

# AFT ST. LOUIS, LOCAL 420 AFT MO, AFT, AFL-CIO

## CONSTITUTION & BYLAWS PROPOSED AMENDMENTS



*A Union of Professionals*



*AFT MISSOURI*



Revised 2/11

# TABLE OF CONTENTS

1		
2		
3	<b><u>CONSTITUTION</u></b>	
4		
5	<b>ARTICLE 1 – NAME</b>	<b>PAGE 3</b>
6		
7	<b>ARTICLE II – OBJECTIVES</b>	<b>PAGE 3</b>
8		
9	<b>ARTICLE III – MEMBERSHIP</b>	<b>PAGE 4</b>
10		
11	<b>ARTICLE IV – OFFICERS &amp; ELECTIONS</b>	<b>PAGE 5</b>
12		
13	<b>ARTICLE V – COMMITTEES</b>	<b>PAGE 7</b>
14		
15	<b>ARTICLE VI – EXECUTIVE BOARD</b>	<b>PAGE 7</b>
16		
17	<b>ARTICLE VII – AFFILIATIONS</b>	<b>PAGE 8</b>
18		
19	<b>ARTICLE VIII – DUTIES OF OFFICERS</b>	<b>PAGE 9</b>
20		
21	<b>ARTICLE IX – BUILDING REPRESENTATIVES COUNCIL</b>	<b>PAGE 11</b>
22		
23	<b>ARTICLE X – BUILDING REPRESENTATIVES</b>	<b>PAGE 13</b>
24		
25	<b>ARTICLE XI – DUTIES OF BUILDING REPRESENTATIVES</b>	<b>PAGE 14</b>
26		
27	<b>ARTICLE XII – MEETINGS</b>	<b>PAGE 15</b>
28		
29	<b>ARTICLE XIII – FINANCE</b>	<b>PAGE 15</b>
30		
31	<b>ARTICLE XIV – AVAILABILITY OF CONSTITUTION</b>	<b>PAGE 15</b>
32		
33	<b><u>BYLAWS</u></b>	<b>PAGE 16</b>
34		
35	<b>ARTICLE 1 – DUES</b>	<b>PAGE 16</b>
36		
37	<b>ARTICLE II – FINANCES</b>	<b>PAGE 17</b>
38		
39	<b>ARTICLE III – MEETINGS</b>	<b>PAGE 17</b>
40		
41	<b>ARTICLE IV – BUILDING REPRESENTATIVES</b>	<b>PAGE 17</b>
42		
43	<b>ARTICLE V – CHAPTERS</b>	<b>PAGE 20</b>
44		
45	<b>ARTICLE VI – RATIFICATION OF COLLECTIVE BARGAINING</b>	
46	<b>AGREEMENTS</b>	<b>PAGE 20</b>

1	<b>ARTICLE VII – JOB ACTIONS</b>	<b>PAGE 20</b>
2		
3	<b>ARTICLE VIII – AMENDMENT</b>	<b>PAGE 21</b>
4		
5	<b><u>SECRETARIAL AND CLERICAL CHAPTER BYLAWS</u></b>	<b>PAGE 22</b>
6		
7	<b>ARTICLE 1 – NAME</b>	<b>PAGE 22</b>
8		
9	<b>ARTICLE II – OBJECTIVES</b>	<b>PAGE 22</b>
10		
11	<b>ARTICLE III – MEMBERSHIP</b>	<b>PAGE 22</b>
12		
13	<b>ARTICLE IV – OFFICERS</b>	<b>PAGE 23</b>
14		
15	<b>ARTICLE V – ADMINISTRATIVE COMMITTEE</b>	<b>PAGE 23</b>
16		
17	<b>ARTICLE VI – NOMINATIONS AND ELECTIONS</b>	<b>PAGE 24</b>
18		
19	<b>ARTICLE VII – GENERAL MEMBERSHIP MEETINGS</b>	<b>PAGE 24</b>
20		
21	<b>ARTICLE VIII – COMMITTEES</b>	<b>PAGE 24</b>
22		
23	<b>ARTICLE IX – NEGOTIATIONS</b>	<b>PAGE 24</b>
24		
25	<b>ARTICLE X – AMENDMENTS</b>	<b>PAGE 24</b>
26		
27	<b><u>PARAPROFESSIONAL CHAPTER BYLAWS</u></b>	<b>PAGE 25</b>
28		
29	<b>ARTICLE – NAME</b>	<b>PAGE 25</b>
30		
31	<b>ARTICLE II – OBJECTIVES</b>	<b>PAGE 25</b>
32		
33	<b>ARTICLE III – MEMBERSHIP</b>	<b>PAGE 25</b>
34		
35	<b>ARTICLE IV – OFFICERS</b>	<b>PAGE 26</b>
36		
37	<b>ARTICLE V – ADMINISTRATIVE COMMITTEE</b>	<b>PAGE 26</b>
38		
39	<b>ARTICLE VI – NOMINATIONS AND ELECTIONS</b>	<b>PAGE 26</b>
40		
41	<b>ARTICLE VII – MEMBERSHIP MEETINGS</b>	<b>PAGE 26</b>
42		
43	<b>ARTICLE VIII – NEGOTIATIONS</b>	<b>PAGE 27</b>
44		
45	<b>ARTICLE IX – AMENDMENTS</b>	<b>PAGE 27</b>
46		

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

**CONSTITUTION OF  
AFT ST. LOUIS, LOCAL 420  
AFT MO, AFT, AFL-CIO**

**ARTICLE I – NAME**

This organization shall be known as AFT St. Louis, Local 420, AFT MO, AFT, AFL-CIO, and may be referred to as a union, local, or federation. The membership shall be the highest governance authority of the union.

**ARTICLE II – OBJECTIVES**

**The objectives of the organization shall be:**

1. To bring teachers and school-related personnel into a labor organization for mutual assistance and cooperation.
2. To obtain for them the rights and opportunities to which they are entitled.
3. To raise the standards of teachers and school-related personnel by securing conditions essential to the highest professional services.
4. To encourage and promote active participation of teachers and school-related personnel in the formation of educational policies.
5. To promote education as a democratic social agency that will develop the capacities of youth and enable each to take a place in the individual, political and social life of the community, not so much with the idea of personal profit as of service to others.
6. To promote the welfare of the children of the nation by providing progressively better opportunities for all.
7. To encourage teachers and school-related personnel to be truly professional by setting their own ethical and educational standards.
8. To support the principles of organized labor.
9. To act as a representative of teachers and school-related personnel in Collective Bargaining.

1  
2  
3 **ARTICLE III – MEMBERSHIP**

4 **Section 1.**

- 5 a) **Regular Membership:** Any employee included in any bargaining unit represented by the  
6 Local or in a unit which is being organized by the Local shall be eligible for regular  
7 membership. Regular members shall be entitled to all rights and privileges in this  
8 organization.
- 9 b) **Retired and Associate Memberships:** Employees who retire or who leave the bargaining  
10 unit for any reason, except supervisory status, or those who are eligible for representation but  
11 not yet included in a bargaining unit represented by the Local, shall be eligible to continue  
12 membership in an appropriate membership category. Additional membership categories are  
13 retired member or associate member.

14  
15 ***Retired members*** are those who are retired from employment in a unit  
16 represented by the Local. ***Associate members*** are those who want to  
17 continue their membership but have left employment in a unit represented  
18 by the Local for reasons other than retirement, and those who are eligible  
19 for representation.

