

AFT COLORADO CONSTITUTION

ARTICLE I. NAME

This organization shall be known as the AFT COLORADO.

ARTICLE II. OBJECTIVES

The aims of this organization shall be to organize the educational and other workers of Colorado into locals chartered by the American Federation of Teachers and to bring those locals into relationships of mutual assistance and cooperation; to obtain for educational and other workers through collectively bargained contracts, all the rights and benefits to which they are entitled; to raise the standards of the educational and other professionals and to secure the conditions essential to the best professional service; and to promote such democratization of the educational and other work places as will enable them to better serve the community; to strive for equity in educational opportunity and health care for all members of the community; to initiate and support state legislation to improve conditions for students, parents, educational employees, health care, and other employees and the community in the State of Colorado.

ARTICLE III. MEMBERSHIP

Section 1.

This organization shall consist of AFT locals and chapters chartered in Colorado.

1. The term "local" shall mean those groups of AFT members chartered into locals by the AFT.
2. The term "chapter" shall mean a group of workers chartered as a chapter of an AFT Colorado local and that said local pays per-capita dues to AFT Colorado.
3. In this Constitution and By-laws, unless otherwise indicated or where such a substitute would be illogical, whenever the word "local" is used, it shall mean local or chapter. Those organizations the American Federation of Teachers designates as a Regional Council or part of a Regional Council are not considered locals.

Section 2. Members-at-Large

Workers who are not in the jurisdiction of any local chartered by the AFT, but who pay the prescribed dues may become AFT Colorado members-at-large and participate in the activities of this organization as stated in this Constitution.

Section 3. Special Classes of Membership

The AFT Colorado Executive Council may establish special classes of membership in accordance with the AFT Constitution.

ARTICLE IV. OFFICERS

Section 1. The officers of this organization shall be a president, up to thirteen vice-presidents, and a secretary-treasurer.

- a. Any local may have at least one (1) officer and no local shall have more than five (5) officers on the AFT Colorado Executive Board.
- b. The membership of the Executive Board shall be increased by the addition of one vice president for each multiple of 500 per capita-paying members in a particular local to AFT Colorado at the next regularly scheduled election.

Section 2. Election of Officers and Alternates to AFT Convention

1. Elections

The members of the Executive Board and alternates to the AFT convention shall be elected at the convention in odd-numbered years.

2. Nominations

- a. Nominations, signed by two (2) AFT Colorado members, shall be received in writing by the AFT Colorado office no later than 30 days prior to the convention. All candidates for office shall be members of the American Federation of Teachers from locals in good standing.
- b. Notice of eligibility for nomination shall be sent to all locals who will subsequently notify their members in good standing 60 days prior to Convention. The AFT Colorado will notify all members-at-large in good standing 60 days prior to Convention.
- c. All nominees will be introduced to the convention and have the option of making a two-minute statement.

3. Election Committee

Balloting shall be administered by an election committee of five (5), nominated and elected on the floor of the convention. No member of the committee shall be a candidate for office. The election committee shall oversee all aspects of the election and present the final report at the convention.

4. Ballots

Balloting for the election of officers shall be by written ballot and take place at the Convention under the supervision of the election committee. No other official business of the convention shall be conducted during the balloting.

5. Election Results

- a. The President and Secretary-Treasurer shall be elected by a plurality of all votes cast for that respective office. The authorized number of vice presidents receiving the highest number of votes and meeting the requirements of ARTICLE IV, Section 1 shall be declared elected. The vice presidential

candidate receiving the most votes, who accepts the responsibility, will be declared the Executive Vice President for the purpose of filling a presidential vacancy and shall serve as alternate to the AFT Convention.

- b. If a tie occurs for the last available vice presidential position to be filled, there shall be a run-off election immediately to determine who shall fill the position, under the terms of Article IV.

Section 3. Term of Office

All officers shall serve a term of two years, such term beginning July 1 following the convention where elections take place.

Section 4. Vacancies

- a. In the event that an office other than that of the presidency is vacated for whatever reason, the president, with the concurrence of the Executive Board, may make a temporary appointment from the same local that has or had the vacancy for the unexpired term of the vacating officer.
- b. In the event that the office of president is vacated, the Executive Vice President shall become the President, for a period of time not to exceed one year in length. In the event that the Executive Vice President is unable to assume the duties of the president or if the remaining period of office exceeds one year a special convention shall be called by the Executive board to elect a president.
- c. In the event that the office of Executive Vice President is vacated for any reason, the Executive Council will vote to appoint one of the existing Vice Presidents to the position of Interim Executive Vice President, until the next election.

