

Perth Amboy Federation

Local 857



A Union of Professionals

CONSTITUTION

Local 857
AFL – CIO
AFT
AFT NJ
NJSFT

Revised March 2016

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Article I

Name and Affiliation

Section 1

The name of the organization shall be Perth Amboy Federation/ AFT Local 857

Section 2:

The organization shall affiliate with American Federation of Teachers, AFT – NJ, NJSFT and AFL – CIO

Article II

Objectives

Section 1:

To unite in one organization all eligible employees of the Perth Amboy Board of Education.

Section 2:

To promote and improve a school environment that fosters mutual respect, responsibility and rigor and ensures the right to physical, emotional and intellectual safety for every student and employee

Section 3:

To promote an ongoing support and training of its members to assist them to deliver high quality instruction that meets the unique needs of all learners

Article III

Membership

Section 1:

Any and all employees of the Perth Amboy Board of Education in job * titles declared eligible by the AFT national, state, or local level, shall be eligible for application to membership in this organization provided that they are not disqualified by reason of the provisions of this Article.

Section 2:

Any and all public school employees who are employed in any school district other than the City of Perth Amboy may also submit application for associate membership and retain the same until such time as an AFT local is chartered in that school district. Annual dues for such associate members shall be determined by the Executive Council

Section 3:

Administrative and/or Supervisory' personnel charged with the responsibility of observation and evaluation of work performance of employees shall not be eligible for membership in the AFT. 'Members who are promoted to supervisory and/or administrative positions shall be automatically removed from membership on the effective date of the promotion.

Section 4:

Any member or retired member of the organization may become a member of the local retiree's chapter with all the rights and privileges as the local members in good standing with the exception of the right to vote on Federation Business. Dues rates for the retiree's chapter shall be submitted to and approved by the Executive Council on an annual basis, and shall be set at an amount sufficient to conduct retiree chapter operations.

Section 5:

Members in good Standing are defined as:

- a) Employees who in writing have authorized dues payment to the Federation and or members of the Retiree's chapter
- b) Employees are current in their dues obligation
- c) Not paying dues to a rival organization

Section 6

Employees who maintain membership in any other labor organization whose interests are determined by the Executive Council to be in conflict with those of Local 857, National AFT, AFT – NJ, NJSFT or any other National, State or Local affiliates, shall not be considered as members in good standing.

Section 7

Employees who pay a representation fee (Agency Shop) to the Federation are not entitled to membership benefits and are not permitted to attend, speak at, or vote upon business transacted at general or special meetings. Non-members paying a representation fee are entitled to services and benefits as required under the law.

Article IV

Powers

All the sovereign power, including legislative, executive, and judicial of this Federation shall be vested in its membership when in session, and between sessions, shall be vested in the Executive Council, excepting however, such powers as may herein be specifically delegated to the specific officers or committees.

Article V

Officers and Executive Council

Section 1

The officers of this Federation, who shall collectively constitute the Executive Council shall be:

Elected Officers

- a) President
- b) District Representative
- c) Treasurer
- d) Secretary
- e) Secretary
- f) Director of Organization
- g) VP For Pre School
- h) VP for K – 4*
- i) VP for Shull school
- j) VP for McGinnis school
- k) VP for Perth Amboy HS*
- l) VP for Custodial personnel**
- m) VP for Secretarial personnel**
- n) VP for Paraprofessional**
- o) VP for School Related personnel**
- p) VP for Retirees**

Appointed Officers

- a) Executive Vice President
- b) Deputy District Representative
- c) President Emeritus
- d) Director of Professional/ Vocational Education
- e) Assistant to President/ Bilingual Education*
- f) Assistant to President/ Special Services*
- g) Assistant to President PreK – 4 Education Issues*
- h) Assistant to President 5 – 8 Education Issues*
- i) Assistant to President 9 - Adult / Accelerated*
- j) Assistant to president Parent / Community
- k) Web Master***
- l) Director of Special Projects*
- m) Parliamentarian

Appointed officers shall be named by the President following the annual election. Person interested in serving shall notify the president, in writing, within {7} days following the annual election.