20  
21 ***Retired and associate members*** have the same rights and privileges as  
22 ***regular members***, except that they may not vote in elections on collective  
23 bargaining agreements or on questions of dues. They may not run for office.

- 24  
25 c) **Application:** Membership shall be by application. Applicants for membership shall be  
26 recommended and voted on at the general membership meeting or at a meeting of the  
27 Executive Board or ~~Stewards~~ **Building Representatives** Council.
- 28  
29 d) **Resignation:** Resignation of membership shall be by certified letter sent between June 1<sup>st</sup>  
30 and June 30<sup>th</sup> to the Local stating the effective date of such resignation. The written  
31 resignation must be postmarked consistent with the above dates. The effective date cannot be  
32 retroactive and in case of doubt, the postmark of the letter shall determine the effective date of  
33 receipt. An oral resignation shall have no status.

34  
35 **Section 2.**

36 **Supervisory Personnel** shall not obtain membership. Members promoted to positions with the  
37 rank of supervisor automatically are removed from membership on the effective date of  
38 promotion.

39  
40 **Section 3.**

41 **Discrimination:** No discrimination shall ever be shown toward individual members or  
42 applicants for membership because of race, creed, political activities or belief, sex, age, sexual  
43 orientation, lifestyle, economic status, or national origin.

1 **Section 4.**

2 **Failure to Pay Dues:** Any member who fails to pay dues upon dues expiration or within twenty  
3 (20) days of the due date shall be declared inactive and placed in an inactive status in  
4 Membership Suites of the American Federation of Teachers National Office. The member may  
5 be reinstated upon payment of a fee equal to one-half the monthly dues requirement in addition  
6 to all back dues but not exceeding three months back dues. The Executive Board may modify,  
7 including waiving completely, the amount of the reinstatement fee and back dues.  
8

9 **ARTICLE IV – OFFICERS AND ELECTIONS**

10  
11 **Section 1.**

12 **Officers:** The following officers shall be elected in the odd-numbered years:  
13 President; ~~First~~ **Executive** Vice-President; ~~Second Vice-President~~; Secretary; Treasurer; ~~Vice-~~  
14 ~~President for Political Action~~ **Vice President for Pre-School Employees**; ~~Vice President for~~  
15 ~~Policy Enforcement~~ **Vice President for Elementary School Employees**; ~~Vice President for~~  
16 ~~Communications~~ **Vice President for Middle School Employees**; ~~Vice President Professional~~  
17 ~~Issues~~ **Vice President for High School Employees**; ~~Vice President Certificated Employees~~ **Vice**  
18 **President for Special Education Employees**; and **Vice President for Alternative School**  
19 **Employees** ~~Vice President Leadership~~ **Vice President for Vocational-Technical Employees**  
20 ~~Vice President Membership~~; Vice-President for Paraprofessional Employees; Vice-President for  
21 Secretarial/Clerical Employees and **Vice President for Charter Schools**. There also shall be the  
22 office of Retiree Liaison, which shall be ~~designated~~ **elected** by **members of** the Retiree Chapter.  
23 The term of office shall be three years **commencing with July 1, 2014**. Candidates for any office  
24 shall run for only one office in any election.  
25

26 **Section 2.**

27 **Eligibility:** Membership in good standing for at least two years measured from the date of  
28 nomination is required to hold office in this Local except for new members from new bargaining  
29 units during the first two years after inclusion of an additional bargaining unit.  
30

31 **Section 3.**

32 **Nominations:** Nominations for office shall be made at a General Membership meeting in March  
33 of the ~~odd-numbered~~ **election** year. Notification of the nomination process shall be provided to  
34 each member at least fifteen (15) days prior to the general membership meeting when  
35 nominations will be in order. Notice of the right to make nominations and the election may be  
36 combined in one notice. Nominations shall be made from the floor. Nominees must have given  
37 their consent.  
38

39 **Section 4.**

40 **Elections:**

- 41 a) **Date of Elections:** Election of officers shall be conducted not more than 60 days after the  
42 time of nominations. Election shall be conducted by secret ballot vote of members in good  
43 standing.  
44
- 45 b) **Declaration of Winners:** The candidates receiving a plurality of at least forty  
46 percent (40%) of the votes cast shall be declared elected. If the plurality of forty (40%) is  
47 not obtained, a run-off election of the two candidates receiving the most votes shall be held  
48 within fifteen (15) days according to the above procedure for notice and scheduling.  
49

- 1 c) **Constituency Voting**: Election of officers identified by a specific constituency will  
2 be by those members from that constituency.  
3
- 4 d) **Eligible Voters**: Candidates for office shall be permitted to review the list of eligible  
5 voters at the Local Office within 30 days in advance of the election date.  
6
- 7 e) **Observers**: Candidates shall be permitted to have observers present during the  
8 counting of ballots in any election. The number of observers permitted by each  
9 candidate shall be uniform and determined by the Elections Committee.  
10

11 **Section 5.**

12 **Election Records**: The ballots and all other records pertaining to the election shall be kept by  
13 the Secretary for a period not less than one year.  
14

15 **Section 6.**

16 **Taking Office**: Officers shall take office on July 1, following their election.  
17

18 **Section 7.**

19 **Filling Vacancies**: The Executive Board shall have authority to fill vacancies in any  
20 office for the balance of the term.  
21

22 **Section 8.**

23 **Executive Board Vacancy**: An officer who is absent without good cause from three  
24 consecutive meetings of the Executive Board shall have his/her position declared vacant. The  
25 position may be filled according to Section 7 of this article.  
26

27 **Section 9.**

28 **Recall of Officers and Stewards Building Representatives**:

29 a) **Recall**: Any officer or steward may be recalled for the following reasons:

- 30 1. Failing to fulfill the duties of office.
- 31 2. Committing acts contrary to the Constitution and/or Bylaws of the Local.  
32

33 b) **Procedure**: The procedure for recall shall be as follows:

- 34 1. Written charges shall be presented in person to the Executive Board.
- 35 2. The accused shall be notified in writing by certified mail within fourteen (14)  
36 days of the date of the submission of the charge(s).
- 37 3. The charges and rebuttal shall be presented at a special meeting of the  
38 Executive Board called for the purpose of considering the charges.
- 39 4. Upon three-fourths (3/4) vote of the Executive Board affirming the charges,  
40 the decision of the Executive Board shall automatically be referred to a  
41 Special Membership meeting called for the purpose of considering the  
42 findings of the Executive Board.
- 43 5. The recall shall be decided by a two-thirds (2/3) vote of the Membership  
44 present at the meeting. The meeting shall be convened within thirty (30) days  
45 of the findings of the Executive Board.  
46

47 c) **Accused Rights**: The accused shall have the right to present a case for  
48 consideration, including the right to counsel in the meeting.  
49

1 d) **Legal Fees:** The membership may determine whether to reimburse any  
2 person for their costs incurred in defense against the charges.

3  
4 e) **Appeal:** A decision of the membership to sustain the charges may be  
5 appealed to the American Federation of Teachers.

6  
7 **ARTICLE V – COMMITTEES**

8  
9 **Section 1.**

10 **Establishing Committees:** The Executive Board or the Membership may establish such  
11 committees ~~as~~ from time to time as may be needed.

12  
13 **Section 2.**

14 **Standing Committees:** Creation, composition, duties and responsibilities of any standing  
15 committee shall be through Bylaws adopted by the Union.

