

AMERICAN FEDERATION OF TEACHERS, LOCAL 434, AFL-CIO

CONSTITUTION AND BYLAWS

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ARTICLE I: NAME

This organization will be known as the American Federation of Teachers, Local 434, AFL-CIO, doing business as the Belleville Federation of Teachers, Local 434, and will consist of three (3) constituent councils, which will be a Teachers' Council, a Teaching Assistants' Council, and an Administrative Assistants' Council.

ARTICLE II: OBJECTIVES

The Purpose of the organization will be:

Section 1. To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.

Section 2. To advance the economic, social, and political well-being of the membership.

Section 3. To promote the improvement of standards in the employment situation of the membership.

Section 4. To encourage mutual understanding and cooperation among the membership.

Section 5. To promote the interests of citizens who are served by the membership.

Section 6. To promote the effectiveness and quality of the institutions in which our members work.

Section 7. To promote democracy, equality, and trade unionism in the society at large.

ARTICLE III: MEMBERSHIP

Section 1: Membership.

The membership of this organization will consist of employees both current or retired, regularly employed for part-time or full-time duty in Belleville Township High School District #201, but will exclude the secretary to the superintendent, the secretary to the assistant superintendent, the board secretary, the secretary to the business manager, and the bookstore managers at each campus.

Section 2: Non-Discrimination.

No person will be denied membership, nor will this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, disability, religion, social, political, or economic status, or national origin.¹

Section 3: Discipline of members.

- a. A member may be disciplined by the organization for actions contrary to this organization's Constitution and By-laws 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 two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.
- b. Upon the receipt of such charges, the Executive Board will cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board will give a copy of the charges to the accused member.
- c. Following the preliminary investigation, the Executive Board will 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 will be given at least ten (10) days' written notice of the hearing.
- d. At a disciplinary hearing, the accused member will have the right to be represented by a person of his or her choice and will have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board will be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member will recuse him/herself from the vote.
- e. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting will be sufficient to overrule the decision of the Executive Board to discipline.

Section 4: Standing.

¹ AFT Mandated

A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than 30 days delinquent in dues payment will be considered to be a member in bad standing and will be promptly notified of such status. A member will be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

Section 5: Associate members.

Associate members:

- a. will be subject to the approval of the Executive Board;
- b. will not be entitled to vote, hold office, or serve on committees; and
- c. will be ineligible for full membership in any other AFT local affiliate.

Section 6: Membership Leave.

A member on leave of absence must be placed on the inactive list of the membership roll and does not have to pay any monthly dues or special assessments.

Section 7. Retiree Members.

The Executive Board will establish guidelines for retiree membership, dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

ARTICLE IV: ELECTION OF OFFICERS²

Section 1: Conduct of Elections.

Elections will be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).³

Section 2: Election of Officers.

Officers will be elected in April of odd-numbered years. The terms of office will be two years. Each constituent council will elect the following officers:

- a. President
- b. Vice President
- c. Delegates

² AFT Mandated

³ AFT Mandated

d. Campus Representatives

Section 3: Officer Eligibility.

To be eligible for office, a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

Section 4: Type of Elections.

The Elections Committee will conduct all general and special elections and referenda of the organization.

- a. The Elections Committee will consist of three (3) members in good standing, one from each constituent council, appointed by the Executive Board, taking into consideration that there must be at least one Elections Committee member from each campus. The Elections Committee will elect its chair.
- b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.

Section 5: Call for Nominations.

At least thirty (30) days prior to the date of the election, the Elections Committee must notify all members of the opening of nominations for officers, of the offices to be filled, and of the date of the election by electronic or US mail.

Section 6: Nominations.

The nomination of candidates for office will be conducted as follows:

- a. To be nominated, a candidate must submit to the Elections Committee a petition containing the signatures of ten (10) percent of the membership, or twenty-five (25) members, whichever is less. Said petitions must be submitted five (5) days prior to the date of the election.
- b. Members nominated to run for office must affirmatively accept their nomination.
- c. The Election Committee will determine whether the nominations were timely and if the nominees are eligible for office.

Section 7: Sample Ballot.

At least three (3) days prior to the election, the Election Committee must provide a sample ballot to all members listing the candidates for offices.

Section 8: Election.

The Elections Committee must conduct an election within two weeks subsequent to the April General Membership Meeting. The vote must be by secret ballot. The majority of the ballots cast will determine the outcome of the election.

