CONSTITUTION
FOR THE GREATER LAWRENCE
REGIONAL TEACHERS FEDERATION
LOCAL 1707
AMERICAN FEDERATION OF TEACHERS
AFL-CIO
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ARTICLE 1
NAME
This organization shall be known as The Greater Lawrence Regional Teachers Federation Local 1707, American Federation of Teachers, AFL-CIO.

ARTICLE 2
OBJECTIVES
The purpose of this organization shall be:
Section 1. To bring the association of teachers into relations of mutual assistance and cooperation.
Section 2. To protect and obtain for them the rights and benefits to which they are entitled.
Section 3. To develop the individual member or student to his fullest capacity in order that he may be prepared to contribute to and participate in a democratic social order.
Section 4. To see that consideration is given to the aptitude and talent of the learner so that we might best administer to his needs.
Section 5. To make provisions for pupil's vocational, technical, and academic education, so that he might live a fruitful life as one imbued with pride in his chosen vocation and concern for his fellow man.
Section 6. To raise the standards of the teaching profession by securing the conditions essential to the best professional service.

ARTICLE 3
MEMBERSHIP
Section 1. Employees of the Regional School District including Teachers, Librarian, Counselors, Coaches, P.E. Instructors, School Nurses, Department Heads, Teacher-Coaches, and Teacher-Coaches, and other educational employees are eligible for membership.

Section 2. Supervisory personnel with the rank of Superintendent-Director, Assistant-Director, Vocational Coordinator, Pupil Personnel Service Coordinator, or Academic Coordinator shall not obtain membership. Members who are promoted to the positions of Superintendent-Director, Assistant Director, Vocational Coordinator, Pupil Personnel Service Coordinator, or Academic Coordinator are removed automatically from membership on the effective date of the promotion.

Section 3. No discrimination shall ever be shown toward individual members or applicants for membership because of race, sex, religious faith, age, or political activities or belief.

Section 4. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least ¼ the total membership and approved by at least ¾ of the Executive Council. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

ARTICLE 4
OFFICERS
Section 1. The following officers shall be elected biennially by this Federation with the exception of the Board of Three Trustees. These officers shall serve for a three year term.
1. President - 2 years
2. Vice President - 2 years
3. Treasurer - 2 years
4. Recording Secretary - 2 years
5. Corresponding Secretary - 2 years
6. Building Representatives - 2 years
7. Sergeant-at-Arms - 2 years
8. Trustees - 3 years (one elected annually)

Section 2. Only members in good standing for at least one year may hold an elective office.

Section 3. Nominations for office shall be made at the regular (December) meeting of an election year. Notice shall be made at least 15 days prior to the meeting that nominations are in order.

Section 4. The election of officers and trustees shall take place in February and all eligible members shall be notified by mail to attend the meeting. The election shall be by secret ballot and the candidate receiving the most votes shall be declared elected.

Section 5. Officers shall be installed at the regular membership meeting in April. In case an officer does not appear for installation within two regular meetings thereafter, the office must be declared vacant.

Section 6. Vacancies in any office shall be filled by a majority vote of the Executive Council. In the event the vacancy is not filled within a period of thirty days, the members of the local Federation at the next regular meeting shall fill such vacancy by secret ballot. During the temporary absence of any officer, or where a vacancy occurs, which has not been filled as provided above, the President shall appoint a member to fill the office pro-tem.

Section 7. If any officer shall fail to discharge the duties of the office for two successive meetings, without satisfactory excuse, the office shall be declared vacant by the President.

ARTICLE 5
COMMITTEES

Section 1. The following standing committees shall be active in this Federation:
1. Membership committee
2. Education committee
3. Social committee
4. Grievance committee

Section 2. The following special committees shall be appointed:
1. Budget committee
2. Nomination committee
3. Negotiation committee

Section 3. Members of the standing committees and all special committees shall be appointed by the President with the consent of a majority of the other elected officers. The first person named on a committee shall be its chairman until another is chosen by the committee, except that the chairman of the Grievance Committee will be the Vice-President of the Local in accordance with Article 9, Section 4.

