

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

CONSTITUTION AND BYLAWS



A Union of Professionals



AFT MISSOURI

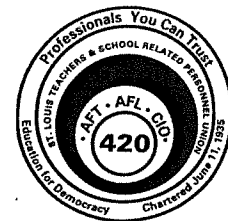


TABLE OF CONTENTS

CONSTITUTION

ARTICLE 1 – NAME	PAGE 3
ARTICLE II – OBJECTIVES	PAGE 3
ARTICLE III – MEMBERSHIP	PAGE 4
ARTICLE IV – OFFICERS & ELECTIONS	PAGE 5
ARTICLE V – COMMITTEES	PAGE 7
ARTICLE VI – EXECUTIVE BOARD	PAGE 7
ARTICLE VII – AFFILIATIONS	PAGE 8
ARTICLE VIII – DUTIES OF OFFICERS	PAGE 9
ARTICLE IX – STEWARDS COUNCIL	PAGE 11
ARTICLE X – STEWARDS	PAGE 13
ARTICLE XI – DUTIES OF STEWARDS	PAGE 14
ARTICLE XII – MEETINGS	PAGE 15
ARTICLE XIII – FINANCE	PAGE 15
ARTICLE XIV – AVAILABILITY OF CONSTITUTION	PAGE 15

BYLAWS

ARTICLE 1 – DUES	PAGE 16
ARTICLE II – FINANCES	PAGE 17
ARTICLE III – MEETINGS	PAGE 17
ARTICLE IV – STANDING COMMITTEES & NEW COMMITTEES	PAGE 17
ARTICLE V – CHAPTERS	PAGE 20
ARTICLE VI – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS	PAGE 20

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

ARTICLE III – MEMBERSHIP

Section 1.

a) **Regular Membership:** Any employee included in any bargaining unit represented by the Local or in a unit which is being organized by the Local shall be eligible for regular membership. Regular members shall be entitled to all rights and privileges in this organization.

b) **Retired and Associate memberships:** Employees who retire or who leave the bargaining unit for any reason, except supervisory status, or those who are eligible for representation but not yet included in a bargaining unit represented by the Local, shall be eligible to continue membership in an appropriate membership category. Additional membership categories are retired member or associate member.

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

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

c) **Application:** Membership shall be by application. Applicants for membership shall be recommended and voted on at the general membership meeting or at a meeting of the Executive Board or Stewards Council.

d) **Resignation:** Resignation of membership shall be by certified letter sent between June 1 and June 30 to the Local stating the effective date of such resignation. The written resignation must be postmarked consistent with the above dates. The effective date cannot be retroactive and in case of doubt, the postmark of the letter shall determine the effective date of receipt. An oral resignation shall have no status.

Section 2.

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

Section 3.

Discrimination: No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activities or belief, sex, age, sexual 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
3 within twenty (20) days of the due date shall be declared inactive and placed in an
4 inactive status in Membership Suites of the American Federation of Teachers National
5 Office. The member may be reinstated upon payment of a fee equal to one-half the
6 monthly dues requirement in addition to all back dues but not exceeding three months
7 back dues. The Executive Board may modify, including waiving completely, the amount
8 of the reinstatement fee and back dues.
9

10 **ARTICLE IV – OFFICERS AND ELECTIONS**

11
12 **Section 1.**

13 **Officers:** The following officers shall be elected in the odd-numbered years:
14 President; First Vice-President; Second Vice-President; Secretary; Treasurer; Vice-
15 President for Political Action; Vice-President for Policy Enforcement; Vice-President for
16 Communications; Vice-President Professional Issues; Vice-President Certificated
17 Employees; Vice-President Leadership; Vice-President Membership; Vice-President for
18 Paraprofessional Employees; Vice-President for Secretarial/Clerical Employees. ***There***
19 ***also shall be the office of Retiree Liaison, which shall be designated by the***
20 ***Retiree Chapter.*** The term of office shall be three years. Candidates for any office
21 shall run for only one office in any election.
22

23 **Section 2.**

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

28 **Section 3.**

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

36 **Section 4.**

37 **Elections:**

38 **a) Date of Elections:** Election of officers shall be conducted not more than 60 days
39 after the time of nominations. Election shall be conducted by secret ballot vote of
40 members in good standing.
41

42 **b) Declaration of Winners:** The candidates receiving a plurality of at least forty
43 percent (40%) of the votes cast shall be declared elected. If the plurality of forty
44 (40%) is not obtained, a run-off election of the two candidates receiving the most
45 votes shall be held within fifteen days according to the above procedure for notice
46 and scheduling.
47

- 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
13 kept by 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
25 vacant. The position may be filled according to Section 7 of this article.
26

27 **Section 9.**

28 **Recall of Officers and Stewards**:

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
11 such committees as from time to time may be needed.