*Persons to hold these positions shall be certified employees and currently assigned at the Grade level /department to be represented.

**Persons to hold these positions shall be those elected to serve as Presidents of their respective affiliate groups.

***Persons holding this position must demonstrate knowledge of computer technology and communication skills

Section 2:

The officers above named shall constitute the Executive Council, which shall possess the power herein delegated.

Section 3:

The forenamed elected officers shall be nominated and elected in the manner prescribed in this Article. The forenamed appointed officers shall be appointed officers shall be appointed by the President no sooner than (7) seven days following the annual election.

Section 4:

No member shall be eligible for nomination, election or appointment to any office enumerated in Sections 1 and 2, nor as a delegate to any Convention of the American Federation of Teachers or the New Jersey State Federation of Teachers, nor serve as a bargaining council or any standing committee unless he or she has been a member of Local 857 in continuous good standing for a period of at least one (1) year; and does not maintain membership in any other labor organization whose interests are determined by the Executive Council to be in conflict with those of Local 857, National AFT, AFT-NJ, NJSFT or any other National, State or Local affiliates.

Section 5:

The forenamed officers and members of the Executive Council shall be elected for a term of two (2) years at the annual election to held in the month of May. Voting hours and location shall be established by the Executive Council and shall consider the work schedules and convenience of the membership.

Section 6:

Nominations for the various elected positions may be made from the floor at the March and April membership meetings, provided that each nomination is properly seconded.

Section 7:

Each of the said elected officer positions shall be elected by secret ballot by a plurality of the votes cast in the annual election. Elected officers shall assume office as of July 1st.

Section 8:

In case the President cannot assume their duties or is removed from office, the Executive Vice President will assume the duties of the President following a majority vote of the Executive Council. The person so elected by the Executive Council shall hold the Office of the President until such time as the next regular election or a special election is held.

Section 9:

Should the Executive Vice President fail to receive a majority of the vote by the Executive Council, a meeting for nominations for the Office of the President must be called within seven (7) calendar days, during the time schools are in session. The subsequent election by the general membership shall be held within seven (7) calendar days of the nominating meeting for the sole purpose of filling the Office of the President. This special election shall be conducted in general accordance with Sections 5 and 7 of this article excepting the provision identifying May, as the month of the annual election.

Section 10:

If the President is temporarily unable to perform their duties of the office, the President shall submit a letter to the Executive council stating such. In this occurrence the Executive Vice president will assume the Presidents' duties and responsibilities until the President informs that the Executive Council they are ready to resume the Office.

Section 11:

When, through any cause, a vacancy occurs among the officers of the Federation (Except that of the President) such vacancy shall be filled for the unexpired term through a nomination made by the President and the majority vote of the Executive Council.

Section 12:

All members in good standing from the various employee groups shall be eligible to vote for the election of the following officers:

- a. President
- b. District Representative
- c. Treasurer
- d. Secretaries * (2)
- e. Director of Organization

Section 13:

All certified members in good standing shall be eligible to vote only for the Vice President in their assigned Grade Level.

Section 14:

Members in good standing who are staff members in the various groups shall be eligible to vote for the election of their representative on the Executive Council (affiliate President) as well as the remaining officer positions for their affiliates.

Section 15:

To be appointed President Emeritus, a person must have served as the Federation President for at least one (1) year. If the person appointed as President Emeritus is retired from active employment, they may also represent the needs and interests of the retired members in their capacity as an Executive Council member. At the President's option, the President Emeritus shall be appointed by the president after the annual election.

Section 16:

Any appointed officer who fails to fulfill the responsibilities of their office may be removed from the position. The President may choose to inquire as to why the officer is not performing their duties prior to making the recommendation to the Executive Council for their removal. Upon the Presidents recommendation for removal of the appointed office to the Executive Council, the Council will vote on the recommendation. The President will inform the individual, in writing or electronically, of the result of the vote within five (5) working days.

