

CONSTITUTION and BY-LAWS

of the

**KANSAS CITY FEDERATION OF TEACHERS
& SCHOOL-RELATED PERSONNEL
AFT LOCAL 691**

Affiliated With

**THE AMERICAN FEDERATION OF TEACHERS
AFL & CIO**



Adopted in April, 1942,
Revised October, 1961
Revised May, 1962
Revised December, 1974
Revised May, 1983
Revised May, 1988
Revised March, 1990
Revised June, 1992
Revised May, 2000
Revised February, 2005
Revised December, 2006
Revised October, 2015

CONSTITUTION

ARTICLE I NAME

This Federation shall be known as the Kansas City Federation of Teachers & School-Related Personnel, Local 691 of the American Federation of Teachers, AFL-CIO.

ARTICLE II PURPOSES

The purposes of this Federation shall be:

Section 1. To promote the cause of free public education for the children of Kansas City, Missouri, by securing:

- a. Improvement in the working conditions for both students and members of the bargaining units.
- b. Adequate financial support for the schools to provide a quality educational program.

Section 2. To promote such democratization of the schools as will enable them to better equip their students for participation in the cultural, social, industrial and political life of this community.

Section 3. To safeguard the teaching personnel in their legitimate rights and interests in order to better serve the educational needs of the youth of Kansas City, Missouri.

Section 4. To unite the classroom teachers of the Kansas City, Missouri Public Schools into one broad and inclusive federation for mutual assistance and cooperation.

Section 5. To improve the standards of the teaching profession.

Section 6. To represent the needs and concerns of classified employees working in the Kansas City, Missouri Public Schools.

ARTICLE III MEMBERSHIP

Section 1. Membership in this Federation shall be limited to active classroom teachers, counselors, librarians, paraprofessionals, substitutes, security officers clerical and professional technical employees of the Kansas City, Missouri Board of Education and to such other employees of the Board as may be considered eligible under the National Constitution of the American Federation of Teachers and under Section 3 of this article and any member of the local whose employment was terminated, voluntarily or involuntarily, as a result of union activities.

Section 2. Application for membership shall be made in writing and shall be sponsored by a member in good standing.

Section 3. The eligibility of an applicant for membership, as stated in Section 1 of this Article, shall be determined by the membership. A majority vote at a regular membership meeting shall approve the application for membership.

Section 4. A member of this Federation, while receiving regular salary, who become delinquent in the payment of dues for one month, shall forfeit membership provided that person has been notified in writing ten days prior to the date of suspension.

Section 5. Any member who shall have been inactive by reason of service in the armed forces, in war production, or other government or military work during an emergency; or any other member who shall have been on leave or any member of the local whose employment was terminated as a result of union activities shall become active upon payment of dues in accordance with Article VI.

Section 6. Any field representative of Kansas City, Federation of Teachers, Local 691 may maintain active membership in this Federation.

ARTICLE IV **OFFICERS and REPRESENTATIVES**

Section 1. The officers of this Federation shall be a President, nine Vice- Presidents, a Recording Secretary, and a Treasurer.

Section 2. The Executive board shall consist of the officers and the chairpersons of the following committees, delegations and units, Legislative, Insurance, Retirement, Paraprofessional and Nurses' Unit, Security Officers' Unit, Clerical Employees' Unit, Professional/Technical Employees' Unit and any other unit that shall be represented by this Federation. The Board shall have the power to administer the affairs of this Federation and to confirm the appointment of all standing committees except those chairpersons otherwise designated by later sections of this Article.

Section 3. Any members of the Local holding a national office will be an ex officio member of the Executive Board and shall not vote.

Section 4. The duties of the officers shall be those usual to their respective offices and such other duties as may be specifically stated in the By-Laws.

Section 5. Each of the officers and the chairpersons of the committees shall be elected for a term of two years.

Section 6. Delegates to the Greater Kansas City, Missouri Central Labor Council, or any other delegations, shall be elected in the same manner as other members to the Executive Board unless the constitution of the organization to which the delegates are to be sent specifies otherwise. Duly elected delegates shall caucus to elect their respective chairpersons.

Section 7. Vacancies in any of the officers named in Sections 1, 2, and 6 of this Article shall be filled by appointment of the Executive Board.

Section 8. Each school having one or more members in this Federation shall have at least one Building Representative, whose duties are specified in the By-Laws. The members in each school shall elect the Building Representative for a term of one year.

Section 9. No local staff member may hold an elective position in this Federation with the exception of the President.

