

Spring

American Federation of Teachers 6266

Executive Board

Elected Fall 2024

PRESIDENT

EXECUTIVE VICE- PRESIDENT

SECRETARY

TREASURER

VP MEMBERSHIP

VP COMMUNICATIONS

VP COMMUNITY ENGAGEMENT

Spring AFT

222 Pennbriht Ste 102

Houston, TX 77090

Constitution

Spring American Federation of Teachers

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Article I – Name

This organization shall be known as Spring American Federation of Teachers, Local Number 6266, Texas AFT, AFT, and AFL-CIO.

Article II - Objectives

The purpose of this organization shall be:

Section 1. To improve the quality of public educational employees;

Section 2. To promote the effectiveness and quality of the institutions in which our members work;

Section 3. To encourage mutual understanding, communication, and cooperation among the membership;

Section 4. To promote the safety of all educational employees;

Section 5. To enhance the educational and professional development of the membership;

Section 6. To defend and support legislation that upholds the working rights of all educational employees, and to ensure the compliance of educational standards and laws;

Section 7. To advance the economic, social, and political well-being of the membership;

Article III – Membership

Section 1. All employees of the Spring Independent School Districts are eligible for membership except those in administration.

Section 2. Members who are promoted to positions with these parameters shall be removed from the active membership rolls on the date of their promotion. Members refusing to drop shall remain a member with the understanding that they will not receive any representation from the Union.

Section 3. Membership in Spring AFT shall also include full-time substitutes, members on leave of absence, and part-time employees.

Section 4. No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, religion, sex, sexual orientation, disability, social, political, economic status, or national origin.

Section 5. A member in good standing is a member current in payment of dues to the organization. A member more than sixty days delinquent in dues payment shall be considered one in bad standing and promptly notified of such status. A member shall be removed from membership of this organization, with notice, after three (3) months of dues nonpayment unless a plan to pay back dues is made and approved by the Executive Board and the member.

Section 6. A member may be disciplined or expelled by the organization for actions contrary to this Constitution and Bylaws or to the interests of the Union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by 15% or more members of the local. These charges must include a specific and detailed accounting, including any documentation of the allegations against the member. Upon receipt of such charges, the Executive Board shall conduct a preliminary investigation to determine if the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.

Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days' written notice of the hearing. At a disciplinary hearing, the accused member shall have the right to be represented by a person of their choice and shall have the right to question the charges and present evidence and witnesses to support their defense. At the hearing's end, discipline shall require a majority vote of the Executive Board. If a member of the Executive Board has brought charges against the member, that Board member shall recuse him/herself from the vote.

A disciplined member may appeal against the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members are present, and voting shall be sufficient to overrule the decision of the Executive Board to discipline.

Article IV – Election of Officers & Executive Board

Section 1. Elections shall be conducted in any manner approved by the executive board and in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).

Section 2. Elections shall be held in May every three (3) years.

Section 3. The elected officers of Spring AFT shall be President, Executive Vice President, Secretary, and Treasurer, VP of Membership, VP of Communications, and VP of Community Engagement. Term of office shall be three (3) years beginning in the year 2024.

Section 4. To be eligible for an officer position, a person must be a member in good standing of Spring AFT for at least one calendar year.

Section 5. The Elections Committee shall conduct all general and special elections and referenda of the organization.

- a. The Elections Committee shall consist of three (3) members in good standing elected, nominated by the Executive Committee, and approved by the membership.
- b. Any member of the Elections Committee nominated for, or seeking office, must vacate their position and be replaced by a vote of the membership at the next scheduled Membership Meeting.
- c. The Elections Committee shall select its own chairperson.

* Election committee shall have the following election rules known, posted and distributed during elections.