Section 5. Duties of Officers

1. President:

- a. It shall be the duty of the president to further the aims of this organization; to issue the order or call to conventions; to preside at all conventions and at all meetings of the Executive Council and Board; to execute the policies of the Council and Board; to supervise, to coordinate the work and to evaluate employees; to coordinate the organization of locals in the state; and to perform all other duties common to the office.
- b. It shall further be the duty of the president to interpret and to help formulate the policies set forth by the executive bodies of this organization.
- c. The President or his/her designee shall be the automatic delegate to all bodies wherein the AFT Colorado is entitled to representation.
- d. The president shall be an ex-officio member of all committees of the Federation.

2. Vice-presidents:

It shall be the specific responsibility of the vice-presidents to further the organization

of locals in the state, or such other duties as the president or executive council may direct.

3. Secretary-Treasurer:

- a. The secretary-treasurer shall be required to provide for the recording of minutes of the AFT Colorado and all proceedings of all sessions. A staff member may be designated to record minutes and proceedings, but the secretary-treasurer is responsible for the accuracy and maintenance of all such records.
- b. The secretary-treasurer shall be the responsible executive officer whenever the Executive Vice-president is temporarily absent.
- c. The secretary-treasurer shall be responsible for carrying out the financial policies determined by the Executive Board and the Executive Council.
- d. The secretary-treasurer shall give bond for the faithful performance of his/her duties at the expense of and in such amount as may be determined by the Executive Board.
- e. The secretary-treasurer shall be required to provide for the collecting and keeping of all financial records and for the preparation of a quarterly financial statement and shall submit such statement in writing to the Executive Council. A staff member may be designated to keep and maintain the records and to prepare the quarterly financial statements, but the secretary-treasurer is responsible for the accuracy and maintenance of all financial records and statements.
- f. The secretary-treasurer shall be required to provide for an annual audit or review of all books, accounts, records and financial transactions of the Federation, by a Certified Public Accountant as directed by the Executive Board, such audits or reviews to be presented for approval to the Executive Council and audit report to be forwarded to the AFT National office.
- g. The secretary-treasurer shall be required to provide for the collection and payment of all monies properly authorized by the Executive Board or the President through the budget of the Federation. A staff member may be designated to perform the physical tasks of collection and payment, but the secretary-treasurer shall be responsible for assuring the accurate and timely performance of these duties.

Section 6. Recall of Officer

Any officer of AFT Colorado may be recalled by a three-fourths vote of the Executive Council at any regular or special meeting of the council, providing each member of the council has been notified of the proposed recall vote, including a complete statement of charges and any reply by the accused officer or officers, by registered mail at least ten (10) days prior to the vote. The president or secretary-treasurer shall on the next working day send notification of the executive council's

decision to the accused officer by registered mail, return receipt requested.

Within two (2) weeks of receipt of such notice, a recalled officer may file with the AFT Colorado president or secretary-treasurer a request to appeal this decision of the executive council to the members of the local and the member-at-large of the AFT Colorado who are in good standing. In all such cases, the petitioned officer shall poll the membership. A majority of all votes cast shall be necessary for reinstatement as an officer. Voting shall be by secret mail ballot, which ballot shall be returned to an independent, impartial agent for counting, within six (6) weeks of the receipt by the Executive Council of such request by the petitioned officer. The person charged shall have the right to have a statement of defense included with the mail ballot. All locals shall be notified of the result of the referendum within one week of its receipt from the impartial agency.

Whenever a petition bearing signatures of at least twenty-five per cent (25%) of the members of the AFT Colorado at the time the petition is presented, representing members from each different local asking for the recall of any officer is filed with either the president or the secretary-treasurer, it shall be the duty of that officer to initiate polling the membership within thirty (30) days of the receipt of such petition. A two-thirds majority of all votes cast will be necessary for recall. Voting shall be by secret ballot, which ballot shall be returned to an impartial agency for counting within six (6) weeks of the date of filing the petition.

