

Imperial Calcasieu Federation of Teachers/
School Employees

Louisiana Federation of Teachers/
American Federation of Teachers, AFL-CIO

Local # 6047

PO Box 16678, Lake Charles, LA 70616

3000 Hwy. 90 East – Suite 2
Lake Charles, LA 70615

Office: 337.436.5052
FAX: 337.436.5057

Website: cft.la.aft.org Email: icft@icft6047.org

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2016 Imperial Calcasieu Federation Constitutional

Article I Name

This organization shall be known as the [Imperial Calcasieu Federation of Teachers and School Employees](#), Local No. 6047 AFT, AFL-CIO. Hereafter referred to as the [ICFT/SE](#) representing [Calcasieu](#), [Beauregard](#), and [Allen](#) parishes.

Article II Objectives

- Section 1** To bring associations of teachers and all school personnel into relations of mutual assistance and cooperation.
- Section 2** To obtain for teachers and school personnel all the rights and opportunities to which they are entitled in a free society.
- Section 3** To raise the standards of teachers and school personnel by securing the working conditions essential to the highest professional services.

- Section 4** To encourage the hiring and retention of competent teachers, paraprofessionals, and school-related personnel; the maintenance of modern well-equipped schools; and the promotion of such educational programs and conditions in American schools, as will enable their students to equip themselves better to take their places in the economic, social, and political life of the community.
- Section 5** To promote such a democratization of the schools as will enable them better to equip their pupils to take places in the industrial, social, and political life of the community.
- Section 6** To promote the welfare of the children by providing progressively better educational opportunity for all.
- Section 7** To promote democracy and equality in the schools and society at large.
- Section 8** To encourage teachers and school related personnel to be truly professional by setting their own ethical and educational standards.

Article III Membership

- Section 1** Supervisory personnel with the rank of assistant principal or above shall not obtain membership. Members who are promoted to positions with the rank of assistant principal or above, automatically are removed from membership on the effective date of the promotion.
- Section 2** Retired persons and persons on leave may become associate members.
- Section 3** No discrimination shall ever be shown toward individual members or applicants for membership because of race, gender, disability, national origin, religious faith, or political belief.
- Section 4** A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least $\frac{3}{4}$ of the Executive Board. After receipt of the charges, the member shall have 30 business days to prepare a defense before the hearing which will be conducted before the Executive Board.
- Section 5** Any member whose dues become 30 days delinquent shall be dropped from the rolls of CFT Local 6047 and their name removed from the records at the National Office. Reasonable effort will be made to notify the delinquent member prior to his or her removal from the membership rolls.

Article IV Officers

Section 1 The following shall be elected every three years by this Federation Local:

- Officers:**
1. President
 2. Executive Vice President
 3. Six (6) Vice Presidents
 4. Treasurer
 5. Secretary

Section 2 Membership in good standing for at least 1 year measured from the date of nomination to hold office.

Section 3 **Nominations.** Nominations for office shall be made at a general membership meeting in March of the third (3rd) year. Notification of the nomination process shall be provided to each member at least fifteen (15) days prior to the general membership meeting that nominations will be in order. **No** nominations from the floor.

Section 4 **Elections**

A. **Date of Elections.** Elections of officers shall be conducted not more than 60 days after the time of nominations. The election shall be conducted by secret ballot vote of members present and in good standing.

B. **Eligible voters.** A member or associate member in good standing must be present to vote. Absentee voting or voting by proxy is **NOT** permitted.

C. **Declaration of Winners.** If two or more candidates vie for an office, the candidate receiving at least half those members present, plus one vote is elected. In an election with two candidates, if the voting at a general membership meeting results in a tie, then the Executive Board members present will meet immediately and break the tie.

If more than two candidates vie for a single office and no one receives at least half plus one vote, then a run-off with the two candidates receiving the most votes in the first round will be held. The Executive Board will specify when a run-off will occur.

D. **Observers.** Each candidate shall be permitted to have (1) one non-candidate observer present during the counting of the votes. No gestures, verbal noise, written comments or disturbance of any kind

shall be tolerated in the counting room. If any disturbance occurs, the observer deemed disturbing shall be removed by the Sgt. of Arms.

Section 5 **Election Records.** The ballots and all other records pertaining to the elections shall be kept by the Secretary for a period not less than 1 year.

Section 6 **Taking Office.** Officers shall take office on July 1, following their election.

Section 7 **Filling Vacancies.** The Executive Board shall have authority to fill vacancies in any office for the balance of the term.

Section 8 **Executive Board Vacancy.** An officer who is absent without good cause from (3) three consecutive meetings of the Executive Board shall have his/her position declared vacant. The position may be filled according to Section 7 of this article.

Article V Committees

Section 1 **Establishing Committee.** The Executive Board on its own initiative, or at the direction of membership, may establish special committees. As from time to time may be needed.