Section 17:

Members running for office may not use the district's e-mail system, PAF website, or staff mailboxes for campaign information. Campaign information may be placed in faculty lounges and AFT bulletin boards. Candidates may campaign through United States mail or member's personal e-mail system but may not gain *access* to personnel information from the AFT data base.

Article VI

Duties of Officers

Section 1:

The Presidents responsibilities will include:

- a. Presiding at all meetings of the organization and the Executive Council
- b. Representing the local Federation in its relations with other organizations or shall appoint a designee
- c. Appointing chairpersons and members of such committees to fill vacancies not otherwise provided for with the consent of the Executive Council
- d. Serving as the ranking delegate representing the membership at the AFT Convention. If the President cannot attend the AFT Convention, they shall designate the ranking delegate from within those elected as delegates.
- e. Evaluating the staffing needs of the organization and making recommendations to the Executive Council on an annual basis
- f. Recommending to the Executive Council on an annual basis regarding the working conditions, hours and compensation for all Federation employees with input from the District Representative, Deputy District Representative and Treasurer
- g. Attend meetings of the Negotiating Teams as a non-voting member

Section 2:

The Executive Vice President shall have the following responsibilities:

- a. Duties that are usual to the office
- b. Preside at membership and Executive Council meetings in the absence of the president
- c. Consistently attend executive Council meetings

Section 3:

The President Emeritus shall have the following responsibilities:

- a. Offering guidance and counsel to the Executive Council

Section 4:

The District Representative's responsibilities shall include:

- a. Serving as the Chief Executive Officer for the daily operations of the Federation, in accordance with the President's objectives and the policy mandates of the Executive Council
- b. The direction and conduct of all staff employed by the local Federation and for proper maintenance of personnel records
- c. Evaluating local Federation employees in conjunction with the President, Treasurer and District Deputy Representative
- d. Serving as the principal daily contact person between the Federation and the board of Education and its administrative agents
- e. Investigating and pursuing grievances, to direct the Federation's communication program, to authorize preliminary legal services, to act in the interest of the Federation and its membership
- f. Working a normal business day during the school year but shall be available and accessible to the membership in emergency situations
- g. Consistently attending all Executive Council meetings
- h. Attending meetings of the Negotiating Teams as a non-voting member

Section 5:

The Deputy District Representative responsibilities shall include:

- a. Assisting the District Representative in the daily operations of the Federation, in accordance with the President's objectives and the policy mandates of the Executive Council
- b. Maintaining regular and frequent contact and communications with Building Representatives
- c. Informing the Executive Council of all matters concerning the organization that come to their attention
- d. Consistently attending all Executive Council meetings

Section 6:

The Treasurer's duties and responsibilities shall include:

- a. Serving as Chief Financial Officer (CFO) of the Federation
- b. Receiving all monies and collecting all funds due to the Federation and make ordinary and special disbursements subject to the approval of the Executive Council
- c. Providing financial guidance and specific recommendations to the Executive Council concerning the fiscal operations of the Federation
- d. Submitting a financial report, including all transactions, at all Executive Council meetings
- e. Developing and disseminating the annual budget statement to the membership and the Hudson/ Agency Fee Report to the non-members in accordance with Federal law.
- f. Consistently attending all Executive Council meetings

Section 7:

The Co-Secretaries responsibilities are:

- a. To keep accurate records at all General Membership, special and Executive Council meetings
- b. To serve as an official signatory on convention credential materials
- c. To consistently attend all Executive Council meetings

Section 8:

The Director of Organization's responsibilities are:

- a. To assist in the coordination and implementation of all organized activities
- b. To organize efforts to recruit new membership
- c. To consistently attend all Executive Membership meetings

Section 9:

The Grade Level/ Building Vice President's responsibilities are:

- a. To represent the constituents of the Grade levels they are elected to serve
- b. To inform council of all matters concerning the organization that may occur within their Grade level jurisdiction as well as other matters that may affect the organization as a whole
- c. To consistently attend all Executive Council meetings

Section 10:

The Vice Presidents of Components Groups responsibilities shall include:

