

AFT Tulsa
Local 6049

Constitution
and
Bylaws

2021

Article I

Name of Organization

This organization shall be known as the American Federation of Teachers Local 6049 Oklahoma, AFT, AFL-CIO. The official abbreviation of the organization shall be AFT 6049 Oklahoma.

Article II

Objectives

The purpose of this organization shall be:

- Section 1.** To secure full trade union rights, including the rights to exclusive recognition and collective bargaining for all employees who are eligible for membership;
- Section 2.** To enhance the educational and professional development of the membership;
- Section 3.** To advance the economic, social, and political well-being of the membership;
- Section 4.** To encourage mutual understanding and cooperation among the membership;
- Section 5.** To promote the safety of all school employees and students;
- Section 6.** To promote the effectiveness and quality of the institutions in which our members work;
- Section 7.** To improve the quality of public education;
- Section 8.** To promote democracy and equality in the society at large.

Article III

Membership

- Section 1.** All school support personnel of Tulsa Public Schools are eligible for membership along with school personnel of other public and charter schools, and other institutions both public and private in Oklahoma, with the exception of supervisors, management and administration of schools.
- Section 2.** No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, religion, sex, sexual orientation, disability, social, political, or economic status, or national origin.
- Section 3.** (a) A member may be disciplined or expelled by the organization for actions contrary to this Constitution or to the interests of the Union or its membership.

Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two (2) or more members of the local. These charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

(b) Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.

(c) Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.

(d) At a disciplinary hearing, the accused member shall have the right to be represented by a person of their choice and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.

(e) A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular membership meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

Section 4. A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than thirty (30) days delinquent in dues payment shall be considered to be a member in bad standing and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three (3) months of dues non-payment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

Section 5. Associate members:

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

Section 6. The Executive Board shall establish guidelines for retiree membership dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

Article IV Election of Officers

Section 1. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).

Section 2. Officers shall be elected in May of even years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 3. The organization will elect three (3) Area Chief Stewards in the month of May of even years who will serve as members of the Executive Board. Term of office shall be two years.

Section 4. To be eligible for office a person must be a member in good standing of the organization for a period of not less than one hundred and eighty (180) days prior to the date of the election.

Section 5. The Elections Committee shall conduct all general and special elections and referenda of the organization.

- a. The Elections Committee shall consist of five (5) members in good standing appointed by the President with the approval of the Executive Board. The Elections Committee shall elect its chair.
- b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the President and approved by the Executive Board.

Section 6. Sixty (60) days prior to the date of the election the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by first class U.S. Mail to the members' last known home address.

- Section 7.** Nominations may be submitted by any member in good standing. All nominations must be submitted in writing and can be submitted in person, by e-mail, or by U.S. Mail to the Elections Committee. Members may nominate themselves. Nominations will be accepted no later than thirty (30) days following the notice of the opening of nominations. At the close of the nomination period, the elections Committee will contact all nominees to confirm, in writing, their interest in running for the position which they have been nominated, and compose a ballot containing the names of all nominees.
- Section 8.** At least fifteen (15) days prior to the election, notice of the election with a ballot including the names of the candidates for each office, along with instructions for voting and submitting the ballot shall be sent to each member at their last known address. Such notice shall include the date, time, and place, of counting of the ballots.
- If any member is running for a position of officer or Executive Board member unopposed, they will be declared the winner by acclamation and will not appear on the ballot. Any candidate or member is entitled to be present to view the counting of the ballots.
- Section 9.** Elections of officers and Executive Board members will be conducted by mail ballot and counted by the Elections Committee at the Membership Meeting in the month of May. The majority of the ballots cast shall determine the outcome of the election. **There shall be no voting by proxy.**
- Section 10.** In the absence of a majority, the Elections Committee shall conduct a run-off election between the two (2) candidates who have received the most votes for the office in question.
- Section 11.** Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that include specific facts as well as any documentation, to the Elections Committee within five (5) business days of the count. The Elections Committee shall issue its written opinion regarding the objection(s) no later than ten (10) business days after receipt of such objection(s).
- Section 12.** The election results will be published and distributed to the membership within thirty (30) days of the certification of the election by the Elections Committee. All election materials, including the ballots, shall be kept in a secure location for one (1) year.
- Section 13.** Successful candidates shall assume office at the conclusion and certification of the election by the Elections Committee.

Section 14. With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

Section 15. A petition signed by thirty percent (30%) of the membership in good standing, and stating the specific grounds, shall be sufficient to require the Elections Committee to conduct a recall election of any officer or Executive Board member specified in the petition under the procedures in Section 6. If an officer or an Executive Board member is recalled, the Elections Committee shall hold a special election under the procedures in Article IV.