Section 9: Run-Off Elections.

In the absence of a majority, the Elections Committee will conduct a run-off election between the two candidates who have received the most votes for the office in question.

Section 10: Election Challenges.

Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee will issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

Section 11: Election Results.

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 (1) year.

Section 12: Assumption of Office.

Successful candidates will assume office within thirty (30) days of the conclusion of the election.

Section 13: Vacancies.

With the exception of the president, or in case of a recall, the Executive Board of each respective council will have the power to fill vacancies of council officers until the next general election of officers.

Section 14: Recall of Officers.

A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches, or acts clearly detrimental to the union, will be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition will not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee will supervise the recall election.

ARTICLE V: DUTIES OF OFFICERS

Section 1: Council President.

Each council president will:

- a. be the presiding officer at all meetings of the council membership;
- b. be an *ex-officio* member of the Executive Board and all standing committees of their respective council;
- c. appoint the chairs of all standing and special committees, except the Negotiating Committee, of their respective council;
- d. report the status of negotiations to the Executive Boards of this organization and their respective council;
- e. be the principal executive officer of their respective council;
- f. receive, report, and respond to the correspondence of their respective council;
- g. supervise all employees of their respective council;
- h. be one of the responsible financial officers of the organization and will be authorized to sign financial instruments and make regular and usual disbursements of funds;
- i. represent their respective council before bodies of the employer, executive, and legislative officials;
- j. represent their respective council before the public, community organizations, and the news media;
- k. hold the right of first refusal to be 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 their respective council's membership;
- m. be able to delegate the responsibilities of the office except where otherwise specified by this organization's Constitution and By-laws; and

- n. perform other duties as delegated by the Executive Board.

Section 2: Council Vice President.

The council vice president will:

- a. assume the duties of the council president in the event of absence, illness, or death;
- b. serve as the council's secretary-designate;
- c. maintain the non-financial files and records of the respective council;
- d. be the custodian of the seal and charter of the respective council;
- e. record and keep accurate minutes of meetings of the respective council;
- f. assist the council president in handling the correspondence of the respective council;
- g. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act; and
- h. perform other duties as delegated by the council president or the Executive Board.

Section 3: Council Delegates.

The council delegates will:

- a. represent their constituent councils on the Executive Board;
- b. be allotted to the councils in the following manner, with member to non-member ratios for all three councils being calculated annually on September 15 of the election year:
 - i. Greater than one (1) but less than one hundred (100) FTE active council members will be allotted zero (0) delegates.
 - ii. For councils with one hundred and one (101) FTE active council members or more, one (1) additional delegate will be added for every one hundred (100) FTE active council members.

- c. perform other duties as delegated by the council President or the Executive Board.

Section 4: Council Campus Representative.

The council campus representatives will:

- a. represent their constituent councils with one (1) building representative per council, per campus, not to include off-campus extension or vocational centers;
- b. hold *ex officio* seats on the Executive Board for any council with two-hundred and fifty (250) FTE council members or more;
- c. disseminate necessary council information to the membership at their respective campus;
- d. act as a liaison between the Executive Board and the membership at their respective campus;
- e. call a meeting of the membership at their campus to discuss council business and to recommend action on such business to the Executive Board;
- f. monitor the working conditions on their campus and refer matters of merit to the Executive Board; and
- g. perform other duties as delegated by the council president or the Executive Board.

ARTICLE VI: EXECUTIVE BOARD

Section 1: Meetings.⁴

The Executive Board will meet monthly on the third Thursday of each month from September to May, inclusive, or at the call of any council president, or at the call of 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. The date of a meeting can be changed in an unusual circumstance, but only for that single meeting on that particular occasion, and not for a period of time

⁴ AFT mandated: a local's constitution and bylaws must provide for regular meetings of the executive body.

including several meetings. A quorum for the Executive Board will be one-half of its voting members.

Section 2: Meetings Held Electronically.

Except as otherwise provided in these bylaws, meetings of the Executive Board may be conducted through the use of Internet meeting services designated by the Executive Board or its presiding officer that support anonymous voting, either directly or through a third-party service, and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Executive Board must be subject to all rules adopted by the Executive Board, or by this organization, to govern them, which may include any reasonable limitations on, and requirements for, Executive Board members' participation. Any such rules adopted by the Executive Board must supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of this organization. An anonymous vote conducted through any designated Internet meeting service must be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot, excluding votes for elected officers.

