

THE CONSTITUTION OF THE HOUSTON FEDERATION OF TEACHERS

Article I - NAME/PURPOSE/AFFILIATION

- A. Name - The name of the organization shall be the Houston Federation of Teachers, Local 2415, TFT, AFT, AFL-CIO.
- B. Purpose - The purpose of this organization shall be to:
1. bring all teachers into a state of mutual assistance and cooperation.
 2. obtain for them the rights to which they are entitled.
 3. raise the standards of the teaching profession by securing the conditions essential to the best professional service.
 4. promote such a democratization of the schools as will enable them to equip their pupils to take their places in the industrial, social, and political life of the community.
 5. promote the betterment of the youth of the nation by providing progressively better educational opportunity for all.
 6. eliminate racism, sexism, and discrimination in all of their forms of education.
 7. achieve:
 - a. collective bargaining for the educational workers in the several Harris County school districts, through democratic processes.
 - b. through collective bargaining, written, binding contracts that will move the several Harris County school districts toward the basic goals of the AFT.
- C. Affiliation
1. This organization shall affiliate and maintain current affiliation with the:
 - a. American Federation of Teachers, AFL-CIO
 - b. Texas Federation of Teachers, AFL-CIO
 - c. Harris County AFL-CIO Central Labor Council
 2. This organization shall abide by the principles within the constitutions of those organizations with which it is affiliated provided such principles are not in conflict with the best interest or autonomy of the Houston Federation of Teachers, as determined by a two-thirds vote of the full Executive Council.

Article II: MEMBERSHIP/DUES

- A. Membership
1. Membership shall be open to those persons in Houston and/or Harris County:
 - a. public school teachers
 - b. private school teachers
 - c. educational workers
 - d. other workers as approved by the Executive Council.
 2. Supervisory personnel
 - a. with the rank of assistant principal and above shall not obtain membership.
 - b. members who are promoted to positions with the rank of assistant principal or above are automatically removed from membership on the date of promotion.
 3. No discrimination shall ever be shown toward individual members or applicants for membership because of:
 - a. age
 - b. sex
 - c. race
 - d. religion
 - e. political activities or beliefs
 4. Applicants for membership must adhere to the code of ethics for members of the teaching profession and share the goals of the HFT. An applicant may be excluded from membership in the local by a 2/3 vote of the Executive Council if that applicant clearly does not meet the standards common to the profession.
 5. A member may be expelled for acts detrimental to the Federation:
 - a. upon presentation of written charges signed by at least one fourth (25%) of the total membership and approved by at least three fourths (75%) of the full Executive Council.
 - b. 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 member's present vote to reinstate, provided a quorum is present.

6. The HFT shall have the following classes of membership:
 - a. Active membership
 1. This shall be available to all persons employed as teachers or educational workers, members who have been elected to serve as full time officers in the local, state or national AFT; or other workers as approved by the HFT Executive Council.
 2. Active membership confers full rights upon the member.
 - b. Associate membership
 1. Persons who have resigned or retired from the teaching profession who wish to remain active in union affairs are eligible for associate membership.
 2. Associate members shall have all the rights and responsibilities of active members except they shall not be eligible to vote or hold office.
 3. These persons shall be assessed quarter (1/4) dues.
7. Members of the local on extended leave or layoff:
 - a. may maintain membership by the payment of reduced dues and per capita dues plus liability insurance premiums.
 - b. shall not be eligible to vote or hold office.

B. Dues

1. Annual membership dues in the Houston Federation of Teachers shall be set by the Executive Council no more than annually and shall be no higher than one per cent of an average teacher's salary computed on the HISD BA schedule exclusive of any special pay plus mandated increases in required affiliation fees and insurance premiums.
2. The dues amount for the upcoming year will be set no later than May 31. The Executive Council may also provide discounted dues for members prepaying dues in full, not on the HISD teacher schedule, or joining mid-year.