Section 4. Members of the Negotiation Committee shall be members in good standing for a period of one year and shall be approved by the Executive Committee.

ARTICLE 6
THE EXECUTIVE COUNCIL

Section 1. The Executive Council of this Federation shall consist of the following:
1. All elected officers
2. Chairmen of standing committees
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 chairman of the Executive Council shall be the President of the Federation.

Section 4. The Executive Council shall meet once every two months.

Section 5. The Executive Council shall report its activities to each regular membership meeting.

ARTICLE 7

AFFILIATIONS

Section 1. This Federation shall maintain affiliation with and whenever possible send delegates to the following organization:
1. The American Federation of Teachers — delegates and alternates to the National Convention of the AFT shall be president and Vice President. The President and Vice President are to be representatives and delegates to all State and National Conventions. Where more than two delegates are necessary they shall be appointed by the president.

2. Alternates shall be appointed from the executive council having first alternate priority.

3. The Greater Lawrence-Haverhill Center Labor Council — delegates shall be elected at a regular membership meeting.

4. The Massachusetts State Labor Council — delegates shall be elected at least one month before the State Labor convention at a regular membership meeting.

Section 2. All delegates shall make written reports to the executive council on meetings attended.

Section 3. All members and delegates shall be paid by this Federation to cover the legitimate expenses at meetings and conventions of affiliated organizations.

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

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

ARTICLE 8

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Federation and of the Executive Council. He shall be an ex-officio member of all committees, except the Trustees. He shall sign all necessary papers and documents and represent the local Federation when and where necessary. He shall make a report to the membership at least once each year, summarizing the accomplishments of the Federation and outlining plans for the next year. The President shall preserve order and enforce the Constitution and Laws of the Federation. He shall decide all questions of order and have the deciding vote in case of a tie, and shall sign all orders on the Treasurer authorized by the local Federation. The President shall appoint all committees or such other officers as may be necessary, unless otherwise
ordered, and shall have the power to order the Recording Secretary to call special meetings when requested in writing by five members in good standing, see that all bonds are procured for officers and shall perform such other duties as are required by the office.

Section 2. The Vice-President shall be Chairman of the Grievance Committee and shall act in that capacity as long as he or she holds that office.

Section 3. A. The Recording Secretary shall keep the correct minutes of each Executive Board and General Council meeting, shall read the minutes at each meeting. B. The Corresponding Secretary shall read and preserve all documents and correspondence, issue all notices, conduct all official correspondence, have charge of the seal and affix the same on all official documents.

Section 4. The duties of the Treasurer shall be:

1. To receive, record and deposit in the name of the Federation all monies from dues and all other sources.
2. To report receipts, total expenditures, and money on hand to date each month.
3. To forward all per capita dues and current membership list to be National Office of the American Federation of Teachers and to other affiliated organizations to keep this Federation in good standing at all time. 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.

4. To keep adequate records available at all times for the Executive Council and the Audit Committee.
5. To pay all bills authorized by the adopted budget retaining the voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Council for authorization.
6. To submit to the membership an annual Treasurer’s report for the fiscal year September 1 to August 31.
7. To send an annual financial report to the American Federation of Teachers, AFL-CIO, Washington, D.C.
8. To prepare and file Form 990 with the U.S. Treasury Department of Internal Revenue Service on or before the 15th day of the 5th month following the close of this organization’s annual accounting period.
9. To pay bonding to the American Federation of Teachers on or before October 1 of each year.
11. To maintain the membership list.

ARTICLE 9.

DUTIES OF STANDING COMMITTEES

Section 1. The Membership Committee shall plan and execute a dynamic program to insure growth and vitality of the Federation. It shall present a written report to the Executive Committee annually.

Section 2. The Education Committee shall study and make recommendations for improvements in curricula, teaching techniques, class size, texts, equipment, and other professional matters.
Section 3. The Social Committee shall arrange such programs and entertainments and perform such duties as the Local may direct.