12 13 **Section 2.**

14 **Standing Committees:** Creation, composition, duties and responsibilities of any
15 standing 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
21 as set by the membership at regular meetings. The Executive Board shall have the
22 power to act for the good of the federation between meetings of the Stewards Council or
23 General Membership meeting.

24 25 **Section 3.**

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

28 29 **Section 4.**

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

32 33 **Section 5.**

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

38
39 a) **The Executive Board may** sue and be sued, complain and defend on behalf of
40 and for the use of the Local; purchase, take, receive, lease, take any gift,
41 devise or bequest, or otherwise acquire, and to own, hold use, deal in or with any
42 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
20 Membership and Stewards Council meeting.
21

22 **ARTICLE VII – AFFILIATIONS**

23 **Section 1.**

24 This Local shall maintain affiliation with and whenever possible send delegates to the
25 following 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 by majority vote of those voting
3 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
5 AFL-CIO. The number to be sent to the convention, notwithstanding the number to
6 which the Local is entitled, is subject to determination in advance by the Executive
7 Board.

8
9 d) **The St. Louis Labor Council:** Delegates and alternates, except those designated
10 as a duty of their office shall be elected biennially by majority vote of those voting
11 according to the same procedures for election of officers described in Article IV.
12

13 **Section 2.**

14 **Reports:** All delegates shall make written reports regarding meetings attended to the
15 Executive Board.
16

17 **Section 3.**

18 **Expenses:** Every reasonable effort shall be made by this Local to pay the legitimate
19 expenses of delegates to meetings and conventions of affiliated organizations.
20

21 **Section 4.**

22 **Affiliated Organizations:** The Local to the best of its ability shall be active in the
23 affairs of affiliated organizations. Delegates to affiliate organizations shall meet the
24 same requirement as officers of this Local.
25

26 **ARTICLE VIII – DUTIES OF OFFICERS**

27 **Section 1.**

28 **President:** The President shall be the chief executive officer and spokesperson for the
29 Local and shall preside at all meetings of the Local, the Stewards Council and the
30 Executive Board. The President shall be an ex-officio member of all committees, shall
31 sign all necessary papers and documents, shall be authorized to co-sign checks and
32 payment by the Local and represent the Local when and where necessary, and shall
33 carry out the policies and directives of the membership, Stewards Council and
34 Executive Board. The President shall employ, supervise, direct, promote, discipline and
35 discharge staff and retain counsel, accountants, and other professional personnel.
36 Initial employment to the extent that such is determined pursuant to collective
37 bargaining agreement, shall be subject to the approval of the Executive Board. The
38 President shall be the chief delegate to all conventions of the American Federation of
39 Teachers, **AFT Missouri** AFL-CIO, and St. Louis Labor Council. The President shall
40 make a report to the membership at least once each year summarizing the
41 accomplishments of the Local and outlining plans for the next year.
42
43
44

1 **Section 2.**

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

8 **Section 3.**

9 **Second Vice-President:** This officer shall perform all the duties of First-Vice President
10 in the absence of that officer. The second Vice-President shall be next in line of
11 succession in the case of a vacancy in the office of first Vice-President. The Second
12 Vice-President shall be a delegate to the St. Louis Labor Council. The Second Vice-
13 President shall perform all other duties assigned by the Executive Board or the
14 membership.
15

16 **Section 4.**

17 **Secretary:** The Secretary shall be the custodian of the records of the Local and shall
18 issue all notices, answer correspondence at the direction of the President and report
19 outside correspondence to the President and the Executive Board, be the custodian of
20 the seal and charter of the Local, record and distribute minutes of the Executive Board,
21 Stewards Council, and general membership meetings.
22