Article III: OFFICERS AND DUTIES, ELECTIONS, COMMITTEES, EXECUTIVE COUNCIL, AND REPRESENTATIVE ASSEMBLY

A. Officers and Duties

1. The elected officers of this federation shall be:
 - a. President shall:
 1. be the chief officer and spokesperson of the federation.
 2. direct and be responsible for the organizing activities of the federation.
 3. supervise and approve all official publications.
 4. be a full member of all standing committees except the audit committee and the nominating and elections committee.
 5. preside over all meetings of the federation.
 6. be an official delegate to all agencies and organizations.
 7. be the chairperson of all delegations accredited by the federation.
 8. make a written and/or oral report to the membership at least once a year summarizing the state of the union.
 - b. Executive Vice-President - shall:
 1. assume the duties of the President in the absence or disability of that officer.
 2. perform any other duties assigned by the President or the Executive Council.
 - c. Secretary-Treasurer - shall:
 1. issue all notices.
 2. direct and be responsible for all community services of the federation.
 3. be the custodian of the seal and charter of the federation.
 4. record the minutes of the Executive Council and of the general membership meetings.
 5. receive, record, and deposit all monies from dues and other sources.
 6. keep the membership roll, issue receipts and delinquent notices.
 7. forward all per capita dues and current membership lists to the national office of the American Federation of teachers and other affiliated organizations to keep this organization in good standing at all times, taking special care to see that per capita dues through June 30 be sent to the national office no later than fifteen (15) days prior to the opening date of the national convention to make sure delegates from this federation may be seated.
 8. be chairperson of the budget committee and present a written report from the committee to the members once a year.
 9. keep adequate records available at all times for the Executive Council, the audit committee, and any member in

good standing. Upon a written request from said member; such request shall be honored within a reasonable time.

10. Pay all bills authorized by the adopted budget, retaining vouchers or invoices for the same. Expenses not authorized in the budget must be presented to the Executive Council for authorization. All checks shall be co-signed by either the President or the Secretary-Treasurer.
 11. perform any other duties assigned by the President or Executive Council.
- d. Senior Vice-President from Secondary Schools - shall:
 1. oversee and supervise the activities of the vice-presidents from secondary schools.
 2. receive reports from these vice-presidents and channel them to the President.
 3. perform any other duties assigned by the President or the Executive Council.
 - e. Senior Vice-President from Elementary Schools shall:
 1. oversee and supervise activities of the vice-presidents from elementary schools.
 2. receive reports from these vice-presidents and channel them to the president.
 3. perform other duties assigned by the President or the Executive Council.
 - f. Five Vice-Presidents from Secondary Schools shall carry out assignments assigned by the Senior Vice-President from Secondary Schools, the Executive Vice-President, the President, or the Executive Council.
 - g. Five Vice-Presidents from Elementary Schools shall carry out assignments assigned by the Senior Vice-President from Elementary Schools, the Executive Vice-President, the President, or the Executive Council.
 - h. Five At-Large Vice-Presidents shall carry out assignments assigned by the President with the concurrence of the Executive Council.
 - i. An additional At-Large Vice-President from each school district other than HISD, within the jurisdictional confines of the HFT charter, shall be elected by the members of that school district when the membership of that school district reaches twenty percent (20%) of the HFT membership of the HISD for that year of eligibility.
 - j. Three paraprofessional Vice-Presidents shall carry out assignments assigned by the President with the concurrence of the Executive Council.
 - k. A Vice-President representing school nurses shall carry out assignments assigned by the President with the concurrence of the Executive Council.
2. The appointed officers of this Federation shall be:
 - a. assistant secretary shall, under the direction of the President, be responsible for the correspondence of the Federation.
 - b. assistant treasurer shall, under the direction of the Secretary-Treasurer, carry out whatever responsibilities may be assigned by the Secretary-Treasurer or the Executive Council.
 - c. parliamentarian shall advise the presiding officer on all matters of parliamentary procedure when called upon to do so.
 - d. chairpersons of all standing committees and task forces shall carry out any assignments given to them by the President or Executive Vice-President or as otherwise stipulated in the constitution.
 - e. The President may appoint such additional officers as are deemed necessary by the Executive Council. All appointments are subject to the approval of the majority vote of the Executive Council.
 3. Executive Council
 - a. The Executive Council of this federation shall consist of the elected officers.
 - b. Every Executive Council member is expected to attend all Executive Council meetings unless they are ill or have some other excuse acceptable to the majority of the Executive Council.
 1. An officer who is ill or for some other reason cannot attend a particular meeting shall call the President or the President's designee in advance of such meeting and give his/her reason(s) for not being able to attend.
 2. The reason(s) given as in (1) before shall be recorded by the President or his/her designee in writing.
 3. After an officer has logged three (3) absences from regularly scheduled meetings within a one year period, the President shall remove said officer from the Executive Council.
 4. An officer thusly removed shall be notified in writing by U.S. mail.
 5. A member of the Executive Council may be granted by a majority vote of the Executive Council a one semester leave of absence from the Executive Council.
 4. Representative Assembly
 - a. Subject to the final authority of the membership, the general governing body of the union shall be the Representative Assembly, the members of which shall be members of the union in good standing, elected by a vote of their constituent union members.

