

NOVATO FEDERATION OF TEACHERS  
BY-LAWS

**ARTICLE I: Meetings**

1. General membership meetings shall be called by the Executive Board when deemed necessary for the good of the Local, but in any case no less than one meeting shall be held each school year.
2. General membership meetings shall be called upon in one of the three following ways:
  - A written request by 10% of the members in good standing is provided to the Executive Board
  - Upon the approval of the majority of the Executive Board
  - Upon the request of the Union President

A general notice of the meeting date will be given to the Local members seven (7) days before the date set for the meeting.

**ARTICLE II: Nominations and Elections**

1. A nominating committee of three (3) members representing all levels – secondary, elementary and special services – shall be appointed by the Executive Board no later than March 1 of the current school year.
2. The nominating committee shall present its slate of candidates to the general membership either in writing or at a general meeting no later than May 10th of the current school year.
3. Nominations shall remain open for 2 weeks following the date of the presentation of the Nominating Committee's slate of candidates. Any other member in good standing may nominate a candidate during this period.
4. Election shall be by secret balloting. Polls shall officially close at the end of the third school day following the opening of the polling place to the members. The nominating committee shall determine the dates, location and hours of voting. The nominating committee or its designee shall tabulate the vote.
5. The nominating committee or designee shall record in detail the number of ballots used, the total number cast; and the number of votes cast for each candidate. These records, (the) tally sheets, and (the) ballots shall be delivered to the Executive Board, which shall certify the results of the election and notify the membership of the results. The secretary or designee shall file the election records and ballots for thirty (30) days.
6. Candidates receiving the most number of votes (cast) shall be declared elected. However, if the leading candidate receives less than 25% of the counted votes, there will be a run-off election between the top 2 candidates; this election shall be held within two weeks of the original vote count to determine the officer.
7. Any member desiring to contest the election must file written notice with the Secretary or designee within forty-eight (48) hours after results of the election are officially announced. The Executive Board shall conduct investigations of contested elections and shall supervise the nominating committee in making recounts.

## **ARTICLE III: Revenues**

### **A. DUES**

1. The dues shall be established by the Executive Board and approved by the general membership. Approval will be by a majority of votes cast, at a membership meeting or by secret ballot.
2. Annual Pass Throughs prescribed by the California Federation of Teachers (CFT) and the American Federation of Teachers (AFT) will be rounded by the Executive Board and passed through to local members dues as prescribed by the constitution and by- laws of the CFT as outlined in section 6 paragraph g.
3. Dues will be paid by payroll deductions.
4. Certificated employees will be considered members of NFT and receive benefits and rights accorded all members, prior to their first month's payroll deduction. Members joining for the first time in June or July and by payroll deduction shall receive free membership benefits and rights from the date of joining until the August payroll deductions.

### **B. EXPENDITURES**

1. General Fund donations over \$ 2,500 (two thousand five hundred dollars) annually to organizations or causes must be approved by a majority vote of ballots cast by the general membership. Any donations below \$2500 will be approved by a majority of the Executive Board.
2. Assessments of over \$2.00 per capita must be approved by a majority vote of ballots cast by the general membership.
3. Notification of proposed assessments of donations must be made to all members two weeks prior to balloting.
4. All money paid out of the funds of this organization, except for the per capita taxes, office expenditures, legal expenses, the cost of negotiating, and lobbying in excess of (\$250) per month must be approved by a majority of the Executive Board.
5. After receiving approval from the Executive Board, an officer may make purchases on behalf of the local and request a reimbursement from the treasurer when the proper receipt is provided. Any disallowed expenditure will be charged to the officer concerned.
6. A "General Expense Petty Cash Fund" of up to \$50.00 in custody of the Treasurer or designee, may be provided to be drawn upon by a member of the Executive Board for the conduct of official Local business, upon proper application to the treasurer. Provision and replenishment of this fund upon presentation of an itemized list of expenditures will be in accordance with the procedure in section 5 above. Disallowed expenditures will be charged to the members concerned.
7. The elected President, Vice-Presidents, Secretary, and Treasurer of the Novato Federation of Teachers will be provided a stipend equal to their annual dues. The President will be given fully compensated release time for the duties of the office in an amount approved by the Executive Board. The cost to the union of this release time is defined in Article 3 of the contract between the District and the Novato Federation of Teachers.

#### **ARTICLE IV: Committees**

1. The Executive Board shall determine the number and scope of committees for each school year at the first meeting of the Board in August. The Executive Board shall appoint committee chairpersons at the opening of each school year.
2. The Executive Board shall serve as the Negotiations Team. If Exclusion of a member of the Executive Board on the Negotiation Team becomes necessary, such exclusion will be exercised by a majority vote of the Executive Board.
3. The Executive Board shall appoint two members to serve as an Auditing Committee. This Committee shall audit the books of the Treasurer no later than May 15 of each calendar year.