Article V

Duties of Officers

Section 1. The President shall:

- (a) Be the presiding officer at all meetings of the membership and the Executive Board;
- (b) Be an ex-officio member of all standing committees except the Elections Committee;
- (c) Appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- (d) Be the principal executive officer of the organization;
- (e) Receive, report and respond to correspondence of the organization;
- (f) Supervise all employees of the organization;
- (g) Be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- (h) Represent the organization before bodies of the employer, executive, and legislative officials;
- (i) Represent the organization before the public, community organizations, and the news media;
- (j) Be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- (k) Be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- (l) Make an annual report to the organizations' membership; and
- (m) Be able to delegate the responsibilities of the office, except where otherwise specified by the Constitution.

Section 2. The Vice President shall:

- (a) Assume the duties of the President in the event of the extended absence, illness, or death of the President;
- (b) Perform other duties as delegated by the President or assigned by the Executive Board;
- (c) Co-sign all financial instruments in the absence of the President or Treasurer.

Section 3. The Secretary shall:

- (a) Maintain the non-financial files and records of the organization;
- (b) Record and keep accurate minutes of meetings of the membership and the Executive Board;
- (c) Assist the President in handling the correspondence of the organization;
- (d) Oversee the work of, and receive and certify the reports of, the Elections Committee;
- (e) Perform other duties as delegated by the President, or assigned by the Executive Board;
- (f) Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act (LMRDA).
- (g) Where appropriate, a local may merge the offices and duties of the Secretary and Treasurer.

Section 4. The Treasurer shall:

- (a) Receive, record and deposit all dues monies and other income in the name of the organization;
- (b) Maintain accurate membership records;
- (c) Issue notices of delinquency;
- (d) Be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- (e) Maintain, in the office, all financial records of the organization;
- (f) Arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership;
- (g) Transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- (h) Oversee the work of and receive reports from the Finance Committee;
- (i) Perform other duties as delegated by the President or assigned by the Executive Board;
- (j) Perform the duties of the office as required by the Labor-Management Reporting and Disclosure Act (LMRDA) and the AFT Constitution under the guidelines developed by the AFT;

- (k) Where appropriate, a local may merge the offices and duties of the Secretary and Treasurer.

Section 5. Chief Stewards shall:

- (a) Serve as the Chief Steward for their respective area and work with all stewards in their area to resolve grievances and complaints at the lowest possible level;
- (b) Assist committees and perform other duties when requested by the President;
- (c) Serve as a member of the Executive Board.

Section 6. All officers elected by the general membership of the organization shall serve as members of the Executive Board.

Article VI
Executive Board

Section 1. The Executive Board shall be the governing body of AFT 6049 Oklahoma except when membership meetings of the local are in session.

Section 2. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and three (3) Chief Stewards.

Section 3. The Executive Board shall meet quarterly, or at the call of the President or two (2) or more of its members, for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum of the Executive Board shall be at least one-half (1/2) or more of the members of the Executive Board.

Section 4. The Executive Board shall determine the agenda for all membership meetings.

Section 5. The Executive Board shall employ all professional, technical, clerical and support staff of the organization and shall approve the hiring, promotion, discipline or firing of any staff.

Section 6. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer or other persons employed by the organization.

Section 7. The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable

law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

Section 8. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and Bylaws of the organization.

Section 9. The Executive Board shall issue regular reports, including an annual report, to the membership.

Section 10. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.

Section 11. Three (3) unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for Executive Board members' suspension and/or replacement.

Section 12. A member of the Executive Board may be removed for cause for actions contrary to this Constitution or actions detrimental to the local union, OFT, AFT, AFL-CIO, or to its members. Such removal must be initiated by specific and detailed charges brought against the Board member by at least two (2) of the other Board members.

If charges are brought forward, the Board member will be given a copy of the charges and notice of the date, time, and place of the hearing. At the hearing the Board member shall have the right to be represented by a person of their choice and shall have the right to question the charges, and to present evidence and witnesses to support their defense.

Following the hearing, the Board member may only be removed by a majority vote of the Board members. A Board member may not vote on the subject of their own removal. An individual who has been removed from the Board under this section may appeal their removal to the full membership at the next regularly scheduled membership meeting; however, removal may only be overturned by a three-fourths (3/4) vote of the membership present and voting at the meeting.

Article VII Committees

Section 1. The standing committees of the organization shall be:

- (a) Elections Committee
- (b) Finance Committee

(c) Organizing Committee

(d) Social Committee

Section 2. The Executive Board, on its own initiative, or at the direction of the membership meeting, may establish special committees.

