



Milford Education of Paraeducators

Local 4420
AFT Connecticut

CONSTITUTION & BY-LAWS

Revised 4/2020

MILFORD FEDERATION OF PARAEDUCATORS CONSTITUTION

ARTICLE I **NAME:**

This organization shall be known as: THE MILFORD FEDERATION OF PARAEDUCATORS, Local 4420, AFT Connecticut, AFT, AFL-CIO (herein referred to as MFP)

ARTICLE II **OBJECTIVES**

Section 1 To unite all Paraeducators into a relationship of mutual assistance and cooperation.

Section 2 To obtain all the rights and benefits to which they are entitled.

Section 3 To work towards achieving equality in education for all students of the Milford School System,

Section 4 To encourage the hiring and retention of competent Paraeducators so as to raise the standard of their profession.

Section 5 To encourage all Paraeducators to pursue relevant and applicable training and education.

Section 6 To uphold and protect all Paraeducators rights in all conditions relative to employment.

Section 7 To oppose all forms of bias and prejudice due to race, creed, sex, ethnicity, national origin, physical or mental disability, and social, political or economic status.

ARTICLE III **MEMBERSHIP**

Section 1 Membership in the (MFP) is open to all Paraeducators, working in the Milford School System

Section 2 Certified supervisory personnel are not eligible for MFP membership. Any MFP member promoted to a supervisory position will be removed from membership on the effective date of his/her promotion.

Section 3 Upon presentation of written charges, signed by at least one-fourth of the then current MFP membership, a member may be expelled for acts detrimental to the

MFP. The member so expelled shall have the right to appeal such expulsion on the grounds of unjust cause by written request at the next regularly scheduled meeting following such expulsion. The member so expelled may be reinstated by majority vote of those members then present and voting, to full membership and privileges if such member can prove unjust cause.

Section 4 All MFP Paraeducators will be given the opportunity to join the MFP and pay dues through payroll deduction or an amount of money equivalent to the MFP dues as a condition of continued employment. Milford Paraeducators who do not wish to pay dues to MFP will not be considered members of the MFP in accordance with the 2018 Supreme Court Decision Janus v. AFSCME.

ARTICLE IV **EXECUTIVE BOARD**

ORGANIZATION OF THE MFP:

The affairs of the MFP are administered by a body of elected officials. This body is known as the Executive Board. The Executive Board consists of all the elected officials of the MFP, committees, and the elected delegates of the AFT Connecticut and the State Labor Council.

Section 1 The Executive committee of the Federation consists of the following:

All elected officers
Chairpersons of Standing Committees

Section 2 The Executive Committee shall administer the policy of this Federation as set by the membership at regular meetings. It has the power to act for the good of the Federation in emergency situations consistent with local policy and objectives.

Section 3 The chairperson of the Executive committee is the President of the Federation.

Section 4 The Executive committee shall meet at least three times a year.

Section 5 The Executive Committee shall report its activities at each regular membership meeting. The minutes of such meetings will be made available to all members on the MFP website.

Section 6 The Executive Committee shall determine which grievances will be processed and designate who shall be responsible for such processing. It is the duty of the Executive Board to:

- a. formulate the policies for adoption by the membership

- b. approve the agenda for the next meeting as set by the president.
- c. appoint chairpersons of committees and to appoint building representatives.
- d. appoint an interim replacement for any elected office, as the Executive Board deems necessary.
- e. any other duties as reasonably required.

Section 7 Officers shall serve as delegates and/or alternates to affiliate bodies and their conventions. If the officers are unable to do so, the delegates shall be elected as outlined in Article XI.

Section 8 At the end of their terms or office, all officers and committee chairmen shall turn in all applicable records to the President.

ARTICLE V OFFICERS OF THE UNION

Section 1 The list of elected officers of the MFP is:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Delegates to AFT Connecticut (optional)
- f. Delegates to Connecticut State Labor Council (optional)

Section 2 Duties of the President are:

- a. administer all the affairs of the MFP.
- b. execute all the policies of the MFP as decided by the Executive body of mFP.
- c. one of the official delegates to conventions and council meetings of affiliated organizations.
- d. be an official member of all committees and perform any other related duties as required or defined by the membership.
- e. perform any other related duties as required or defined by the membership.