23 **Section 5.**

24 **Treasurer:** The Treasurer shall:

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

1 **Section 6.**

2 **Vice-President for Political Action:** This officer shall be responsible for political
3 education of the membership in legislative and governmental election matters.
4

5 **Section 7.**

6 **Vice-President for Policy Enforcement:** This officer shall be the Chief Steward of the
7 Local. The duties shall include coordinating resources and material for stewards,
8 bargaining committees, and chair the Negotiations Committee.
9

10 **Section 8.**

11 **Vice-President for Communications:** This officer shall be responsible for the
12 communications program of the Local including regular and periodic publications and
13 public relations activities.
14

15 **Section 9.**

16 **Vice-President for Membership:** This officer shall be responsible for membership
17 recruitment, membership service and benefit programs of the Local.
18

19 **Section 10.**

20 **Vice-President for Leadership Development:** This officer shall be responsible for the
21 leadership education and training program of the Local with attention to skill and
22 knowledge needs for effective union leadership.
23

24 **Section 11.**

25 **Vice-President of Professional Issues:** This officer shall be responsible for the
26 education and information program of the Local in matters related to the occupations
27 and practice of members.
28

29 **Section 12.**

30 **Constituency Vice-Presidents:** These officers shall be responsible for information
31 and advice to the Executive Board on issues and matters of interest to their
32 constituencies.
33

34 **Section 13.**

35 **Delegates to Conventions:** As a duty of their office, officers shall serve as delegates
36 to conventions or affiliates in the order of their listing in Article IV, Section 1, up to the
37 number of delegates authorized by the affiliate. The number acting as delegates shall
38 be subject to any limitations of the affiliates and Article VII.
39

40 **ARTICLE IX – STEWARDS COUNCIL**

41 **Section 1.**

42 **Role:** Subject to the final authority of the membership, the general governing body of
43 the Local shall be a Stewards Council, the members of which shall be members of the
44 Local in good standing, elected by vote of the members from their work site.
45
46
47

1 **Section 2.**

2 **Duties of the Stewards Council:**

- 3 a) The Stewards Council shall formulate the policies of the Local; it shall consider and
4 act upon any matter which it regards as pertinent to the purposes and activities of
5 the Local; and it shall have the power to adopt, amend, or rescind actions of the
6 Executive Board and the President.
7
8 b) At each regular meeting of the Stewards Council, it shall hear and, at its discretion,
9 act upon reports from officers of the Local, from the Executive Board, from the Union
10 committees, except committees of the Executive Board, and from any other sources
11 whose presentation is duly authorized. It shall so hear and may act upon pertinent
12 matters brought before it by any Stewards Council member.
13
14 c) The Stewards Council shall have authority to fill vacancies in the Council.
15
16 d) The Stewards Council may establish committees as it deems necessary in addition
17 to those standing committees specified in the Bylaws.
18

19 **Section 3.**

20 **Meetings of the Stewards Council:**

- 21 a) The Stewards Council shall meet monthly. A regular meeting of the Stewards
22 Council may be canceled by the Executive Board when there is no business for
23 consideration by the Stewards Council.
24
25 b) The meetings of the Stewards Council shall be presided over by the President of the
26 Local. The members of the Executive Board shall be **ex-officio** voting members of
27 The Council and shall attend its meetings. Staff employed by this Local may attend
28 meetings of the Council, but shall speak only at the discretion of the President.
29
30 c) Meetings of the Stewards Council shall include the following items:
31 1. Treasurer's Report
32 2. Report of the Executive Board by the President
33 3. Other officers' Reports
34 4. Reports of any Standing Committees
35 5. Reports of any Special Committees
36 6. Unfinished Business
37 7. New Business
38
39 d) Any member at any regular meeting of the Stewards Council may bring to the floor
40 any matter which is relevant to the purposes of the Local. If the Council so desires, it
41 may immediately refer the matter to the appropriate committee, which shall bring a
42 report to the next regular meeting of the Stewards Council.
43

e) With the consent of the Executive Board, the President may call a special meeting of the Stewards Council. A special meeting may be called upon written petition of not less than twenty-five percent (25%) of the members of the Council, provided that such petition shall specify the purpose of the meeting. Every call for a special meeting of the Council shall specify the purpose of the meeting, and no business other than that specified in the call may be transacted at that meeting except by unanimous consent.

f) A quorum for a meeting of the Council shall be twenty-five percent (25%) of the members of the Stewards Council.

g) A Steward who is absent without good cause from three consecutive meetings of the Stewards Council shall have their position declared vacant. The position may be filled according to Section 2c of this Article.