b. Duties of the Representative Assembly

1. The Representative Assembly shall formulate the policies of the union; it shall consider and act upon any matter which it regards as pertinent to the purposes of activities of the union; and it shall have the power to adopt, amend or rescind actions of the Executive Council and the President with the exception of budgetary and personnel items.
2. At each regular meeting of the Representative Assembly it shall hear and, at its discretion, act upon reports from the officers of the union, from the Executive Council, from union committees, from delegates, and from any other sources whose presentation is duly authorized. It shall also hear and may act upon pertinent matters brought before it by any of its members. Any action of the Representative Assembly may be referred to the membership by the referendum procedure outlined in section (g) of this article.

c. Meetings of the Representative Assembly

1. The Representative Assembly shall meet no less than quarterly during the school year, September through May. the Representative Assembly itself or the Executive Council may set a different date for a meeting.
2. The meetings of the Representative Assembly shall be presided over by the President. The members of the Executive Council shall be ex-officio, voting members of the Representative Assembly and shall attend its meetings. Staff employed by this union may attend meetings of the Representative Assembly, but shall speak only at the discretion of the President.
3. At all meetings of the Representative Assembly the agenda shall consist of the following items: recording Secretary's report, Treasurer's report, report from the Executive Council by the President, other officer's reports, reports of standing committees, reports of special committees, reports of delegates, unfinished business, and new business. The presiding officer shall have the privilege of presenting the agenda in the order considered most expedient. Any meeting of the Representative Assembly may adopt, by majority vote, without debate, any specific order of business for that meeting or any part thereof, provided that, except as these Articles require otherwise, the procedures of the meeting shall be governed by Robert's Rules of Order, Revised.
4. Any member at any regular meeting of the Representative Assembly may bring to the floor any matter which is relevant to the purposes of the union. If the Representative Assembly so desires, it may immediately refer the matter to the appropriate committee, which shall bring a report to the next regular meeting of the Representative Assembly.
5. With the consent of the Executive Council, the President may call a special meeting of the Representative Assembly. Every call for a special meeting shall specify the purpose of the meeting, and no business other than that specified in the call may be transact at that meeting except by unanimous consent. A special meeting must be called upon written petition of not less than 20% of the members of the Representative Assembly, provided such petition shall specify the purposes of the meeting.
6. A quorum for a meeting of the Representative Assembly shall be one third of the members thereof, but a smaller number may adjourn any regular meeting to a specified time and place.

d. Membership Meetings

1. The annual meeting of the union membership shall be in the Spring. In establishing the time and place for such meeting, the Executive Council shall not give less than 20 days notice thereof. Notice shall be deemed sufficient upon mailing to members in their home or school address, or by posting upon school bulletin boards, or by publication in the Union Teacher.
2. Special meetings of the union membership may be held at the discretion of a majority of the Representative Assembly, or shall be held upon written petition of not less than 10% of the union members representing at least ten different schools. No less than 10 days notice shall be given for special meetings of the membership. In the case of special meetings, the subject mentioned in the call shall constitute the entire agenda, provided that in cases of emergency, matters on the agenda may be brought before the meeting by the presiding officer. The President, with the agreement of the majority of the Executive Council, may call an emergency meeting of the membership.

e. Representatives

1. Representatives shall be apportioned on the basis of one for every twenty-five members, or a major faction thereof, in good standing of each school provided that no one school shall have less than one representative. Each school shall be entitled to one alternate. Schools shall be informed of the number of representatives to which they are entitled by the President no later than April 1 of each school year based on membership as of March 1. Any increase in membership in a school affecting the number of representatives after March 1 must officially be requested by the school chairperson at least three weeks prior to the meeting of the Representative Assembly and such increase must be verified by the President. The officers shall inform a school of a decrease in representative strength at least three weeks prior to a regularly scheduled meeting of the Representative Assembly; in such instances, the representative who was elected with the fewest votes shall be relegated to alternate status. The

officers' decision in these matters may be appealed to the Representative Assembly.