- a. Representing the needs and interests of those component employees in matters that come before the Executive Council
- b. Serving as the duly-elected President of that component group
- c. Informing the Executive council of all matters concerning the organization that may occur within their component jurisdiction as well as other matters that may affect the organization as a whole
- d. Designating an officer of the component group if they cannot attend an Executive Council meeting. This individual has the authority to vote on all matters at the meeting
- e. Consistently attending all Executive Council meetings

Section 11:

The Vice President for Retired Personnel responsibilities are:

- a. To represent the needs and interests of the retired employees in matters that become before the Executive Council
- b. To serve as the President of the Federation's Retired Employee Chapter
- c. To inform the Council of all matters concerning the organization that may occur within the Chapter's jurisdiction as well as matters concerning the organization as a whole
- d. To consistently attend all Executive Council meetings

Section 12:

The Director of Professional and Vocational Development responsibilities are:

- a. To promote the National AFT and local's educational agenda for all the component groups
- b. To assist in disseminating educational materials
- c. To inform the council of all matters concerning the organization that may affect the organization as a whole
- d. To consistently attend all Executive Council meetings

Section 13:

The Special Assistants to the President responsibilities include:

- a. Disseminating educational materials
- b. To inform the Council of all matters concerning the organization that may affect the organization as a whole
- c. To consistently attend all Executive Council meetings

Section 14:

The Web Master responsibilities include:

- a. Developing and maintaining the local's website under the direction of the President
- b. Communicating the goals and objectives of the organization
- c. Promoting all Federation's initiatives and activities
- d. Consistently attending all Executive Council meetings

Section 15:

The Parliamentarian responsibilities include:

- a. Offering guidance and direction when interpretation of the constitution or procedure is required
- b. Insuring Robert's Rules of Order or other accepted rules of the parliamentary procedures are being followed during meetings
- c. Consistently attending all Executive Council meetings

Section 16

Executive Council shall annually approve the summer hours of the President, District Representative, Deputy District Representative and Treasurer

Article VII

Committees

Section 1

The Federation shall have the following standing committees:

- a. Negotiations
- b. Legislative
- c. Educational Issues

Section 2

Each committee, with the exception of the Negotiating Committee, shall consist of those members appointed by the President with the advice and consent of the Executive Council. The members of the Negotiations Committee shall be elected to serve by the unit's eligible voters.

Section 3

- a. Eligible candidates shall be nominated at the March and April General membership meetings or at component membership meetings held in February, March and/or April. The election of the Negotiating Committee members shall be held in conjunction with the Annual Federation Election on the First (1st) Tuesday in May.
- b. Each member of the committee shall be elected by a plurality of the votes cast by secret ballot.
- c. The term of this committee shall be from the time elected until the formal signing of a negotiated agreement.
- d. The committee may begin preliminary planning prior to the election, under the direction of the President, District Representative and Deputy District Representative.
- e. The President with the consent of the majority of the Executive Council shall be empowered to remove or appoint members to this committee as warranted.
- f. The President, District Representative and Deputy District Representative shall serve as ex officio (non – voting) members of the Negotiations Committee. The President shall have the power to vote only to break a tie vote within the committee.
- g. The Negotiations Committee chairperson(s) shall be appointed by the President, subject to approval of the Executive Council and upon consideration of the recommendations from the committee itself and must be a certified member.

Section 4

The Negotiations Committee shall be structured and governed in accordance with the following:

