

CONSTITUTION AND BY-LAWS

OF

DELTA

Diocesan Educators Lay Teachers' Association

## ARTICLE I

### NAME

This organization shall be known as the Diocesan Educators Lay Teachers' Association, Local of the National Association of Catholic School Teachers.

## ARTICLE II

### OBJECTIVES

The purpose of this organization shall be:

- Section 1. To bring all lay teachers, librarians, and counselors into relations of mutual assistance and cooperation.
- Section 2. To obtain for them the rights to which they are entitled.
- Section 3. To raise the standards of the teaching profession by securing the conditions essential to the best professional service.
- Section 4. To promote such a democratization of the school as will better enable them to equip their pupils to take their place in the Christian, industrial, social, and political life of the community.
- Section 5. To promote the welfare of the children by providing progressively better educational opportunity for all.
- Section 6. To eliminate discrimination in education in all its forms.

## ARTICLE III

### MEMBERSHIP

- Section 1. Certified employees of the catholic schools of the Diocese of Worcester including lay teachers, librarians, counselors, coaches, and substitutes are eligible for membership.
- Section 2. Other educational employees including school clerks, teacher aides, and other paraprofessionals are eligible for membership.
- Section 3. Supervisory personnel shall not obtain membership. Members who are promoted to supervisory positions automatically are removed from membership on the effective date of the promotion.

- Section 4. Teachers in public or private institutions outside the jurisdiction of this local may be admitted to membership until such a time as a local is chartered in their jurisdiction.
- Section 5. No discrimination shall ever be shown toward individual members or applicants for membership because of race, religious faith, or political activities or belief.
- Section 6. A member may be expelled for acts detrimental to DELTA upon presentation of written charges signed by at least one-fourth of the total membership and approved by at least three-fourths of the Executive Council. The members 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 following officers shall be elected biannually by DELTA:
1. President
  2. Vice-President
  3. Treasurer
  4. Secretary
  5. President-Elect
- Section 2. Membership in good standing for at least one year is required to hold office except during the first three years after the chartering of this local.
- Section 3. Nominations for office shall be made at the regular March membership meeting. Notice shall be provided to each member at least 15 days prior to the meeting that nominations will be in order. Nominations shall be accompanied by petitions containing at least 10 signatures of members.
- Section 4. Election of officers shall take place at the regular April meeting. The candidate receiving a plurality of at least 40 percent of the vote shall be declared elected. If the plurality of 40 percent is not obtained, a run off election of the two candidates receiving the most votes shall be held according to the above procedure.
- Section 5. Officers shall be installed at the regular membership meeting in May of even years or at a special meeting or banquet held for this purpose.
- Section 6. Vacancies in any office shall be filled by the Executive Council.

## ARTICLE V

### COMMITTEES

Section 1. The following standing committees shall be active in DELTA:

1. Membership Committee
2. Negotiating Committee
3. Publicity and Internal Communication Committee
4. Grievance Committee
5. Education Committee
6. Social Committee

Section 2. The following special committees shall be appointed:

1. Budget Committee
2. Audit Committee
3. Election Committee

Section 3. The Chairperson of each of the standing committees and of all special committees shall be appointed by the President with the consent of a majority of the Executive Council.

Section 4. Members of each committee shall be appointed by the chairperson of each committee with the consent of the President.

Section 5. A liaison person shall be appointed by the President with the consent of a majority of the other elected officers to act as a link between the local and state organizations.

## ARTICLE VI

### THE EXECUTIVE COUNCIL

Section 1. The Executive Council of DELTA shall consist of the following:

1. All elected officers (4)
2. Chief Delegate to the local labor body
3. Faculty Representatives elected from each school

Section 2. The Executive Council shall administer the policy of this federation as set by the membership at regular 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.

