

CONSTITUTION

ARTICLE I

Name

This organization shall be known as the Douglas County Federation, Local #2265 with two (2) chapters, consisting of the Douglas County Federation of Teachers (DCFT) and the Douglas County Federation of Classified Employees (DCFCE).

ARTICLE II

The purpose of this organization shall be:

- Section 1. To act as a representative voice of our member constituents between ourselves and the District administration.
- Section 2. To bring eligible certified and classified employees into relations of mutual assistance and cooperation;
- Section 3. To obtain for all certified and classified employees the rights to which they are entitled;
- Section 4. To raise the standards of the education profession by providing high quality professional and career development and securing the conditions essential to the best professional service;
- Section 5. To promote such a democratic environment in the schools and work sites as will enable the students to find their places in the industrial, social and political life of the community.
- Section 6. To promote the welfare of the youth of the nation by providing progressively better educational opportunity for all.

ARTICLE III

Membership

- Section 1. Membership includes all eligible certified and classified employees of the Douglas County School District.
- Section 2. No person with administration authority may be admitted to membership, unless their salary is based on the teacher salary schedule or classified pay ranges.

- Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of religious faith, gender, or race.
- Section 4. A member may be expelled for an act detrimental to the Federation upon presentation, at least thirty days in advance, of written charges signed by at least 50 members and approved by at least three-fourths of the Executive Board. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.
- Section 5. Separate chapters of membership and dues structures may be established for substitute teachers and retired members by Executive Board.

ARTICLE IV

Officers

- Section 1. The following officers shall be elected bi-annually for the certified and classified chapters of this Federation:
1. President (oversees both chapters)
 2. One Vice-president
 3. One Treasurer
 4. One Secretary
 5. One Member-at-Large for every 200 members plus one
- Section 2. The President shall be elected in odd numbered years to serve a two-year term.
- Section 3. Officers (see Article IV; Section 1) shall be elected by secret ballot at regional polling sites for each individual chapter. A majority of all votes cast shall be necessary for election.
- Section 4. Officers shall be installed at the last Executive Board meeting of the school year. The time between election and installation shall be used for training of new officers and preparation for the next year.
- Section 5. Vacancies in any office shall be filled by the respective Executive Board.
- Section 6. Elected officers may not miss more than 2 meetings unless excused by the President of DCF. If such occurs, the Executive Board will appoint a new member to fill the vacancy until the next election.

ARTICLE V

Committees

- Section 1. Each individual chapter shall have the following standing committees in this Federation:
- (a) Negotiations
 - (b) Welfare and Grievance
 - (c) Committee on Political Education (COPE)
 - (d) Professional Development

The Federation shall establish the following joint committees consisting of members from each chapter:

- (a) Educational Issues
- (b) Political Action COPE

- Section 2. The following special committees shall be appointed as needed:
- 1. Budget
 - 2. Nominating
 - 3. Awards Ceremony

- Section 3. Chairs of all committees shall be appointed by the President with the consent of a majority of the other elected officers. All Standing Committee Chairs shall be members of the Executive Board.

- Section 4. Members of each committee, drawn from a pool of volunteers, shall be appointed by Executive Board of each chapter with the consent of the President of DCF.

ARTICLE VI

The Executive Board

- Section 1. The Executive Board for each chapter of this Federation shall consist of the following:
- 1. All elected officials of DCF
 - 2. All Standing Committee Chairs
- Section 2. The Executive Board shall administer the policy of the Federation as set by the membership at general meetings. The Executive Board shall have the power to act for the good of the Federation in situations where the policy cannot be set by the general membership.

- Section 3. The President of the Federation shall be chair of the Executive Board. The chair shall not vote except to break a tie vote of the Board.
- Section 4. The Executive Board shall have the power to employ all personnel including an executive secretary, a financial secretary, clerical help and other persons on a full or part time basis as may be determined by the needs and finances of the Federation and its chapters.
- Section 5. A draft of the Executive Board minutes shall be posted on the DCF website and made available to all members of all chapters. When minutes of said meeting have been approved, said minutes will be posted.