16  
17 **ARTICLE VI – EXECUTIVE BOARD**

18  
19 **Section 1.**

20 **Scope of Authority:** The Executive Board shall administer the policy of this federation as set by  
21 the membership at regular meetings. The Executive Board shall have the power to act for the  
22 good of the federation between meetings of the Stewards Council or General Membership  
23 meeting.

24  
25 **Section 3.**

26 **Chairperson:** The chairperson of the Executive Board shall be the President of the Local.

27  
28 **Section 4.**

29 **Establishing Meetings:** The time and place of Executive Board meetings shall be set by the  
30 Executive Board and announced in advance to the general membership.

31  
32 **Section 5.**

33 **Authorization for Action:** The Executive Board is authorized and empowered to take such  
34 actions and to render such decisions as may be necessary to carry out full the decisions and  
35 instructions of the membership and the Stewards Council, and as may be necessary and  
36 appropriate to safeguard and to promote the best interest of this Local.

37  
38 a) **The Executive Board may** sue and be sued, complain and defend on behalf of  
39 and for the use of the Local; purchase, take, receive, lease, take any gift,  
40 devise or bequest, or otherwise acquire, and to own, hold use, deal in or with any  
41 real or personal property or any interest therein on behalf of the Local.



- 1 b) **The Executive Board may** sell, convey, mortgage, pledge, lease  
2 and otherwise dispose of all or any part of its property and assets; purchase,  
3 take, receive, or to other acquire, own, hold, vote, and use shares or other  
4 interest in or obligations of domestic or foreign corporations, associations, or  
5 partnerships or individuals on behalf of the Local sell, mortgage, loan, pledge,  
6 or otherwise dispose of such shares, interest, or obligations on behalf of the Local.  
7
- 8 c) **The Executive Board may** make contracts and incur liabilities which may be  
9 appropriate to enable it to accomplish any or all of its purposes.  
10
- 11 d) **The Executive Board may** borrow money for federation purposes at such  
12 rates of interest and terms and conditions as they may deem appropriate.  
13
- 14 e) **The Executive Board may** issue notes, bonds and other obligations, secure  
15 any of its obligations by mortgage, pledge, or deed of trust of all or any of its  
16 property and income.  
17

## 18 **Section 6.**

19 **Reporting Activity:** The Executive Board shall report its activities at each regular Membership  
20 and ~~Stewards~~ ***Building Representatives*** Council meeting.  
21

## 22 **ARTICLE VII – AFFILIATIONS**

### 23 **Section 1.**

24 This Local shall maintain affiliation with and whenever possible send delegates to the following  
25 organizations:  
26

27 a) **The American Federation of Teachers:** Officers are delegates to the AFT national  
28 convention as a duty of their office. Additional delegates and alternates to the  
29 national convention shall be elected biennially by majority vote according to the  
30 same procedures for election of officers described in Article IV. The election will be  
31 scheduled after the Call-to-Convention is given by the American Federation of  
32 Teachers. Delegates shall serve for a term of one-year from the time of their  
33 election. The President and the Secretary shall certify the election and forward the  
34 credentials of all delegates and alternates to the National Office as soon as possible  
35 but not later than the time required by the National Office before the convening of the  
36 national convention. The delegates shall confer with the Treasurer to make sure the  
37 National per capita through the required month has been sent to the National Office  
38 at least fifteen (15) days before the convening of the national convention.  
39

40 b): **AFT Missouri:** Delegates and alternates, except those designated as a duty of their  
41 office, shall be elected biennially by majority vote of those voting according to the  
42 same procedures for election of officers described in Article IV. The number to be  
43 sent to the convention, notwithstanding the number to which the Local is entitled, is  
44 subject to determination in advance by the Executive Board.  
45  
46

1 c) **The Missouri AFL-CIO:** Delegates and alternates, except those designated  
2 as a duty of their office, shall be elected ~~biennially~~ ***triennially*** by majority vote of those  
3 voting according to the same procedure for election of officers described in Article IV. The  
4 election will be scheduled after the Call-to-Convention is given by the Missouri State AFL-  
5 CIO. The number to be sent to the convention, notwithstanding the number to which the  
6 Local is entitled, is subject to determination in advance by the Executive Board.

7  
8 d) **The St. Louis Labor Council:** Delegates and alternates, except those designated  
9 as a duty of their office shall be elected ~~biennially~~ ***triennially*** by majority vote of those voting  
10 according to the same procedures for election of officers described in Article IV.

11  
12 **Section 2.**

13 **Reports:** All delegates shall make written reports regarding meetings attended to the Executive  
14 Board.

15  
16 **Section 3.**

17 **Expenses:** Every reasonable effort shall be made by this Local to pay the legitimate expenses of  
18 delegates to meetings and conventions of affiliated organizations.

19  
20 **Section 4.**

21 **Affiliated Organizations:** The Local to the best of its ability shall be active in the affairs of  
22 affiliated organizations. Delegates to affiliate organizations shall meet the same requirement as  
23 officers of this Local.

24  
25 **ARTICLE VIII – DUTIES OF OFFICERS**

26  
27 **Section 1.**

28 **President:** The President shall be the chief executive officer and spokesperson for the Local and  
29 shall preside at all meetings of the Local, the ~~Stewards~~ ***Building Representatives*** Council and the  
30 Executive Board. The President shall be an ex-officio member of all committees, shall sign all  
31 necessary papers and documents, shall be authorized to co-sign checks and payment by the Local  
32 and represent the Local when and where necessary, and shall carry out the policies and directives  
33 of the membership, Stewards Council and Executive Board. The President shall employ,  
34 supervise, direct, promote, discipline and discharge staff and retain counsel, accountants, and  
35 other professional personnel. Initial employment to the extent that such is determined pursuant  
36 to collective bargaining agreement, shall be subject to the approval of the Executive Board. The  
37 President shall be the chief delegate to all conventions of the American Federation of Teachers,  
38 **AFT Missouri, AFL-CIO, MO AFL-CIO** and St. Louis Labor Council. The President shall  
39 make a report to the membership at least once each year summarizing the accomplishments of  
40 the Local and outlining plans for the next year.

1 **Section 2.**

2 **First Vice-President:** This officer shall perform all the duties of President in the absence of that  
3 officer. The First-Vice-President shall be next in line of succession in the case of a vacancy in  
4 the office of President. The First Vice-President shall be a delegate to the St. Louis Labor  
5 Council. The First Vice-President shall perform all other duties assigned by the Executive Board  
6 or the membership.  
7

8 ~~**DELETE: Section 3.**~~

9 ~~**Second Vice-President:** This officer shall perform all the duties of First Vice President in the~~  
10 ~~absence of that officer. The second Vice President shall be next in line of succession in the case~~  
11 ~~of a vacancy in the office of first Vice President. The Second Vice President shall be a delegate~~  
12 ~~to the St. Louis Labor Council. The Second Vice President shall perform all other duties~~  
13 ~~assigned by the Executive Board or the membership.~~  
14

15 ~~**Section 4 Section 3.**~~

16 **Secretary:** The Secretary shall be the custodian of the records of the Local and shall issue all  
17 notices, answer correspondence at the direction of the President and report outside  
18 correspondence to the President and the Executive Board, be the custodian of the seal and charter  
19 of the Local, record and distribute minutes of the Executive Board, Stewards Council, and  
20 general membership meetings.  
21

22 ~~**Section 5 Section 4**~~

23 **Treasurer:** The Treasurer shall:

