Los Alamos Federation of School Employees
Local 3902

Constitution and By-laws

ARTICLE I - Name

This organization shall be known as the Los Alamos Federation of School Employees, Local 3902.

ARTICLE II - Objectives

The purpose of this organization shall be to :

Section 1. Raise the standards of the education profession by securing the conditions essential to the best professional service.

Section 2. Obtain for educational employees the rights to which they are entitled and to

a. negotiate terms and conditions of employment for eligible employees of the Los Alamos Schools.
b. address employment issues through negotiation or consultation.

Section 3. Represent staff in grievance procedures within the guidelines established by contract.

Section 4. Encourage professional development

Section 5. Support legislation and campaigns promoting educational standards and services, school funding, and salaries and benefits.

Section 6. Support educational opportunities for all students.

Section 7. Foster mutual assistance and cooperation among educational employees.

ARTICLE III - Membership

Section 1. Licensed employees of the public school district covered by the licensed contract including, but not limited to, teachers, librarians, counselors, coaches, school nurses diagnosticians, speech therapists, educational technologists are eligible for membership.

Section 2. Classified employees including, but not limited to, school clerks, instructional assistants, paraprofessionals, secretaries, maintenance workers, custodians and other support personnel are eligible for membership.(Paraprofessional and School Related Personnel)

Section 3. Supervisory personnel, including all licensed and classified administrators with the rank of assistant principal or above shall not obtain membership. Members who are promoted to positions with the rank of principal or above, automatically are removed from membership on the effective date of the promotion.

Section 4. Retired persons, persons on leave and employees of nearby school districts where there is no AFT affiliate may become associate members.

Section 5. Teachers in public or private institutions outside the jurisdiction of this local may be admitted to membership until such time as a local is chartered their jurisdiction.

Section 6. No discrimination shall ever be shown toward individual members or applicants for membership because of race, color, national origin, religious faith, sex, sexual orientation, age, veteran status or political belief.

Section 7. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least 1/4 of the total membership and approved by at least 3/4 of the Executive Council. 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 8. Any members who fail to pay dues within one month of their expiration shall be dropped from the rolls and their names removed from the records at the national office. Members may be reinstated upon the resumption of dues payment.

ARTICLE IV - Officers

Section 1. The following officers shall be elected biennially by this Federation:
1. President
2. Vice President - Licensed
3. Vice President - PSRP
4. Treasurer
5. Secretary

Interim openings shall be filled by Executive Committee appointment.

Section 2. Membership in good standing for at least one year is required to hold office except during the first three years after the chartering of this local.

Section 3. Nominations for office shall be made at the 3rd quarter (February) membership meeting, and nominations will be closed at the end of March. Notice shall be provided to each member at least 15 days prior to the meeting that nominations will be in order.

Section 4. Ballots shall be prepared and mailed to each member in good standing 15 days prior to the 4th quarter (April) membership meeting. Ballots will be accepted by the Election Committee until the time of counting. The candidate receiving a plurality of at least 40% of the votes cast shall be declared elected. If the plurality of 40% is not obtained a run off election of the two receiving the most votes shall be held according to the above procedure.

Section 3. Supervisory personnel, including all licensed and classified administrators with the rank of assistant principal or above shall not obtain membership. Members who are promoted to positions with the rank of principal or above, automatically are removed from membership on the effective date of the promotion.

Section 4. Retired persons, persons on leave and employees of nearby school districts where there is no AFT affiliate may become associate members.

Section 5. Teachers in public or private institutions outside the jurisdiction of this local may be admitted to membership until such time as a local is chartered their jurisdiction.

Section 6. No discrimination shall ever be shown toward individual members or applicants for membership because of race, color, national origin, religious faith, sex, sexual orientation, age, veteran status or political belief.

Section 7. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least 1/4 of the total membership and approved by at least 3/4 of the Executive Council. 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 8. Any members who fail to pay dues within one month of their expiration shall be dropped from the rolls and their names removed from the records at the national office. Members may be reinstated upon the resumption of dues payment.