#### **ARTICLE V: Parliamentary Procedures**

1. Except as otherwise provided in the constitution and by-laws, a quorum for voting on any issue at a meeting of the Local shall be twenty-five (25%) percent of the members of the Local in good standing. Failure to attain a quorum will require that the voting be put off until the next meeting at which a quorum can be attained, or the taking of a vote by mail.
2. Any motion published in advance of a meeting to all members may be ratified by a simple majority of members present at a meeting.
3. The Executive Board (except for elections) shall supervise mail voting. The Executive Board shall certify results. The Secretary shall file ballots for thirty days. The Executive Board shall announce results to the membership. Any member may challenge the results by making written application to the Executive Board within forty-eight (48) hours after announcements of the results.
4. The term "mail" as used in the constitution and by-laws may mean through the United States Mails or delivery in person to members through faculty mailboxes or by other means as deemed appropriate by the Executive Board or a vote by the membership.

#### **ARTICLE VI: Order of Business**

1. The order of business at meetings of the local shall follow Roberts Rules of Order.

#### **ARTICLE VII: Terms of Office**

1. Except as otherwise provided in the constitution and by-laws, terms of office for the Executive Board shall be for one year from July 1 through June 30. New officers shall be presented at the first regular meeting in June.
2. The President shall serve a two year term from July 1 through June 30 and be allowed to run for reelection if he/she so chooses.
3. A motion to recall any elected officer may be made by presenting a majority petition signed by one-third (1/3) of the membership. This motion must be ratified by two-thirds (2/3) of the general membership.

## **ARTICLE VIII: Duties of Officers**

1. The President shall preside at all meetings of the Local and the Executive Board; shall serve on the Negotiations Team; may serve as an ex-officio member of all committees; is responsible for the editorial content of periodic NFT newsletters; shall have the ability to sign all checks; and shall represent the Local in person or by appointment to all meetings pertinent to the welfare of the Local.
2. Whenever the President confers officially with persons outside the Local or with other organizations, he shall be accompanied by the chairman of the committee concerned in the issue under consideration or by one member of the Executive Board, if possible.
3. The president shall select one or more of the Vice-Presidents to perform the duties of the president during the president's absence and shall assist the president in carrying out the functions of the Local.
4. The Secretary and/or the Executive Board's designee(s) shall keep records of the meetings of the Local; shall issue all necessary notices; and shall conduct the correspondence pertaining to the business of the Local.
5. The Treasurer and/or the Executive Board's designee(s) shall receive all moneys from all sources; shall be custodian of the seal; shall issue all receipts, and shall collect membership dues including notifying members of delinquent dues. He/She shall present a financial report at each membership meeting. The Treasurer shall send the per capita dues to the affiliate organizations, pay bills, and maintain financial records. The Treasurer shall deposit all received moneys in a bank to the credit of the Novato Federation of Teachers.
6. The Executive Board will implement policies and carry out the necessary functions for the good of the organization. The board will call meetings of the membership, appoint committees, provide input on NFT newsletters, exclusively approve all editorial content issued to news organizations that is printed in the Union's name (Example Novatonft.org) and carry out all other functions provided in the by-laws.

The Executive Board may appoint a representative for each school site who must be a member in good standing. A \$200 stipend will be provided for each site to be divided among the representative at each site.

The duties of the Building Representatives shall be:

- To distribute information from the Local to each member at his/her school
- To attend representative meetings as they are called
- To act as a liaison when necessary between members and The Executive Board
- Perform those functions necessary to keep members at the school sites notified of the Local's business.

In addition, the Building Representative shall act as a monitor of the contract and shall report questions of possible infringement or violations to an officer of the Executive Board immediately.

7. No officer or member shall furnish a list of the membership of this Local to any person outside the Union. The only exception of this provision is to fulfill the requirements (of the NUSD policy manual) for auditing membership lists.

**ARTICLE IX: Strikes**

1. A strike by the Local must be approved by a two-thirds (2/3) vote of the membership. A strike vote may be taken after a membership meeting has been called to discuss the strike issue. A strike vote must be taken by secret ballot.
2. A strike settlement must be approved by a two-thirds (2/3) vote of the membership. A strike settlement vote may be taken after a membership meeting has been called to discuss the settlement. A settlement vote must be by secret ballot.

**ARTICLE X: Suspension of Standing Rules**

1. At any meeting, the standing rules may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds (2/3) vote.
2. If notice of the proposed action was given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

**ARTICLE XI: Adoption of this Constitution and By-Laws**

1. This constitution and by-laws shall be in effect when passed by two-thirds (2/3) of ballots casting a ballot to be conducted by the Executive Board.

Updated 6/1/2020 Ratified on 3/22/2021