Only ballots received by the polling agency within the six (6) weeks shall be counted. All locals shall be notified of the results of the ballot within one (1) week of the official counting. Only ballots of locals in good standing on the closing date of the referendum shall be counted, and the votes of said locals shall not exceed in number the members for which per capita was last paid by the respective local. Should the number of ballots cast by any local exceed the number to which that local is entitled, the ayes and noes shall be reduced proportionately to come within the required number of votes.

The polling agency shall tabulate the votes sent in, and within one (1) week of the closing date for receiving such ballots, shall announce by mail the results of the referendum. The tabulations by the polling agency shall be verified at the next meeting of the Executive Council.

The officer to be petitioned in the case of any recall, whether it be the secretary-treasurer or the president, shall not be an officer who is being recalled.

Section 7. Salaries of Officers

The range of salary or honorarium, if any, shall be voted upon by the Executive Board. No officer shall be a salaried employee of the Federation in any other than that to which she/he was elected.

Any salaried officer shall give one month's notice of resignation in writing to the Executive Board, or forfeit the proportional salary.

ARTICLE V. EXECUTIVE BOARD

Section 1. Membership

The Executive Board shall consist of the elected officers.

Section 2. Meetings

The Executive Board shall meet at least four (4) times in the calendar year at a date and time to be determined by that body. In the event unforeseen circumstances, emergencies, or the lack of a quorum occur, the president shall have the right to change the time and place of a scheduled meeting, or to call special meetings, giving proper notification to all members of the board.

Section 3. Quorum

A quorum of the Executive Board shall consist of a majority of the board membership.

Section 4. Purpose

The Executive Board shall give advice and direction to the president between Executive Council meetings for the purpose of assisting the president in carrying out policies of the Executive Council and the convention, and further in making policy for the Federation consistent with the policy of the Executive Council and the Convention.

The Executive Board shall have the power to hire and/or fire employees; to make and to enter into contracts and to sue or be sued.

Section 5. Salary of the President

The Executive Board shall set the range of salary and benefits of the President at least 90 days prior to the election for President. Such amount may not be revisited during the President's term in office, barring severe financial difficulties.

ARTICLE VI. EXECUTIVE COUNCIL

Section 1. Membership

- a. The Executive Council shall consist of the AFT Colorado president, the AFT Colorado vice presidents, the AFT Colorado Secretary-Treasurer, and the president of each affiliated local in good standing. Each officer of AFT Colorado shall be entitled to one vote at Executive Council meetings. Each local president shall have the same number of votes as the local has delegates under the terms of ARTICLE VII, Section 5 of this constitution.
- b. The voting strength of each local shall be specified by the Secretary-Treasurer of AFT Colorado and shall be based on the average number of members for the last six months of the calendar year immediately preceding the year in which the council meets. Fifteen days prior to the first Executive Council meeting following the convention, the Secretary-Treasurer of AFT Colorado shall cause a statement to be emailed or mailed to the president and treasurer of each local of that local's voting strength computed on the average number of members on which per capita was

paid to AFT Colorado for the months within the designated period. Fifteen days prior to the second council meeting the voting strength will be recomputed (if all per capita payments were not made prior to the first council meeting) to include the full six months' per capita of the designated period.

- c. New locals shall be eligible for representation on the Executive Council after they have paid two months' per capita. Voting strength shall be based on the average number of members on which per capita was paid, and shall be adjusted for subsequent council meetings until the full base of six months' per capita is attained.
- d. Two-thirds of the attending locals, represented by a president voting on a one vote per local basis may veto actions of the Executive Council.
- e. Chairpersons of standing committees of the AFT Colorado who are not members of the Executive Council have the privilege of attending Executive Council meetings, where they shall have a voice but not a vote. Each local president may designate an alternate, in writing, to the Executive Council, whose name will be filed with the AFT Colorado. This specified alternate will be allowed to substitute for the local president at meetings of the AFT Colorado Executive Council in the event that the president is unable to be present. For voting purposes in the Executive Council members-at-large may elect by mail ballot, one of their number to cast votes in proportion to their membership. The elected individual shall be considered the president of the members-at-large group, having the same privileges and responsibilities as the president of a regularly constituted local.