2. Representatives and an alternate shall be elected each May, or when a vacancy occurs by secret ballot in each school or work location. In order to serve as a Representative, a person must be an active member, in good standing, of the HFT. Members at large shall be entitled to representation on the same basis of apportionment as a school.
 3. All Representatives shall be elected by a plurality of the votes cast. The person receiving the highest number of votes who is not elected shall serve as the alternate for that school or work location. In the event of a tie, a run-off election shall be held.
 4. Disputes in such elections shall be referred to the Nominating and Election Committee for determination, provided that any aggrieved person may appeal to the Representative Assembly.
 5. Representatives shall take office upon certification of the results of the election by the Nominating and Elections Committee.
 6. The names of representatives and their schools or work locations in attendance at all meetings of the Representative Assembly shall be published regularly. Representatives who are absent from three (3) consecutive meetings of the Representative Assembly without adequate excuse made to the Representative Assembly, shall be considered to have vacated their office. When such a vacancy exists, the President shall notify the appropriate staff representative who shall assure that the members in the school concerned act to fill the vacancy.
- f. Duties of Representatives
1. The Representatives shall attend or send alternates to all regularly scheduled and special meetings of the Representative Assembly and other meetings they are requested to attend.
 2. Representatives must periodically report to and receive instructions from the members who elect them.
 3. Representatives shall hold regular meetings of the union members in their schools to consider union matters and for social purposes.
 4. Representatives shall be responsible for the distribution of all information from the HFT office to members in their school or work location.
 5. Representatives shall be responsible for the HFT bulletin board in their school or work location.
 6. Representatives shall be responsible for recruitment of new members in their school and for maintaining old members in good standing. They shall transmit to the union office by the end of the first month of each semester a duplicate list of all eligible non-members, and of all members who are no longer employed or who have been transferred to another school or district.
 7. Representatives shall assist members in initiating Level One grievances upon request and shall forward copies of formal grievances to the HFT office and appropriate staff person.
 8. Representatives or their designee shall conduct union elections and referenda among the members in their school or work location.
- g. Initiative and Referendum
1. Ten percent of the active members may initiate a proposition or may demand a referendum on any action of the Representative Assembly. The Executive Council shall submit same to the entire membership within 30 days following certification thereof. The Executive Council shall take no more than two weeks to certify the signatures.

B. Elections

1. Membership in good standing for at least one year is required to hold office in this federation.
2. Election procedures shall be as follows:
 - a. All officers shall be elected as follows:
 1. The President, Secretary-Treasurer, Senior Vice-President for Elementary, Senior Vice-President for Secondary, and 5 At-Large Vice-Presidents will be elected in odd numbered years for a two year term beginning June 1 and ending May 31.
 2. The Executive Vice-President, five Elementary Vice-Presidents, and the five Secondary Vice-Presidents will be elected in even numbered years for a two-year term beginning June 1 and ending May 31.
 3. All vice-presidents must indicate the place or position they seek among the five at the time of nomination.
 - b. Nomination for office:
 1. The Executive Council shall appoint a Nominating Committee of an odd number of members consisting of at least five (5).
 2. The committee shall be appointed at least sixty (60) days prior to the annual membership meeting.
 3. The committee shall present all nominations for all offices at the annual membership meeting.