- Section 3. The chairperson of the Executive Council shall be the Present of the Federation.
- Section 4. The time and place of the executive board meeting shall be set by the Executive Council and announced at the previous membership meeting.
- Section 5. The Executive Council shall have the power to employ all personnel including an executive secretary, clerical help, and other persons on full- or part-time basis as may be determined by needs and finances of the Federation.
- Section 6. To make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes to borrow money for Federation purposes at such rates of interest and terms or conditions as they may determine; to issue notes, bonds, and other obligations by mortgage, pledge, or deed of trust of all or any of its property and income.
- Section 7. The Executive Council shall report its activities at each membership meeting.

## ARTICLE VII

### FACULTY REPRESENTATION

- Section 1. In each school operated by the Diocese, faculty members who are members in good standing in DELTA shall elect for a term of two years Faculty Representatives to serve as members of the Executive Council.
- a. There shall be at least two representatives and an alternate from each school.
  - b. Elections for Faculty Representative shall be held at the regular April meeting.
- Section 2. Faculty Representatives shall attend all Executive Council meetings of DELTA unless they receive prior excuse from the President.
- If a Faculty Representative is absent three or more times from scheduled meetings, the Executive Council may declare that position vacant and conduct a new election to fill t the remainder of the term.
- Section 3. Additional duties of Faculty Representatives are distribution of communications to the members in their building, and keeping members informed on union matters.

## ARTICLE VIII

### AFFILIATIONS

- Section 1. DELTA shall maintain affiliation with and send delegates whenever possible to the following organizations:
- a. The American Federation of Teachers--allows--delegates--and alternates--to the National convention of the AFT they shall be elected by majority vote at the May membership meeting. Notice of election shall be made at the previous membership. The President and Secretary shall certify the election and forward the credentials for all elected delegates and alternates to the National Office as soon as possible but not later than ten days before the convening of the National convention. The delegates shall confer with the treasurer to make sure the AFT per capita through June has been sent to the National Office at least 15 days before the convening of the National Convention.
  - b. The Massachusetts Federation of Teachers delegates shall be elected at least one month before the Massachusetts Convention at a regular membership meeting.
  - c. The Worcester Central Labor Council--delegates shall be elected at the regular biannual election of officers.
  - d. The Massachusetts AFL-CIO--delegates shall be elected at least one month before the Massachusetts labor convention at a regular membership meeting.

Section 2. All delegates shall make reports to the Executive Board on meetings attended.

Section 3. Every reasonable effort shall be made by this Federation to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4. The Federation, to the best of its ability, shall be active in the affairs of the affiliated organizations.

Section 5. Delegates to affiliated organizations shall meet the same requirements as officers of this local. (Must be a member in good standing of DELTA for at least one year.)

## ARTICLE IX

### DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of DELTA and of the Executive Council. He/she shall be ex-officio member of all committees, except the Audit Committee, shall sign all necessary papers and documents, and represent the local when and where necessary. He/she shall make a report to the membership at least once each year summarizing the accomplishments of the year and outlining plans for the year.

- Section 2. The Vice-President shall perform all duties of the President in the absence of the officer. In addition this officer shall be in charge of the Publicity and Internal Communications Committee.
- Section 3. The Vice-President shall also coordinate all grievance matters for the federation.
- Section 4. The Secretary shall issue all notices, shall answer correspondence at the direction of the president and the Executive Council. The Secretary shall be the custodian of the seal and charter of DELTA. The Secretary shall record the minutes of the Executive Board and of general membership meetings.
- Section 5. The duties of the Treasurer shall be:
- a. To receive, to record, and deposit in the name of DELTA all monies from dues and all other sources.
  - b. To keep the membership roll, to issue receipts and delinquent notices.
  - c. To forward all per capita dues and current membership lists to the National Office of the American Federation of Teachers and to other affiliated organizations to keep the Federation in good standing at all times. Special care shall be taken to see that per capita tax through June 30 is sent to the National Office no later than 15 days prior to the opening date of the National convention to make sure delegates from this federation may be seated.
  - d. To keep adequate records available at all times for the Executive Board and the Audit Committee.
  - e. To pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Board or membership for authorization.

