

**CONSTITUTION
of the
ALBUQUERQUE TEACHERS FEDERATION (ATF)**

**ARTICLE I
NAME**

This organization shall be known as the Albuquerque Teachers Federation, Local #1420

**ARTICLE II
OBJECTIVES**

The purpose of this organization shall be:

Section 1. To obtain for all members of the bargaining unit the salary and working conditions essential to the best professional service.

Section 2. To obtain for all educators the rights and respect to which they are entitled.

Section 3. To encourage the coordinated action of educators and community in creating the most productive learning environment in our schools.

Section 4. To expose and fight discrimination in education toward any individual or group on the basis of sex, creed, color, race, national origin, sexual orientation, age or political activities and beliefs.

Section 5. To promote the welfare of children by providing equal educational opportunity for all.

Section 6. To encourage cooperation with workers of other unions to promote better working conditions for all.

Section 7. To advance educator decision-making power in the administration of schools.

Section 8. To promote the process of democracy in the schools, which will enable educators to better equip their pupils to take their places in the economic, social, and political life of the community.

Section 9. To promote political action for the benefit of educators and other working people.

Section 10. To promote and support the professional growth and development of educators by continually providing information and learning opportunities about educational issues.

**ARTICLE III
MEMBERSHIP**

Section 1. This organization shall consist of primarily, but not exclusively, employees of the Albuquerque Public Schools.

Section 2. Supervisory personnel with the rank of assistant principal or above shall not obtain membership.

Section 3. Persons who are not members of the organization's bargaining units are eligible for membership as defined by the bylaws. Such members shall not have the right to hold office.

Section 4. In matters that affect a specific bargaining unit, only members in good standing of that bargaining unit may vote.

Section 5. Any member who fails to pay dues upon their expiration (plus a grace period of thirty (30) days) shall be dropped from the rolls and his/her name be removed from the records of National office, except as provided by majority action of the Executive Council in cases of personal emergency.

Section 6. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least one-fourth (1/4) the total membership and approved by at least three-fourths (3/4) of the Executive Council. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

**ARTICLE IV
OFFICERS**

Section 1. The officers to be elected shall be:

1. President
2. Executive Vice-president
3. Membership and Involvement Vice-president
4. Treasurer
5. Secretary
6. Two Vice-presidents representing Elementary Schools
7. Vice-president representing Middle Schools
8. Vice-president representing High Schools
9. Vice-president representing Support and Related Services Providers

Section 2. The (at large) officers shall be elected for a two (2) year term every even numbered year by secret ballot on the first Tuesday after the first Monday in May. The rules for conducting the election shall not be amended in the six (6) months prior to the election.

Section 3. The five (5) constituent vice-presidents shall be elected by their respective constituencies as defined in the bylaws. They shall be elected for a two (2) year term every odd numbered year by secret ballot on the first Tuesday after the first Monday in May. The rules of conduct of the election shall not be amended in the six (6) months prior to the election.

Section 4. No one shall be elected President or to the Executive Council of this Federation unless he or she has been a member of this local Federation for at least one (1) year prior to the beginning of the term of office.

Section 5. The officers shall begin their terms of office July 1.

Section 6. The following procedure shall be used to recall an officer:

1. Presentation to the Executive Council of a petition requesting a recall election signed by twenty five percent (25%) of the constituency that elected the officer.
2. The Executive Council shall, within fifteen (15) days of the receipt of such a petition, announce to the membership the time and place of the recall election. The membership must be given at least fifteen (15) days prior notice of such election and the election must be held within forty-five (45) days of the receipt of the petition.
3. A vote of two-thirds (2/3) of the constituency voting in the recall election shall be required to recall an officer.

Section 7. The Executive Council shall have power to fill vacancies in elected positions until the next May election. All appointed positions shall be filled by election at that time. The membership of the Federation must be notified in an official publication at least one week before action is taken to fill the vacancy.

ARTICLE V DUTIES OF OFFICERS

The President is the chief officer of Albuquerque Teachers Federation and shall execute faithfully the Constitution and Bylaws of the Federation.

Section 1. The President shall:

1. Preside at all meetings of the Federation and of the Executive Council.
2. Be an ex-officio non-voting member of all committees.
3. Represent the local when and where necessary and be spokesperson for the local.
4. Serve as a delegate to the state and national conventions.
5. Make a report to the membership at least once each year summarizing the accomplishments of the Federation and outlining plans for the next year.
6. Supervise all employees and be responsible for retaining the services of legal council when needed.
7. Develop structures and activities that support the Federation's objectives.

Section 2. The Executive Vice-president shall:

1. Perform such duties as designated by the President.
2. Coordinate the activities of committees.
3. Report to the President.