Section 3 Duties of the Vice-President are:

- a. serve as coordinator for the building representatives.
- b. coordinate reports of building representatives on membership status.
- c. report on these activities at Executive Board meetings.
- d. encourage all Paraeducators to participate in the MFP.
- e. perform all the duties of the President in his/her absence.
- f. act as membership chairperson and to perform any other related duties as required or defined by the membership.

Section 4 Duties of the Secretary are:

- a. maintain a detailed account of all membership meetings.
- b. report on communications from affiliated organizations
- c. send out email notices of meetings of the membership and perform any other related duties as required or defined by the membership.
- d. maintain the membership website.

Section 5 Union Building Representatives must be members in good standing and serve as their area's Communication Liaison. Representatives will be appointed by the President, with Executive Board consent and approval. All elected officers shall also serve as Union Building Representatives as necessary.

Duties of the Union Building Representatives are:

- a. assist the handling of grievances.
- b. enforce any contract provisions in their respective areas and report any potential violations as they occur.
- c. communicate decisions, contract interpretations, and results of meetings with their constituent members to the Grievance Committee.
- d. represent members and non-dues paying members non-request in meetings with management and inform the Executive Board and the Grievance Committee of any results of said meetings.
- e. receive and make themselves available to education regarding the latest issues facing the Union and membership.
- f. setting up and maintaining a Paraeducators Union information Bulletin Board in the area staff room.
- g. attend at least three of the four scheduled meetings per school year and perform other related duties as required or defined by the membership.

Section 6 Duties of the Treasurer are:

- a. provide for the safekeeping of the funds of the MFP.
- b. keep record of money paid to the MFP.
- c. keep a full and accurate account of all receipts and bills paid by the MFP.
- d. make the per-capita payments to affiliated organizations. (the Treasurer must be bonded with the cost of the bonding to be paid by the MFP.)
- e. be available with all necessary and required materials for the annual audit by the Audit Committee and the periodic audit by an accountant. Compile affiliates records in accordance with AFT guidelines.
- f. acquire a copy of the AFT publication *Keeping the Records Straight* and Guidelines for Internal Review Committees.
- g. chair the Budget Committee.
- h. file all reports required by law and be bonded to cover all Federation funds at all times.

ARTICLE VI
ELECTIONS

Section 1 The officers of the MFP will be nominated and elected every two years at the May membership meeting of even numbered years. All elected officers must be in good standing with the local.

- a. Any member who wishes to run for an Executive Board position must notify the committee members at least thirty days prior to the May meeting.
- b. Nominees must be in attendance at the May Meeting.
- c. A majority of the votes cast is required for election to office. Election must be by secret ballot. Proxy or write in votes are not permitted.
- d. Voting is only open to members attending the meeting.
- e. The Secretary may cast a single vote in uncontested elections provided nominations have been closed at the meeting.
- f. The term of office of the elected officials begins on the first scheduled day of the new school year of an even number year.
- g. All officers will continue to serve until their successors are in office.
- h. Notice must be made available to each member at least 30 days prior to nominations and elections.
- i. Notice may be given by email, local newsletter, newspaper, or by flyer.

ARTICLE VII

COMMITTEES

Section 1 The following special committees will be created by appointment:

- a. Budget Committee
- b. Elections Committee
- c. Other special committees may be appointed as needed

Section 2 The appointment of the above committee chairpersons will be accomplished as follows:

- a. The President will nominate a chairperson.
- b. A majority of officers will confirm the nomination and the members will confirm the nomination by majority vote.

Section 3 Members of each committee will be appointed by the chairperson of each committee with the consent of the Executive Committee.

Section 4 All committee chairpersons and members must be members in good standing.

Section 5 All committee chairpersons will turn all of their records to the President at the end of their term.

ARTICLE VIII

STIPENDS AND REIMBURSEMENT FOR CERTAIN POSITIONS

Section 1 Annual stipends shall be paid for the following positions:

President	8% annual salary
Treasurer	8% annual salary
Secretary	5% annual salary
Vice President	5% annual salary
Building Rep	\$250.00 flat rate

****** President and Vice President stipend increase to 20% of annual salary for the 2020-2021 and 2021-2022 school year.