ARTICLE V MEETINGS

Section 1. This Executive Board shall meet at least each month at a time and places designated by the President; or, as the occasion arises, at the call of the President or by request of at least four members of the Executive Board.

Section 2. There shall be a general meeting of this Federation at least monthly while school is in session, time and place to be determined by the Executive Board.

Section 3. A special meeting of this Federation shall be called by the President upon the written request of ten percent of the membership, or upon recommendation of the Executive Board.

Section 4. A quorum for doing business at the General Membership meetings shall be the chair and one (1) percent of the membership in good standing.

ARTICLE VI REVENUES

Section 1. The certified members of this Federation shall pay dues in the amount of one and three fourths percent of the base of the Bachelors Salary Schedule.

Section 2. The classified members of this Federation shall pay dues in the amount of one half of the certified members' dues.

Classified members shall be entitled to receive full benefits of membership; however in determining the delegate strength of the local at any state or national convention, their representation shall be in proportion to the rate of per capita tax paid.

Section 3. Substitute members shall pay dues in the amount of one half of the regular teachers' dues. Substitute members shall be entitled to receive full benefits of membership; however in determining the delegate strength of the local at any state or national convention, their representation shall be in proportion to the rate of per capita tax paid.

Section 4. Any per capita tax increase assessed the membership of Local 691 by the AFT or MFT shall cause the dues from each member collected by the KCFT & SRP to increase automatically by the amount of the increased per capita tax assessment. Each automatic dues increase shall be collected beginning August of the next school year.

Section 5. Dues for at-large members shall be determined by the Executive Board.

Section 6. Dues for members of new units of this Federation shall be determined by the Executive Board and shall be approved at the next regular or special General Membership Meeting.

ARTICLE VII COMMITTEES AND UNITS

Section 1. This Federation shall have the following Standing Committees:

- a. Legislative
- b. Public Relations
- c. Membership
- e. Budget and Auditing
- f. Policies, Plans and Nominations
- g. Insurance
- h. Grievance
- i. Retirement
- j. Welfare

Section 2. The chairperson of ad hoc committees shall be appointed by the president, subject to the approval of the Executive Board. The chairpersons of such committees shall be responsible for selecting the committee members.

Section 3. Local 691, Kansas City, Missouri Federation of Teachers & School-Related Personnel will have four classified units: Paraprofessional & Nurses, Security Officers, Clerical, and Professional Technical.

Section 4. No Unit of Local 691 shall establish any rule or regulation that conflicts with the Constitution or By-Laws of the Kansas City, Missouri, Federation of Teachers & School-Related Personnel, Local 691.

ARTICLE VIII AMENDMENTS

The Constitution of this Federation may be amended by a 2/3 majority of votes cast by secret mail/email ballot, provided any proposed amendment has been in the following order:

1. submitted to the Policies, Plans and Nominations Committee one month prior to its initial presentation at a general or special membership meeting;
2. read at the next regular or special general membership meeting by the Chairperson, or a designee, of the Policies, Plans and Nominations Committee;
3. has been announced to the general membership by mail;
4. has been approved for submission to the membership at large by a simple majority vote of the members at the next regular or special general membership meeting, following the one at which it was read.

ARTICLE IX
NON CONFLICT WITH AFT AND MFT

No article or section of the Kansas City, Missouri, Federation of Teachers Constitution can be in conflict with the American Federation of Teachers & School- Related Personnel or Missouri Federation of Teachers Constitution and By-Laws or Federal Law or court decisions.

BY-LAWS

ARTICLE 1

DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1. Newly elected officers, when they take office in May of the year of the election shall take an oath of allegiance to the Federation. This oath shall be administered by the President, or by a person designated by the President and shall consist of the following Installation Obligation:

I sincerely pledge my honor to perform the duties of my office as prescribed by the laws of this Federation and to bear true allegiance to the American Federation of Teachers. I reaffirm my belief in the Membership Obligation. Finally, at the close of my official term, I will deliver to my successor in office all books, papers, and other property of this Federation that may be in my possession.

Section 2. The President shall: preside at all meetings of this Federation and of the Executive Board; appoint chairpersons of all committees, except where otherwise provided in the Constitution and By-Laws of this Federation; direct the operation of the office and field staffs; be a delegate to the State and National A. F. T. Conventions; and perform such duties as are ordinarily incumbent upon the office.