Section 4. The Grievance Committee shall provide for the expedient and mutually satisfactory settlement of questions arising with respect to conditions of employment or out of the interpretation or application of any terms of the General Agreement in force, between the Greater Lawrence Regional Vocational Technical High School District Committee and this Local.

ARTICLE 10
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 September 1 through August 31.

Section 2. Nomination and Election Committee: At the regular October meeting, a chairman will be appointed by the President. The chairman will appoint the six following members to the committee:
1. Three academic representatives
2. Three vocational representatives
The Nomination and Election Committee will contact each qualified member of the Union, in order to place names in nomination for the general election. The Committee will make its report to the membership at the regular December meeting. It shall be the duty of the Nomination and Election Committee to conduct the general election.

Section 3. Negotiating Committee: The President will by virtue of office assume chairmanship and notify the District Committee that negotiations should begin at the earliest possible, mutually convenient date. The committee will carry out all negotiations with the District School Committee and report progress periodically to the Membership.

ARTICLE 11
MEETINGS

Section 1. The time and place of meetings shall be fixed by the membership.

Section 2. Regular meetings will be held during the months of October, December, February, April and June.

Section 3. A quorum shall consist of 10 percent of the total membership.

Section 4. When the regular union meeting falls on the day of a municipal, state, or national election, the meeting will be automatically deferred until the following Tuesday.

ARTICLE 12
FINANCE

Section 1. Regular dues shall be fixed by the majority vote of members present at any regular meeting providing notice of the contemplated dues increase has been announced at a previous meeting.

Section 2. Additional finances may be obtained by various fund raising activities.

ARTICLE 13
RULES OF ORDER

Roberts Rules of Order, Newly Revised, shall govern in all cases not covered by this constitution or by the By-Laws of this Local.

ARTICLE 14
AMENDMENT

Section 1. This constitution may be amended as follows: The proposed amendment shall be submitted at any regular membership meeting and read to the
assembled members. A 3/4 vote at the following membership meeting shall be sufficient to adopt the amendment.

ARTICLE 15
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 this Federation upon request to the Secretary.

BY-LAWS
FOR THE GREATER LAWRENCE
REGIONAL TEACHERS FEDERATION
LOCAL 1707
AMERICAN FEDERATION OF TEACHERS,
AFL-CIO
ARTICLE 1

DUES

Section 1. The regular annual dues of the Federation shall be a sum voted on by the majority of the membership as recommended by the Treasurer.

Section 2. The dues year shall be from September 1 through August 31.

Section 3. Dues may be paid directly to the Treasurer through payroll deduction.

ARTICLE 2

MEETINGS

Section 1. The Greater Lawrence Regional Teachers' Federation, Local 1707, shall meet regularly, on the first week of the following months: October, December, February, April and June in the regular school year, (5 times each year). Special meetings may be called in addition to the regularly scheduled meetings. If possible adjournment will take place on or before 4:00 p.m. The business meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2. The elected officers shall position themselves on either side of the Chair, (President) facing the membership.

ORDER OF BUSINESS

1. Calling the meeting to order
2. Sergeant-at-arms take charge of the door
3. Roll call of officers, reading, and approving the minutes
4. Communications and bills
5. Secretary and Treasurer report
6. Reports of officers and delegates
7. Reports of committees
8. Receiving of new members
9. Report of any accidents, sickness, or deaths
10. Old business (unfinished business)
11. New business
12. Adjournment

The Constitution and By-Laws were adopted September 26, 1972.

GREATER LAWRENCE REGIONAL TEACHERS FEDERATION LOCAL 1707

Signed: John Burke
(President)
(Seal) Attest: James P. Cofran
(Secretary)

By-Laws Committee:
Charles M. Felch, Chairman
Henry J. Coutu
Mary R. Hopkins
The Constitution and By-Laws were revised January 1984.

GREATER LAWRENCE REGIONAL TEACHERS FEDERATION LOCAL 1707

Signed: Joseph Golec
(President)

(Treasurer)

Robert Burns
(Corresponding Secretary)