Section 3: Agenda.

The Executive Board will determine the agenda for all Membership Meetings.

Section 4: Support Staff.

The Executive Board will employ all professional, technical, clerical, and support staff of the organization, including, but not limited to, the federation secretary and the federation treasurer; with duties assigned as follows:

a. **Federation Secretary.**

The federation secretary will;

- i. serve as the chief administrator for the Executive Board;
- ii. maintain the non-financial files and records of the Executive Board;
- iii. record and keep accurate minutes of meetings of the Executive Board;
- iv. handle the correspondence of the Executive Board;
- v. oversee the work of, and receive and certify the reports of, the Elections Committee;

- vi. perform other duties as delegated by the Executive Board;
- vii. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act; and
- viii. update, delegate, or maintain the organization's website.

b. Federation Treasurer.

The federation treasurer will;

- i. receive, record and deposit all dues and other income in the name of the organization;
- ii. maintain accurate membership records;
- iii. issue membership cards and notices of delinquency;
- iv. be one of the responsible financial officers of the organization and be authorized to make regular and usual disbursements of funds;
- v. maintain all financial records of the organization;
- vi. arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership⁵;
- vii. transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated⁶; oversee the work of and receive reports from the Executive Board Budget Committee;
- viii. perform other duties as delegated or assigned by the Executive Board; and

⁵ AFT Mandated: at least once a year, locals with 300 but fewer than 1000 members must submit an internal review of their financial statements conducted by an internal audit committee in accordance with the AFT audit guidelines.

⁶ AFT Mandated: each local must have a mechanism wherein local dues are automatically increased when national per capita dues are increased.

- ix. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT.

Section 5: Presiding officer.

The Executive Board will elect a presiding officer from among its members.

Section 6: Salaries.

The Executive Board will establish the salaries, benefits, and expense guidelines of any general officer who the organization employs.

Section 7: Empowerment.

The Executive Board will 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 will have the power to sue, complain, and defend on behalf of the membership.

Section 7: Committees.

The Executive Board will approve the chair and membership of all standing and special committees of the organization, except the Elections Committee and the Negotiation Committee, and receive regular reports from all committees.

Section 8: Responsibility.

The Executive Board will be responsible for adherence to, and enforcement of, the Constitution and Bylaws of the organization.

Section 9: Reports.

The Executive Board will issue regular reports, including an annual report, to the membership.

Section 10: Absences.

Three unexcused absences, defined as failure to give notification to the federation secretary prior to the Executive Board meeting, within a year, counted from the date of assumption of office, will be grounds for an Executive Board member's suspension or replacement.

ARTICLE VII: COMMITTEES

Section 1: Standing Committees.

The standing committees of the organization will be:

- a. Elections
- b. Grievance
- c. Legislative and Political Education
- d. Member Communication
- e. Negotiation
- f. Professional Development
- g. Social

Section 2: Special Committees.

The Executive Board, at their discretion, may establish special committees; these committees may include, but are not limited to, the following:

- a. Budget Committee
- b. Calendar Committee
- c. Constitution Committee
- d. District Budget and Finance Committee
- e. Health and Safety Committee
- f. Insurance Committee
- g. Membership Committee
- h. Professional Issues Committee
- i. Public Relations Committee
- j. Technology Committee

Section 3: Committee Chairs.

Except for the Negotiation Committee, the Executive Board will appoint all committee chairs from among its members, and committee chairs will appoint all committee members upon approval by the Executive Board.

Section 4: Reports.

Each committee will present its annual program of action to the Executive Board at the first semi-annual General Membership meeting.

Section 5: Elections Committee.

The Elections Committee will conduct and supervise all elections of the organization.

Section 6: Grievance Committee.

The Grievance Committee will work with the officers in the resolution of contractual and non-contractual disputes in the workplace; will maintain records of grievances and their disposition, and will be responsible for the processing of grievances and disputes

beyond the immediate work location. The grievant may appeal these last decisions to the Executive Board. The Executive Board will develop and adopt a policy that governs how it will approach grievances not referred to arbitration, as well as other litigation or administrative appeals. The Grievance Committee will follow this policy.

Section 7: Legislative and Political Education Committee.

The Legislative and Political Education Committee will be responsible for monitoring government actions that may affect the membership and developing appropriate responses to such action in cooperation with affiliated organizations.

Section 8: Member Communication.