4. The President shall not serve as a member of the nominating committee either ex-officio or otherwise.
 5. The nominating committee shall also serve as the elections committee.
 6. No person who is running for office shall serve on the nominating/election committee.
 7. Notice shall be provided to each member at least 15 days prior to the annual membership meeting that the nominating committee will present all nominations at that meeting and that nominations from the floor will also be in order at that meeting.
- c. Ballots
1. shall be prepared and mailed to each member in good standing within fifteen (15) days following the nomination meeting and
 2. shall be returned to the election committee no later than fifteen (15) days from the date originally sent to the members.
 3. Candidates receiving a majority of the votes cast shall be elected.
 4. If a majority is not obtained, a run-off election of the two candidates receiving the most votes shall be held according to the above procedure.
 5. All executed ballots shall be held for a period of not less than three years.
- d. Any candidate running unopposed shall be declared winner by acclamation and regular voting procedure set aside by the election committee.
- e. Officers shall be installed at the Executive Council meeting in June, or at a special meeting or banquet for that purpose.
- f. A vacancy in any office shall be filled by an appointment by a majority vote of the full Executive Council.
- g. Special elections:
1. may be held when circumstances prevent a regular election.
 2. procedures shall be the same as a regular election.
 3. Delegates to all agencies and organizations in addition to those stated in this Article, except delegates to the Harris County Central Labor Council:
 - a. shall be nominated at the annual membership meeting or at a special meeting called for that purpose.
 - b. nominations may be made by the nominating and elections committee or by petitions containing at least ten signatures of members in good standing.
 - c. election procedures shall otherwise be the same as procedures for the election of officers.
 - d. delegates to the Harris County Labor Council shall be appointed by the President with the consent of the majority of the Executive Council.
 4. Impeachment proceedings for officers:
 - a. shall be handled by the Executive Council minus the officer(s) in question.
 - b. Request for impeachment may be allowed at any regular or special called meeting of the Executive Council or membership provided a quorum is present. If a request for impeachment should come up at a membership meeting where a quorum is not present, the procedure in Article IV Section A. 2. shall be followed.
 - c. The procedure shall contain a:
 1. motion
 2. second
 3. 3/4 majority vote of the full Executive Council, or 3/4 vote of the members present if the meeting is a membership meeting.
 - d. If a 3/4 majority vote is achieved as in c before, the Executive Council shall set up a hearing and vote on impeachment within 30 days with the Executive Council acting as tribunal, the highest-ranking officer being in charge of the tribunal, provided a quorum is present and minus the officer(s) in question.
 - e. At the hearing as in d before, the officer(s) in question shall be entitled to representation of his/her choice and has the right to examine and cross-examine the testimony of witnesses and/or evidence which may be presented against him/her, the same procedure as in a grievance procedure or trial.
 - f. After the testimony and/or evidence has been heard at the hearing as in e before, the Executive Council shall vote, minus the officer(s) in question, as to whether to convict the officer(s) in question of the impeachment charge brought against him/her. A 3/4 vote of the full Executive Council shall be required to convict.
 - g. If the officer(s) is/are convicted as in f before, he/she/they shall be removed from office at that point, unless they elect to appeal the conviction to the entire membership.
 - h. If the appeal to the membership is chosen, the officer(s) in question shall have 10 days from the date of {g} to request said appeal in writing.
 - i. If an appeal is made as in h before, the Executive Council shall, within 30 days from the receipt of such written

appeal, appoint a special committee to be called the impeachment committee to handle the ballot preparation of the appeal. Said committee shall consist of at least 5 persons and shall be appointed by the procedure in Article III Section C.2 of this constitution. The duty of this committee shall be to prepare the ballots and send them out to the membership for the vote to either uphold the conviction or overturn it. The committee shall be appointed within 30 days of the written request for appeal.

- j.* The officer(s) in question have the right to send out with the ballots written responses to the conviction as in *g* before.
- k.* The Executive Council may send out a majority report with the ballots.
- l.* A 3/4 majority of the members voting shall be required to uphold the conviction.
- m.* No officer shall be subject to impeachment for acts of omission or commission resulting from his/her following an official directive of a superior officer and or the Executive Council. However, nothing in this case would prevent a charge of impeachment being brought against the officer giving such a directive.