ARTICLE VII

Affiliations

- Section 1. This Federation shall maintain affiliation with, and whenever possible, send delegates to, the following organizations:
- a. The American Federation of Teachers. All delegates and alternates, to the National Convention, shall be appointed by the President and approved by the Executive Board. The President and Secretary shall see that credentials of all delegates and alternates are forwarded to the national office no later than ten days before convening of the National Convention.
 - b. The same selection process shall be followed for QuEST and other AFT-DCF subsidized or sponsored conferences and workshops.
 - c. The Colorado Federation of Teachers. Delegates to the State Convention shall be appointed by the President and approved by the Executive Board.
 - d. AFT Colorado, Denver Area Labor Federation and Colorado Labor Board representation shall be the responsibility of the Executive Board.

ARTICLE VIII

Duties of Officers

- Section 1. The President shall preside at all meetings of the General Membership and the Executive Board. The President shall be an ex-officio member of all

committees. The President shall represent the Federation to the community, school board and district administration, CFT, and AFT and be responsible for community relations programs. The President will report the state of the Union at all regular meetings, will oversee hired personnel, appointed officers and committee chairs, as well as, the administration of office and routine. The President will initiate the Executive phone tree, as needed, communicate with stewards (representatives) and members on a regular basis. The President will consult with and inform the vice-president weekly on Union affairs in order to prepare the Vice-president to act as an effective substitute.

- Section 2. The Vice-president of each chapter shall perform all duties of the President in the absence of that officer and shall share with the President in the requirements of meetings, committee attendance, community representation, and communication. In the absence of the President, the Vice-president of the DCFT chapter will assume the office duties of the President. He/She will consult with the President weekly. He/She shall be responsible for the Federation's political action within the community and shall act as chair of the COPE committee and liaison with the state COPE organization.
- Section 3. The Secretary of each chapter shall issue notices, answer correspondence, and record minutes of all meetings. The Secretary shall be custodian of the seal and charter of the Federation. At the direction of the President, the Secretary shall design and initiate the working of the phone trees to the Executive Board, membership, or building stewards (representatives). The Secretary is responsible for written communications between Executive Board, President and the Building stewards (representatives), and will oversee the ordering printing, distribution of all meeting notices and membership publications. The Secretary will act as social chair for receptions and meetings, and see that all social correspondence is completed. The draft minutes of the prior General Membership meeting will be posted on the DCF website when minutes have been approved by the General Membership.
- Section 4. The Treasurer of each chapter shall see that all monies from dues and other sources are received, recorded and deposited to each chapter account, that membership rolls are kept current and CFT/AFT are informed of changes, per capita dues are forwarded, and the District business office is informed 30+ days before dues changes required through membership vote of the pass-through membership vote or the pass-through revision. The Treasurer of each chapter will see that all authorized, receipted bills are paid and a full financial report is submitted to the membership at the end of each fiscal year or upon request of the Executive Board. An outside audit shall be completed by June 30, requiring a report (form) for each officer/employee by April 30.

The Treasurer of each chapter will act as chair of their chapter's budget committee to meet and submit a proposed budget for the approval of the chapter's Executive Board prior to the new fiscal year. At the direction of the chapter's Executive Board, the chapter's Treasurer will arrange all meeting places and will oversee fund raising for COPE action and other projects voted by the membership or chapter Boards.

Section 5. The Members-at-Large of each chapter will attend all Executive Board meetings, General Membership meetings, and annual Building Representative meetings. They may be asked to serve on various committees established by the Executive Board.

Section 6. An Executive Board appointee will be responsible for DCF representation at DALF and other affiliated labor organizations as directed by the Executive Board.

Section 7. All officers, committee chairs or members of each chapter who receive payment from the Union for work must submit a report of accomplishments and estimate of time spent, upon request, to the Treasurer of each chapter by April 30.

ARTICLE IX

Building Stewards (Representatives)

Section 1. Building Stewards (Representatives) representing each chapter at each appropriate worksite/location shall be the main contact persons between the Executive Board, and the membership at each work site.