## ARTICLE X

### DUTIES OF STANDING COMMITTEES

- Section 1. The Membership Committee shall plan and execute a dynamic program to insure growth and vitality of DELTA. It shall present a report to the Executive Committee.
- Section 2. The Negotiating Committee shall prepare and substantiate salary and other contract proposals. It shall present these proposals for approval of the membership and then shall negotiate these proposals with the employer.

- Section 3. The Publicity and Internal Communications Committee shall prepare and distribute timely bulletins. The editor of the bulletin shall be a member of the committee. Every effort shall be made by this committee to make use of other sources of publicity, i.e. newspapers, radio, and television, etc.
- Section 4. The Grievance Committee shall act on all grievances submitted in writing to the committee for handling grievances. This committee shall cause the procedure to be publicized as widely as possible to the membership.
- Section 5. The Education Committee shall study and make recommendations for improvements in curricula, teaching techniques, class size, texts, equipment, inservice training, teacher workshops, and other professional matters.
- Section 6. The Social Committee shall arrange such programs and entertainment and perform such duties as the local may direct.

## ARTICLE XI

### 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. They shall present their yearly report to the membership at the April meeting.

## ARTICLE XII

### MEMBERSHIP MEETINGS

- Section 1. The specific time and place of meetings shall be fixed by the membership.
- Section 2. There shall be at least one membership meeting per month during the academic year.
- Section 3. A quorum at any membership meeting shall consist of ten percent of the total membership.

## ARTICLE XIII

### FINANCE

- Section 1. Regular dues shall be set by majority vote of members present at any regular meeting



providing it has been announced at a previous membership meeting.

Section 2. Additional finances may be obtained by various fundraising activities.

#### ARTICLE XIV

#### RULES OF ORDER

Robert's Rules of Order, Revised, shall govern in all cases not covered by the constitution or by the By-Laws of this local.

#### ARTICLE XV

#### AMENDMENTS

Section 1. This constitution may be amended as follows:

- a. Proposed amendment is submitted to the Executive Council. The Executive Council may initiate amendments.
- b. After having received a majority vote of the Executive Council, the amendment shall be submitted to each member.
- c. A majority vote of all members present and voting by secret ballot shall be sufficient for adoption.

#### ARTICLE XVI

#### AVAILABILITY OF CONSTITUTION

Section 1. Three copies 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 available for any members of DELTA upon request to the Secretary.

By-Laws

of

The Diocesan Educators Lay Teachers Association, **NACST**

ARTICLE I

DUES

- Section 1. Each DELTA member shall pay dues in the amount of \$15 per pay period.
- Section 2. Members who work one-half the regular work week or less and retired teachers shall pay one-half the regular dues with all the privileges of full membership.
- Section 3. The dues year shall be from September 1 through August 31.
- Section 4. Dues may be paid directly to the Treasurer or by dues check off (salary deduction).
- Section 5. The dues of all members of the DELTA Executive Council shall be reimbursed in full each year.

ARTICLE II

EXECUTIVE COUNCIL MEETINGS

- Section 1. The specific time and place of meetings shall be fixed by the Executive Council.
- Section 2. The Executive Council shall meet at least once a month throughout the academic year.
- Section 3. A quorum at any membership meeting shall consist of 50 percent + 1 of the total Executive Council membership.

ARTICLE III

AMENDMENT

- Section 1. The by-laws may be amended as follows:

- a. The proposed amendment shall be submitted at any regular membership meeting and announcement of the contemplated change made to the assembled membership.
- b. The amendment may be adopted at the following membership meeting if endorsed by a majority vote of all members present and voting.

ARTICLE IV

Section 1. Contracts shall be ratified by a majority vote of the membership present and voting at a special meeting called for that purpose.

Each member shall be provided a written copy of the document which is to be considered for ratification.

The Constitution and By-laws were adopted

AFT Local # \_\_\_\_\_

Signed \_\_\_\_\_

(seal)

Attested \_\_\_\_\_  
(Secretary)