The Member Communication Committee will develop programs and activities that will cause all eligible persons to join and participate in the organization; will design, produce and distribute regular communication to the membership; and will produce any other material for the organization as necessary.

Section 9: Negotiation Committee.

Each constituent Council will maintain a separate Negotiation Committee consisting of the council president and the president-elect as ex-officio members, and an additional five (5) elected members; its members will be elected by secret ballot of the membership; its members' terms will last for the duration of the contract which they negotiated, and no additional contracts can be negotiated during the said term before the next Negotiating Committee is elected, except with the approval of two-thirds of the membership in a secret ballot vote. The five (5) nominees receiving the highest number of votes cast by the membership will be elected. Said election must take place prior to the end of the first semester in a school year which is the last year of a contract between the organization and District #201. Elections will be conducted by the Elections Committee in accordance with the procedures outlined in Article IV of the Constitution and Bylaws of this organization. The chair of this committee will be appointed by its members. This committee must:

- a. see that each member's annual salary is determined in accordance with the salary schedule adopted by the Board of Education and approved by the respective council.
- b. meet with the Board of Education to discuss salaries or the application of the salary schedule and other factors pertaining to working conditions;
- c. change the salary schedule and/or working agreement only after said change has been passed upon favorably by a simple majority of the votes cast by

members of the respective council who are present and voting by secret ballot at a special meeting having only this purpose; and

- d. report all changes to the language in the negotiated contract to the membership of the respective council prior to its acceptance;

Section 10: Professional Development Committee.

The Professional Development Committee will identify the professional and work-related educational, training, and mentoring needs of the membership and develop programs and activities that meet said needs, taking into consideration the resources of the state and national affiliates.

Section 11: Social Committee.

The Social Committee will conduct activities that promote the social well-being of the membership, are attractive to potential members, and promote community among organized labor and in the society at large.

ARTICLE VIII: MEMBERSHIP MEETINGS

Section 1: Authority.

The legislative power of the organization will be vested in the General Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections will require a simple majority of votes cast in the General Membership Meeting. The General Membership Meeting will approve the annual budget; will receive and approve committee reports, including the required annual financial report or audit; and will develop and vote on resolutions to guide the policy of the organization.

Section 2: Timing.

The General Membership Meeting will meet semi-annually on the first day of school in August and the third Thursday in April at a predetermined time and place, or more or less often as approved by the majority vote of assembled members in the regularly constituted General Membership Meeting. The date can be changed in an unusual circumstance, but only for that single meeting on that particular occasion, and not for a period of time including several meetings.

Section 3: Meetings Held Electronically.

Except as otherwise provided in these bylaws, meetings of the General Membership Meeting may be conducted through the use of Internet meeting services designated by the Executive Board or its presiding officer that support anonymous voting, either directly or through a third-party service, and support visible displays identifying those

participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the General Membership must be subject to all rules adopted by the Society, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by the General Membership must supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Society. An anonymous vote conducted through any designated Internet meeting service must be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot, excluding votes for elected officers.

Section 4: Quorum.

A quorum for the General Membership Meeting will be ten percent (10%) of the total membership of the organization.

Section 5: Special Meetings.

Special meetings may be called by a 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. The notice of the special meeting and the agenda will be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings will be adequately advertised and conducted according to the provisions of this organization's Constitution and Bylaws.

ARTICLE IX: REVENUES

Section 1: Dues.

Local membership fees and dues will be determined by the Executive Board and approved by a majority of members present and voting by secret ballot at a General Membership meeting. Annual membership dues will automatically reflect the prevailing per capita amounts for the AFT, the State Federation, the AFL-CIO local and state affiliates, and insurance premiums. Whenever the dues of a required affiliate increase, the dues of the local will automatically and simultaneously increase by the same amount.

Section 2: Special Assessments.

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: AFFILIATIONS⁷

This organization will maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, Belleville Federation of Teachers Local 434 will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.
- b. The appropriate state federation of the American Federation of Teachers, AFL-CIO. Whenever possible, the union will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this organization's Constitution and Bylaws.⁸
- c. The state American Federation of Labor-Congress of Industrial Organizations.
- d. The appropriate Central Labor Council(s) of the American Federation of Labor-Congress of Industrial Organizations.

ARTICLE XI: RULES OF ORDER

Robert's Rules of Order, Newly Revised will govern this organization and all of its subordinate bodies in all matters not expressly covered by this organization's Constitution and Bylaws.