- 24 a) Receive, record, and deposit in the name of the Local all monies from dues  
25 and other sources.  
26
- 27 b) Keep the membership roll and issue any delinquent notices.  
28
- 29 c) Forward all per capita dues and current membership lists to the National Office of  
30 the American Federation of Teachers and to other affiliated organizations to keep  
31 this Local in good standing at all times. Special care shall be taken to see that per  
32 capita tax through June 30<sup>th</sup> is sent to the National Office no later than fifteen (15)  
33 days prior to the opening date of the National Convention to make sure delegates  
34 from this Local may be seated. Also, care shall be taken to see that **AFT Missouri**  
35 per capita tax is paid fifteen (15) days prior to the opening date of the state convention.  
36
- 37 c) Chair the Finance Committee and present a written report to the general membership  
38 once a year.  
39
- 40 d) Keep adequate records available at all times for the Executive Board and other ~~Local~~  
41 **Union** committees which may have need for such records.  
42
- 43 f) Pay all bills authorized by the adopted budget, retaining vouchers or invoices  
44 for the bills. Expenses not authorized in the budget must be presented to the  
45 Executive Board for authorization. All checks and payments of the ~~Local~~ **Union**  
46 must be signed by the Treasurer.  
47

1 ~~DELETED: Section 6.~~

2 ~~**Vice-President for Political Action:** This officer shall be responsible for political education of~~  
3 ~~the membership in legislative and governmental election matters.~~

5 ~~DELETED: Section 7.~~

6 ~~**Vice-President for Policy Enforcement:** This officer shall be the Chief Steward of the Local.~~  
7 ~~The duties shall include coordinating resources and material for stewards, bargaining~~  
8 ~~committees, and chair the Negotiations Committee.~~

10 ~~DELETED: Section 8.~~

11 ~~**Vice-President for Communications:** This officer shall be responsible for the communications~~  
12 ~~program of the Local including regular and periodic publications and public relations activities.~~

14 ~~DELETED: Section 9.~~

15 ~~**Vice-President for Membership:** This officer shall be responsible for membership recruitment,~~  
16 ~~membership service and benefit programs of the Local.~~

18 ~~DELETED: Section 10.~~

19 ~~**Vice-President for Leadership Development:** This officer shall be responsible for the~~  
20 ~~leadership education and training program of the Local with attention to skill and knowledge~~  
21 ~~needs for effective union leadership.~~

23 ~~DELETED: Section 11.~~

24 ~~**Vice-President of Professional Issues:** This officer shall be responsible for the education and~~  
25 ~~information program of the Local in matters related to the occupations and practice of members.~~

27 ~~Section 12~~ Section 5.

28 ~~**Constituency Vice-Presidents:** These officers shall be responsible for information and advice~~  
29 ~~to the Executive Board on issues and matters of interest to their constituencies. **The**~~

30 ~~**Constituency Vice Presidents shall consist of the following:**~~

- 31 a. ~~**Vice-President for Early Childhood Employees (PreK-2)**~~
- 32 b. ~~**Vice-President for Elementary School Employees (3-5)**~~
- 33 c. ~~**Vice-President for Middle School Employees (6-8)**~~
- 34 d. ~~**Vice-President for High School Employees (9-12)**~~
- 35 e. ~~**Vice-President for Special Education Employees**~~
- 36 f. ~~**Vice-President for Career & Technical Education Employees**~~
- 37 g. ~~**Vice-President for Paraprofessional Employees**~~
- 38 h. ~~**Vice-President for Secretarial/Clerical Employees**~~
- 39 i. ~~**Vice-President for Charter School Employees**~~
- 40 j. ~~**Retiree Liaison**~~

42 ~~Section 13~~ Section 6.

43 ~~**Delegates to Conventions:** As a duty of their office, officers shall serve as delegates to~~  
44 ~~conventions or affiliates in the order of their listing in Article IV, Section 1, up to the number of~~  
45 ~~delegates authorized by the affiliate. The number acting as delegates shall be subject to any~~  
46 ~~limitations of the affiliates and Article VII.~~

1 **ARTICLE IX – STEWARDS BUILDING REPRESENTATIVES COUNCIL**

2  
3 **Section 1.**

4 **Role:** Subject to the final authority of the membership, the general governing body of the Local  
5 shall be a **Stewards Building Representatives Council**, the members of which shall be members  
6 of the **Local Union** in good standing, elected by vote of the members from their work site.

7  
8 **Section 2.**

9 **Duties of the Stewards Building Representatives Council:**

- 10 a) The **Stewards Building Representatives Council** shall formulate the policies of the **Local**  
11 **Union**; it shall consider and act upon any matter which it regards as pertinent to the purposes  
12 and activities of the local; and it shall have the power to adopt, amend, or rescind actions of  
13 the Executive Board and the President.  
14  
15 b) At each regular meeting of the **Stewards Building Representatives Council**, it shall hear and  
16 at its discretion, act upon reports from officers of the **Local Union**, from the Executive Board,  
17 from the **Local Union** committees, except committees of the Executive Board, and from any  
18 other sources whose presentation is duly authorized. It shall so hear and may act upon  
19 pertinent matters brought before it by any **Stewards Building Representatives Council**  
20 member.  
21  
22 e) The **Stewards Building Representatives Council** shall have authority to fill vacancies in the  
23 Council.  
24  
25 f) The **Stewards Building Representatives Council** may establish committees as it deems  
26 necessary in addition to those standing committees specified in the Bylaws.

27  
28 **Section 3.**

29 **Meetings of the Stewards Building Representatives Council:**

- 30 a) The **Stewards Building Representatives Council** shall meet monthly. A regular meeting of  
31 the **Stewards Building Representatives Council** may be canceled by the Executive Board  
32 when there is no business for consideration by the **Stewards Building Representatives**  
33 Council.  
34  
35 b) The meetings of the **Stewards Building Representatives Council** shall be presided over by  
36 the President of the **Local Union**. The members of the Executive Board shall be *ex-officio*  
37 voting members of the Council and shall attend its meetings. Staff employed by this **Local**  
38 **Union** may attend meetings of the Council, but shall speak only at the discretion of the  
39 President.  
40  
41 c) Meetings of the **Stewards Building Representatives Council** shall include the following  
42 items:  
43 1. Treasurer's Report  
44 2. Report of the Executive Board by the President  
45 3. Other officers' Reports  
46 4. Reports of any Standing Committees  
47 5. Reports of any Special Committees  
48 6. Unfinished Business

1           7. New Business  
2

- 3   **d)** Any member at any regular meeting of the ~~Stewards~~ **Building Representatives** Council  
4       may bring to the floor any matter which is relevant to the purposes of the ~~Local~~ **Union**. If the  
5       Council so desires, it may immediately refer the matter to the appropriate committee, which  
6       shall bring a report to the next regular meeting of the ~~Stewards~~ **Building Representatives**  
7       Council.  
8
- 9   **e)** With the consent of the Executive Board, the President may call a special meeting  
10       of the ~~Stewards~~ **Building Representatives** Council. A special meeting may be called upon  
11       written petition of not less than twenty-five percent (25%) of the members of the Council,  
12       provided that such petition shall specify the purpose of the meeting. Every call for a special  
13       meeting of the Council shall specify the purpose of the meeting, and no business  
14       other than that specified in the call may be transacted at that meeting except by  
15       unanimous consent.  
16
- 17   **f)** A quorum for a meeting of the Council shall be twenty-five percent (25%) of the  
18       members of the ~~Stewards~~ **Building Representatives** Council.  
19
- 20   **g)** A Steward who is absent without good cause from three consecutive meetings of the  
21       ~~Stewards~~ **Building Representatives** Council shall have their position declared vacant. The  
22       position may be filled according to Section 2c of this Article.  
23