- a. The Bargaining Council (committee at large) shall consist of elected representatives from each of the five (5) components of the unit. This council shall comprised of a minimum of twenty-nine(29)representatives from the certified component and a minimum of four(4) representatives from each of the remaining affiliate components, representing the custodial, school related, secretarial and paraprofessional employees. The charge of the Bargaining Council is to formulate the proposal package for presentation to the Board of Education, based on the expressed suggestions received from the membership.
- b. Election to the certified component of the Bargaining Council shall attempt to provide representation for the various constituencies of the component. The twenty-nine(29) available slots on the Bargaining Council shall be designated as follows:
 1. Two(2) representatives for Pre K
 2. Five(5) representatives for K – 4
 3. Two(2) representative for 5 – 6
 4. Two(2) representatives for 7 – 8
 5. Four(4) representatives for 9 – 12
 6. One(1) representative for The Education Center
 7. Two(2) representatives for Special Education
 8. Three(3) representatives for Bilingual Education
 - a. One(1) representing Pre K – 4
 - b. One(1) representing 5 – 8
 - c. One(1) representing 9 – 12
 9. Three(3) representatives for Child Study Teams
 - a. One(1) representing Pre K – 4
 - b. One(1) representing 5 – 8
 - c. One(1) representing 9 – 12
 10. One representative(1) for Performing/Fine Arts
 11. One(1) representative for Physical Education and Health
 12. One(1) representative for Media Specialists and Technology Education
 13. One(1) representative for Nurse's
 14. One(1) representative for Counselors

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c. Election to the Custodial Component of the Bargaining Council shall attempt to provide representation for the various constituencies of the component. The four(4) available custodial slots on the Bargaining Council shall be designated as follows:

1. Four(4) representatives for Custodians “A” and “B”

d. Election to the School Related component of the Bargaining Council shall attempt to provide representation for the various constituencies of the component. The five(5) available School Related slots on the Bargaining Council shall be designated as follows:

1. One(1) representative for Food Services
2. One(1) representative for Transportation
3. One(1) representative for Law Enforcement Officers
4. One(1) representative for Home School Liaisons/ Parent Coordinators
5. One(1) representative for District Technology Staff

e. Election to the Secretarial component of the Bargaining Council shall attempt to provide representation for the various constituencies of the component. The six(6) available secretarial slots on the Bargaining Council shall be designated as follows:

1. Two(2) representatives from the Administrative Headquarters Building, but no more than one(1) from and department or office
2. One(1) representative from Pre K
3. One(1) representative from K – 4
4. One(1) representative from 5 – 8
5. One(1) representative from 9 – 12

f. Election to the Paraprofessional component of the Bargaining Council shall attempt to provide representation for the various constituencies of the component. The six(6) available Paraprofessional slots on the Bargaining Council shall be designated as follows:

1. One(1) representative from Pre K
2. One(1) representative from K – 4
3. One(1) representative from 5 – 6
4. One(1) representative from 7 – 8
5. One(1) representative from 9 – 12

- g. The results of the affiliated component groups will determine which four (4) representatives from each (custodial, school related, secretarial and paraprofessional) affiliate components will represent the interests of the component in actual negotiations with the Board of Education.
- h. All eligible voters shall be entitled to participate in the elections of the Bargaining Council for their respective component group
- i. When negotiations are to take place concerning Section 1 (common provisional applicable to all component groups) of the agreement, the negotiating team shall consist of six(6) members from the certificated component and four(4) members from the affiliate components {one(1) for custodial, school related, secretarial and paraprofessional}. The specific identity of the person(s) to represent the component shall be determined by the Bargaining Council members for each component.
- j. When negotiations are to take place concerning Section 2 (certificated provisions) of the agreement, the negotiating team shall consist of six(6) members of the certificated component, determined by the results of the general election, with the six(6) tallying the highest number of votes to act in that capacity, subject to prevailing contractual provisions and limitations.
- k. When negotiations are to take place concerning Sections 3 – 6 of the agreement, the negotiating team shall consist of four(4) members {one(1) representative from each of the following components: custodial, secretarial, school related and paraprofessional}. The individual with the highest vote tally from each of the following component groups (custodial, school related, secretarial and paraprofessional) determined by the general election, will serve on the negotiating team, subject to prevailing contractual provisions and limitations
- l. The President, District Representative, Deputy District Representative, the Negotiation chairperson and any other person(s) deemed necessary by the president, shall be authorized to be present at all negotiating sessions and meetings affecting the unit of any of its affiliate components. The District Representative shall be responsible for the coordination and operation of the Bargaining Council and to be available to the Council for guidance and support.

