

CONSTITUTION AND BYLAWS

OF THE

SCHENECTADY FEDERATION OF TEACHERS

**NYSUT
AFT
NEA
AFL-CIO
LOCAL 803**

Amended:
May, 1980
September, 1982
January, 1987
May, 1992
December, 2022

ARTICLE I

NAME

Section 1:

This organization shall be known as the Schenectady Federation of Teachers, Local 803 of the American Federation of Teachers, AFL-CIO. (Hereafter referred to as the SFT.)

Section 2:

The SFT shall not be dissolved or its charter surrendered if ten (10) or more members in good standing vote to preserve the organization.

ARTICLE II

PURPOSE

Section 1:

The purpose of the SFT shall be:

1. To provide practical means for protecting and advancing the best interests of public education in the City of Schenectady, the State of New York, and these United States.
2. To promote the welfare of the children of Schenectady by providing progressively better educational opportunities which will enable them to become better equipped for their role as good citizens in the industrial, social, and political life of the community.
3. To provide an organization through which the individual Schenectady public school teacher and paraprofessional/school related personnel (P/SRP) may benefit from mutual assistance and cooperation.
4. To raise the standards of the teaching profession in Schenectady by securing the conditions of work essential to the procurement of the professional service.
5. To obtain for Schenectady teachers and P/SRP's all the rights to which they are justly entitled in order for them to live and work in an atmosphere of freedom and self-respect.

ARTICLE III

LAWS

Section 1:

The laws of the SFT shall be incorporated in the Constitution which shall define the objectives and the organization, and in the Bylaws which shall comprise the detail of procedure in the SFT and the specific powers and duties of officers and committees

Section 2:

All laws incorporated in the Constitution of the American Federation of Teachers for the governing of subordinate locals shall be considered a part of this Constitution. Anything herein conflicting with those laws shall be considered void.

ARTICLE IV

MEMBERSHIP

Section 1:

Membership of this organization shall be open to all members of the Teacher bargaining unit and the Paraprofessional bargaining unit employed by the Schenectady Board of Education and to such other school personnel as shall be considered eligible by a three fourths (3/4) vote of the Board of Directors.

Section 2:

Upon retirement from their positions, members in good standing may maintain their membership in the SFT with voting privileges and the right to hold office upon payment of the annual dues (or any reduced rate determined by the Board of Directors.)

Section 3:

Application for membership in the SFT automatically implies the acceptance of all laws incorporated in this Constitution and these Bylaws.

Section 4:

Section 4:

No discrimination shall be shown toward individual members or applicants for membership because of race, gender, sexual orientation, religious beliefs, or political beliefs or activities, except that no applicant whose political actions are subject to totalitarian control shall be admitted to membership.

ARTICLE V

MEETINGS

Section 1:

There shall be a general membership meeting of this organization at least two (2) times in a school year. The time and place of such meetings shall be determined by the Board of Directors and one-fifth (1/5) of the membership in good standing shall constitute a quorum for conducting business. There shall be a separate general membership meeting for P/SRP members at least two (2) times each year.

Section 2:

The Board of Directors shall meet monthly during the school year at a regular time and place selected by the Board of Directors. The President shall have the power to convene the Board of Directors, upon due notice, to meet any contingency. A quorum at all such meetings shall be one-third (1/3) of the Directors or their Alternates.

Section 3:

The Executive Committee shall meet twice monthly to the extent possible. As occasion arises, the President shall have the power to convene the Committee. Seven (7) members shall constitute a quorum at all such meetings.

Section 4:

A special membership meeting shall be called by the President upon the written petition of twenty (20) or more members in good standing or at the request of the Board of Directors with due notice given to the membership. The President shall also have the power to call such meetings when it will serve the best interests of this organization. One-fifth (1/5) of the membership in good standing shall constitute a quorum for conducting business.

ARTICLE VI

OFFICERS

Section 1:

The elected officers of the SFT shall be President, First Vice-President, High School Vice-President, Middle School Vice-President, two (2) Elementary School Vice-Presidents, Treasurer, and Secretary. The P/SRP unit shall elect a Vice-President.

Section 2:

The elected officers, the immediate Past President, Communications Committee Chairperson, the Vice-President of the Paraprofessional/School Related Personnel Unit, and the chairpeople of the functioning standing committees shall constitute the Executive Committee.

Section 3:

The Board of Directors shall be composed of the Building Directors or their alternates and the Executive Committee.

