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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 will 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, sex, 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 10-58a 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 1058a 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, 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) AFT members who retire automatically become AFT Retiree Members with the right to participate in AFT Benefits Programs. They pay no AFT dues and can opt to receive AFT publications by paying the subscription fees.
 - (1) Retirees may form their own chapter, receive a charter from the AFT, and set their own dues and agendas.
 - (2) To maintain contact with the NBFT, retirees may also become Associate Members of the New Britain Federation of Teachers by paying a \$10 yearly fee. They can attend but not vote at NBFT meetings. Where appropriate, they may serve on NBFT committees, receive NBFT publications and attend NBFT socials.
 - (3) 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

Teachers paying agency fees are not considered members of NBFT as defined in Article III Section 1. A union member may choose Agency Fee status in accordance to the provisions of Section 9 below.

Section 7

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

Section 8 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. 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.
- c. 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.
- d. 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.
- e. 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 9

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 I revoke it in writing during the window period, even if I have resigned my membership in Local 871. A member who is more than 30 days delinquent in dues payment shall be considered to be a member in bad standing, and be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following two months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

ARTICLE IV – OFFICERS

The officers shall consist of a President, Vice-President for High Schools, Vice-President for Middle Schools, two (2) Vice-Presidents for Elementary Schools, Executive Secretary, Recording Secretary and Treasurer.

To be eligible for office a person must be 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 Central Labor Council, and 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; and
- n. shall serve on the Finance Committee.

Section 2

There shall be four level **Vice-Presidents**: a Vice-President for High Schools, a Vice-President for Middle Schools and two Vice Presidents for Elementary Schools, each of whom must be working on the level to which he/she is elected. Each of these Vice-Presidents shall:

- a. be responsible for working with and coordinating the activities of the Building Representatives on his/her level;
- b. coordinate political action, social, legislative and research activities on his/her school level;
- c. direct and coordinate the activities of the Labor Management Meetings on his/her level;
- d. be responsible for policing the contract and processing grievances, including class size where appropriate;
- e. keep the President, the Executive Board and, where appropriate, the level members informed on the state of the Union in his/her area; and
- f. in the temporary absence or disability of the President, the Vice-President with the most continuous Executive Board experience shall perform the duties of the President. In the event of equal experience on the Executive Board among Vice-Presidents, the Executive Board will decide which Vice-President will perform the duties of the President. If the absence or the disability is permanent, the vacancy shall be filled by a special election following the procedure in Article X.

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 Management special 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, retirement, 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. perform other duties as delegated by the President or assigned by the Executive Board;
- h. keep on file for one year all ballots for any election in the NBFT;
- i. send agendas for membership meetings to the membership at least 24 hours prior to the meeting. (It is understood that last minute agenda items may be added after the communication is sent.); and
- j. send membership meeting notes to the membership within 48 hours after the membership meeting.

Section 4

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

- a. represent this organization as a delegate and/or liaison in all its contacts with the officers of the New Britain Central Labor Council, all affiliate unions, and all other organizations where appropriate or as directed;
- b. keep the Executive Board informed of the nature and progress of work being done by these organizations and by governmental agencies that effect teachers' conditions and concerns;
- c. watch and report on all bills, which affect teachers and education, and which are pending in local, state, or national legislative bodies; and
- d. work with the AFT-AFT/CT Legislative Vice-President.

Section 5

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;
- g. provide itemized Treasurer reports, indicating the sources of income and the specific items and services the union has purchased monthly, at each 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 finance committee and 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;
- l. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act;
- m. be bonded, the charge to be met by the local; and
- n. shall serve on the Finance Committee.

Section 6

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 7

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 less than 5 per year, 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.

Section 3

A quorum for a regular or special meeting shall consist of 10% of the Membership or representation from at least 30% of the schools having members. A majority of the elected officers must be present.

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:

Standing committees: Negotiations

Board Liaison

COPE/Political Action

Finance

Professional Issues/Evaluation

Research

Social/Welfare

Community Outreach

Select committees (not on Executive Board):

Scholarship

Sick bank

Endowment

Election

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

Constitution

Technology

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 shall 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 Negotiations, Board Liaison, COPE/Political Action, Finance, Publications, Electronic Media, Professional Issues/Evaluation, Public Relations, Research, Social/Welfare and Community Outreach.

Section 2

The Select committees shall include Scholarship, Sick Bank, Endowment, and Election. These committee chairs are not members of the Executive Board.

Section 3

Ad Hoc committees will be appointed as needed and are temporary. These committee persons are not members of the Executive Board.

Section 4

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

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

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

Section 7

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 a corresponding secretary to keep detailed records of the proceedings; and
- d. report back to the Executive Board on such proceedings; and
- e. 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 8

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 six 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 9

It shall be the duty of the **COPE (Committee on Political Education) and Political Action Committee** to:

- a. sponsor activities and provide information that will guide the Federation and its members in their political activities;
- b. make recommendations to the Executive Board and Membership regarding endorsement of candidates;
- c. supervise local activities of COPE; and
- d. compile records with samples of political literature to forward to the AFT-AFT/CT.