Section 5

The Legislative committee's charge will be to keep abreast of legislation, court decisions, and other events having direct bearing on the educational, economic and employment climate affecting students and any employee job title represented by the Perth Amboy Federation/ AFT and to recommend to the Executive Council a suggested course of action. The Legislative committee shall participate in the activities of the Federation's LOPEC (Local Political Education Committee or COPE (Committee of Political Education) and shall also be responsible to make members and the general public aware of their citizenship responsibilities and to encourage them in exercising their right to vote.

Section 6

The Educational Issues committee's charge will be to keep abreast of local, state and national educational policies and practices affecting the education of students in Perth Amboy. Furthermore, the committee will formulate and advance ideas for inclusion within the district's Professional Development Plan.

Article VIII

Recall

Section 1

Any elected officer may be recalled from office at any time

Section 2

When recalling an elected office in which the position represents the general membership, a petition with 51% of the general membership's signatures must be submitted to the Executive Council. When recalling an elected officer in which the position represents a component group, specific grade level or a specific group, a petition with 51% of that specific component group, specific grade level or specific group's signatures must be submitted to the Executive Council.

Section 3

Once the Executive Council receives the petition, the President and/or designee from the Executive Council will verify the signatures. If the petition is deemed valid, the President will call a special meeting and must inform the membership in writing or electronically of the meeting.

Section 4

The President and/ or Secretary will inform the individual(s) being recalled in writing within five (5) working days from the validation of the petition.

Section 5

If the special meeting does not have 51% of the general membership in attendance to vote on the recall of an elected officer in the position representing the general membership, then the vote is deferred back to the Executive Council for a vote. If the Special meeting does not have 51% of the specific component group, specific grade level or specific group in attendance to vote on the recalled officer(s), then the vote is deferred back to the Executive Council for a vote.

Section 6

The Executive council will vote on the recall at its next scheduled meeting or at a Special Executive Council meeting called by the president and/ or designee of the Executive Council. The vote must be done via secret ballot.

Section 7

The President or designee of the Executive Council will inform, in writing, the individual(s) involved in the recall with the outcome of the vote within five (5) working days of the vote.

Section 8

The President or designee of the Executive Council will inform the general membership, in writing and/ or electronically, the outcome of the recall within five (5) days from which the recalled individual(s) has been notified.

Article IX

Meetings

Section 1

There shall be a regular of general meeting of the Federation not less than three(3) times in each school year at such times and places as recommended by the president and approved by the Executive Council. The Federation's affiliate component groups (custodial, school related, secretarial and paraprofessionals) shall meet at least two(2) times each school year and said meetings may be co-sponsored by more than one(1) affiliate group, in accordance with the wishes of their respective group presidents.

Section 2

The Executive Council shall meet at least once per month during the school year, at a time, date and place determined by the President.

Section 3

Special meetings of the Federation or its component affiliates and special meetings of the Executive Council may be called by the president or the component group President with at least two (2) days notice to the membership of that body. Whenever fifteen (15) members in good standing present a written request for a special meeting of the Federation or a component affiliate, such requests shall be honored with at least two (2) days notice to the membership of that body.

Section 4

Special meetings of the Federation or a component affiliate shall be confined to the subject of the meeting notice.

Section 5

Only members in good standing may attend and vote at general and/ or special meetings.

Section 6

A quorum of the general membership must be in attendance at the general membership and/ or special meeting to vote on business presented within the meeting. If a quorum is not present, then the matter is voted on by the Executive Council at the next Executive Council meeting.

Section 7

A quorum at the Executive Council meeting is defined as greater than 50% of the council members.

Section 8

The manner of voting at all Federation sponsored meetings shall be determined by the president, with the advice and consent of the Executive Council when deemed appropriate. Voting methods to be considered will include but not be limited to voice votes, secret ballots, mail in ballots and electronically cast ballots.

Section 9

Robert's Rules of Order, as most recently revised, shall govern the parliamentary procedure at all meetings.

Article X

Revenues, Dues and Arrearages

Section 1

The Federation's fiscal year shall begin on July 1 and end on June 30.