24   **ARTICLE X – ~~STEWARDS~~ BUILDING REPRESENTATIVES**  
25

26   **Section 1.**

27   **Number:** ~~Stewards~~ **Building Representatives** shall be apportioned on the basis of one for every  
28   twenty (20) members, or a major fraction thereof, in good standing of each work site provided  
29   that no work site shall have less than one ~~Stewards~~ **Building Representative**. Work sites shall  
30   be informed of the number of ~~Stewards~~ **Building Representatives** to which they are entitled by  
31   the President no later than March 31 of the year of an election based on the membership as of  
32   January 31.  
33

34   **Section 2.**

35   **Work Sites:** Work sites shall be defined in the Bylaws.  
36

37   **Section 3.**

38   **Elections:** ~~Stewards~~ **Building Representatives** shall be elected according to the procedures and  
39   eligibility for election of officers in Article IV, in August or September, and for the same term as  
40   officers, **three (3) years**.  
41

42   **Section 4.**

43   **Plurality:** All ~~Stewards~~ **Building Representatives** shall be elected by a plurality of votes cast.  
44   In the event of a tie, a run-off election shall be held immediately.  
45

1 **Section 5.**

2 **Contested Elections:** Disputes in such elections shall be referred to the Executive Board for  
3 determination, provided that any aggrieved person may appeal to the **Stewards Building**  
4 **Representatives Council.**

5  
6 **Section 6.**

7 **Taking Office:** **Stewards Building Representatives** shall take office July 1 upon certification  
8 of the results of this election.

9  
10 **Section 7.**

11 **Publishing Attendance:** The names of **Stewards Building Representatives** in attendance at all  
12 meetings of the **Stewards Building Representatives Council** shall be published regularly in the  
13 local's regular periodic publication. **Stewards Building Representatives** who are absent from  
14 three consecutive meetings of the Council, without adequate excuse made to the Council, shall  
15 be considered to have vacated their office.

16  
17 **Section 8.**

18 **Lead Stewards Building Representatives:** At work sites with multiple **Stewards Building**  
19 **Representatives**, the **Stewards Building Representatives** may organize themselves into a  
20 committee to facilitate their role in the work site and may designate one of their numbers as the  
21 Lead **Stewards Building Representatives.**

22  
23 **ARTICLE XI – DUTIES OF STEWARDS BUILDING REPRESENTATIVES**

24  
25 **Section 1.**

26 **Meetings:** **Stewards Building Representatives** shall attend all regular and special meetings of  
27 the **Stewards Building Representatives Council** and any other meetings they are requested to  
28 attend.

29  
30 **Section 2.**

31 **Relationship of Work Site:** **Stewards Building Representatives** must periodically report to  
32 and receive information from the members at their work site.

33  
34 **Section 3.**

35 **Responsibilities:** **Stewards Building Representatives** shall hold regular meetings of ~~Local~~  
36 **Union** members at their work site in order to consider local matters and for social purposes.

37  
38 **Section 4.**

39 **Communication:** **Stewards Building Representatives** shall hold regular meetings of ~~Local~~  
40 **Union** members at their work site in order to consider local matters and for social purposes.

41  
42 **Section 5.**

43 **Bulletin Board:** **Stewards Building Representatives** shall be responsible for the ~~Local~~ **Union**  
44 bulletin board at the work site.

1 **Section 6.**

2 **Recruitment:** ~~Stewards~~ **Building Representatives** shall be responsible for recruitment of new  
3 members at their work sites and for maintaining all members in good standing. Each month they  
4 shall transmit to the ~~Local~~ **Union** office a list of all members no longer employed or who have  
5 been transferred to another work site.

6  
7 **Section 7.**

8 **Grievances:** ~~Stewards~~ **Building Representatives** shall be responsible for assisting members in  
9 processing grievances and representing them if requested in any grievance meetings. They shall  
10 forward copies of grievances to the ~~Local~~ **Union** office.

11  
12 **ARTICLE XII – MEETINGS**

13  
14 **Section 1.**

15 **Number of Meetings:** Except in emergencies, the General Membership shall meet four (4)  
16 times a year in the months of September, January, March, and May.

17  
18 **Section 2.**

19 **Quorum:** A quorum shall consist of two and one-half **percent (2.5%)** ~~percent~~ of the total  
20 membership and/or one-half (1/2) of the officers.

21  
22 **ARTICLE XIII – FINANCE**

23  
24 **Section 1.**

25 **Dues:** Regular dues shall be fixed by a majority vote of members present at any regular meeting  
26 providing notice of the contemplated dues increase has been announced at least one month in  
27 advance.

28  
29 **Section 2.**

30 **Additional Resources:** The ~~Local~~ **Union** may obtain additional finances through grants,  
31 donations, contributions, or other funding activities.

32  
33 **ARTICLE XIV – RULES OF ORDER**

34 The Revised Roberts Rules of Order shall govern in all cases not covered by this Constitution or  
35 by the Bylaws of this ~~Local~~ **Union**.

36  
37 **ARTICLE XV – AMENDMENT**

38 This Constitution may be amended by a three-fourths (3/4) vote of those voting at a Regular or  
39 Special Membership meeting. The proposed amendment shall be submitted to the members at  
40 least one month in advance of the meeting at which the vote is scheduled.

41  
42 **ARTICLE XVI – AVAILABILITY OF CONSTITUTION**

43  
44 **Section 1.**

45 **Headquarters:** Three copies of this Constitution and any Bylaws and all future amendments  
46 shall be submitted to the National Office of the American Federation of Teachers. One copy of  
47 this Constitution and all future amendments shall be submitted to the State Office of **AFT**  
48 **Missouri**.



1  
2  
3  
4  
5  
6  
7  
8  
9

**Section 2.**

**To Other Affiliates:** Copies of this Constitution shall be made available to other affiliated organizations upon request to the Secretary.

**Section 3.**

**To Members:** A copy of this Constitution and Bylaws shall be made available upon request.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**BYLAWS OF THE  
AFT ST. LOUIS LOCAL 420  
AFT, AFL-CIO**

**ARTICLE I – DUES**

**Section 1.**

**Dues:** Dues for certificated members of the bargaining unit shall be **one percent (1%)** percent of the average BA salary plus affiliates per capita. Dues for the non-certificated members shall be tiered based on their salary plus affiliates per capita. Dues shall be increased at the beginning of the Local 420 fiscal year or any time an increase in the St. Louis Board of Education salary structure becomes effective. Dues shall be payable by payroll deduction in equal installments. Cash-paying members on June 1, 1986, shall have the option of continuing as cash-paying members providing the annual dues is paid in full by September 30 each succeeding year. Beginning September 1980, dues shall automatically rise in the amount of any national or state dues increase. Beginning September 1, 1986, dues shall automatically rise in the amount of any stated increase. Dues shall be increased only once during a Local 420 fiscal year.

**Section 2.**

**Sabbatical leave:** Dues for members on sabbatical leave will be one-half ( 1/2) the dues of a regular member in that job classification.