ARTICLE X – STEWARDS

Section 1.

Number: Stewards shall be apportioned on the basis of one for every twenty (20) members, or a major fraction thereof, in good standing of each Work Site provided that no Work Site shall have less than one Steward. Work Sites shall be informed of the number of Stewards to which they are entitled by the President no later than March 31 of the year of an election based on the membership as of January 31.

Section 2.

Work Sites: Work Sites shall be defined in the Bylaws.

Section 3.

Elections: Stewards shall be elected according to the procedures and eligibility for Election of officers in Article IV in August or September and for the same term as officers.

Section 4.

Plurality: All Stewards shall be elected by a plurality of votes cast. In the event of a tie, a run-off election shall be held immediately.

Section 5.

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

Section 6.

Taking Office: Stewards shall take office July 1 upon certification of the results of this election.

1 **Section 7.**

2 **Publishing Attendance:** The names of Stewards in attendance at all meetings of the
3 Stewards Council shall be published regularly in the Local's regular periodic publication.
4 Stewards who are absent from three consecutive meetings of the council without
5 adequate excuse made to the Council shall be considered to have vacated their office.
6

7 **Section 8.**

8 **Lead Stewards:** At Work Sites with multiple Stewards, the Stewards may organize
9 themselves into a committee to facilitate their role in the Work Site and may designate
10 one of their numbers as the Lead Steward.
11

12 **ARTICLE XI – DUTIES OF STEWARDS**

13
14 **Section 1.**

15 **Meetings:** Stewards shall attend all regular and special meetings of the Stewards
16 Council and any other meetings they are requested to attend.
17

18 **Section 2.**

19 **Relationship of Work Site:** Stewards must periodically report to and receive
20 information from the members at their Work Site.
21

22 **Section 3.**

23 **Responsibilities:** Stewards shall hold regular meetings of Local members at their
24 Work Site in order to consider Local matters and for social purposes.
25

26 **Section 4.**

27 **Communication:** Stewards shall hold regular meetings of Local members at their
28 Work Site in order to consider Local matters and for social purposes.
29

30 **Section 5.**

31 **Bulletin Board:** Stewards shall be responsible for the Union bulletin board at the Work
32 Site.
33

34 **Section 6.**

35 **Recruitment:** Stewards shall be responsible for recruitment of new members at their
36 Work Sites and for maintaining all members in good standing. Each month they shall
37 transmit to the Local office a list of all members no longer employed or who have been
38 transferred to another Work Site.
39

40 **Section 7.**

41 **Grievances:** Stewards shall be responsible for assisting members in processing
42 grievances and representing them if requested in any grievance meetings. They shall
43 forward copies of grievances to the Local office.
44

1 **ARTICLE XII – MEETINGS**

2
3 **Section 1.**

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

6
7 **Section 2.**

8 **Quorum:** A quorum shall consist of two and one-half (2.5) percent of the total
9 membership and one-half (1/2) of the officers.

10
11 **ARTICLE XIII – FINANCE**

12
13 **Section 1.**

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

17
18 **Section 2.**

19 **Additional Resources:** The Local may obtain additional finances through grants,
20 donations, contributions, or other funding activities.

21
22 **ARTICLE XIV – RULES OF ORDER**

23 The Revised Roberts Rules of Order shall govern in all cases not covered by this
24 Constitution or by the Bylaws of this Local.

25
26 **ARTICLE XV – AMENDMENT**

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

31
32 **ARTICLE XVI – AVAILABILITY OF CONSTITUTION**

33
34 **Section 1.**

35 **Headquarters:** Three copies of this Constitution and any Bylaws, and all future
36 amendments shall be submitted to the National Office of the American Federation of
37 Teachers. One copy of this Constitution and all future amendments shall be submitted
38 to the State Office of **AFT Missouri**.