C. Committees

1. Standing committees

- a.* With the exception of the Budget and Nominating Committees, chairpersons of each standing committee and all special committees shall be appointed by the President with the consent of the majority of the Executive Council.
- b.* Members of each committee shall be appointed by the chairperson of each committee with the consent of the executive officer in charge of that committee with the exception of the Nominating and Audit Committees.
- c.* The term for a standing committee shall be the same as that for an officer.
- d.* Standing committees shall be appointed within 30 days after the beginning of their term.
- e.* A listing of all standing committees, their members, chairpersons, and duties shall be published at least once annually and sent to all members of the federation, shortly after the beginning of the school year.
- f.* The standing committees and their duties are:
 - 1.* Audit: audit the books of the federation at least once annually, at the end of the fiscal year, and at other times as required. The Audit committee shall consist of 5 members appointed by the President with the consent of the majority of the Executive Council. Two of the members shall be Executive Council members and three of the members shall be persons who are not Executive Council members.
 - 2.* Budget: assist the Secretary-Treasurer in the preparation of the annual budget and in budget revision as may be necessary. The Budget Committee shall be chaired by the Secretary-Treasurer and consist of a minimum of at least three members of the Executive Council.
 - 3.* Constitutional Revision: review the constitution on an annual basis and receive proposed amendments and present them to the Executive Council, such amendments as it deems appropriate.
 - 4.* Consultation: represent HFT on the HISD Consultation Committee. They shall also assist the Collective Bargaining Committee in drafting proposals for consultation. Members of this committee will assist in drafting salary proposals.
 - 5.* Insurance: extension of the Consultation Committee dealing with proposals regarding employee insurance. A spokesperson from the Insurance Committee represents HFT on the HISD insurance committee. Subcommittees on insurance may be named in the event that HFT becomes entitled to such committees in school districts other than HISD in Harris County.
 - 6.* Social: plan and carry out all social functions of HFT, such as the Christmas party, summer gala, and steward breakfast.
 - 7.* Professional Issues: develop and present programs for professional standards for teachers and conduct and analyze member surveys on subjects dealing with professional issues. Those electing to serve on this committee will be trained to represent the HFT in addressing groups.
 - 8.* Publicity: assist in design and publication of all HFT publications.
 - 9.* Legislative: shall keep up-to-date with information on actual and proposed legislation, federal, state, and local which concerns the Harris County public schools and report on it to the Representative Assembly and to the Executive Council. The committee may also recommend the initiation of legislation. The committee shall work with COPE to accomplish the legislative goals of the HFT. To that end, it should keep on file a membership list by legislative district. This information should be secured through the representatives.
 - 10.* Personnel: hiring and firing personnel, meeting with staff to work out a contract, personnel problems.
 - 11.* Nominating and Election: receives recommendations for offices and relays them to the membership and also serves as the election committee to prepare and count ballots, etc.
- g.* Other standing committees, in addition to those named in *f* before, may be appointed as deemed necessary from time to

time to carry on the work of the Federation. If other such committees are appointed, their titles and duties shall be listed in this constitution no later than one year from their initial appointment.

- h. For purposes of distinguishing between a standing committee, and a special committee, a standing committee is defined in ROBERTS RULES OF ORDER, NEWLY REVISED as: "one which has a continuing existence in that it has a specific task to perform on an annual basis" and a special committee is "one which is created for a specific purpose that does not necessarily occur on an annual basis and goes out of existence as soon as it has completed that specific purpose."
2. Special Committees
 - a. Chairpersons of all special committees shall be appointed by the President with the consent of the majority of the Executive Council.
 - b. Members of each committee shall be appointed by the President with the consent of the chairperson and the executive officer in charge of that committee.
- D. Executive Council (consisting of elected officers)
1. Shall conduct the daily business of the union, but in no case, shall the Executive Council make policy or interpret policy in any manner which would be inconsistent with the goals of the HFT as defined by the membership or outlined in this constitution. The Executive Council shall make all decisions concerning personnel and budgetary matters of the union. These decisions shall be final. The Executive Council may take affirmative action on all matters necessary to the well being of the union. Affirmative action may include:
 - a. Hiring and firing of employees, including determining of wages, hours, and conditions of employment, with the exceptions of any full time paid elected officers, which shall be subject to the following provisions:
 1. The Executive Council shall determine which officer positions shall be full time-Paid positions, with the President being the first position to be full time if there is at least one full time officer position.
 2. The Executive Council shall determine the wages, hours, and working conditions of any full time paid officer positions.
 - b. engaging in lawsuits.
 - c. buying and selling of property.
 - d. engaging in other relevant and pertinent activities.
 2. The chairperson of the Executive Council shall be the President of the Federation.
 3. Executive Council meetings:
 - a. The time and place of all regular or specially called Executive Council meetings shall be set by a majority vote of the Executive Council, provided a quorum is present.
 - b. In addition, the President may call a special meeting of the Executive Council with the concurrence of a majority of the council, said members having been contacted.
 4. Quorum of the Executive Council: shall consist of a majority of the council and must include the President, the Executive Vice-President, or the Secretary-Treasurer.