- A. no campaigning within 100 yards of the election site
- B. no campaigning inside Spring office
- C. not to wear campaign paraphernalia in the Spring office or at the election site
- D. all electronic and telecommunication device must be put away and turned off prior to receiving a ballot
- E. a member will need to show a picture ID and check in upon entering the election site
- F. After the member has checked in, the member will receive a ballot. The members will be called to the conference room to cast their ballot and place the ballot in a sealed ballot box.
- G. there will be no discussions about the election while in the Spring office (election site)
- H. The Election Chair will close voting at the prescribed hour.
- I. When ballots are being counted by the election Committee, each candidate may be present or have a representative present for them.
- J. Candidates must send a clear written message designating their representative. Each representative must check in with the Election Chair.
- K. Any unconfirmed member will receive a distinct color ballot to vote with until membership has been confirmed with AFT.
- L. No canvassing of any ballots, or names by anyone until the election is completed.
- M. The E-mail system may not be used to campaign for officers, delegates, or specific amendments to the bylaws.
- N. A membership list can and will be provided upon request by each candidate

Section 6. Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers and

Executive Board members and of the date of the election by electronic mail and campus flyer to the members' last known address.

Section 7. Nominations may be submitted by any member in good standing. All nominations must be submitted in writing. Members may nominate themselves. Nominations will be accepted no later than thirty (30) days following the notice of the opening of nominations. At the close of the nomination period, the Elections Committee will contact all nominees to confirm, in writing, their interest in running for the position which they have been nominated and compose a ballot containing the names of all nominees, as well as space to write in nominees for all positions.

Section 8. At least fifteen (15) days prior to the election, notice of the election with a ballot including the names of the candidates for each office, along with instructions for voting and submitting the ballot, shall be sent to each member. Such notice shall include the date, time, and place of the counting of the ballots. If all positions are unopposed, they will be declared the winner by acclamation. Any candidate or member is entitled to be present to view the counting of the ballots.

Section 9. The Elections Committee shall conduct an election for officers and Executive Board members at the Membership Meeting in May. The vote shall be conducted by secret ballot. The majority of the ballots cast shall determine the outcome of the election, and the candidate that receives the majority of ballots cast shall be declared the winner. There shall be no voting by proxy.

Section 10. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two (2) candidates who have received the most votes for the office in question.

Section 11. Challenges and objections to the election results must be submitted in writing, with a statement of supporting reasons that include specific facts and any documentation, to the Elections Committee within five calendar days of the count. The Elections Committee shall issue its written opinion regarding the objection(s) no later than ten (10) calendar days after receipt of such objection(s).

Section 12. The election results will be published and distributed to the membership within thirty (30) days of the count. All election materials, including the ballots, will be kept in a secure location for one (5) year.

Section 13. Successful candidates shall assume office within thirty (30) days of the conclusion and certification of the election by the Elections Committee.

Section 14. Except for the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

Section 15. A petition signed by forty percent (40%) of the membership and stating the specific grounds shall be sufficient to require the Elections Committee to conduct a recall election of any officer or Executive Board member specified in the petition under the procedures in Section 7. If an officer or an Executive Board member is recalled, the Elections Committee shall hold a special election under the procedures in Article IV, Sections 6 through 10.

Article V – Duties of Officers

Section 1. The President shall:

- a. Be the presiding officer at all meetings of the membership and the Executive Board;
- b. Be an ex-officio member of all standing committees except the Elections Committee;
- c. Appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- d. Be the principal executive officer of the organization;
- e. Receive, report, and respond to correspondence of the organization;
- f. Supervise all employees of the organization;
- g. Be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- h. Represent the organization before bodies of the employer, executive, and legislative officials;
- i. Represent the organization before the public, community organizations, and the news media;
- j. Be, by office, a delegate to the Central Labor Council and the state AFL-CIO body;
- k. Be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- l. Make an annual report to the organization's membership;
- m. Be able to delegate the responsibilities of the office, except where otherwise specified by the Constitution; and
- n. Attend and complete Grievance Training.

Section 2. The Executive Vice President shall:

- a. Temporarily assume the duties of the President in the event of the absence, illness, death, or resignation of the President; until a new president is appointed by the Executive Committee, or for the remainder of the term if regularly scheduled elections will be held by the end of the semester.
- b. Carry out all responsibilities delegated by the President or assigned by the Executive Board;
- c. Co-sign all financial instruments in the absence of the President or Treasurer;

- d. Chair at least one committee during the term in office; and
- e. Attend and complete Grievance Training.