Section 2

The Federation's revenue shall be derived from:

- a. Annual member dues and non-member representation fees transmitted through payroll deduction by the Board of Education
- b. Any lawful income

Section 3

Federation dues shall be recommended by the President to the Executive Council by May's Executive Council meeting. The Executive Council will vote on the dues recommendation. The dues rate should be sufficient to meet operating expenses for the coming year.

Section 4

Annual representation fees (Agency Shop) shall be set in accordance with prevailing state and federal laws and local custom

Section 5

Any member who shall become in arrears in the payment of Federation dues shall be automatically expelled from the membership and may only become a member again by reapplying in writing and payment of arrearage.

Section 6

Any member who has entered the Armed Forces or is on a board of Education approved leave of absence shall be exempt from paying dues during the period of service or leave until such member's return to active employment.

Section 7

The Federation's Web Master shall be dues exempt during service in the position

Article XI

Audit and Audit Report

Section 1

The Federation's financial records shall be audited annually after the close of the fiscal year by an independent auditing firm appointed by the president upon the recommendation of the Treasurer and with the advice and consent of the Executive Council

Section 2

After the audit is received and duly certified by the independent audit firm, a copy of the audit summary shall be available at the next regular membership meeting. The full audit report shall be on file in the Treasurer's office and shall be available for on-site inspection by members in good standing wishing to review the contents

Section 3

The Federation's financial records shall be audited annually and/or at the expiration of the treasurer's term by an independent auditing firm approved by the Executive council upon recommendation of the Treasurer

Section 4

A copy of the audit will be forwarded to the Office of the Secretary – Treasurer of the National AFT

Section 5

The Perth Amboy Federation shall comply with all guidelines recommended by the National AFT

Article XII

Affiliations and Conventions

Section 1

The Federation shall maintain a good standing affiliation and be active in the affairs with the following organizations:

The American Federation of Teachers (AFT)
AFT New Jersey State Federation
Middlesex County Central Labor Council
NJ AFL – CIO

Section 2

Whenever possible the Federation shall name, sponsor and send delegates to the various functions of the above organizations with the prior approval from the Executive Council

- a. The American Federation of Teachers Convention
 - The President after receiving the allowed number of delegates, shall seek input from the treasurer and determine the actual number of delegates that will represent the local. All delegates and alternates to the AFT National Convention shall be elected at the Federation election in May. The President will forward the credentials of all elected delegates and alternates to the national AFT office as soon as possible but no later than ten(10) days before the convening of the convention. The President shall be the ranking delegate representing the membership at the National AFT convention by virtue of the presidency. If the President opts not to attend the convention, they may designate the ranking delegate from the elected delegates. The Treasurer shall have the responsibility for the payment of the AFT per capita dues through June being forwarded to the AFT National Office no more than fifteen (15) days prior to the convening of the convention.

b. The Aft New Jersey State Federation

- The President after receiving the allowed number of delegates, shall seek input from the Treasurer and determine the actual number of delegates that will represent the local at the convention. The president shall post the AFTNJ convention all within five (5) days of receiving it in the Union office. Members interested in attending the convention must inform the President in writing. Delegates shall be appointed the President and approved by the Executive Council

c. The Middlesex County Central Labor Council

- Delegates shall be appointed by the President, with the advice of the Executive Council

d. The New Jersey AFL – CIO

- Delegates shall be appointed by the President with advice and consent of the Executive council prior to the State AFL - CIO convention

Section 3

The Federation will reimburse expenses of approved delegates/ representatives to meetings and conventions of affiliated organizations in accordance with the prevailing local Policy of Conference/ Convention reimbursement

Section 4

The local's name shall not be used, in spoken or written form, concerning the activities of any affiliated organizations without the approval of the president and/ or Executive Council

Article XIII

Federation Staff

Section 1

The Federation may employ full and/or part time staff members to conduct its ongoing operations as determined by local needs, resources and finances. The Federation shall seek to be fair and responsible in its dealings with all of its employees