**Section 3.**

**12-Month Employees:** Dues for members who are employed on a twelve-month schedule shall be paid in equal installments on a twelve-month basis.

**Section 4.**

**Retired Members:** Dues for retired chapter members shall be set by the Local 420 Executive Board and ratified at Local 420 regular membership meetings.

**ARTICLE II – FINANCES**

**Section 1.**

**President:** The Office of President shall be a full-time employed position in the Local. The base annual salary for the President shall be set at one hundred thirty percent (130%) of the salary offered to the highest step teacher with a Ph.D. employed by the St. Louis School System. The President shall receive not less than the kind and level of benefits enjoyed as an employee of the St. Louis School System.

**Section 2.**

**Other Employees:** Other employees of the Local not covered by a collective bargaining agreement shall be employed by not less than yearly individual contracts with provision for orderly dismissal with the right of a hearing. Such employment will not be considered political positions nor will the occupants engage in the internal politics of the Local.

1 **ARTICLE III – MEETINGS**

2  
3 **Section 1.**

4 **General Membership Meetings:** Number of Meetings: Except in emergencies, the General  
5 Membership shall meet four (4) times a year in the months of September, January, March, and  
6 May. The Executive Board may schedule other regular meetings at other times as may be  
7 needed. Regular meetings will be at a time and place scheduled by the Executive Board. The  
8 Executive Board by majority vote or the membership by petition of twenty-five percent (25%)  
9 may call a special meeting with one week notice to the membership. The agenda for a special  
10 meeting will be limited to subject or purpose for which the meeting was called.

11  
12 **Section 2.**

13 **Executive Board Meetings:** The Executive Board shall meet at least once each month. It may  
14 also meet at such other times as it may determine.

15  
16 **ARTICLE IV – STEWARDS BUILDING REPRESENTATIVES**

17  
18 **Section 1.**

19 **Appointments:**

20  
21 a) **Standing Committees:** shall be composed of members of the ~~Local~~ **Union** and shall be  
22 appointed by the President with the approval from the Executive Board unless  
23 otherwise specified in the constitution or Bylaws.

24  
25 b) **Chairperson of Standing Committees:** shall be designated at the time of  
26 committee appointments by the President with the approval from the Executive  
27 Board unless otherwise specified in the Constitution or Bylaws.

28  
29 c) **New Committees:** Whenever a new committee is added in these Bylaws, initial  
30 appointments to the new committee shall be made within thirty (30) days from the  
31 effective date of the amendment even though the description of the committee may  
32 say the regular appointments are to be made at another time. The appointees shall  
33 serve a term through the end of what otherwise would be a normal term, and the  
34 regular appointment cycle will take place.

35  
36 **Section 2.**

37 **Duties:**

38  
39 a) **Standing Committees:** shall assume duties assigned by the Executive Board.

40  
41 b) **Standing Committees:** shall annually submit a written report and other reports as  
42 directed by the Executive Board.

43  
44 c) **Standing Committees:** may form subcommittees as needed.

1 **Section 3.**

2 **Finance Committee:** shall consist of three members, one of whom shall be the Treasurer who  
3 shall be the Chair. Appointments shall be by the President with the approval of the Executive  
4 Board. Duties of the committee shall include, but not be limited to, recommendations to the  
5 Executive Board regarding an annual budget, auditors for the annual audit, and of other items  
6 referred for recommendation. The committee shall be appointed in September for a term of three  
7 years (3) beginning in October.  
8

9 **Section 4.**

10 **Constitution and Bylaws Committee:** The committee shall consist of three (3) officers  
11 appointed by the Executive Board. Duties of the committee shall be to review proposed  
12 amendments to the Constitution and Bylaws to assure their conformity with requirements of  
13 affiliates or applicable labor laws. The committee may initiate proposed amendments. Its  
14 review of proposed amendments will be reported to the Executive Board. The committee shall  
15 be appointed ~~in September of odd-numbered years beginning in October as deemed necessary by~~  
16 ~~the committee~~ **after July 1 of the election year.**  
17

18 **Section 5.**

19 **Local Negotiation Committee:** This committee shall consist of, **but is not limited to,** ~~up to~~  
20 nine (9) members appointed by the President with the approval from the Executive Board and  
21 selected from ~~among~~ the members covered by the contract. One (1) of the members shall be the  
22 President and one (1) member shall be the ~~Vice-President~~ **Chairperson** for Policy Enforcement  
23 **Committee. The President or the Chairperson for Policy Enforcement** ~~who~~ shall be the  
24 **Chairperson.** The duties of the Negotiating Committee shall be to solicit membership views and  
25 interests in issues relating to their employment through surveys, questionnaires or other tools.  
26 Information shall be presented to the Executive Board with recommendations, which shall form  
27 the basis for negotiations with the St. Louis Public Schools. The committee shall be appointed  
28 ~~September of odd-numbered years~~ **after July 1 of the election year** for a term of three (3) years  
29 ~~beginning in October.~~  
30

31 **Section 6.**

32 **Communications Committee:** This committee shall consist of, **but is not limited to,** three (3)  
33 members. One of the three shall be the ~~Vice-President~~ **Chairperson** for ~~the~~ Communications  
34 ~~who shall be the Chair~~ **Committee.** Appointments will be **made** by the President with the  
35 approval of the Executive Board. Duties of the committee shall include **designing,** production,  
36 and distribution of ~~also include~~ **the Union's local** newsletter on a regular and/or periodic  
37 schedule. **The committee is also responsible for the maintenance and upkeep of the Union's**  
38 **website and electronic messaging.** The committee may **increase the number of committee**  
39 **members** as needed to meet its goals. The committee will also oversee preparation and  
40 distribution of news/**press** releases and other media relations as needed to promote the activities  
41 and interests of the ~~Local~~ **Union.** The committee shall be appointed **after July 1 of the election**  
42 ~~year in September~~ for a term of three (3) years ~~beginning in October.~~  
43

44 **Section 7.**

45 **Leadership Development Committee:** The committee shall consist of, **but is not limited to,**  
46 **five (5)** members. One of the five shall be the ~~Vice-President~~ **Chairperson** for Leadership  
47 Development **Committee** ~~who shall be the Chair.~~ Appointments will be made by the President  
48

1 **Section 7.**

2 **Leadership Development Committee (cont.):**

3 with the approval from the Executive Board. Duties of the committee shall include assessments  
4 of **Union** leadership development; ~~and~~ **membership** educational needs in **understanding and**  
5 **knowing** the functions of the Union; gaining knowledge of skill training needs for officers and  
6 leaders; and developing an annual education and training program for the ~~Local~~ **Union**. The  
7 committee shall be appointed **after July 1 of the election year** ~~in September~~ for a term of three  
8 **(3) years** ~~beginning in October~~.

9  
10 **Section 8.**

11 **Membership Services Committee:** This committee shall consist of, **but is not limited to**, three  
12 **(3) members**. One **(1)** of the three **(3)** shall be the ~~vice President~~ **Chairperson** for the  
13 **Membership Services Committee** ~~who shall be the Chair~~. Appointments shall be made by the  
14 President with approval from the Executive Board. Duties of the committee shall include review  
15 and promotion of membership benefits available through affiliated organizations; evaluation and  
16 recommendation to the Executive Board of services and benefit programs; and activities to  
17 consider for inclusion in the ~~Local~~ Union membership services program. The committee shall  
18 also be responsible for planning and coordinating the annual and other membership recruitment  
19 programs and activities. The committee shall be appointed ~~in September~~ **after July 1 of the**  
20 **election year** for a term of three **(3) years** ~~beginning in October~~.