Section 3. The Vice-President of Welfare shall be chairperson of the Welfare committee. The Vice-President of Membership shall be Chairperson of the Membership Committee. The Vice-President of Member Education shall be chairperson of the Member Education Committee. The Vice-President of Grievance shall be chairperson of the Grievance Committee. The Vice-President of Policies, Plans and Nominations shall be chairperson of the Policies, Plans and Nominations Committee. The Vice-President of Public Relations shall be chairperson of the Public Relations Committee. The Vice-President of Elementary Schools shall represent the views and concerns of the employees working in the elementary schools. The Vice-President of Middle Schools shall represent the views and concerns of the employees working in the middle schools. The Vice-President of High Schools shall represent the views and concerns of the employees working in the high schools. In addition to chairing committees and representing views and concerns of employees, the Vice-Presidents shall perform such other duties as are ordinarily incumbent upon their office.

Section 4. The Secretary shall keep the minutes of the Executive Board, all membership meetings of this Federation, and all meeting of the bargaining unit. In addition, the Secretary shall perform such other duties as ordinarily incumbent upon the office.

Section 5. The Treasurer shall: chair the Budget and Auditing Committee; see that all monies from dues or other sources shall be receipted, full accounts kept, and these monies deposited to the credit of this Federation in such banks or savings institutions on approval of the Executive Board or of the membership of this Federation; make an annual report in May, upon prior request, make an adequate financial report to the Executive Board or at any meeting of this Federation; and perform such other duties as are ordinarily incumbent upon this office.

Section 6. Each Building Representative shall be responsible for: recruiting union members; promoting unionism in the building; defending the rights of all members of the bargaining unit; distributing literature, meeting notices, or other information; and shall perform such other duties

as are ordinarily incumbent upon the position.

ARTICLE II BONDING

The President, Treasurer, and other persons designated by the Executive Board shall be bonded to protect the funds of this Federation; the amount of bond shall be determined by the Executive Board.

ARTICLE III QUALIFICATIONS OF EXECUTIVE BOARD AND DELEGATES

Section 1. Any candidate for an Executive Board or delegate position in this Federation must be a paid up active member in good standing for at least six months prior to his or her nomination.

Section 2. Any person appointed to complete an unexpired term on the Executive Board must be a paid up activemember in good standing of this Federation for at least six months prior to his or her appointment.

Section 3. The Vice-President of Elementary Schools, the Vice-President of Middle Schools, and the Vice-President of High Schools must be employees in the areas they represent.

ARTICLE IV DUTIES OF THE EXECUTIVE BOARD AND OF COMMITTEES

Section 1. The Executive Board shall be the governing body of this Federation between meetings and is authorized and empowered to take such actions and render such decisions as may be necessary to carry out fully the decisions and instructions of this Federation and as may be necessary and appropriate to safeguard and promote the best interest of this Federation and exercise control of budgeted funds authorized by the membership. A quorum for transaction of business of the Executive Board shall consist of a majority of its members.

Section 2. The Welfare Committee shall be responsible for any welfare fund of this Federation. Monies from this fund may be spent for charitable and philanthropic purposes. Such expenditures must be approved in advance by the Welfare Committee and the Executive Board. The Welfare Committee shall investigate and recommend the means to help any member of this Federation in time of need, in keeping with the goals of this Federation.

Section 3. The Membership Committee shall meet with the Building Representatives at least once within the first four (4) weeks of the school year. This committee shall be responsible for orientation of Building Representative and planning concerted efforts to recruit new members.

Section 4. The Grievance Committee shall: review all grievances of this Federation; keep updated records of grievances; recommend improvements of the employee grievance procedure; send all files of grievances after two (2) years to the appropriate facility to become a permanent record of this Federation; and shall deliver an annual report on the types of

grievances the members of this Federation have.

Section 5. Policies, Plans and Nominations Committee:

A. This Committee shall recommend an independent online election company, to conduct all elections

1. No election shall be held in conflict with applicable legislation.
2. Officer and delegate elections.
 - a. To be eligible to vote, a person must be a paid up active member in good standing of this Federation no later than the April General Membership Meeting of the election year.
 - b. During the first week of March in elections years, official election information shall be mailed or emailed to all members.
 - c. Candidacy for office or delegate must be submitted in writing two (2) weeks prior to the regular April General Membership Meeting to the Vice-President of Policies, Plans, and Nominations.
 - d. All nominees for office or delegate positions must give their consent before being placed on the ballot.
 - e. This committee shall conduct an investigation to verify that each candidate meets the qualifications specified in Article III, Section 1 of the By-Laws of this Federation.
 - f. The results of this investigation, referred to in part (3) above, shall be reported at the regular General Membership Meeting in April.