Section 3. The Secretary shall:

1. Assist the President with correspondence.
2. Keep minutes of Executive Council, Fed Rep Council and membership meetings.

Section 4. The Treasurer shall:

1. Oversee the financial transactions of the Federation.
2. Oversee accurate records of all transactions.
3. Make regular reports to the Executive Council and the membership.

Section 5. The majority responsibility of the constituent vice-presidents shall be to:

1. Communicate the needs and desires of the members in their constituency to the Executive Council.
2. Attend all meetings of the Executive Council and the Federation Representative Council.

Section 6. The Membership and Involvement Vice-president shall:

1. Coordinate organizing and recruiting efforts, as well as involvement opportunities, for the Albuquerque Teachers Federation.

ARTICLE VI EXECUTIVE COUNCIL

Section 1. The Executive Council shall consist of ten (10) elected officers. Each of these shall have one (1) vote. No person shall have more than one (1) position on the Executive Council.

Section 2. The President shall be the chairperson of the Executive Council. The Executive Vice-president shall serve as chairperson in the absence of the President.

Section 3. The Executive Council shall administer the policy of this Federation as set by the membership at regular meetings and/or the Federation Representative Council at Fed Rep Council 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 or the Federation Representative Council.

Section 4. The Executive Council shall employ such persons as it shall deem necessary to further the mission of the organization and determine, implement, and enforce their conditions of employment; these conditions shall include a grievance procedure.

Section 5. Such action as described in Article VIII, Sections 4 & 5, requires a majority vote of all the members of the Executive Council.

Section 6. Any member of the Federation in good standing may request to appear before the Executive Council to make proposals or to voice complaints. The Executive Council shall be required to place this member on the agenda of the first Executive Council meeting following the request, providing that this request comes at least one (1) week before the meeting.

Section 7. The Executive Council shall report its minutes at each regular membership meeting when requested. The Executive Council shall not be required to read the minutes of any Council meeting at any membership meeting attended by non-members.

Section 8. The President shall be the only member of the Executive Council to receive a salary from the Federation by virtue of his/her position on the Council. This shall not be interpreted to deny members of the Executive Council reimbursement for legitimate expenses incurred while performing their duties. Executive Council members may receive stipends for specific job responsibilities as approved by the Executive Council.

ARTICLE VII FEDERATION REPRESENTATIVES

Section 1. At each work location, the Federation members shall elect a Federation Representative. This person must work at the location represented and be a member in good standing of the local.

Section 2. The Federation Representative shall be elected during the last month of the school year by secret ballot for a one (1) year term. In the event of a vacancy an election can be held at any time. A procedure shall be specified in the bylaws.

Section 3. The Federation Representatives are recognized as Federation leaders at their respective work locations. They have the right as defined in the contract to carry out this leadership responsibility.

Section 4. The elected Federation Representatives shall work together to organize worksite members to serve as the ATF Building Leadership Team to conduct union business.

Section 5. The Executive Council shall assign specific tasks to the Federation Representatives.

Section 6. The Federation Representatives shall be responsible for maintaining an aggressive membership drive and being a visible leader at their work locations.

ARTICLE VIII FEDERATION REPRESENTATIVE COUNCIL

Section 1. At regularly scheduled Federation Representative meetings when there is a quorum of 30%, the Federation Representative Council shall have the power to enact policy or change policy of the Federation, including changes to the ATF Constitution, as specified in the bylaws.

Section 2. Voting rules and procedures of the Federation Representative Council shall be specified in the bylaws.

Section 3. The Executive Council may not overrule any decision of the Federation Representative Council.

Section 4. Such actions as described in Article VI Section 4 shall be solely the responsibility of the Executive Council.

Section 5. Federation Representative meetings shall be chaired by the local president or his/her designee.

ARTICLE IX STANDING COMMITTEES

Section 1. The President shall establish the standing committees and task forces as described in the remaining sections of this article. The President shall appoint the committee chairs and any other positions deemed necessary to facilitate the smooth operation of these committees and task forces. The members of these committees and task forces shall be selected by the committee chairs, but must be in compliance with any stipulations in this article.

Section 2. The Representation Committee shall consist of a non-voting field staff member and three to five (3-5) additional members. Its purpose shall be to:

1. Serve as a guidance committee for the staff and Executive Council.
2. Serve as the first appeal for members in any grievance handling procedure.
3. Safeguard the confidentiality of individual grievances.
4. Make a determination about proceeding to arbitration.