Section 3. The President, with the approval of the Executive Board, shall appoint all committee chairs and committee members with the exception of the Elections Committee.

Section 4. Each committee shall present its annual program of action to the Executive Board and the membership meeting.

Section 5. The Elections Committee shall conduct and supervise all elections of the organization.

Section 6. The Finance Committee shall assist the President in producing the annual budget for presentation to, and approval of the Executive Board and the membership. The Finance Committee shall also review the financial records of the organization and provide a yearly audit/report of the financial records to the Executive Board.

Section 7. The Organizing Committee shall develop programs and activities that shall cause all eligible persons to join and participate in the organization.

Section 8. The Social Committee shall conduct activities that promote the social well-being of the membership, are attractive to potential members and promote community among organized labor and in the society at large.

Article VIII

Site Representatives

Section 1. Site Representatives may be elected by the members they represent and/or appointed by the President with the approval of the Executive Board. Site Representatives may be removed by the Executive Board upon recommendation of the President or by petition of the members they represent. Members who seek to have a Site Representative election, or removal vote, must present a petition with fifty percent plus one (50%+1) of the affected members signatures to the Executive Board. Elections of Site Representatives shall not be held more than once annually.

Section 2. The authority of Site Representatives shall not exceed the following duties and activities:

- (a) The investigation and presentation of grievances in accordance with the provisions of the Collective Bargaining Agreement (CBA);
- (b) A report of grievances made to the local for filing;
- (c) The transmission of messages and information, which shall originate with, and are authorized by the local Union or its Executive Board.

Each site shall have an alternate Site Representative whenever possible.

Article IX

Membership Meetings

- Section 1.** The legislative power of the organization shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the organization.
- Section 2.** The Membership Meeting shall meet quarterly at a predetermined time and place, or, more or less often as approved by the majority vote of assembled members in the regularly constituted Membership Meeting.
- Section 3.** Quorum for the Membership Meeting shall be those members of the organization in attendance.
- Section 4.** Special meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least fourteen (14) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

Article X

Revenues

- Section 1.** The dues of this organization shall be 2.71% of the hourly rate of pay of an employee per month, plus the prevailing per capita amounts for the AFT, State Federation, and AFL-CIO local and state affiliates. Whenever the dues of a required affiliate increases, the dues of the local shall automatically and simultaneously increase by the same amount.

- Section 2.** Special assessments for specific purposes may be recommended by the Executive Board but may not be levied until approved by the membership.
- Section 3.** Dues for members who are in a hardship situation will be one dollar (\$1.00) per month. Individual hardships will be determined by the Executive Board on a case-by-case basis as will the duration of the hardship classification.

Article XI Affiliations

- Section 1.** This organization shall maintain affiliation with the following organizations:
- (a) The American Federation of Teachers, AFL-CIO. Whenever possible, the local will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.
 - (b) AFT Oklahoma. Whenever possible, the local will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution.
 - (c) The state American Federation of Labor-Congress of Industrial Organizations.
 - (d) The Northeastern Oklahoma Central Labor Council of the American Federation of Labor-Congress of Industrial Organizations.

Article XII Rules of Order

- Section 1.** *Roberts Rules of Order, Revised*, shall govern this organization and all of its subordinate bodies in all matters not expressly covered by the Constitution of this organization.

Article XIII Amendment

- Section 1.** Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution to the Secretary of AFT 6049 Oklahoma, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next membership meeting.
- Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next membership meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to members a reasonable time prior to the membership meeting at which the amendment will be introduced and discussed.

Section 2. A quorum for any meeting at which constitutional amendments are to be considered and adopted shall consist of those members of the organization in attendance and voting.

Section 3. The membership shall vote on all amendments to the Constitution.

- (a) Following the membership meeting at which the proposed amendment was introduced, the Elections Committee will hold a secret ballot vote on the amendment at the next membership meeting.
- (b) In the alternative, following the membership meeting at which the proposed amendment was introduced, a special membership meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article IX, Section 4.
- (c) The Elections Committee will tally and announce the results. Two-thirds (2/3) of the membership present and voting shall be required for passage of the amendment.

Article XIV Availability of Constitution

Section 1. A digital copy of this Constitution and all subsequent amendments shall be submitted by electronic means to the office of the Secretary-Treasurer of the American Federation of Teachers within thirty (30) days of adoption.

Section 2. One (1) copy shall be sent to the similar officer of each organization with which this organization is affiliated.

Section 3. The secretary shall make available upon request a copy to any member of the organization.

This Constitution was adopted by the membership on Oct 23, 2021.
date

AFT 6049 Oklahoma

Signed: Nancy Leonard
President

Attest: [Signature]
Secretary