Section 4:

No officer shall be a salaried employee of the SFT except that a gratuity may be offered with the approval of the Board of Directors to cover expenses incidental to that office.

ARTICLE VII

SCHOOL UNITS

In each school where members of the SFT are employed, a school unit shall be established. For every twenty (20) members or fraction thereof, a school shall be represented by one (1) Building Director or their Alternate on the Board of Directors. In each building where there are ten (10) or more Paraprofessionals or Teaching Assistants, every effort will be made to elect at least one (1) Paraprofessional as a Building Director.

ARTICLE VIII

FISCAL (FINANCIAL) MATTERS

Section 1:

The fiscal year of the SFT shall begin on September 1 and end on August 31 of the following year.

Section 2:

All checks drawn on SFT funds shall bear the signature of any two of the following elected officials: President, Treasurer, or Secretary.

ARTICLE IX

DUES

Section 1:

Annual dues shall be set at a rate of no more than two (2) percent of the minimum annual salary paid to teachers in the Schenectady City School District.

Section 2:

All payments of dues shall be by payroll deduction unless special arrangements have been made with the Treasurer. If, for any reason, payroll deduction is not in effect for the entire unit of the Federation, the Executive Committee shall decide on methods of payment and establish deadlines for dues payments to maintain voting eligibility.

ARTICLE X

AFFILIATIONS

The SFT shall be affiliated with and participate actively in the American Federation of Teachers, National Education Association, the New York State United Teachers, the New York State AFL-CIO, the Central Labor Council, AFL-CIO Schenectady Area, and with any or all of their affiliates.

ARTICLE XI

COMMITTEES

The SFT shall have the following standing committees appointed annually by the President, subject to the approval of the Executive Committee: Audit, Civil Rights, Delegates to the Central Labor Council, Educational Policies, Legislative, Grievance, Public Relations, Salary and Benefits, Social, Welfare, Health and Safety, and Political Action.

The P/SRP unit shall have the following standing committees appointed annually by the P/SRP Vice-President, subject to the approval of the Executive Committee: Liaison, Negotiation, and Grievance.

ARTICLE XII

NO STRIKE POLICY

Section 1:

This local has a no strike policy. It is committed to utilize every possible means to bring about a fair settlement without a strike. No strike, mass resignation, or concerted withdrawal of services may be called or authorized except by two-thirds (2/3) of the membership voting by secret ballot in person or by proxy in a general membership meeting or referendum.

Section 2:

Notwithstanding the forgoing, if the Salary and Benefits Committee Chairperson informs the Executive Committee that the Board of Education is bargaining unfairly or in bad faith, and if the Executive Committee so recommends, the Board of Directors may call for a membership referendum in which any specific teacher actions considered necessary may be specifically authorized by a majority of the membership.

ARTICLE XIII

AMENDMENTS

This Constitution and these Bylaws may be amended by a majority vote of the membership in good standing after thirty (30) days' notice of the proposed amendment has been given to the membership.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order (Revised) shall govern this organization on all occasions in which they are applicable and in which they are not inconsistent with the rules adopted by the SFT.

BYLAWS

ARTICLE I

APPLICATION FOR MEMBERSHIP

Application for membership shall be presented to the Building Director or the Membership Chairperson on application forms supplied by NYSUT. The Executive Committee shall judge the applicant's fitness for membership when the application is questioned, but it cannot reject the application unless supported by two-third (2/3) vote of the Board of Directors. There shall be no appeal of the decision made by the Board of Directors.

ARTICLE II

EXPULSION OF MEMBERS

Section 1:

Members may be expelled from this organization for unprofessional or dishonorable conduct, but no member may be expelled except on written charges signed by the person making such charges and sustained by three-fourths (3/4) vote of the Board of Directors at a regular Board of Directors' meeting.

Section 2:

Each member against whom charges are preferred shall be given due notice of and the right to appear in person before a meeting of the Board of directors when charges against him are presented. Voting on this action shall be by secret ballot.

Section 3:

Any member expelled from the SFT may exercise the right of appeal to the AFT Executive Council.

ARTICLE III

WITHDRAWAL FROM MEMBERSHIP

Section 1:

Any member in good standing may have the privilege of withdrawing from the SFT by serving a signed written notice on the President. The withdrawal becomes effective thirty (30) days after receipt of such notice.