39
40 **Section 2.**

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

43
44 **Section 3.**

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

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 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 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 nine percent (109%) 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 **Section 3.**

2 **Secretary:** The stipend for the secretary shall be determined by the Executive Board
3 not to exceed \$10,000 annually.
4

5 **Section 4.**

6 **Treasurer:** The stipend for the treasurer shall be determined by the Executive Board
7 not to exceed \$10,000 annually.
8
9

10 **ARTICLE III – MEETINGS**

11
12 **Section 1.**

13 **General Membership Meetings:** Number of Meetings: Except in emergencies, the
14 General Membership shall meet four (4) times a year in the months of September,
15 January, March and May. The Executive Board may schedule other regular meetings at
16 other times as may be needed. Regular meetings will be at a time and place scheduled
17 by the Executive Board. The Executive Board by majority vote or the membership by
18 petition of twenty-five percent (25%) may call a special meeting with one week notice to
19 the membership. The agenda for a special meeting will be limited to subject or purpose
20 for which the meeting was called.
21

22 **Section 2.**

23 **Executive Board Meetings:** The Executive Board shall meet at least once each
24 month. It may also meet at such other times as it may determine.
25

26 **ARTICLE IV – STANDING COMMITTEES AND NEW COMMITTEES**

27
28 **Section 1.**

29 **Appointments:**

- 30
31 a) **Standing Committees:** shall be composed of members of the Local and shall be
32 appointed by the President with the approval from the Executive Board unless
33 otherwise specified in the constitution or Bylaws.
34
35 b) **Chairperson of Standing Committees:** shall be designated at the time of
36 committee appointments by the President with the approval from the Executive
37 Board unless otherwise specified in the Constitution or Bylaws.
38
39 c) **New Committees:** Whenever a new committee is added in these Bylaws, initial
40 appointments to the new committee shall be made within thirty (30) days from the
41 effective date of the amendment even though the description of the committee may
42 say the regular appointments are to be made at another time. The appointees shall
43 serve a term through the end of what otherwise would be a normal term, and the
44 regular appointment cycle will take place.
45
46
47
48

1 **Section 2.**

2 **Duties:**

3
4 a) **Standing Committees:** shall assume duties assigned by the Executive Board.

5
6 b) **Standing Committees:** shall annually submit a written report and other reports as
7 directed by the Executive Board to the Executive Board, which will be appended to the
8 minutes of the May Executive Board meeting in each calendar year.

9
10 c) **Standing Committees:** may form subcommittees as needed.

11
12 **Section 3.**

13 **Finance Committee:** shall consist of three members, one of whom shall be the
14 Treasurer who shall be the Chair. Appointments shall be by the President with the
15 approval of the Executive Board. Duties of the committee shall include, but not be
16 limited to, recommendations to the Executive Board regarding an annual budget,
17 auditors for the annual audit, and of other items referred for recommendation. The
18 committee shall be appointed in September for a term of three years beginning in
19 October.

20
21 **Section 4.**

22 **Constitution and Bylaws Committee:** The committee shall consist of three officers
23 appointed by the Executive Board. Duties of the committee shall be to review proposed
24 amendments to the Constitution and Bylaws to assure their conformity with
25 requirements of affiliates or applicable labor laws. The committee may initiate proposed
26 amendments. Its review of proposed amendments will be reported to the Executive
27 Board. The committee shall be appointed in September of odd-numbered years
28 beginning in October.

29
30 **Section 5.**

31 **Local Negotiation Committee:** This committee shall consist of up to nine members
32 appointed by the President with the approval from the Executive Board and selected
33 from among the members covered by the contract. One of the members shall be the
34 President, and one member shall be the Vice-President for Policy Enforcement who
35 shall be the Chair. The duties of the Negotiating Committee shall be to solicit
36 membership views and interests in issues relating to their employment through surveys,
37 questionnaires or other tools. Information shall be presented to the Executive Board
38 with recommendations, which shall form the basis for negotiations with the St. Louis
39 Public Schools. The committee shall be appointed in September for a term of three
40 years beginning in October.