Section 3. The Committee on Political Education shall consist of the COPE Director who will be the chair, the Central New Mexico Central Labor Council (CNMCLC) delegates, and other members appointed by the President. The functions of this committee shall be to:

1. Be the non-partisan political wing of the union;
2. Educate the membership concerning political issues;
3. Advance the interest of teachers on every political front through political action and lobbying;
4. Conduct candidate screenings and support the campaigns of selected candidates at all political levels;

5. Work with other American Federation of Teachers – New Mexico (AFT-NM) and AFL-CIO COPE committees to further common goals;
6. Report to and receive guidance from the Executive Council;

Section 4. The Negotiations Committee shall consist of the negotiations team and six or more (6 or more) additional Federation Representatives representing the three (3) instructional levels. The functions of this committee shall be to:

1. Survey members and develop needs assessments.
2. Prepare proposals for negotiations.
3. Report to the membership on any tentative agreement prior to ratification.

ARTICLE X MEETINGS

Section 1. Membership meetings shall be held at least twice in the school year, time and place to be determined by the Executive Council. A quorum shall consist of five percent (5%) of the members in good standing.

Section 2. Any member who wishes to be heard at a membership meeting must be placed on the agenda as submitted to the President at least one (1) week before the meeting.

Section 3. Special membership meetings may be called by a majority of the Executive Council, or by the President.

Section 4. Federation Representative meetings shall be held each month during the school year. These meetings may coincide with membership meetings.

Section 5. The Executive Council shall meet at least once each month at a time and place to be determined by the Council. Regular meeting dates will be posted on the ATF Web site. Emergency meetings of the Executive Council may be called by the President. The membership need not be notified in advance of such meetings. Every reasonable effort must be made to contact all members of the Executive Council.

ARTICLE XI AFFILIATIONS

Section 1. This Federation shall maintain affiliation with, and whenever possible send delegates to, the following organizations:

1. The American Federation of Teachers;
2. The American Federation of Teachers New Mexico (AFT-NM);
3. The New Mexico and national AFL-CIO
4. The Central New Mexico Central Labor Council.

Section 2. All delegates shall be elected in keeping with the American Federation of Teachers' national guidelines and report to the Executive Council on meetings attended.

Section 3. Delegates to affiliated organizations shall meet the same requirements as officers of this local (must be members in good standing of this local Federation for at least one (1) year).

**ARTICLE XII
FINANCE**

Section 1. Dues shall consist of all per capita obligations plus four tenths of one percent (0.4%) of the average APS teacher salary as determined on the first paycheck of the present contract.

Section 2. Yearly dues for non-bargaining unit members shall be determined by the Executive Council and specified in the bylaws.

Section 3. The Executive Council shall have authority to make adjustments to dues rates for members working less than full time and to establish incentive rates to encourage membership.

**ARTICLE XIII
RULES OF ORDER**

Robert's Rules of Order, Revised, shall govern in all cases not covered by this Constitution or by the Bylaws of this Federation.

**ARTICLE XIV
AMENDMENTS**

Section 1. An Amendment to this constitution may be proposed by either:

1. A majority of the Executive Council;
2. No fewer than ten percent (10%) of the membership and presented to the Executive Council; or,
3. The Federation Representative Council (see Article VIII, Section 1).

Section 2. The proposed amendment shall be submitted at the first membership meeting following receipt by the Executive Council by being read to the assembled members.

Section 3. At the following membership meeting, five percent (5%) of the total members in good standing must be present, and a three-fourths (3/4) vote of the members present is necessary for ratification of the amendment.

Section 4. An amendment may also be considered by a mail vote. Five percent (5%) of the total members in good standing must return the mail ballot, and a three-fourths (3/4) vote of the members who return ballots is necessary for ratification.

**ARTICLE XV
AVAILABILITY OF CONSTITUTION**

Section 1. A copy of this constitution and all future amendments shall be submitted to the National office of the American Federation of Teachers.

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be made for any members of this Federation upon request to the Secretary.

**ARTICLE XVI
REFERENDUM**

Section 1. Any action or policy of the Executive Council may be rescinded by the procedure stated in this Article.

Section 2. The membership may propose and enact any action or policy by the procedure stated in this Article.

Section 3. Procedure: A Petition stating the action or policy to be rescinded or adopted shall be signed by no fewer than ten percent (10%) of the total members in good standing, and shall be presented to the Executive Council. The Executive Council shall publish the entire text of the proposed action or policy in the next member newsletter of the Federation, along with the dates, time, and place of the general membership meeting at which the proposal will be voted upon.

Section 4. The rescission or adoption shall be voted upon at a general membership meeting to be held no earlier than two (2) weeks or later than five (5) weeks after the actual publication of the newsletter. At the general membership meeting, ten percent (10%) of the total members in good standing must be present, and a simple majority vote of the members present is necessary for passage of the action, policy, or rescission.

Section 5. This Constitution shall be reviewed every two to five (2-5) years, as determined by the ATF President and Executive Council.

**ARTICLE XVII
BYLAWS**

Section 1. The Executive Council shall enact Bylaws to implement this Constitution.