Section 2 Officers and/or Union Stewards who spend personal funds for Executive Board approved union activities/function will receive full reimbursement for such

activities/function upon copy of receipt of said expenditure

ARTICLE IX **AFFILIATION:**

The local must remain an affiliate in good standing with:

- a. AFT
- b. AFT Connecticut
- c. Connecticut State Labor Council

ARTICLE X **AMENDMENTS:**

Section 1 A written amendment to the Constitution may be submitted and read to the members at any regularly scheduled meeting of the MFP,

Section 2 Adopting any new amendment requires the approval of 75% of members present and voting at the next MFP meeting.

ARTICLE XI **COMMITTEES**

Section 1 The following standing committees must be active in this Federation:

- 1) Bargaining/Negotiation Committee

Section 2 The following special committees will be appointed as needed:

- a. Budget committee
- b. Audit Committee
- c. Nomination Committee
- d. Other Special committees may be appointed by the President as needed

Section 3 The President will recommend chairpersons for each of the standing and special committees. The consent of a majority of the officers is required for the approval of any such recommendation. Approval of the members is also required and will be voted on at the next membership meeting.

Section 4 Members of each committee will be appointed by the chairperson of each committee with the consent of the Executive Board.

Section 5 All committee chairpersons will turn their records in to the President at the end of their term.

ARTICLE XII **DUTIES OF STANDING COMMITTEES**

Section 1 The Bargaining/Negotiation Committee is comprised of the Executive Board and two member volunteers. In the event that binding arbitration is instituted, there will be a meeting of the membership to prioritize the issues prior to the arbitration.

Section 2 Members of each committee shall be appointed by the chairperson of each committee with the consent of the Executive Board.

ARTICLE XIII **DUTIES OF SPECIAL COMMITTEES**

Section 1 The Budget Committee shall prepare a budget for adoption by the membership at least one month prior to the beginning of the next fiscal year. The fiscal year shall be July 1 through June 30.

Section 2 The Audit Committee shall audit the treasurer's books and yearly treasurer's report. This committee will present a yearly report to the membership prior to the last meeting of the year. The Executive Board shall have the right to hire external personnel to conduct audits.

Section 3 The **Elections Committee** shall:

1. Compile a list of nominees for each election to be held by this local.
2. Prepare the ballots for each election.
3. Ensure a membership list is available at each election.
4. Provide an area where members can mark their ballots
5. Distribute the ballots to each member.
6. Ensure that each member signs a sheet indicating that the ballot has been received.
7. Provide a ballot box, which must be supervised until the election is over.
8. Count the total number of ballots returned and ensure they are equal to or less than the number of ballots distributed.
9. Make one each signed official written reports of the vote for:

The President
The Secretary and the Editor of the local publication.

10. The Committee shall validate the winning candidate as determined by the highest number of votes.
11. The Committee shall make the election results available to all members.

ARTICLE XIV **MEETINGS**

Section 1 The time and place of regular meetings will be determined by the President and the Executive Board.

Section 2 There must be at least one meeting per quarter during the regular school year.

Section 3 A quorum is defined as (5%) of the total membership.

Section 4 Special meetings may be called by the President but must be called at the request of a majority of the Executive board or at the request of at least 20% of the membership.

Section 5 Each member must receive written notice of the date, time, place and purpose of any meeting at least 15 days prior to the date of the meeting.

The order of business at the membership meetings shall be:

- a. Call to order
- b. Approval of the minutes of the previous meeting
- c. Officers; and committee chairpersons report
- d. Acknowledgement of new members
- e. Old business
- f. New business
- g. Adjournment

Meetings shall be conducted in accordance with Robert's Rules of Order.

Note: Notification in the Newsletter and/or Minutes is acceptable.

ARTICLE XV **AVAILABILITY OF CONSTITUTION**

Section 1 Three copies of the Constitution and By-Laws must be submitted to the AFT national Office and to the AFT Connecticut Office.