ARTICLE IV: MEETINGS

- A. The supreme governing body of the Federation is the membership expressing its will through petition, referendum, or re-call, or by using parliamentary procedure at a regular or special called membership meeting. A petition, signed by 10% of the membership shall bind the Executive Council to call a referendum on the issue, subject to the following provisions:
 1. Referendum
 - a. All issues subject to referendum shall first be presented to the Executive Council in the form of a written request, and each such request must bear the signature of at least one member in good standing.
 - b. If the written request is signed by at least one member in good standing, the Executive Council shall act upon the request within 30 days from the receipt of such request.
 - c. All action items on the written request which are passed by a majority of the Executive Council, provided a quorum is present, are passed without need for referendum.
 - d. All action items on the written request which are not passed, shall be returned to the person whose name appears on said request to notify them of what was passed and what was not passed. This shall be in the form of a written report. A special committee to be called the referendum committee shall be appointed to handle this matter and shall consist of at least 5 persons who shall be named according to the procedure for naming a special committee as is given in this constitution. Said report shall be prepared and sent to the person(s) required within 30 days from the date the action was taken by the Executive Council on the request(s). The committee shall be named at the Executive Council meeting

where action on the request is taken.

- e. If a petition is received first, the same procedure shall be followed as in a-c before. Then, on any items not passed, these items shall be submitted to the membership for a vote within 30 days from the date the petition is certified. To be certified, the petition must have the proper number of signatures as is required in A before. The fact that a petition may bear signatures of non-members or members not in good standing will not in and of itself cause a petition not to be certified, as long as the petition has the correct number of member signatures.
 - f. The Referendum Committee appointed shall have the responsibility of certifying said petition. Said committee shall meet within 10 days from the action taken as in c before to certify said petition. If the petition is certified by a majority of the committee, then the committee shall prepare the ballots and send them out to the membership for a vote within 30 days from the date of the certification. Said ballots may be sent by U.S. or school mail, whichever method is deemed most appropriate by the committee according to the time and expense involved.
 - g. A majority of the members voting shall be required to pass any action item submitted for a referendum vote.
2. Recall: requires a petition signed by 25% of the membership and giving at least one specific reason for the requested recall subject to the following provisions:
- a. Notification: Upon receipt of the re-call petition, the officer(s) in question shall immediately be given a copy of said petition.
 - b. Re-Call Committee: Within 10 days of the receipt of the re-call petition, the Executive Council shall schedule a special meeting and shall appoint a re-call committee of at least 5 persons. This committee shall be a special committee appointed by the procedure for naming a special committee as given in this constitution. No one shall be named to said committee whose name appears on the re-call petition.
 - c. Certification: The committee shall meet within 10 days of b before, to determine if the petition can be certified. In order to be certified, the petition must:
 1. bear the proper number of signatures. (The fact that said petition may bear signatures of non-members or members not in good standing does not in itself cause the petition not to be certified as long as it bears the correct number of correct signatures as required.)
 2. contain at least one specific reason for the request. A petition which simply asks for the recall of an officer but says nothing else cannot be certified.
 3. A majority vote of the committee shall be required to certify the petition.
 - d. Hearing: If the petition is certified, the committee shall set up a hearing within 30 days from the date of the certification. The committee shall be responsible to notify all the membership of this hearing in writing, and such notification shall be sent by either U.S. or school mail, whichever the committee deems the most appropriate as to time and expense. The notification shall contain the time, place, and other pertinent information. At the hearing, the Executive Council, minus the officer(s) in question, shall act as a tribunal with the highest-ranking officer in charge of said tribunal or any officer that the council elects to put in charge. Said hearing shall be conducted the same as a grievance hearing or trial with the officer(s) in question being allowed to face his/her accuser(s) and to examine and cross examine any witness and/or evidence presented against him/her. Persons whose name appear on the petition shall be given the opportunity to present personal testimony and/or other evidence as to the reason(s) on said petition.
 - e. Justification of reasons: after the hearing as in d before, where everyone has had an opportunity to have his say and all evidence has been presented, the Executive Council, the officer(s) in question, shall vote on each reason on said petition as to its justification. A 3/4 vote of the full Executive Council minus the officer(s) in question shall be required to find the reasons justified.
 - f. Recall procedure stops if:
 1. no one whose name appears on the petition appears at the hearing and gives personal testimony and/or offers any evidence to justify the reason(s) on said petition.
 2. the Executive Council, by a 3/4 vote of the full executive Council minus the officer(s) in question decides that no reason on said petition is justified.
 3. If someone does appear at the hearing but does not give testimony or offer any evidence as to the justification of the reason(s) of said petition, this is treated as if they were not present at all as (1) recall.
 - g. Recall procedure shall continue if:
 1. At least one person whose name appears on the petition appears at the hearing and provides personal testimony or evidence as to the justification for the reason(s) on the petition.
 2. The Executive Council by a 3/4 vote of the full Executive Council minus the officer(s) in question find at least one reason on said petition to be justified.
 - h. Special Case: If the re-call petition contains the names of such a number of members of the council, minus those officers, could not possibly achieve a 3/4 majority vote, procedure as in a through d shall be followed except that at the