Section 2. There should be a Building Steward (Representative) representing each chapter at each appropriate work site/location where there are members. Additional building stewards (representatives) may be appointed as required by population of building or schedule.

Section 3. Building Stewards (Representatives) may be selected by the Executive Board, or chosen through elections at the work site. Release of Building Steward (Representative) responsibilities is at the discretion of the President and Executive Board.

Section 4. Building Stewards (Representatives) shall be responsible at their building for:

- membership recruitment and retention,
- membership involvement and participation,

- communication to members all Executive Board or General Membership meeting actions,
- bargaining updates and other information important to members' welfare through individual contact or building meetings.

They are responsible for relaying member concerns to Executive Board, and General meetings, Grievance and Bargaining committees and the Building Administration. They shall act as the liaison between union members and building administration in problem solving, enforcement of contract provisions and supervise the first level of grievance procedure with Building Administration. They will be experts on Union benefits, grievance, employee welfare problems and contract explanation.

Section 5. The Building Stewards (Representatives) representing each chapter are responsible for the upkeep of the bulletin boards at each work site. They are personal liaisons between Executive Board and building sites. The Building Representatives shall relay member, teacher and community opinion to the Executive Board.

ARTICLE X

Duties of Standing Committees

Section 1. All appointed Chairs shall be members of the Executive Board, shall attend General meetings and report to the members in writing periodically.

Section 2. The Negotiating Team for each chapter shall prepare and substantiate contract proposals. It shall present these proposals for approval of the membership and then supervise the professional bargainer. It shall keep the Executive Board and members informed of the progress of bargaining through regular meetings of each chapter and special building meetings for members. It shall supervise and carry out the vote on the contract and will oversee execution of any side agreements made with the district during contract bargaining.

Section 3. The Welfare and Grievance Committee of each chapter shall act on all grievances submitted in writing by any member of the bargaining unit. It shall present to the Executive Board of each chapter a procedure for handling grievances.

Section 4. The COPE Committee consisting of representatives from all chapters shall make all political endorsements directed by each Executive Board, or General Membership meeting. It shall raise political funds and be responsible for their distribution with the approval of each Executive

Board. It shall study proposed legislation that may affect the Federation and the schools.

Section 5. The Educational Issues Committee consisting of representatives from all chapters is in charge of all Union activities involving education reform and restructuring. Its members represent the Federation on special committees and report regularly to the membership and public.

Section 6. The Professional Development committee of each chapter is composed of AFT-trained trainers. The committee is responsible for the dissemination of the newest research in education through reports to the Federation meetings and public through articles in Union and public press.

ARTICLE XI

Duties of Special Committees

Section 1. The Budget Committee, under the direction of the elected Treasurer, shall prepare a budget for adoption by the membership at least one month prior to the beginning of the next fiscal year: this action will be initially instigated at such time as is deemed necessary by the Executive Board. The fiscal year shall be July 1 through June 30.

Section 2: Executive Board shall send out communication to all buildings asking for nominations to be placed on the ballot. The Nomination Committee of each chapter, shall prepare a slate of officers to present to the membership at least 2 weeks before the election. Elections will be held per region. Only members of DCF will be allowed to vote for their chapter officers. Voting members will be identified at the voting site. Ballots will be tabulated as soon as the last region has voted. Results of the election will be communicated to all members. Newly elected officers will assume their duties July 1.

Section 3. The Awards Ceremony Committee shall set the date and reserve the location four (4) months in advance of the traditional Awards Ceremony. It shall conduct a balloting of all buildings housing 6th (5th graders will be considered in buildings not housing a 6th grade classroom), 8th and 12th grade students to determine recipients of awards. It shall establish criteria for those awards and shall select the awards. It shall be in charge of the Awards Ceremony and Reception and will appoint sub-committees to carry out these duties.