ARTICLE IV - Officers

Section 1. The following officers shall be elected biennially by this Federation:
1. President
2. Vice President - Licensed
3. Vice President - PSRP
4. Treasurer
5. Secretary

Interim openings shall be filled by Executive Committee appointment.

Section 2. Membership in good standing for at least one year is required to hold office except during the first three years after the chartering of this local.

Section 3. Nominations for office shall be made at the 3rd quarter (February) membership meeting, and nominations will be closed at the end of March. Notice shall be provided to each member at least 15 days prior to the meeting that nominations will be in order.

Section 4. Ballots shall be prepared and mailed to each member in good standing 15 days prior to the 4th quarter (April) membership meeting. Ballots will be accepted by the Election Committee until the time of counting. The candidate receiving a plurality of at least 40% of the votes cast shall be declared elected. If the plurality of 40% is not obtained a run off election of the two receiving the most votes shall be held according to the above procedure.

ARTICLE V - Committees

Section 1. The following standing committees shall be active in this Federation:

1. Membership Committee
2. Grievance Committee
3. PSRP Committee

Section 2. The following special committees shall be appointed:

1. Audit Committee
2. Election committee
3. Licensed Negotiating Team
4. PSRP Negotiating Team

Section 3. The Chairs of the Membership, Grievance, Audit and Election Committees shall be appointed by the President with the consent of a majority of the other elected officers.

Section 4. The Chair of the PSRP Committee shall be elected by the membership of the committee.

Section 5. Unless otherwise specified, members of each committee shall be appointed by the chairs of each committee with the consent of the President.

ARTICLE VI - Executive Committee

Section 1. The Executive Committee of this Federation shall consist of all elected officers.

Section 2. The Executive Committee shall administer the policy of this Federation as set by the membership at regular meetings. It shall have the power to act for the good of the Federation in emergency situations where the policy cannot be set by the membership.

Section 3. The chair of the Executive Committee shall be the President of the Federation.

Section 4. The time and place of the Executive Committee board meeting shall be set by the Executive Committee Council and announced at the previous membership meeting.

Section 5. The Executive Committee shall have the power to employ all personnel including an executive secretary, clerical staff and other persons on full or part-time basis as may be determined by needs and finances of the Federation.

Section 6. The Executive Committee may make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes to borrow money for Federation purposes at such rated of interest and terms and conditions as they may determine.

Section 7. The Executive Committee shall report its activities at each regular membership meeting.

ARTICLE VII - Affiliations

Section 1. This Federation shall maintain affiliation with and whenver possible send delegates to the following organizations:

a. The American Federation of Teachers -- all delegates and alternates to the National convention of the AFT shall be elected according to the national constitution .

b. The New Mexico Federation of Educational Employees -- delegates to the State convention shall be elected according to the state constitution.

c. The New Mexico AFL-CIO -- delegates shall be elected at least one month before the State labor convention at a regular membership meeting.

d. The National AFT PSRP Conference -- all delegates and alternates to the National conference of the AFT PSRP shall be elected by majority vote of the PSRP shall be elected by majority vote of the PSRP committee at the January meeting of the committee. Notice of election shall be made at the previous committee meeting and mailed to each member at least 15 days prior to the election.

Section 2. All delegates shall make written reports to the Executive Committee on meetings attended.

Section 3. Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The Federation to the best of its ability shall be active in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations must be members in good standing of this Federation.

ARTICLE VIII - Duties of Officers

Section 1. The President shall

a. preside at all meetings of the Federation and of the Executive

Committee.

b. be ex-officio member of all committees, except the Audit committee.

c. sign all necessary papers and documents, and represent the local when and where necessary.

d. report to the membership at least once each year summarizing the accomplishments of the Federation and outlining plans for the next year.

Section 2. The Vice Presidents shall perform all duties of the President in the absence of that officer. They shall perform such duties as from time to time, the President shall direct.

