

- a. Board Liaison - \$1,500.00
- b. Social/Welfare - \$2,800.00
- c. Communication (Publications and Electronic Media) - \$6,000.00

Stipends for Select committees (not on Executive Board):

- a. Scholarship - \$300.00
- b. Sick Bank - \$750.00

Stipends for Building Representatives (not on Executive Board):

- a. Building Representatives - \$500.00

### Section 2 Amending Stipends

At any regular membership meeting by a petition of 15% of overall membership, a recommendation for a stipend change may be submitted. Any member may start the petition. Upon submission of the recommendation, the issue will be added to the agenda for the next regular membership meeting where a vote shall be held to either adopt or reject the recommendation. Stipends shall only be changed by a majority of the membership in attendance at a regular Membership meeting. Approved adjusted stipends will take effect at the beginning of the following school year.

### **ARTICLE XV – BY-LAWS**

This organization has full power to adopt such by-laws, resolutions, and rules of order from time to time, as may be deemed necessary, provided that they do not in any way conflict with any article of this Constitution, the Constitution of the AFT, the Constitution of the AFT-CT or the laws of the United States Government, or laws and government regulations affecting the manner in which union business should be conducted.

### **ARTICLE XVI – AMENDMENTS**

This Constitution may be ratified or amended by a majority vote of the members present at any regular meeting provided that a copy of the proposed amendment shall be included in the notice of the meeting and provided that the proposed amendment has been presented in writing at the previous meeting.

### **ARTICLE XVII – RULES OF ORDER**

*Robert's Rules of Order Newly Revised* shall govern this organization and all of its subordinate bodies in all matters not expressly covered by its Constitution or the By-Laws of this organization.

**Amended, and Accepted by Membership Vote, 9/19/2023**

**Appendix A**  
Building Representative Responsibilities and Attendance

Representative Name \_\_\_\_\_ School \_\_\_\_\_ Year \_\_\_\_\_  
\_\_\_\_\_

Membership Meetings

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

Representative Trainings

Date \_\_\_\_\_

Building Level LMM Meetings

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_

Retirement party

Date \_\_\_\_\_

Union Sponsored event

Date \_\_\_\_\_

NBFT/Admin meetings with a member

Date _____	Initials of Member _____
Date _____	Initials of Member _____
Date _____	Initials of Member _____
Date _____	Initials of Member _____
Date _____	Initials of Member _____

*\*Charts to be submitted to the President the week before stipends are paid.*