ARTICLE XII

Meetings

- Section 1. There shall be meetings of the general membership of each chapter in the fall and spring of every school year. Special meetings, of the general membership, may be called by the Executive Board for each chapter.
- Section 2. A quorum shall consist of 20% of the Building Representatives (Stewards) at General Membership meetings. Decisions will be based upon a majority vote of members in attendance at General Membership meetings.
- Section 3. The agenda, time and place of all meetings shall be fixed by the Executive Board of each chapter and will be announced and open to all members of the Federation.
- Section 4. The Executive Board for each chapter will meet at least once a month prior to General Membership meetings during the school year and as often as needed to plan for the following year and as needed to carry on the business of the Federation during the year-round school calendar.

ARTICLE X

Finance

- Section 1. Dues shall be set by majority vote of members from each chapter present at any General Membership meeting providing such a vote has been announced to all members thirty (30) days in advance.
- Section 2. Membership dues will be raised automatically to reflect increases in the per capita payments to State or National affiliates. The President of the Federation shall be responsible for the enforcement of this pass-through provision and shall inform the district payroll office of any dues increase at least 30 days in advance of the effective date.
- Section 3. Additional finances may be obtained by various fund raising activities. COPE funds must be raised by the alternative sources.

ARTICLE XIV

Rules of Order

Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution or the By-Laws of this Local.

ARTICLE XV

Amendment

Section 1. This Constitution may be amended as follows:

- a. The Constitution of the DCF can be amended by the majority of the members of all chapters present at a regular or special membership meeting. The topic or subject of such amendment must be mentioned in the notification of such meeting and must be placed upon the agenda at least one week before such meeting.
- b. Constitutional amendments may be submitted to the Executive Board of each chapter. The Executive Board of each chapter may initiate amendments. After having received a majority vote of the Executive Board of each chapter, the amendment shall be submitted to the membership. A majority vote of all members in attendance at a General Membership meeting shall be sufficient for adoption.

ARTICLE XVI

Constitution

Section 1. Availability of the Constitution:

- a. Three copies of this Constitution and all future amendments shall be submitted to the national office of the American Federation of Teachers.
- b. Copies shall be made available to other affiliated organizations upon request.
- c. A copy of the Constitution will be posted on the DCF website.
- c. Copies shall be available for any members of the Federation upon request to the Secretary.

Section 2. Constitutional Review:

- a. This Constitution must be reviewed at least once during every five-year period.

Article XVII

Retiree Chapter Membership

- Section 1: The name of the retiree chapter shall be the Douglas County Federation of Retirees, hereinafter referred to as the DCFR Chapter.
- Section 1: DCFR Chapter membership shall be open to all retired members of the Douglas County School District.
- Section 2: All members of the DCFR Chapter shall hold simultaneous membership in the state and national affiliate as a retiree.

Purpose

- Section 1: The DCFR Chapter shall be established with the Douglas County Federation for the purposes of:
- a. Maintaining the ties of professional unity between working members and retirees;
 - b. Representing the interests of retirees in the DCF, its affiliates and the community;
 - c. Strengthening the local's, state federation's and labor movement's political influences;
 - d. Shaping and enhancing the quality of life in the communities where members live; and
 - e. Providing a forum for the exchange of information of interest and benefit to retired members.

Structure

- Section 1: The DCFR Chapter shall establish by-laws delineating membership, officers, dues structure, committees and their responsibilities.
- Section 2: The DCFR Chapter shall have a copy of the established by-laws on record with the Douglas County Federation.

Affiliation

- Section 1: The DCFR Chapter will take no action in conflict with policies and decisions of the membership or the executive board of DCF. No provision

of, or proposed amendment to, the DCFR Chapter by-laws shall be in conflict with the constitution and/or by-laws of DCF.

Representation on Executive Boards

Section 1: The DCFR Chapter will have one elected representative to serve on the Certified Executive Board and one elected representative to serve on the Classified Executive Board. These representatives will have no voting rights on the Board. They are to serve as liaisons to the DCFR Chapter and advisors only.

Chartered by the

American Federation of Teachers

March 1, 1972

Amended: 9/27/88

4/18/89

4/25/00

04/25/04

03/19/07

03/10/08