Section 3. The Treasurer shall:

- a. Oversee the work of, and receive and certify the reports of the Finance Committees;
- b. Receive, record and deposit all dues monies and other income in the name of the organization;
- c. Issue notices of delinquency;
- d. Be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds; and
- e. Arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership; and
- f. Transmit per capita payments on a regular basis to the Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated.

Section 4. The Secretary shall:

- a. Maintain all files and records of the organization;
- b. Record and keep accurate minutes of meetings of the membership and the Executive Board;
- c. Assist the President in handling the correspondence of the organization;
- d. Oversee the work of, and receive and certify the reports of the Elections Committees;
- e. Perform other duties as delegated by the President, or assigned by the Executive Board;
- f. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act (LMRDA).

Section 5. All officers elected by the organization's general membership shall serve as Executive Board members.

Article VI – Executive Board

Section 1. The Executive Board shall be the governing body of Spring AFT except when Membership Meetings of the local are in session.

Section 2. The Executive Board shall consist of the President, Executive Vice President, Secretary, Treasurer, VP of Membership, VP of Communications & VP of Community Engagement

*Building Representatives:

- a. Required to attend the School Board Meetings as their respective School Building Representative
- b. Representative and report information to the Executive Board.
- c. Attend and complete Building Representative Trainings.
- d. Attend and complete Grievance Training
- e. Join a committee consisting of a Chair or Co-Chair and at least (1) Building Representative

* VP of Membership, VP of Communications & VP of Community Engagement:

- a. Required to attend monthly Board Meetings along with the building representative and collaborate to co-present and report to the Executive Board
- b. Attend and complete Grievance Training
- c. Will be responsible for Chairing or Co-Chairing at least (1) Building Representative meetings.

Section 3. The Executive Board shall meet monthly, at the call of the President or two (2) or more of its members, for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be not less than four (4) members of the Executive Board.

Section 4. The Executive Board shall determine the agenda for all General Membership Meetings.

Section 5. The Executive Board shall employ all professional, technical, clerical and support staff of the organization.

Section 6. The Executive Board shall establish the stipends and expense guidelines of any general officer or other persons employed by the organization. The Executive Board shall establish the salary, benefits, and expense guidelines of any general officer employed by the Board, and it will review budget disbursements. Compensation will depend on membership growth or decline, considering the annual budget plan made by the Executive Board. Stipend amounts will be reviewed quarterly for Executive Board Officers.

Section 7. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

Section 8. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the organization.

Section 9. The Executive Board shall issue regular reports, including an annual report, to the membership.

Section 10. Three (3) unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement.

Section 11. A member of the Executive Board may be removed for actions detrimental to the local union, Texas AFT, AFT, AFL-CIO, or to its members. Such removal must be initiated by specific and detailed charges brought against the Board member by at least two (2) of the other Board members. If charges are brought forward, the Board member will be given a copy of the charges and notice of the date, time and place of the hearing. At the hearing, the Board member shall have the right to be represented by a person of their choice and to question the charges and present evidence and witnesses to support their defense. Following the hearing, the Board member may only be removed by a vote of at least five (5) Board members. A Board member may not vote on their own removal. An individual who has been removed from the Board under this section may appeal their removal to the full membership at the next regularly scheduled membership meeting; however, removal may only be overturned by a three-fourths (3/4) vote of the membership present and voting at the meeting.

Article VII - Committees

Section 1. The standing committees of the organization shall be:

- a. Elections Committee
- b. Finance Committee
- c. Membership Committee
- d. Political Action (COPE) Committee
- e. Paraprofessional & School-Related Personnel (PSRP) Committee
- f. Professional Issues Committee
- g. Communications Committee

Section 2. Each standing committee must have an Executive Board Member on the committee.

Section 3. The Executive Board, on its own initiative, or at the direction of the Membership Meeting, may establish special committees.

Section 4. The President, with the approval of the Executive Board, shall appoint all committee chairs, except for the Elections Committee members and chair.