41
42 **Section 6.**

43 **Communications Committee:** This committee shall consist of three (3) members.
44 One of the three shall be the Vice-President for Communications who shall be the
45 Chair. Appointments will be by the President with the approval of the Executive Board.
46 Duties of the committee shall include design, production, and distribution of also include
47 local newsletter on a regular and periodic schedule. The committee may members as
48 needed to meet its goals. The committee will also oversee preparation and distribution

1 of news releases and other media relations as needed to promote the activities and
2 interests of the Local. The committee shall be appointed in September for a term of
3 three years beginning in October.

4 5 **Section 7.**

6 **Leadership Development Committee:** The committee shall consist of five (5)
7 members. One of the five shall be the Vice-President for Leadership Development who
8 shall be the Chair. Appointments will be made by the President with the approval from
9 the Executive board. Duties of the committee shall include assessment of leadership
10 development and member education needs in the function of the Union gaining
11 knowledge of skill training needs for officers and leaders; an annual education and
12 training program for the Local. The committee shall be appointed in September of for a
13 term of three years beginning in October.

14 15 **Section 8.**

16 **Membership Services Committee:** The committee shall consist of three (3) members.
17 One of the three shall be the vice-President for Membership who shall be the Chair.
18 Appointments shall be made by the President with approval from the Executive Board.
19 Duties of the committee shall include review and promotion of membership benefits
20 available through affiliated organizations, evaluation and recommendation to the
21 Executive board of services and benefit programs and activities to consider for inclusion
22 in the Local membership services program. The committee shall also be responsible for
23 planning and coordinating the annual and other membership recruitment programs and
24 activities. The committee shall be appointed in September for a term of three years
25 beginning in October.

26 27 **Section 9.**

28 **Political Education Committee:** The committee shall consist of five (5) members.
29 One shall be the Vice-President of Political Education who shall be the Chair.
30 Appointments shall be made by the President with approval from the Executive Board.
31 Duties of the committee shall include reviewing and recommending the position of the
32 Local with respect to legislative issues and with respect to candidates and ballot
33 measures. The committee will also plan and maintain an ongoing voluntary political
34 action contribution program in coordination with the Missouri Federation of Teachers
35 and School-Related Personnel. The committee shall be appointed in September for a
36 term of three years beginning in October.

37 38 **Section 10.**

39 **Professional Issues Committee:** The committee shall consist of five (5) members.
40 One shall be the Vice-President for Professional Issues who shall be the Chair.
41 Appointments shall be made by the President with approval from the Executive Board.
42 Duties of the committee shall include reviewing and recommending the position of the
43 Local with respect to issues relating to professions and occupations of members;
44 planning and coordinating the annual QuEST program. The committee shall be
45 appointed in September of odd-numbered years for a term of two years beginning in
46 October.

47 48 **Section 11.**

1 **Elections Committee:** The committee shall consist of five (5) members who shall be
2 elected by the Stewards Council at a meeting in the year prior to the elections for a one
3 year term to begin in October. Any member of the Local shall be eligible to serve on the
4 committee except that none of them shall be a candidate for any office in the election for
5 which the committee will be responsible. The committee shall designate one member
6 as the Chair. The committee shall be responsible for the organization and conduct of
7 the election of officers, stewards, and delegates of the Local.
8

9 **Section 12.**

10 **Personnel Employees Concerns Committee (PECC):** The Committee shall consist
11 of five (5) members, recommended by the President, including the committee's chair.
12 The members of the PECC, including the chair, must be approved by a majority vote of
13 the Executive Board, before the committee members and the committee chair assume
14 their positions on the PECC. The PECC will interview and recommend for approval to
15 the executive Board all staff employees and all professional employees of the Local.
16 The PECC will hear and determine all grievances by the Local's staff. The President
17 shall not be *ex officio* on the committee when the President's employment is discussed
18 or voted upon or if the President is the subject of any staff employee's grievance. All
19 discussions of the PECC are considered private and confidential to members of the
20 PECC; except that its recorded votes will be disclosed to the Executive Board. All
21 discussions of the PECC shall be reported to the Executive Board, which shall make all
22 final determinations on the reports of the PECC as the Executive Board, in its sole
23 judgment, deems appropriate. The members of the PECC shall be appointed in
24 September for a term of three (3) years to begin in October of that year.
25