The link to the online ballot shall be mailed or emailed to all members eligible to vote, on the Monday following the April General Membership meeting.
 - g. Results of the election shall be announced at the regular May General Membership Meeting.
 - h. All officers shall be installed at the regular May General Membership Meeting.

B. This committee shall make recommendations concerning the policies of this Federation.

Section 6. The Public Relations Committee shall: maintain contacts with the media and with various civic and community bodies; see that favorable publicity is given the program of this Federation; assist the editor in soliciting information for Local 691 publications; assist all committees with publicity; and shall keep an account of activities of this Federation, including press clippings to be sent to the appropriate facility to become a permanent record of this Federation.

Section 7. The Budget and Auditing Committee shall assist the Treasurer in preparing a budget to be submitted to the Executive Board by July 1. This committee shall be responsible for an annual July audit of the accounts of this Federation.

Section 8. The Legislative Committee shall: study local, state, and national legislation relating to education, labor, and public welfare; make recommendations to this Federation, various organizations and lobbyists in securing legislation that will achieve the goals of Local 691; and initiate the political involvement of this Federation.

Section 9. The Insurance Committee shall collect data and make recommendations relating to insurance. The members of the Insurance Committee shall represent this Federation in all matters in the Benefits & Wellness Committee of the School District of Kansas City, Missouri.

Section 10. The Delegates to the Central Labor Council shall represent this Federation in all matters at the Greater Kansas City Central Labor Council meeting.

Section 11. The Retirement Committee shall collect data and make recommendations on retirement.

Section 12. Each Classified Unit of the KCFT & SRP shall represent the concerns and needs of the employees in their respective Units.

ARTICLE V

RECALL

Any Executive Board member, chairperson, or appointee, after having served three months, may be recalled for the following reasons:

1. Failing to fulfill the duties of office.
2. Committing Acts contrary to the Constitution and By-Laws of this Federation.

The procedure for recall shall be as follows:

1. Written charges shall be presented in person to the Executive Board.
2. The accused shall be notified.
3. The charges and rebuttal shall be discussed at the next General Membership Meeting.
4. At the next General Membership Meeting after Step Three, following a review, the recall shall be decided by a majority vote of members present and voting.

ARTICLE VI
CLOSED MEETINGS

Section 1. Any membership meeting of this Federation Shall be closed to all but Local 691 members in good standing and other persons designated by the Executive Board if a majority of Federation Executive Board Members present vote to hold a closed meeting, or if a majority of Local 691 members present vote to hold a closed meeting.

Section 2. Bargaining Unit meetings shall be closed by vote of the Executive Board. Other persons designated by the Executive Board may attend.

ARTICLE VII
FIELD REPRESENTATIVES

The Field Representatives shall be apolitical in the internal operations of this Federation.

ARTICLE VII
AMENDMENT

The By-Laws of this Federation may be amended by a 2/3 majority of votes cast by secret ballot. Provided any proposed amendment has been in the following order:

1. Submitted to the Policies, Plans, and Nomination Committee one month prior to its initial presentation at a general or special membership meeting;
2. Read at the next regular or special general membership meeting by the Chairperson, or a designee, of the Policies, Plans, and Nominations Committee;
3. Has been announced to the general membership by mail;
4. Has been approved for submission to the membership at large by a simple majority vote of the members present at the next regular or special general membership meeting, following the one at which it was read.

ARTICLE IX
SUSPENSION OF BY-LAWS

Any article or section of the By-Laws of this Federation may be suspended at any General Membership Meeting of Local 691 if a two-thirds majority of the Federation Members attending the meeting and voting agrees to the suspension.

ARTICLE X
ORDER OF BUSINESS

1. Call meeting to order
2. Roll call of executive Board Members
3. Reading of minutes of previous meeting
4. Communications
5. Approval of Financial Report
6. Reports of Standing Committees
7. Reports of Special Committees
8. Office Reports
9. Unfinished Business
10. New Business
11. Nominations
12. Installation of officers
13. Good And Welfare
14. Adjournment

ARTICLE XI
ROBERT'S RULES

All cases not covered by provision of the Constitution or these By-Laws shall be governed by Robert's Rules of Order, Revised.

ARTICLE XII
NO CONFLICT WITH MFT OR AFT

No article or section of the Kansas City, Missouri Federation of Teachers & School- Related Personnel By-Laws can be in conflict with the American Federation of Teachers or Missouri Federation of Teachers Constitution and By-Laws or Federal Law or court decisions.

ARTICLE XIII
TIME FRAME FOR IMPLEMENTING PROPOSED BY-LAW AMENDMENTS

The proposed By-Law amendments shall be implemented immediately upon approval.