Section 2 **Standing Committee.** The following committees shall be active as needed in this Federation:

1. Membership and Social Committee
2. Budget Committee
3. Publicity and Public Relations Committee
4. Conference and Convention Committee
5. Election Committee
6. Nominations Committee
7. Resolution and Constitution

Chairpersons of each of the standing committees shall be a Vice President with the following exceptions. (A) The chair of the Elections Committee and the Nominations Committee shall be appointed by the President with the consent of a majority of the other elected officers. Every effort shall be made to select individuals that are NOT candidates for office. (B) The chair of the Budget Committee shall be the Treasurer.

The chairperson of each committee with the consent of the president shall appoint members of each committee.

Article VI The Executive Board

- Section 1** **Composition:** The Executive Board of the Federation shall consist of all elected officers and one member-at-large per every 150 members not to exceed 5 members as deemed necessary by the President.
- Section 2** **Scope of Authority:** The Executive Board shall administer the policy of this Federation as set by the membership at regular meetings. It shall have the power to act for the good of the Federation in emergency situations where the policy cannot be set by the membership.
- Section 3** **Chairperson:** The chairperson of the Executive Board shall be the President of the Local.
- Section 4** **Establishing Meetings:** The time and place of the Executive Board meetings shall be set by the Executive Board or called by the President.
- Section 5** **Authorization for Actions:** A) The Executive Board shall have the power to employ all personnel including an executive secretary, clerical staff, and other persons on full or part-time basis as may be determined by needs and finances of the Local.
- B) **The Executive Board** may make a contract and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes, to borrow money for Local purposes at such rates of interest and terms and conditions as they may determine, to issue notes, bonds, and other obligations by mortgage, pledge, or deed or trust of all or any of its property and income.
- Section 6** **Reporting Activity:** - **The Executive Board** shall report its activities at each regular membership meeting.
- Section 7** **The Executive Board** shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the Federation.

Section 8 Any Executive Board Member who misses three (3) consecutive Executive Board meetings without advance explanation shall be removed from the Executive Board pending Executive Board action.

Article VII Affiliations

This Federation shall maintain affiliation with and whenever possible send delegates to the following organizations:

1. American Federation of Teachers: Federation President shall be the chief delegate and all other delegates and alternates to the National Convention of the AFT shall be elected by Local membership. The President shall confer with the treasurer to make sure the AFT per capita through June had been sent to the National office at least 15 days before convening the National Convention.
2. Louisiana Federation of Teachers: Delegates to the State Convention shall be elected according to the State and AFT Constitutions.
3. The Southwest Louisiana Central Trade and Labor Council: Local President shall be a delegate. The Executive Board shall appoint all other delegates.
4. State AFL-CIO Central Labors Assembly: Local President shall be a delegate and the Executive Board shall appoint all other delegates.

Article VIII Duties of Officers

Section 1 **President:** the President shall preside at all meetings of the Federation and of the Executive Board and shall be ex-officio member of all committees. The President shall be the chief executive spokesperson for the Local. The President shall sign all necessary papers and documents and represent the Local when and where necessary. The President shall make a report to the membership at least once each year summarizing the accomplishments of the Federation Local and outlining plans for the next year.

Section 2 **Executive Vice President.** The Executive Vice President shall perform all duties of the President in the absence of that officer. The Executive Vice President shall be next in line of succession in the case of vacancy of the President. Should a vacancy in the office of the President occur and the

Executive Vice President is unable and/or unwilling to assume the Presidency on a full time basis, the Executive Board shall appoint the President from a member who meets all of the constitutional requirements. The new President will serve until the next regular election.

Section 3 **Secretary.** The Secretary shall record the minutes of the Executive Board and of general membership meetings.

Section 4 **Treasurer.** The Treasurer shall perform or oversee the following duties:

1. To receive, record, and deposit in the name of the Local all monies from dues and all other sources.
2. To keep the membership roll, issue receipts, and issue delinquent notices.
3. To forward all per capita dues and current membership lists to the National office of the AFT and to other affiliated organizations to keep this Local in good standing at all times. Special care shall be taken to see the per capita tax through June 30th is sent to the National office no later than 15 days prior to the opening date of the National convention to make sure delegates from this Local may be seated.
4. To be chairman of the Budget Committee. The chairman shall present a written report to all members once each year.
5. To keep adequate records available at all time for the Executive Board.
6. To pay all bills authorized by the adopted budget, retaining vouchers or invoices for the same. Expenses not authorized in the budget must be presented to the Executive Board for authorization.
7. Any purchase exceeding five hundred dollars (\$500) must be approved by a simple majority of the Executive Board.

Article IX

Duties of Standing Committees

Section 1 The Election Committee shall assure that all elections and applicable processes are conducted according to the Local Constitution and By-Laws.

Section 2 The Nominations Committee shall prepare a slate of nominees to be presented to the membership.