Section 2. Meetings

- a. The Executive Council shall meet at least two (2) times annually. The annual calendar of council meetings shall be established by the Executive Board and shall be communicated to all local leaders of the AFT Colorado. In the event unforeseen circumstances arise, the president shall have the right to change the time and/or place of any such meeting, provided that a new meeting shall be scheduled within fifteen (15) days of the original date and provided further that all local presidents and AFT Colorado board members have at least thirty (30) days' notice of such rescheduling.
- b. Special meetings of the Executive Council may be called by the president or by two-thirds of the members of the Executive Council provided that written notice stating the purpose of such meeting is sent by email or first class mail to all members of the Executive Council, postmarked at least ten (10) days prior to the date set.
- c. Time shall be provided at any meeting of the Executive Council for any member of the AFT Colorado to speak.

Section 3. Quorum

A quorum for transaction of business consists of twenty-five per cent (25%) of the locals in good standing, or locals representing one-third of the membership of AFT Colorado, so long as at least two (2) or more locals are represented.

Section 4. Purpose

The Executive Council shall make the policies of the AFT Colorado, but such policies shall be consistent with policies established by the AFT Colorado convention.

ARTICLE VII. CONVENTIONS

Section 1. Calling Conventions

Convention

A state convention shall be held biennially at a time and place to be designated by the Executive Board at its first meeting of the year. In the event unforeseen circumstances make such date or time inappropriate, the Executive Board may reschedule the convention to a date within fifteen (15) days of the original date, provided such action occurs prior to sending the convention call and that the call is thereafter sent as indicated carrying the correct place and date.

A convention call must be issued to all locals at least sixty (60) days prior to the date of the meeting, specifying the program of the convention, the time of preliminary meetings and the time the delegates are expected to arrive. In case the president fails to call such meeting within the time specified, the Executive Council shall have the power to call the convention.

Special Convention

Special conventions may be called by the Executive Council, by the president, or by the written request of twenty-five per cent (25%) of the locals in good standing, or locals representing one-third of the AFT Colorado membership.

Section 2. Purpose

The purpose of the convention is to set the broad general policies of the Federation and to elect officers. The convention shall have supreme authority to set policy except as otherwise stated in this constitution.

Section 3. Credentials

The secretary-treasurer shall cause a special notice to be sent to locals in arrears one month before convention.

The president shall cause suitable credential forms to be prepared and sent to each local.

The president shall appoint a committee of five on credentials, one member of which must be the secretary-treasurer. To be seated, delegates must be from locals in good standing fifteen days prior to the convention and present credentials signed by the proper officers of the local no later than the close of registration on the first day of the convention.

Section 4. Delegates and Alternates

A delegate must be a member in good standing of the local from which he/she receives credentials, and must be elected at a meeting which has been previously announced. At the time of credentialing delegates, a local may certify alternates to serve in the place of its delegates who may be absent from the convention at the time of balloting.

Any AFT Colorado member in good standing may appear before the convention with a voice but without vote. Notice of the convention will be sent to every AFT Colorado member at least 30 days before the convention, through their local leaders.

Section 5. Representation

One delegate to the biennial convention may be elected by each local having a membership of ten (10) or fewer. For each additional fifteen (15) members or fraction thereof over ten, one additional delegate may be elected.

For voting purposes in the Convention, members-at-large may elect by mail ballot, a delegate to the biennial Convention for the first ten (10) or less members. For each additional fifteen (15) members or fraction thereof over ten, one additional delegate may be elected, and the elected individual(s) shall be considered the delegate of the members-at-large group, having the same privileges and responsibilities as the delegate of a regularly constituted local.

Section 6. Membership Computation for Convention Representation

Membership shall mean the average number on which per capita has been paid for the first six months of the last nine months immediately preceding the convention. Locals chartered prior to the sending of the convention call and within the preceding nine months, shall be eligible for representation as specified in all of Sections 5 and 6A of this ARTICLE, provided that at least two months' per capita has been paid. Representation shall be based on the average monthly per capita paid up to a base of six months.