Section 2 Each member may print a copy of this constitution and By-Laws as it is available on the union website.

ARTICLE VXI **RECALL**

Section 1 In order to recall an elected officer, the following procedure must be followed:

Section 2 A petition must be sent to the Executive board, signed by at least fifty percent (50%) of the members giving specific reasons for recall.

Section 3 Reasons must be provided to the officer to be recalled at least fifteen (15) days before the meeting at which recall is considered.

Section 4 The petition must be presented for action at a membership meeting. Notice of intent to consider recall must be sent to members at least fifteen (15) days prior to its consideration at a meeting.

Section 5 The officer must have an opportunity at the membership meeting to answer the charge.

Section 6 If a majority present and voting at the meeting, votes to recall, the position will be declared vacant and an election ordered.

Article VXII **Contract Ratification**

Prior to the membership's ratification of any successor Agreement, the Negotiations Committee shall have prepared for the membership copies of all the written changes to the successor Agreement. Said copies shall be distributed to the MFP members at an informational meeting scheduled by the Negotiations Committee. Voting shall be open only to MFP members attending the ratification meeting.

ARTICLE VXIII

REVENUES

Section 1. Union dues shall be the total sum of the following amounts:

- A. National AFT Per Capita monthly (dues) as determined by the National annually .
- B. State AFT Per Capita monthly (dues) as determined by the State AFT annually.
- C. Local 4420 Per Capita monthly (dues) as determined by Local 4420.
- D. State AFL-CIO Per Capita monthly (dues) as determined by the AFL-CIO periodically.
- E. Central Labor Council Per Capita monthly (dues) as determined by the CLC periodically

1. Members shall pay dues based on their income level in accordance with the dues for the National, State and Local 4420 rates i.e. full dues, half dues, quarter dues. Any Local Union dues increase shall be determined by the membership on an annual basis. Notification for a request for a dues increase shall be announced (30) days in advance by email emailed to all members at their last known email address. Special assessments, fees and charges shall be approved in the same manner.

Section 2. To be in compliance with the National AFT Constitution, each affiliated local shall increase the local dues to equal any increase in per-capita payments that are required to be made to the American Federation of Teachers and any increase to AFT-CT. Any such dues increases shall be made on a dollar sum basis rather than as a percentage of income.

Section 3. Any member failing to pay dues and assessments of the Union on or before the last day of the month in which the same are due, shall stand automatically suspended from membership in this Union, and from all rights and privileges of such membership. Any suspended member may be readmitted to membership to the Union within thirty (30) days after automatic suspension upon payment of back and current dues.

Section 4. Additional finances may be obtained by various fund-raising activities.

Article XIV
Revisions

Revisions and additions to the BY-Laws of the MFP may be made by written presentation at any MFP meeting and voted on at the following meeting. Adoption of any changes or revisions to these by-laws will be affected by the majority vote of those members present and voting.

SIGNATURE *Laura Kuchta*

President

Date: 4/19/2020

Certificate Of Completion

Envelope Id: F677904AD1E342DDBD0C3C522217F6A1

Status: Completed

Subject: revised by-laws 4/19/2020

Source Envelope:

Document Pages: 14

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Laura Kuchta

AutoNav: Enabled

lkuchta@milforded.org

Envelopeld Stamping: Disabled

IP Address: 10.101.101.11

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Laura Kuchta

Location: DocuSign

4/19/2020 1:37:56 PM

lkuchta@milforded.org

Signer Events

Signature

Timestamp

Laura Kuchta

lkuchta@milforded.org

Laura Kuchta

Security Level: Email, Account Authentication (None)

Laura Kuchta

Signature Adoption: Pre-selected Style

Using IP Address: 71.235.212.26

Sent: 4/19/2020 1:37:57 PM

Viewed: 4/19/2020 1:38:07 PM

Signed: 4/19/2020 1:38:22 PM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

4/19/2020 1:37:57 PM

Certified Delivered

Security Checked

4/19/2020 1:38:07 PM

Signing Complete

Security Checked

4/19/2020 1:38:22 PM

Completed

Security Checked

4/19/2020 1:38:22 PM

Payment Events

Status

Timestamps