hearing in d before, no vote shall be taken. If this were the case, one person whose name appears on the petition who also presents testimony or evidence at the hearing shall constitute justification for continuance of re-call procedure. If no such person appears to present evidence or testimony, the re-call process is terminated at that point.

- i. Recall process continues: if the process continues as in g and h before, the committee shall, within 30 days from the hearing, prepare and send out recall ballots to the membership asking each member to vote on whether to re-call the officer(s) in question. Along with the ballots shall be sent:
 1. a copy of the reasons listed on the original petition.
 2. written statements of the officer(s) in question giving their answers to the reasons on the petition if they so desire.
 3. A majority and minority report from the Executive Council as to its findings in the hearing.
 4. If the special case exists, each officer so named on the petition may chose to answer the complaints against him/her individually, or if the group desires one document may be written to address all reasons against all individuals.
 - j. The committee shall send out ballots and other information to all members for a vote either by U.S. or school mail, whichever method the majority of the committee deems most appropriate as to time and expense.
 - k. The committee shall be responsible for tabulating the vote and making the final vote known within 30 days after the vote deadline. The committee shall establish the vote deadline and shall see that it is printed on each ballot in a way that it will be easily seen.
 - l. A 3/4 vote of those voting shall be required for re-call.
 - m. No officer shall be subject to re-call for acts of omission or commission resulting from following an official directive from a superior officer and/or the Executive Council. However, nothing shall prevent the officer(s) issuing such directives from being subject to re-call provided the procedure is followed.
- B. Except as otherwise provide in this constitution, and except as formality might preclude the conduct of business, as determined by the chair, ROBERTS RULES OF ORDER, NEWLY REVISED shall be the standard of conduct for all business of this federation.
- C. Quorum: A quorum for the conduct of business at any membership meeting shall be 5% of the total membership.
- D. Procedure when a quorum is not present:
1. If neither a quorum of the membership or the Executive Council is present:
 - a. action items may be presented in the same manner as if a quorum of members were present.
 - b. Action items receiving a 2/3 majority vote of all member's present shall be passed the same as if a quorum of members had been present.
 - c. Action items receiving a majority of all members present but less than 2/3 shall automatically be brought up at the next membership meeting and upon receiving a majority vote at that meeting shall be considered passed the same as if a quorum had been present.
 2. If a quorum of members is not present but a quorum of Executive Council members is:
 - a. Any action item which receives a majority vote of the members present and the Executive Council shall be passed the same as if a quorum of members had been present.
 - b. If the action item gets a majority of the members present, but fails to get a majority of the Executive Council members, the item shall automatically be brought up at the next meeting and shall be passed if it receives a majority vote of all members present at that meeting.

ARTICLE V: AMENDMENTS

- A. May be submitted to or initiated by the Executive Council.
- B. After having received a majority vote of the Executive Council, the amendment(s) shall be submitted to the full membership in writing.
- C. A 2/3 majority of all votes cast by secret ballot shall be sufficient for adoption.