Newly chartered locals which do not meet the provisions of Paragraph B above, will be invited to send observers to the convention, but will have no voting privileges

Section 7. Voting

On all roll call votes in the convention, each local represented shall be entitled to the number of votes equal to its membership. The votes of the local shall be distributed as evenly as possible among the delegates present at the time of the voting, but no votes shall be fractioned. A roll call vote shall be held only when requested by twenty-five per cent (25%) of the delegates on the floor. The roll will be called by the AFT Colorado Secretary-Treasurer and answered by the chairperson of each delegation. The polling of any delegation may be called for by any member of that delegation.

Section 8. Quorum

A quorum to conduct business at a biennial or special convention shall be declared when delegates representing at least 51% of membership are present. Delegates constituting a majority of those registered at the meeting must be on the floor before the body may act on any measure.

Section 9: Resolutions

Resolutions should be submitted to the AFT Colorado office by locals or by the Executive Board no later than thirty (30) calendar days prior to convention so that resolutions may be distributed to delegates at the time of registration.

Alternatively, a resolution not submitted by the process laid out in Section 9 may be considered by the convention delegates through the general session of a majority of delegate votes in favor of its consideration.

ARTICLE VIII. AMENDMENTS, PROCEDURES FOR

Section 1. Amendment by Convention

This constitution may be amended at a duly called convention by a two-thirds vote of delegates present and voting provided that the proposed amendment shall have been submitted in writing at least six weeks prior by the Executive Council, the AFT Colorado Executive Board, or any affiliated local. At least thirty (30) days prior to the convention, the secretary-treasurer shall cause copies to be transmitted to the presidents of all affiliated locals.

Each proposed amendment to this constitution shall be published for the delegates as it was received by the Secretary-Treasurer of AFT Colorado but it may be accompanied by any recommendation from the AFT Colorado Constitutional Revision Committee.

Section 2. Amendment by Referendum

This constitution may be amended by approval of two-thirds of the members voting in the referendum, provided that only members of locals in good standing and members-at-large in good standing with the AFT Colorado shall be permitted to vote, and that the following steps are taken in submitting the matter to referendum:

The proposed amendment is submitted in writing by petition of not less than ten per cent (10%) of the AFT Colorado members from not less than fifty per cent (50%) of the affiliated locals.

Within twenty working days of receipt of the proposed amendment in the AFT Colorado office, said amendment shall be submitted to all members in good standing by mail ballot or otherwise as the AFT Colorado Executive Board or Council; may direct, provided that each ballot shall be signed and returned directly to the AFT Colorado office. The Executive Board or the Executive Council shall make arrangements for counting the ballots and for the inclusion of any explanatory material, making sure that both sides of the issue are equally represented.

ARTICLE IX. AFFILIATIONS

Section 1.

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

- a. The American Federation of Teachers
- b. The Colorado AFL-CIO
- c. and any other organization approved by the Executive Council.

Section 2.

All delegates shall make reports to the Executive Council on all meetings attended.

Section 3.

All possible efforts shall be made by the Federation to pay the expenses of delegates to meetings and conventions of affiliates.

Section 4.

Delegates to affiliated organizations shall be members in good standing of a local in good standing.

Adopted April 28, 1973; Amended October 6, 1973; October 19, 1974; October 18, 1975; October 16, 1976; October 15, 1977; October 28, 1978; October 20, 1979; October 25, 1980; October 24, 1981; October 23, 1982; October 15, 1983; October 19, 1985; October 17, 1987; October 22, 1988; October 21, 1989; February 2, 1991; November 2, 1991; November 12, 1994; April 20, 1996; April 21, 2001, April 30, 2005, April 28, 2007, April 9, 2011, April 20, 2013, April 2015, April 22, 2017, April 27, 2019

BY-LAWS AFT COLORADO

ARTICLE I. FINANCE

Section 1. Per Capita Tax

Each local shall pay directly to the Secretary-Treasurer of AFT Colorado a monthly per capita tax of \$12.20 effective July 1, 2019, on each member of the local on a twelve-month basis, where the increase is to be earmarked for AFT Colorado staff salaries and benefits. Except where dues rates may vary according to income and in accordance with Article I, Section IB of the AFT Colorado By-Laws.

Locals may establish special classes of membership consistent with ARTICLE III, Section 5 of the Constitution of the American Federation of Teachers.

Dues for members-at-large shall be set by the Executive Board upon recommendation of the secretary-treasurer and shall be sufficient to cover AFT and AFT Colorado per capitas, Colorado AFL-CIO per capitas, AFT liability insurance and one unit of accidental death insurance.