26 **ARTICLE V – CHAPTERS**

27
28
29 The Local may create local chapters upon recommendation from the Executive Board
30 with approval from the General Membership. Chapters shall represent special
31 jurisdictions or constituencies. Chapters shall organize themselves with due care to
32 standards for governance and participation not inconsistent with the requirements of the
33 Constitution and Bylaws of the Local.
34

35 **ARTICLE VI – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS**

36
37
38 Tentative agreements reached between the Local and the employer shall be subject to
39 vote for ratification by the membership covered by that agreement. Ratification shall be
40 by secret ballot by majority vote of those voting at a special meeting called for
41 consideration of the tentative agreement. Consideration and vote may be taken at a
42 regular meeting whenever a tentative agreement is reached not more than five days
43 before a scheduled regular meeting.
44
45
46
47
48

1 **ARTICLE VII – JOB ACTIONS**

2
3 The membership, on the request and recommendation of the Negotiations Committee
4 or the Executive Board, may authorize the Local to call a job action. Authorization shall
5 be granted upon vote by three fourths (3/4) of the membership as of the end of the
6 month preceding the vote at a meeting called for such a purpose. The meeting shall be
7 scheduled in more than one session to provide maximum opportunity for participation.
8 The vote of each member voting will be recorded.

9
10 **ARTICLE VIII – AMENDMENTS**

11
12 These Bylaws may be amended by a majority vote of those voting at a regular
13 membership meeting. The proposed amendment shall be submitted to the members at
14 least one month in advance of the meeting at which the vote is scheduled.
15

**AFT ST. LOUIS, LOCAL 420
SECRETARIAL AND CLERICAL CHAPTER BYLAWS**

ARTICLE I – NAME

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

ARTICLE II – OBJECTIVES

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

1. To advance the economic and professional interests of secretarial and clerical employees.
2. To work for defined and fair supervision and administration.
3. To keep alert to changes in job classifications as they relate to working conditions, economic improvements, and professional advancement of secretarial and clerical employees.
4. To keep abreast of changes that will motivate and improve the professional growth of the secretarial and clerical employees (such as workshops, seminars, etc.).
5. 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 secretarial and clerical employees.
6. To make secretarial and clerical employees aware of their political responsibilities.
7. To protect economic, political, health, and safety interests of secretarial and clerical employees.

ARTICLE III – MEMBERSHIP

Section 1.

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

1 **Section 2.**

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

6 **ARTICLE IV – OFFICERS**

8 **Section 1.**

9 The officers of this Secretarial and Clerical chapter shall be:

- 10 a) Chairperson
- 11 b) Vice-Chairperson
- 12 c) Secretary

14 **Section 2.**

15 The terms of all officers shall be concurrent with the terms of the officers under the
16 Constitution and Bylaws of Local 420.

18 **ARTICLE V – ADMINISTRATIVE COMMITTEE**

20 **Section 1.**

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

- 22 a) Officers of the Secretarial and Clerical chapter
- 23 b) One member from each of the following areas:
 - 24 1. Elementary Schools
 - 25 2. Middle Schools
 - 26 3. High Schools
 - 27 4. Non-School Offices

29 **Section 2.**

30 The function of the Administrative Committee shall be:

- 31 a) To implement the decisions of the Executive Board
- 32 b) To formulate plans for the growth and proper functioning of the Chapter
- 33 c) To take actions deemed necessary between the Secretarial/
34 Clerical Membership meetings. Such actions shall be subject to review by the
35 Executive Board of Local 420.