ARTICLE VII - Affiliations

Section 1. This Federation shall maintain affiliation with and whenver possible send delegates to the following organizations:

a. The American Federation of Teachers -- all delegates and alternates to the National convention of the AFT shall be elected according to the national constitution .

b. The New Mexico Federation of Educational Employees -- delegates to the State convention shall be elected according to the state constitution.

c. The New Mexico AFL-CIO -- delegates shall be elected at least one month before the State labor convention at a regular membership meeting.

d. The National AFT PSRP Conference -- all delegates and alternates to the National conference of the AFT PSRP shall be elected by majority vote of the PSRP shall be elected by majority vote of the PSRP committee at the January meeting of the committee. Notice of election shall be made at the previous committee meeting and mailed to each member at least 15 days prior to the election.

Section 2. All delegates shall make written reports to the Executive Committee on meetings attended.

Section 3. Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The Federation to the best of its ability shall be active in the affairs of affiliated organizations.

Section 5. Delegates to affiliated organizations must be members in good standing of this Federation.

ARTICLE VIII - Duties of Officers

Section 1. The President shall

a. preside at all meetings of the Federation and of the Executive

Committee.

b. be ex-officio member of all committees, except the Audit committee.

c. sign all necessary papers and documents, and represent the local when and where necessary.

d. report to the membership at least once each year summarizing the accomplishments of the Federation and outlining plans for the next year.

Section 2. The Vice Presidents shall perform all duties of the President in the absence of that officer. They shall perform such duties as from time to time, the President shall direct.

Section 3. The duties of the Secretary shall be:

a. to issue all notices, shall answer correspondence at the direction of the President and shall report outside correspondence to the President and the Executive Committee Board.

b. to be the custodian of the seal and charter of the Federation.

c. to record the minutes of the Executive Committee and of general membership meetings.

d. to keep the membership list, forwarding it to appropriate affiliated organizations and issue delinquent dues notices.

Section 4. The duties of the Treasurer shall be:

a. to receive, record, and deposit in the name of the Federation all monies from dues and all other sources and issue receipts as necessary.

b. to forward all per capita dues to the national office of the American Federation of Teachers and to other affiliated organizations to keep this Federation in good standing at all times. Special care shall be taken to see that per capita taxes are up to date prior to all affiliate conventions.

c. to present a written report to all members at quarterly meetings. To keep adequate records available at all time for the Executive Committee and the Audit Committee.

d. to pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Committee for authorization.

ARTICLE IX - Duties of Standing Committees

Section 1. The Membership Committee shall plan and execute a dynamic program to ensure growth and vitality of the Federation. It shall present a written report to the Executive Committee.

Section 2. The Grievance Committee shall act on all grievances submitted in writing to the Executive Committee in accordance with negotiated contracts. This committee shall publicize the grievance procedure.

Section 3. The Legislative Committee shall consider recommendation of the AFI', the state federations, and the local pertaining to all levels of government. It shall study proposed legislation which may affect the Federation and the schools. It may initiate recommendations. It may present the record of government officials.

Section 4. The PSRP Committee shall educate its membership as to contract provisions, responsibilities of building reps and encourage participation in Union functions. It shall serve as a vehicle for better relationship with the LAFSE and co-workers. The committee shall meet once a month, possibly at alternating times in order to accommodate different work schedules of the bargaining unit.

Although meetings shall be open to all PSRP, LAFSE membership will be required for voting privileges.

ARTICLE X - Duties of Special Committees

Section 1. The Audit Committee shall audit the treasurer's books and yearly treasurer's reports. It shall forward recommendations to the National Office and present a yearly report to the membership at the **3rd quarter (February)** meeting. It is recommended that the Audit Committee be made up of a minimum of 3 members with 2 of those members carrying over to the next audit. The audit of the Federation books shall be done on a calendar yearly basis.

Section 2. The Election committee shall be responsible for the nomination of members for office, the preparation of ballots for the election of officers, for receipt and counting of the ballots and for determining whether the criteria for election have been met.

ARTICLE XI - Meetings

Section 1. The time and place of meetings shall be fixed by the membership.

Section 2. There shall be at least one meeting per quarter during the regular school year.

Section 3 . A quorum shall consist of 10 percent of the total membership.

ARTICLE XII - Finance

Section 1. Regular dues shall be fixed by majority vote of members present at any regular meeting providing notice of the contemplated dues increase has been announced at a previous meeting.