Dues for special classes of membership shall be set by the Executive Board.

Section 2. Per Capita Reports

Locals shall fill out and forward to the AFT Colorado Secretary-Treasurer, a report of all members in good standing for that month, together with all per capita payments due AFT Colorado.

Section 3. Local Standing

Per capita to AFT Colorado shall be considered past due if not paid by the 10th of the following month. When a local is three months past due, the AFT Colorado Secretary-Treasurer shall cause notice to be sent to its officers. When the local is three months past due, it shall be considered in bad standing. When the local is three months plus two weeks past due it will be assessed a \$.50 per member fine. A local in bad standing shall be considered in good standing upon payment of its delinquent per capita tax.

Members-at-large are to be treated in the same manner as locals. Beginning on August 1, 2015 the amount of no less than \$.10 per month per member shall be paid from the per-capita tax paid by the local for each of its members as shown on their per capita report into a Legal Expense Fund. These monies must be kept separate and not intermingled with other funds.

The Executive Council may increase this amount annually based on the yearly budget.

Section 4. Special Assessments

Special assessments may be levied by a two-thirds vote of the members in good standing present and voting at the state convention, or by a three-fourths vote of the Executive Council.

ARTICLE II. STATEWIDE ALL-MEMBER PRE-CONVENTION CAUCUS

Section 1. Purpose

The AFT Colorado President or the Executive Board may call, no later than 15 days prior to convention, a statewide caucus of all the members for the purpose of initiating discussion and obtaining resolutions on those matters relevant to the expressed interest of the members in attendance.

Section 2. Procedure

The caucus may establish, within the general guidelines of Robert's Rules of Order, its own order of business, but generally it is the intent of this ARTICLE to provide for an open forum acting as a committee of the whole.

The resolutions resulting from the caucus will be assigned to the appropriate committees of the next AFT Colorado convention.

Majority items will be so labeled and will constitute agenda items for the appropriate committees.

Minority items will be so labeled and if any member of the minority requests, the minority report will be forwarded to the appropriate AFT Colorado convention committee.

Each proposed resolution forwarded to the AFT Colorado convention, whether a majority or a minority report, shall be published for the delegates as it was received and shall be sent to the floor by this committee and may be accompanied by any recommendation from the appropriate AFT Colorado convention committee.

ARTICLE III. RULES

Robert's Rules of Order Revised shall be considered the authority in all cases not covered by the Constitution and By-Laws of the AFT Colorado, except that each convention shall have the power to establish rules for the governance of that convention, which rules will take precedence over Robert's Rules.

ARTICLE IV. PROCEDURES FOR AMENDING

The procedures for amending the By-laws shall be the same as the procedure for amending the Constitution, except that only a majority vote is needed in each case to amend.

ARTICLE V. ABSENCES FROM EXECUTIVE BOARD MEETINGS

It is the responsibility of individual Executive Board members to inform the AFT Colorado Office when they will not be able to attend a scheduled Executive Board Meeting.

Members of the AFT Colorado Executive Board incurring three (3) unexcused absences in the term of office (no call, no show) within a twelve (12) month time interval may constitute grounds for removal from office, subject to a majority vote of the Board. Replacement will be made in accordance with Article IV, Section 4 of the AFT Colorado Constitution.

A total of four (4) absences within a twelve (12) month time interval for whatever reason may constitute grounds for removal from office, subject to a majority vote of the board and replacement made in accordance with Article IV, Section 4 of this constitution.

Ratified AFT COLORADO Spring Convention APRIL 28, 1973

Amended AFT COLORADO Conventions: October 6, 1973; October 19, 1974; October 18, 1975; October 16, 1976; October 15, 1977; October 28, 1978; October 20, 1979; October 25, 1980; October 24, 1981; October 23, 1982; October 15, 1983; October 19, 1985; October 17, 1987; October 23, 1988; October 21, 1989; February 2, 1991; November 2, 1991.

REVISED AND ADOPTED NOVEMBER 14, 1992.

AMENDED AFT COLORADO Convention: November 12, 1994; April 20, 1996; April 21, 2001, April 30, 2005, April 28, 2007, April 7, 2011, April 20, 2013, April 25, 2015, April 27, 2019, April 29, 2023