Section 2

- a. The President, District Representative, Deputy District Representative and Treasurer will interview all potential candidates. Their recommendation shall go before the Executive Council for approval. Negotiated terms and conditions of employment shall not go into effect until Executive Council approval
- b. Terms and conditions of employees for all Federation employees shall be duly negotiated between the individual(s) and the Executive Council. The agreed upon terms and conditions be placed in writing and shall be formally executed between the parties

Article XIV

Civic and Political Involvement

Section 1

The Federation shall actively encourage its members and the public at large to exercise the right to vote in all public elections

Section 2

The Federation shall actively encourage its members to participate in voluntary contributions of \$1.00 per pay period (September to June) to the Federation's Committee on Political Education (COPE) fund. The COPE fund shall be utilized to pay expenses related to political activities authorized by the organization. The Executive Council shall have the authority to expend COPE funds provided the COPE contributors are notified in writing whenever COPE funds are used.

Section 3

The Federation shall actively encourage the support of the electorate for the passage of the annual school budget. Specific measures to be taken shall be approved by the Executive Council

Section 4

The Federation may actively participate in a process for the annual screening of candidate(s) for membership on the Board of Education. The Federation may opt to recommend that certain candidates be elected, pursuant to the expressed preferences of the majority of members participating in the annual screening process. The Federation may offer in-kind support for the campaign of the recommended candidates, but shall not make direct financial contributions to those campaigns

Section 5

The Federation may participate in the election for City Council Members, Mayor, Governor and Legislative Offices for the Legislative districts in which our members reside and COPE funds may be used to support the campaign of those recommended candidates when properly authorized by the membership of the organization or its Executive Council

Section 6

The Federation shall relay to its members the political recommendations of the AFT – NJ, the New Jersey State Federation of Teachers and the American Federation of Teachers AFL – CIO

Article XV

Retired Employee Chapter

Section 1

The Federation shall encourage its members who retire from active employment in the district to become members of the Retired Employees Chapter of the Perth Amboy Federation/ AFT, NJSFT, AFL – CIO by submitting an application card for that purpose

Section 2

The Federation, pending the continued availability of appropriate funding, shall employ a Retired Employee Coordinator on a part time basis. The negotiated terms and conditions must be approved by the Executive Council

Section 3

The Coordinator shall be available to the active and retired employees for retirement counseling as well as offer assistance to the Federation and its staff in the operations of the organization

Section 4

Members of the Retired Employees Chapter shall be recommended by the Coordinator and/ or Treasurer and approved by the Executive Council

Section 5

Dues for members of the Retired Employees Chapter shall be recommended by the Coordinator and/ or Treasurer and approved by the Executive Council

Article XVI

Amendments

Section 1

This Constitution may be amended as follows:

- a. Any member or members may submit a proposed Constitutional Amendment to the Executive Council through the president
- b. Any Executive Council member may make a motion to amend the Constitution at an Executive Council meeting
- c. The Executive Council, serving as representatives of the general membership, will vote on approving any amendment(s) to the Constitution
- d. After the amendment has been approved by a majority vote in the Executive Council, notice of the amendment shall be distributed to the membership in writing and/or electronically
- e. The amendment, once formally adopted, shall take effect immediately

Article XVII

Availability of Constitution

Section 1

Three copies of this Constitution and all future amendments shall be forwarded to the office of the American Federation of Teachers

Section 2

Three copies of this Constitution and all future amendments shall be forwarded to the northeast Regional Office of the American Federation of Teachers

Section 3

Three copies of this Constitution and all future amendments shall be forwarded to the office of the New Jersey State Federation of Teachers

Section 4

Any member in good standing of the Federation may receive a written copy of the Constitution by requesting a copy in writing to the President

Section 5

A copy of the Constitution shall be posted on the Federation's website.

Article XVIII

Interpretations and Definitions

Section 1

The objects for which this Federation is formed and the purposes for which it exists shall be the primary and paramount guide for the interpretation of this Constitution and each provision thereof

Section 2

Words in the plural number may be construed to include the singular and words importing the singular may be applied to the plural of persons and things

Section 3

Verbal inaccuracies, or errors in the use of words, grammar, punctuation or spelling, should be disregarded in any interpretation