Section 2. Additional finances may be obtained by various fund raising activities.

ARTICLE XII - 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 XIV - Amendment

Section 1. This constitution may be amended as follows:

a. The proposed amendment(s) shall be submitted at any regular membership meeting and read to the assembled members. Copies of the proposed amendment(s) may be circulated to members at work sites. A 3/4 vote of members present at the following membership meeting shall be sufficient to adopt the arnendment(s).

ARTICLE XV - Availability of Constitution

Section 1. Three copies of this Constitution and all future amendments shall be submitted to the National Office of the American Federation of Teachers.

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. The duties of the Secretary shall be:

a. to issue all notices, shall answer correspondence at the direction of the President and shall report outside correspondence to the President and the Executive Committee Board.

b. to be the custodian of the seal and charter of the Federation.

c. to record the minutes of the Executive Committee and of general membership meetings.

d. to keep the membership list, forwarding it to appropriate affiliated organizations and issue delinquent dues notices.

Section 4. The duties of the Treasurer shall be:

a. to receive, record, and deposit in the name of the Federation all monies from dues and all other sources and issue receipts as necessary.

b. to forward all per capita dues to the national office of the American Federation of Teachers and to other affiliated organizations to keep this Federation in good standing at all times. Special care shall be taken to see that per capita taxes are up to date prior to all affiliate conventions.

c. to present a written report to all members at quarterly meetings. To keep adequate records available at all time for the Executive Committee and the Audit Committee.

d. to pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Committee for authorization.

ARTICLE IX - Duties of Standing Committees

Section 1. The Membership Committee shall plan and execute a dynamic program to ensure growth and vitality of the Federation. It shall present a written report to the Executive Committee.

Section 2. The Grievance Committee shall act on all grievances submitted in writing to the Executive Committee in accordance with negotiated contracts. This committee shall publicize the grievance procedure.

Section 3. The Legislative Committee shall consider recommendation of the AFI', the state federations, and the local pertaining to all levels of government. It shall study proposed legislation which may affect the Federation and the schools. It may initiate recommendations. It may present the record of government officials.

Section 4. The PSRP Committee shall educate its membership as to contract provisions, responsibilities of building reps and encourage participation in Union functions. It shall serve as a vehicle for better relationship with the LAFSE and co-workers. The committee shall meet once a month, possibly at alternating times in order to accommodate different work schedules of the bargaining unit.

Section 3. Copies shall be available for any members of this Federation upon request to the Secretary.

BY-LAWS of The Los Alamos Federation of School Employees, Local 3902

ARTICLE I - Dues

Section 1. The regular annual dues of this Federation shall be

a. assessed at a full rate (1) for any member earning the base teacher salary or above; assessed at a half rate (2) for any member earning between $10,000 and base teacher salary; and assessed at a quarter (4) rate for any member earning between $5,000 and $9,999.

b. $55.40 (b) plus the per capita tax of the federation's affiliations and insurance premiums.

Section 2. Retired members and members on leave shall pay 1/4 the dues that would be assessed a beginning teacher.

Section 3. The dues year shall be from July 1 through June 30 .

Section 4. Dues shall be paid through payroll deduction or shall be paid to the Treasurer in regular payments.

Section 5. Dues increases as imposed by NMFT and AFT shall be passed on to members on a once yearly basis. No dues increase shall be imposed after November I of any calendar year by LAFSE.

ARTICLE II - Meetings

Section 1. The membership meeting of this Federation shall be held once per school quarter in September, November, February and April.

Section 2. The Executive Committee shall meet at least once each month throughout the school year.

ARTICLE III - Amendment

Section 1. These by-laws may be amended as follows:

a. The proposed by-laws amendment(s) shall be submitted at any regular membership meeting and read to the assembled members. Copies of proposed amendment(s) may be circulated to members at work sites. A 3/4 vote of members present at the following membership meeting shall be sufficient to adopt the amendment(s

The Constitution and By-laws were adopted _____

(Name of Local) _____

Signed: (President) _____

Attest (Secretary) _____