ARTICLE XII: AMENDMENT

Section 1: Proposed Amendments.

Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this organization's Constitution and Bylaws to the Federation Secretary, who will notify the membership of the proposed amendment no later than thirty (30) days prior to the next Membership Meeting. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership Meeting. A copy of the proposed amendment, along with an explanation of the said amendment, will be distributed to all members a reasonable time prior to the Membership Meeting at which the amendment will be introduced and discussed.

⁷ AFT Mandated

⁸AFT mandated: election of delegates must align with Title IV of the Labor-Management Reporting and Disclosure Act

Section 2: Quorum.

A quorum for any meeting of the General Membership at which constitutional amendments are to be considered and adopted will consist of forty (40) percent of the membership of the organization.

Section 3: Voting.

The membership must vote on all amendments to the Constitution and Bylaws.

- a. Following the membership meeting at which the proposed amendment was introduced, the Election Committee will hold a (secret ballot) vote on the amendment at the next Membership Meeting.
- b. Alternatively, following the membership meeting at which the proposed amendment was introduced, a special membership meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting will be conducted in accordance with the terms of Article VIII.
- c. Alternatively, following the membership meeting at which the proposed amendment was introduced, a referendum for the adoption of the amendment may be included on the next election ballot.

Section 4: Results.

The Elections Committee will tally the results. Two-thirds (2/3) of the membership present at the meeting or voting on a ballot referendum will be required for passage of the amendment.

ARTICLE XIII: AVAILABILITY OF CONSTITUTION

Section 1. Three copies of this organization's Constitution and Bylaws and all subsequent amendments must be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.⁹

Section 2. One copy must be sent to the similar officer of each organization with which this organization is affiliated.

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

⁹ AFT Mandated

ARTICLE XIV: RATIFICATION AND TRANSITION

Section 1. The consolidated Constitution and Bylaws of this organization will be adopted by a simple majority of votes cast by secret ballot of the entire membership of Belleville Federation of Teachers Local 434.

Section 2. If passed, the first election under the process outlined in Article IV of this organization's Constitution and Bylaws will be in April 2025 with the swearing-in of officers taking place at the next scheduled Executive Board meeting to be held no later than May 31, 2025.

Section 3. If approved, this organization's consolidated Constitution and Bylaws will take effect upon the swearing-in of new officers or by May 31, 2025. Until this time, all existing council constitutions remain in effect as valid governing documents for their respective councils. These constitutions, along with any unexpired terms of office, will end with the swearing-in of new officers or by May 31, 2025, whichever comes first.

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This constitution was adopted by the membership on May 11, 2023 (and last amended
on _____, 20____). (date)

Signed:

President, Belleville Federation of Teachers Local 434
Teacher Council

President, Belleville Federation of Teachers Local 434
Paraprofessional Council

President, Belleville Federation of Teachers Local 434
Administrative Assistant Council

Attest:

Federation Secretary, Belleville Federation of Teachers Local 434

APPENDICES¹⁰

APPENDIX A: SALARIES

1. Salaries for council officers will be set by the Executive Council based on the active FTC membership of each council as of September 15th of the first year of their term
 - a. Salaries for the following Teacher Council officers will be based on Step 1 of the BA column of the current Teacher Council contract
 - i. President 10.5%
 - ii. Vice President –%
 - iii. Campus Representative (each) 2.10%
 - iv. Delegate –%
 - b. Salaries for the following Paraprofessional Council officers will be based on Level I (1-3 years) of the current Paraprofessional Council contract
 - i. President 6.5%
 - ii. Vice President –%
 - iii. Campus Representative (each) –%
 - iv. Delegate –%
 - c. Salaries for the following Administrative Assistant Council officers will be based on Step 1 of the 12-Month column (pre-IMRF) of the current Administrative Assistant Council Contract
 - i. President 3%
 - ii. Vice President –%
 - iii. Campus Representative (each) –%
 - iv. Delegate –%
2. Salaries for Executive Board staff will be set by the Executive Board on September 15 of the first year of a new term of the Executive Board

¹⁰ Appendices are not part of the Constitution and Bylaws and may be removed, added, or updated with Executive Board approval.