37 **Section 3.**

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

41 **Section 4.**

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

1 **ARTICLE VI – NOMINATIONS AND ELECTIONS**

2
3 Nominations and elections of all officers and other members of the Administrative
4 Committee shall be in accordance with the Constitution and Bylaws of Local 420.
5

6 **ARTICLE VII – GENERAL MEMBERSHIP MEETINGS**

7
8 **Section 1.**

9 There shall be one regular general membership meeting each month during the school
10 year, excluding December.
11

12 **Section 2.**

13 A special meeting of the general membership shall be called by the Chairperson or by
14 the Vice-Chairperson at the request of ten (10) chapter members in good standing. The
15 Chairperson shall initiate notice of such meeting no later than by the end of three (3)
16 working days following the date of the request. General members (under regular
17 circumstances) shall be given notice a minimum of twenty four (24) hours prior to
18 convening such special meeting.
19

20 **ARTICLE VIII - COMMITTEES**

21
22 **Section 1.**

23 Standing Committees of the Secretarial and Clerical unit shall be Membership, Social,
24 and Negotiation. These committees shall be appointed by the Chairperson.
25

26 **Section 2.**

27 Special Committees: The Chairperson shall appoint special committees when
28 necessary or desirable.
29

30 **Article IX – NEGOTIATIONS**

31
32 **Local Negotiation Committee:** This committee shall consist of up to nine (9) members
33 appointed by the President with the approval from the Executive Board and selected
34 from among the members covered by the contract. One member shall be the President,
35 and one member shall be the Vice-President for Policy Enforcement who shall be the
36 Chair. The duties of the Negotiating Committee shall be to solicit membership views
37 and interest in issues relating to their employment through surveys, questionnaires, or
38 other tools. Information shall be presented to the Executive Board with
39 recommendations, which shall form the basis for negotiations with the St. Louis Public
40 Schools. The committee shall be appointed in September for a term of three years
41 beginning in October.
42

43 **ARTICLE X – AMENDMENTS**

44 Amending of these Bylaws shall be accomplished in the same manner as amending the
45 Bylaws of the Constitution of Local 420.
46

**AFT ST. LOUIS, LOCAL 420,
AFT-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-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.

1 **Section 2.**

2 No discrimination shall ever be shown toward individual members of applicants for
3 membership because of race, creed, sex, sexual orientation, social, political or
4 economic status, or national origin.
5

6 **ARTICLE IV – OFFICERS**
7

8 **Section 1.**

9 The officers of this paraprofessional chapter shall be:

- 10 a) Chairperson
 - 11 b) Vice-Chairperson
 - 12 c) Secretary
- 13

14 **Section 2.**

15 The terms of all officers shall be concurrent with the terms of the officers under the
16 Constitution and Bylaws of Local 420.
17

18 **ARTICLE V – ADMINISTRATIVE COMMITTEE**
19

20 **Section 1.**

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

- 22 a) Officers of the paraprofessional chapter
 - 23 b) One member from each category of employees or elected at large
- 24

25 **Section 2.**

26 The function of the Administrative Committee shall be:

- 27 a) To implement the decisions of the Executive Board
- 28 b) To formulate plans for the proper functioning of the Chapter
- 29 c) To take actions as may be necessary between the Paraprofessionals
30 Membership meetings. Such actions shall be subject to review by the
31 Executive Board of Local 420.
32

33 **ARTICLE VI – NOMINATIONS AND ELECTIONS**
34

35 Nominations and elections of all officers and other members of the Administrative
36 Committee shall be in accordance with the Constitution and Bylaws of Local 420.
37

38 **ARTICLE VII – MEMBERSHIP MEETINGS**
39

40 **Section 1.**

41 There shall be one **regular general** membership meeting **each** month during the school
42 year **excluding December**.
43
44

1 **Section 2.**

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

6
7 **ARTICLE VIII – NEGOTIATIONS**

8
9 **Local Negotiation Committee:** This committee shall consist of up to nine members
10 appointed by the President with the approval from the Executive Board and selected
11 from among the members covered by the contract. One member shall be the President;
12 one member shall be the Vice-President for Policy Enforcement who shall be the Chair.
13 The duties of the Negotiating Committee shall be to solicit membership views and
14 interest in issues relating to their employment through surveys, questionnaires or other
15 tools. Information shall be presented to the Executive Board with recommendations,
16 which shall form the basis for negotiations with the St. Louis Public Schools. The
17 committee shall be appointed in September for a term of three years beginning in
18 October

19
20 **ARTICLE IX - AMENDMENTS**

21
22 Amending of these Bylaws shall be accomplished in the same manner as amending the
23 Bylaws of the Constitution of Local 420.