Section 5. Each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

Section 6. The Elections Committee shall conduct and supervise all elections of the organization.

Section 7. The Finance Committee shall assist the Executive Board in preparing the annual budget and identify and, with the approval of the Executive Board, pursue activities to generate revenues for the organization's good and welfare.

Section 8. The Membership Committee shall develop programs and activities that shall cause all eligible persons to join and participate in the organization.

Section 9. The Political Action (COPE) Committee will monitor political actions within Texas and nationally, as well as AFL-CIO.

Section 10. The Paraprofessional & School-Related Personnel (PSRP) Committee will assist with recruitment, monitor and note concerns, develop a tracking system for concerns and plan of action.

Section 11. The Professional Issues Committee shall assist with recruitment, monitor and note concerns, develop a tracking system and plan of action.

Section 12. The Communications Committee will monitor and maintain website and all social media platforms, as well as monitor Texas and national AFT and affiliates. Will assist with public speaking of members representing Spring AFT. Will be the point of contact for any news media requests.

Article VIII – Membership Meetings

Section 1. The legislative power of the organization shall be vested in the Membership Meeting. Between Membership Meetings, the Executive Board shall be the governing body of Spring AFT. Unless otherwise stipulated in this Constitution and Bylaws, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit, and may develop and vote on resolutions to guide the policy of the organization.

Section 2. The Membership Meeting shall meet two (2) times a year at a predetermined time and place or more or less often as approved by the majority vote of the assembled members in the regularly constituted Membership Meeting.

Section 3. Quorum for the Membership Meeting shall be at least twenty (20) members of the organization.

Section 4. Special meetings may be called by the President (or acting President), by a majority of the Executive Board, or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. A specific agenda for such a special meeting shall be circulated to all members at least seven (7) days before. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and properly conducted according to this Constitution and Bylaws.

Article IX – Revenues

Section 1. The dues of this organization shall be in accordance with Texas AFT guidelines, plus mandated increases in required affiliation fees, including the AFT, state federation and AFL-CIO local and state affiliates. Whenever the dues of a required affiliate increases, the dues of the local shall increase in advance, of when the per capita increase takes effect, by the same amount.

Section 2. Special assessments for specific purposes may be levied by the Executive Board provided that the actions required for a referendum have not been initiated within thirty (30) days of the decision of the Executive Board.

Article X - Affiliations

Section 1. This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, the local will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution and Bylaws.
- b. The appropriate state federation of the American Federation of Teachers, AFL-CIO. Whenever possible, the local will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution and Bylaws.
- c. The state American Federation of Labor-Congress of Industrial Organizations.
- d. The Texas Gulf Coast Area Labor Federation of the American Federation of Labor-Congress of Industrial Organizations (AFL-CIO).

Article XI – Rules of Order

Section 1. Roberts Rules of Order, Revised, shall govern this organization and all its subordinate bodies in all matters not covered by its Constitution and Bylaws.

Article XII - Amendments

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution and Bylaws to the Secretary of Spring AFT. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership Meeting. The Secretary shall notify the membership and send a copy of the proposed amendment no later than fourteen (14) days before the next Membership Meeting.

Section 2. The membership shall vote on all amendments to the Constitution and Bylaws. A quorum for any meeting at which constitutional amendments are to be acted upon shall consist of a 25% increase over the threshold and quorum of a general membership meeting.

Section 3. The Elections Committee will hold a secret ballot vote on the amendment at the next Membership Meeting after introduction of the amendment. The Election Committee will tally the votes. The amendment shall pass upon two-thirds (2/3) vote of approval by the members present and voting at the meeting.

Section 4. A special Membership Meeting for the purpose of voting on the proposed amendment may be called by the Executive Board.

Article XIII – Availability of Constitution and Bylaws

Section 1. Three (3) copies of this Constitution and Bylaws and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.

Section 2. One (1) copy shall be sent to a similar officer of each organization with which this organization is affiliated.

Section 3. The Secretary shall make available upon request a copy to any member of the organization.