21  
22 **Section 9.**

23 **Political Education Committee:** The committee shall consist of, **but is not limited to**, five (5)  
24 members. One **(1)** shall be the ~~Vice President~~ **Chairperson of the** Political Education  
25 **Committee** ~~who shall be the Chair~~. Appointments shall be made by the President with approval  
26 from the Executive Board. Duties of the committee shall include reviewing and recommending  
27 the position of the Local with respect to legislative issues and with respect to candidates and  
28 ballot measures. The committee will also plan and maintain an ongoing voluntary political  
29 action contribution program in coordination with the Missouri Federation of Teachers and  
30 School-Related Personnel. The committee shall be appointed ~~in September~~ **after July 1 of the**  
31 **election year** for a term of three **(3) years** ~~beginning in October~~.

32  
33 **Section 10.**

34 **Professional Issues Committee:** The committee shall consist of, **but is not limited to**, five (5)  
35 members. One **(1)** shall be the ~~Vice President~~ **Chairperson** for Professional Issues **Committee**  
36 ~~who shall be the Chair~~. Appointments shall be made by the President with approval from the  
37 Executive Board. Duties of the committee shall include reviewing and recommending the  
38 position of the ~~Local~~ **Union** with respect to issues relating to professions and occupations of **the**  
39 members; planning and coordinating the annual QuEST program. The committee shall be  
40 appointed ~~in September of odd-numbered years~~ **after July 1 of the election year** for a term of  
41 ~~two~~ **three (3) years** ~~beginning in October~~.

42  
43 **Section 11.**

44 **Elections Committee:** The committee shall consist of, **but is not limited to**, five (5) members  
45 who shall be elected by the **Stewards Building Representatives** Council at a meeting in the year  
46 prior to the elections for a one **(1)** year term ~~to begin in October~~. Any member of the ~~Local~~  
47 **Union** shall be eligible to serve on the committee, except that none of them shall be a candidate  
48 for any office in the election for which the committee will be responsible. The committee shall

1 **Section 11.**  
2 **Elections Committee (cont.):**  
3 designate one (1) member as the Chair. The committee shall be responsible for the organization  
4 and conduct of the election of officers, building representatives, and delegates of the ~~Local~~  
5 **Union.**

6  
7 **ARTICLE V – CHAPTERS**

8  
9 The ~~Local~~ **Union** may create local chapters upon recommendation from the Executive Board  
10 with approval from the General Membership. Chapters shall represent special jurisdictions or  
11 constituencies. Chapters shall organize themselves with due care to standards for governance  
12 and participation not inconsistent with the requirements of the Constitution and Bylaws of the  
13 ~~Local~~ **Union.**

14 .  
15  
16 **ARTICLE VI – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS**

17  
18 Tentative agreements reached between the ~~Local~~ **Union** and the employer shall be subject to vote  
19 for ratification by the membership covered by that agreement. Ratification shall be by secret  
20 ballot by majority vote of those voting at a special meeting called for consideration of the  
21 tentative agreement. Consideration and vote may be taken at a regular meeting whenever a  
22 tentative agreement is reached not more than five (5) days before a scheduled regular meeting.

23  
24 **ARTICLE VII – JOB ACTIONS**

25  
26 The membership, on the request and recommendation of the Negotiations Committee or the  
27 Executive Board, may authorize the ~~Local~~ **Union** to call a job action. Authorization shall be  
28 granted upon vote by three-fourths (3/4) of the membership as of the end of the month preceding  
29 the vote at a meeting called for such a purpose. The meeting shall be scheduled in more than one  
30 (1) session to provide maximum opportunity for participation. The vote of each member voting  
31 will be recorded.

32  
33 **ARTICLE VIII – AMENDMENTS**

34  
35 These Bylaws may be amended by a majority vote of those voting at a regular membership  
36 meeting. The proposed amendment shall be submitted to the members at least one (1) month in  
37 advance of the meeting at which the vote is scheduled.

38

1 **AFT ST. LOUIS, LOCAL 420**  
2 **SECRETARIAL AND CLERICAL CHAPTER BYLAWS**  
3  
4

5 **ARTICLE I – NAME**  
6

7 The name of this organization shall be the Secretarial and Clerical Chapter of AFT St. Louis,  
8 Local 420, AFT/AFT MO/AFL-CIO.  
9

10 **ARTICLE II – OBJECTIVES**  
11

12 The objectives of the Secretarial and Clerical Chapter of AFT St. Louis, Local 420, AFT/AFT  
13 MO/AFL-CIO, shall be:  
14

- 15 1. To advance the economic and professional interests of secretarial and clerical  
16 employees.  
17
- 18 2. To work for defined and fair supervision and administration.  
19
- 20 3. To keep alert to changes in job classifications as they relate to working conditions,  
21 economic improvements, and professional advancement of secretarial and clerical  
22 employees.  
23
- 24 4. To keep abreast of changes that will motivate and improve the professional growth of  
25 the secretarial and clerical employees (such as workshops, seminars, etc.).  
26
- 27 5. To cooperate to the fullest extent with the labor movement and to work for a  
28 progressive labor philosophy to promote a labor consciousness and sense  
29 of solidarity with labor in all secretarial and clerical employees.  
30
- 31 6. To make secretarial and clerical employees aware of their political responsibilities.  
32
- 33 7. To protect economic, political, health, and safety interests of secretarial and clerical  
34 employees.  
35

36 **ARTICLE III – MEMBERSHIP**  
37

38 **Section 1.**

39 Membership in the Secretarial and Clerical Chapter of AFT St. Louis, Local 420, ~~AFT/AFT~~  
40 ~~MO/AFL-CIO~~, shall be open to the following: Persons employed by the St. Louis Board of  
41 Education in the categories known as secretarial and clerical.  
42

43 **Section 2.**

44 No discrimination shall ever be shown toward individual members of applicants for membership  
45 because of race, creed, sexual orientation, social, political or economic status, or national origin.  
46

1 **ARTICLE IV – OFFICERS**

2 **Section 1.**

3 The officers of this Secretarial and Clerical Chapter shall be:

- 4 a) Chairperson
- 5 b) Vice-Chairperson
- 6 c) Secretary

7  
8 **Section 2.**

9 The terms of all officers shall be concurrent with the terms of the officers under the Constitution  
10 and Bylaws of **AFT St. Louis**, Local 420Local 420.

11  
12 **ARTICLE V – ADMINISTRATIVE COMMITTEE**

13  
14 **Section 1.**

15 There shall be an Administrative Committee composed of the following:

- 16 a) Officers of the Secretarial and Clerical chapter
- 17 b) One member from each of the following areas:
  - 18 1. **Early Childhood Centers (ECC)**
  - 19 2. Elementary Schools
  - 20 3. Middle Schools
  - 21 4. High Schools
  - 22 5. Non-School Offices

23  
24 **Section 2.**

25 The function of the Administrative Committee shall be:

- 26 a) To implement the decisions of the Executive Board
- 27 b) To formulate plans for the growth and proper functioning of the Chapter
- 28 c) To take actions deemed necessary between the Secretarial/Clerical  
29 Membership meetings. Such actions shall be subject to review by the  
30 Executive Board of **AFT St. Louis**, Local 420.

31  
32 **Section 3.**

33 A quorum for the Administrative Committee shall be four (4). No official business shall be  
34 conducted without a quorum present.