Article X Meetings

- Section 1** **Time and Place:** The time and place of membership meetings shall be fixed by the Executive Board.
- Section 2** **Number of Meetings:** There shall be at least one membership meeting per semester during the regular school year.
- Section 3** **Quorum:** A quorum shall consist of the members present.
- Section 4** **Special Meetings:** Special meetings of the membership may be called by:
1. The Executive Board
 2. Petition of 25% of the members

Article XI Finance

- Section 1** **Dues:** Regular dues shall be fixed by majority vote of the Executive Board members present at any regular meeting, providing notice of the contemplated dues increase has been announced at a previous meeting, and the Local shall increase its dues proportionally whenever the National or State organizations increase their per capita.
- Section 2** **Additional Resources:** The Local may obtain additional finances through grants, donations, contributions, or other funding activities.

Article XII Rules of Order

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

Article XIII Amendments

This Constitution may be amended as follows:

1. The proposed amendment/resolution shall be submitted to the Constitution/Resolution Committee 30 calendar days prior to the general membership meeting.
2. A three-fourths (3/4) vote of the members in attendance at the following membership meeting shall be sufficient to adopt the amendment.
3. The Executive Board or any member may submit a proposed amendment/resolution to the committee.

Article XIV Availability of Constitution

- Section 1** Three copies of this Constitution and all future amendments shall be submitted to the National Officer of the American Federation of Teachers, Louisiana Federation of Teachers, and the [Imperial Calcasieu Federation of Teachers/School Employees](#).
- Section 2** Copies shall be made available to other affiliated organizations upon request.
- Section 3** Copies shall be available for any member of the Federation upon request to the Secretary.

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By-Laws

Article I

Dues

- Section 1** The regular annual dues of the Local 6047 shall be determined by a majority vote of the Local's Executive Board, as required by State and National organizations.
- Section 2** Retired members shall pay \$25 per year dues. Dues may be increased by a majority vote of the Executive Board. Retired members in good standing shall be called associate members.
- Section 3** Dues shall be paid through payroll deduction or direct payment to the Local's Treasurer.

Article II

Meetings

- Section 1** The Executive board in accordance with the Constitution shall determine the dates of membership meetings of the Local.
- Section 2** The Executive Board shall meet at least once each month during the school year and at least twice during the three-month period of June, July, and August.

Article III Amendments

The By-Laws may be amended by a majority of the members present at any regular meeting providing notice of the contemplated change has been announced at a previous membership meeting.

Article IV Election Committee

Under normal circumstances, the tri-annual election shall be held during the month of April. The Elections Committee shall be formed for the purpose of conducting the election and certifying the results of the election. Written policies shall be promulgated by the Election Committee and submitted to the Executive Board for final approval, which will:

1. Guarantee secret ballot.
2. Provide a responsible time schedule for announcement of the election and the vacancies to be filled.
3. Insure that election information and nomination information are made available to the membership.
4. Provide an opportunity for the candidates or their representative to observe the counting of the ballots.
5. Provide an equal opportunity for all candidates to distribute campaign literature.

Article V Nominating Committee

The Nomination Committee shall be formed for the purpose of selecting nominees for the tri-annual election of officers. A slate of nominees shall be presented to the membership from [Calcasieu, Beauregard, and Allen parishes](#). Nominees shall be selected for each of the following offices:

1. President
2. President Emeritus
3. Executive Vice President
4. Treasurer
5. Secretary
6. Vice President/ High Schools
7. Vice President/ Middle Schools
8. Vice President/ Elementary Schools
9. Vice President/ Special Programs

10. Vice President/ PSRP
11. Vice President/ PSRP
12. Executive Board Member-at-Large (1 per 150 members of Local #6047 not to exceed 5 as deemed necessary by the President)

Article VI Qualifications for Office

1. A candidate for the office of President of the Local must be a member in good standing from the membership at large who meets the constitutional requirements for candidacy. (Refer to Constitution)
2. A candidate for the office of Executive Vice President must be a member in good standing from the membership at large who meets the constitutional requirements for candidacy. (Refer to Constitution)
3. A candidate for the office of Treasurer must be a member in good standing from the membership at large who meets the Constitutional requirements for candidacy.
4. A candidate for the office of Vice President – High Schools must be a member or an associate member in good standing whose work site is a high school and who meets the constitutional requirements for candidacy.
5. A candidate for the office of Vice President – Middle Schools must be a member in good standing whose work site is a middle school and who meets the constitutional requirements for candidacy.
6. A candidate for the office of Vice President – Elementary Schools must be a member in good standing whose work site is an elementary school and who meets the constitutional requirements for candidacy.
7. Candidates for the two (2) offices of Vice President – PRSP must be members in good standing who are employed as classified employees and who meet the constitutional requirements for candidacy.
8. A candidate for the office of Vice President – Special Programs must be a member in good standing who is employed in the field of Special Programs and who meets the constitutional requirements for candidacy.
9. A candidate for the office of Secretary must be a member in good standing from the membership at large who meets the constitutional requirements for candidacy.
10. A candidate for Executive Board Member at Large must be a member in good standing from the membership at large who meets the constitutional requirements for candidacy.