Section 10

It shall be the duty of the **Publications 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. work with the President to make sure that all references are clear and accurate;
- g. download AFT Plus ads and submit the paper work to get reimbursement funds for the ads when space is available;
- h. adhere to the NBFT union election regulations as indicated in Article XI;
- i. publish the newsletter in a timely manner, and then ensure its distribution to the schools, retired members, board members, webmaster and Central Office; and
- j. gather and keep up to date addresses of retired members and Board of Education members. Address, fill, stamp and mail envelopes with the newsletter to these individuals.

Section 11

It shall be the duty of the **Electronic Media Committee** to maintain the NBFT website.

Section 12

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 13

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

- a. maintain an active file of information necessary for our needs and activities; and
- b. appoint one of its members to work on an assignment at the request of another committee.

Section 14

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

- a. Prepare the annual budget and present it to the membership for discussion and questions;
- b. Based on member feedback, finalize the annual budget and present it to the Executive Board for approval;
- c. verify that itemized-treasurer's reports are presented at each membership meeting;
- d. verify that itemized expectations of stipened committee chair positions are being met;
- e. maintain the collection and delivery of the records, orders, receipts, bank statements and membership records, etc. to the Auditor for the annual audit; and
- f. monitor Federation investments and monies, coordinate with the local's Financial Advisor, and report the information and discussions to the Executive Board.

- g. The Finance Committee shall be comprised of the President, the Treasurer, the Finance Committee Chair, and two stipened members.

Section 15

It shall be the duty of the **Professional Issues / Evaluation Committee** to:

- a. keep teachers aware of new developments in education and the profession;
- b. enhance the professional development of teachers;
- c. serve on, participate in, and closely monitor the operation of the District Evaluation Committee;
- d. make sure that the legal requirements for evaluation are being observed; and
- e. make recommendations on evaluation matters.

Section 16

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 monthly report for the publications committee to be used in the Spotlight.

Section 17

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 18

It shall be the duty of the **Community Outreach Committee** to:

- a. assist the officers and standing committees in promoting and enhancing the image of the Federation in the community and among affiliates by using pertinent available media;
- b. plan and coordinate activities throughout the year that promote and enhance the positive image of the NBFT;
- a. facilitate the building of productive relations in the New Britain community between the local and other unions, organizations and individuals that are facing similar challenges and issues;
- b. construct positive alliances with these individuals and groups to promote the interests of teachers and labor; and
- c. work with Communications Committee to disseminate information or notices of upcoming events in the local community and at the state level.

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. Building representation shall be organized to maintain equitable representation across the district. Equitable representation shall mean that there is one building representative for approximately every 30 teachers, with at least two representatives in every building with at least 30 teachers. The union leadership may add a Building Representative to situations where there are fewer than 30 teachers, such as in small

learning communities or other specialized areas. There shall be a district-wide building representative for pupil services.

The Building Representative shall:

- a. distribute union materials and collect information required for Union work;
- b. maintain LMM meeting protocol per contract at their school;
- c. report contract violations to the President, or appropriate Vice-President;
- d. try to resolve problems before they become grievances;
- e. represent members at meetings as needed;
- f. attend membership and/or any other meetings designated by the President or Executive Board;
- g. initiate new employee outreach through regular contact; and
- h. organize regular worksite membership meetings, at the convenience of the building staff, to identify teacher concerns.

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 New Britain Central Labor Council (NBCLC).

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 and persons paying agency fees so that the New Britain Federation of Teachers will always be in good standing with the AFT, AFT/CT, CT AFL-CIO, and NBCLC.

Section 4

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

Section 5

The Executive Board shall present to the Membership at the first Membership meeting of the new school year a recommendation on the Agency fee. This service fee shall be equal to the projected costs of collective bargaining, contract administration, teacher defense, grievance adjustment and prohibitive practice processing.

ARTICLE X – ELECTIONS

Section 1

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

- a. President
- b. Four (4) Vice-Presidents (one for the high schools, one for the middle school and two for the elementary schools)
- c. Recording Secretary
- d. Executive Secretary
- e. Treasurer

Section 2

To be eligible for office, a person must be 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 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 prior to the February membership meeting. No officer nomination shall be made from the floor at any time.

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.

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.

Section 11

The election results will be distributed to the Membership within 48 hours of the count. All elections materials, including the ballots, will be kept in a secure location for one year. The Election Committee chair shall hold the secure materials and sealed ballots until the candidates take office. The ballots then 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 at the February meeting.
- 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.

Section 2

The Election Committee shall:

- a. receive a list of nominees for each election to be held by the local;
- b. prepare ballots 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;
- e. provide an area where members can mark their ballots in private in the room of the election;
- f. distribute the ballots, making sure that each member presents photo identification, and name is checked off the membership list;
- g. provide a ballot box which must be supervised until the election is over;
- 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 Editor of the local publication for timely inclusion in the publication; and
- 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.

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 shall announce the number of remaining slots available and the stipends to be provided.

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, as well as the procedure for becoming one of the three delegates to the New Britain Central Labor Council. The Treasurer shall announce the amount of funds 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 are to be elected to the New Britain Central Labor Council 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 – 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 XV – 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 and provided that a quorum is present.

ARTICLE XVI – 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.