35  
36 **Section 4.**

37 There shall be one (1) regular Administrative Committee meeting. This meeting shall be called  
38 by the Chairperson or by the Vice-Chairperson at the request of a quorum of the Chapter  
39 Administrative Committee. The Chairperson shall initiate notice of such meeting no later than  
40 by the end of three (3) working days following the date of the request. Administrative  
41 Committee members (under regular circumstances) shall be given notice a minimum of twenty-  
42 four (24) hours prior to convening a special meeting.

43  
44 **ARTICLE VI – NOMINATIONS AND ELECTIONS**

45  
46 Nominations and elections of all officers and other members of the Administrative Committee  
47 shall be in accordance with the Constitution and Bylaws of **AFT St. Louis**, Local 420.  
48



1 **ARTICLE VII – GENERAL MEMBERSHIP MEETINGS**

2  
3 **Section 1.**

4 There shall be one regular general membership meeting each month during the school year,  
5 excluding December.

6  
7 **Section 2.**

8 A special meeting of the general membership shall be called by the Chairperson or by the Vice-  
9 Chairperson at the request of ten (10) chapter members in good standing. The Chairperson shall  
10 initiate notice of such meeting no later than by the end of three (3) working days following the  
11 date of the request. General members (under regular circumstances) shall be given notice a  
12 minimum of twenty-four (24) hours prior to convening such special meeting.

13  
14 **ARTICLE VIII - COMMITTEES**

15  
16 **Section 1.**

17 Standing Committees of the Secretarial and Clerical ~~unit~~ Chapter shall be Membership, Social,  
18 and Negotiation. These committees shall be appointed by the Chairperson.

19  
20 **Section 2.**

21 Special Committees: The Chairperson shall appoint special committees when necessary or  
22 desirable.

23  
24 **Article IX – NEGOTIATIONS**

25  
26 **Local Negotiation Committee:** This committee shall consist of, **but is not limited to**, ~~up to~~  
27 nine (9) members appointed by the President with the approval from the Executive Board and  
28 selected from ~~among~~ the members covered by the contract. One (1) of the members shall be the  
29 President and one (1) member shall be the ~~Vice-President~~ **Chairperson** for Policy Enforcement  
30 **Committee. The President or the Chapter Chairperson** ~~who~~ shall be the **Chairperson**. The  
31 duties of the Negotiating Committee shall be to solicit membership views and interest in issues  
32 relating to their employment through surveys, questionnaires, or other tools. Information shall  
33 be presented to the Executive Board with recommendations, which shall form the basis for  
34 negotiations with the St. Louis Public Schools. The committee shall be appointed ~~in September~~  
35 **after July 1 of the election year** for a term of ~~two~~ **three (3) years** ~~beginning in October.~~

36  
37 **ARTICLE X – AMENDMENTS**

38  
39 Amending of these Bylaws shall be accomplished in the same manner as amending the Bylaws  
40 of the Constitution of **AFT St. Louis**, Local 420.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**AFT ST. LOUIS, LOCAL 420,  
AFT/AFT MO/AFL-CIO  
PARAPROFESSIONAL CHAPTER BYLAWS**

**ARTICLE I – NAME**

The name of this organization shall be the Paraprofessional Chapter of AFT St. Louis, Local 420, AFT/AFT MO/AFL-CIO.

**ARTICLE II – OBJECTIVES**

1. To cooperate to the fullest extent with the labor movement and to work for a progressive labor philosophy to promote a labor consciousness and sense of solidarity with labor in all paraprofessionals.
2. To protect the schools against unsound economy and against political, economic, religious and military groups.
3. To promote education as a social agency for developing the capacities of the young for enlightening adults, and for working toward a society motivated by the ideal of service and democratic participation.
4. To promote paraprofessionals' political responsibility awareness.
5. To advance the economic and professional interests of paraprofessionals.
6. To establish the active participation of paraprofessionals in the formulation of education policies.
7. To protect economic, political, health and safety interests of paraprofessionals.
8. To work for democratic supervision and administration.

**ARTICLE III – MEMBERSHIP**

**Section 1.**

Membership in the Paraprofessional Chapter of **AFT St. Louis**, Local 420, ~~AFT-AFL-CIO~~, shall be open to the following: All persons employed by the St. Louis Board of Education in a position designated as paraprofessional shall be eligible for membership in this Chapter.

**Section 2.**

No discrimination shall ever be shown toward individual members of applicants for membership because of race, creed, sex, sexual orientation, social, political or economic status, or national origin.

1 **ARTICLE IV – OFFICERS**

2  
3 **Section 1.**

4 The officers of this Paraprofessional Chapter shall be:

- 5 a) Chairperson
  - 6 b) Vice-Chairperson
  - 7 c) Secretary
- 8

9 **Section 2.**

10 The terms of all officers shall be concurrent with the terms of the officers under the Constitution  
11 and Bylaws of **AFT St. Louis**, Local 420.

12

13 **ARTICLE V – ADMINISTRATIVE COMMITTEE**

14  
15 **Section 1.**

16 There shall be an Administrative Committee composed of the following:

- 17 a) Officers of the Paraprofessional Chapter
  - 18 b) One **(1)** member from each category of employees or elected at large
- 19

20 **Section 2.**

21 The function of the Administrative Committee shall be:

- 22 a) To implement the decisions of the Executive Board
  - 23 b) To formulate plans for the proper functioning of the Chapter
  - 24 c) To take actions as may be necessary between the Paraprofessionals  
25 Membership meetings. Such actions shall be subject to review by the Executive  
26 Board of **AFT St. Louis**, Local 420.
- 27

28 **ARTICLE VI – NOMINATIONS AND ELECTIONS**

29  
30 Nominations and elections of all officers and other members of the Administrative Committee  
31 shall be in accordance with the Constitution and Bylaws of **AFT St. Louis**, Local 420.

32

33 **ARTICLE VII – MEMBERSHIP MEETINGS**

34  
35 **Section 1.**

36 There shall be one **(1)** regular general membership meeting each month during the school year  
37 excluding December.

38

39 **Section 2.**

40 A special meeting of the membership shall be called by the chairperson at the request of a  
41 quorum of the Executive Board of Local 420 or the Administrative Committee or upon written  
42 request of ten percent (10%) of the members of this chapter. The request shall state the purpose  
43 and time.

44

1 **ARTICLE VIII – NEGOTIATIONS**

2  
3 **Local Negotiation Committee:** This committee shall consist of, **but is not limited to**, ~~up to~~  
4 nine (9) members appointed by the President with the approval from the Executive Board and  
5 selected from ~~among~~ the members covered by the contract. One (1) of the members shall be the  
6 President and one (1) member shall be the ~~Vice-President~~ **Chairperson** for Policy Enforcement  
7 **Committee. The President or the Chapter Chairperson** ~~who~~ shall be the **Chairperson**. The  
8 duties of the Negotiating Committee shall be to solicit membership views and interest in issues  
9 relating to their employment through surveys, questionnaires or other tools. Information shall be  
10 presented to the Executive Board with recommendations, which shall form the basis for  
11 negotiations with the St. Louis Public Schools. The committee shall be appointed in September  
12 for a term of three years beginning in October

13  
14 **ARTICLE IX - AMENDMENTS**

15  
16 Amending of these Bylaws shall be accomplished in the same manner as amending the Bylaws  
17 of the Constitution of Local 420.