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- a. Federation Secretary 4.2% of Step 1 of the BA column of the current Teacher Council contract
- b. Federation Treasurer 7.33% of Step 1 of the BA column of the current Teacher Council contract

APPENDIX B: ELECTION PROCEDURES

ELECTION OFFICIAL GUIDE

BFT Local 434 must follow the requirements set forth by the U.S. Department of Labor's Office of Labor-Management Standards. Below is a list of the information from their guide that is essential for election officials to know. If we do not follow these procedures, we can be held legally liable for disenfranchising our members. Read the full booklet from OLMS thoroughly before beginning this task. This can be found online at <https://www.dol.gov/agencies/olms/compliance-assistance/union-information>.

Preparing for the election

Follow all deadlines in Article IV of this constitution.

Option 1: Electronic Voting (preferred for officer elections):

- Electionrunner.com is the preferred website for conducting the electronic election as of 2023. Voting is secure, and each member's unique login ensures that only one vote can be cast. Follow the directions to upload the membership roster. Create the election to run from 7:30 A.M. to 4:00 P.M. The day of the election, a link will be sent directly to each member's email with their unique login information.
- Any member who wishes to act as an observer should contact the committee chair and set up a time to view the website as voting takes place.
- The committee chair should turn off the feature to see results tallied as they come in and select the option to only view results after the election closes.

Option 2: Physical ballots on both campuses (must be used for AFT Delegate voting):

- Make sure you have the ballot box and privacy voting booths accessible to you for the morning of elections.
- Communicate with election officials to ensure they know their responsibilities and confirm the times in which they are scheduled to be at the voting place. Members must be able to begin casting ballots at 7:30 A.M. Voting closes at 4:00 P.M.
- If needed, put in a maintenance request to have a table and chairs at the polling place.
- Obtain the updated membership lists from the Secretary to use for voter registration.

The Polling Place:

- Insist that voters use the voting booth areas to maintain ballot secrecy.
- No ballots may be taken and returned later. No ballots may be taken from the voting areas. No ballots may be placed in mailboxes.
- Ensure that no campaigning occurs in the polling area and that order is maintained at the polls at all times.
- Before voting begins, open the ballot box and verify that it is empty.
- Open the polls precisely at the scheduled time. The hours listed in the election notice must be strictly followed.
- Ensure that each voter is listed on the registration list and have each voter sign the voter registration.
 - Note: If a voter is NOT listed, follow Challenged Ballot procedures listed below.
- Keep at least one election official at the table at all times.
- Keep track of all ballots, including spoiled ones that must be voided. (They must be accounted for in the records.)
- Ensure that ballots are not issued to voters until a voting booth or private space is available in the voting area.
 - If a rush of voters comes at once, direct them to line up and control their access to the registration table to avoid confusion.

Challenged Ballots: If a member is not on the membership list, assure him/her that it is most likely a clerical error that will be resolved before ballots are counted and that we are required by law to follow the challenge ballot procedure if a member is not listed on the registration. The member should still vote following the procedures below:

1. At the end of the voter registration list, add the voter's name and have him/her sign.
2. Fill out a Challenged Ballot Envelope as well as adding the information to the Challenged Voter List. (Even though this is duplicate information, it will allow officials to resolve the challenge before the ballot tally begins.)
3. Issue the voter a ballot, a Secret Ballot Envelope, and the Challenged Ballot Envelope. Instruct the member to complete the ballot, place it in the Secret Ballot Envelope, and seal that envelope.

4. The voter should bring the envelopes back to you to ensure the Secret Ballot Envelope is inside the Challenged Ballot Envelope. Seal the Challenged Ballot Envelope and return it to the voter to place inside the ballot box.

Tallying the ballots:

- Optional tallying method: Use the tally sheet to keep accurate numbers.
- Optional tallying method: Use the stack method for each officer.
 - Start with one elected position, and place ballots in stacks for each member on the ballot for that position. Then, count the stacks.
 - Transfer that number to the tally sheet.
 - Repeat this process for each elected position.
- **REQUIRED:** Complete the ballot certification form. Make sure the election officials who are counting the ballots SIGN the form. If there are any observers while ballots are counted, they, too, should sign as observers.
- **REQUIRED:** Communicate the results with the election official at the opposite campus as soon as numbers are tallied.
- **REQUIRED:** Both campus election officials should agree upon the combined results. One election officer should complete a second clean ballot certification form with the combined numbers, sign it, and send both ballot certification forms to the other election officer so the combined form can be signed.
- Communicate the results with the Executive Council as soon as they are known and report the results to the membership.
- All 3 forms should be given to the secretary to keep on file. Send the secretary a summary of the results to keep on record.
- Ballots must be kept on file for one year.