Section 2:

Upon withdrawal, any members who have withdrawn from the unit must re-apply to the Executive Committee. A determination will be made by the Executive Committee as to how that member will be brought back into good standing. Any member who never joined or withdrew falls into this category. The Executive Committee reserves the right to make this decision and therefore may suspend a level of benefits for a period of time until full restitution of dues is made. At minimum this may include any dues money lost by the Schenectady Federation of Teachers because the member withdrew during the school year.

ARTICLE IV

QUALIFICATION FOR OFFICE

Section 1:

Any person who has been a member in good standing for at least twelve (12) months prior to the election may have his/her name placed on the ballot for any elective office except the Presidency. A nominee for the office of President must have served as a Building Director, member of the Executive Committee, or Chairperson of a standing committee for at least one (1) year within the past four (4) years in order to be eligible.

Section 2:

Nominees for the office of Vice-President, excluding First Vice-President, must be employed in the division for which they are seeking office when that term of office begins.

ARTICLE V

NOMINATIONS

Section 1:

In October, the President shall appoint a Nominating Committee to seek out, screen, and receive acceptance, in writing, of members who wish to have their names placed on the ballot for elective office.

Section 2:

At an open Board of Directors' meeting immediately preceding the regular May meeting, but in no case less than ten (10) days before, the Nominating Committee shall present a list of nominees for office. At this time, the Building Directors and members from the floor have the privilege of adding other nominations to complete the official ballot.

The P/SRP unit shall meet separately at the same time as the Board of Directors. At this time, P/SRP members who attend have the privilege of adding nominees for P/SRP Chairperson.

Section 3:

At least seven (7) days before the regular May meeting, the Nominating Committee shall deliver official ballots to Building Directors for immediate distribution to the membership.

ARTICLE VI

ELECTION OF OFFICERS

Section 1:

All members in good standing, including retired and special members may vote for President.

All currently employed members in good standing may vote for First Vice President, Treasurer and Secretary.

Only currently members employed in good standing in a particular division may vote for the Vice-President of their respective division.

Section 2:

The President, First Vice-President, Middle School Vice-President, one Elementary School Vice-President, Treasurer, and the P/SRP Vice President shall be elected on EVEN years. The High School Vice-President, one Elementary Vice-President, and the Secretary shall be elected in ODD years.

Section 3:

If an officer is elected to a new position, then a special election to fill the vacated office shall be held by October.

Section 4:

All terms of office shall be for two (2) year periods.

Section 5:

All newly elected officers shall become members of the Executive Committee until August 31 and begin their terms of office on September 1, unless the office they are filling is vacant, in which case they will take office immediately.

ARTICLE VII

OATH OF OFFICE

Officers elected in accordance with the forgoing articles shall be installed at a general meeting by assenting vocally to the following pledge:

“I, (name of officer), pledge my word of honor that I will follow the instructions of this local and that I will faithfully perform my duties as an officer of the Schenectady Federation of Teachers, as prescribed in this Constitution and By Laws, to the best of my ability, and I shall turn over to my successor in office all records, funds, and other property of this local.”

ARTICLE VIII

RECALL OF OFFICERS

After serving three (3) months, any elected office may be recalled from office and the position declared vacant by a vote of two-thirds (2/3) majority of members in good standing at a general membership meeting, subsequent to a meeting at which the question for removal was raised before the body.

ARTICLE IX

RESIGNATION OF OFFICERS

Section 1:

Any officer except the treasurer shall have the privilege of resigning upon having a signed resignation read at a regular Board of Directors' meeting.

Section 2:

The Treasurer shall tender a signed resignation to the Board of Directors at a regular meeting. If the Audit Committee reports that the records are in order and no charges exist against the Treasurer, then the resignation shall be accepted at the next regular meeting.

ARTICLE X

REPLACEMENT OF OFFICERS

Section 1:

Any elective office shall be declared vacant by reason of death, resignation, or recall of the incumbent. Such vacancies, except the presidency, shall be filled as soon as practical by the Board of Directors, and the Board's designee shall serve until the next election in May.

Section 2:

The President's office shall be filled by the First Vice-President until the next election in May. If the First Vice-President is unable to assume the President's responsibilities, then the division Vice-President with the longest consecutive tenure on the Executive Committee shall serve as the President until the next election in May. If two or more division Vice-Presidents have equal tenure, the Board of Directors shall choose the interim executive office via secret ballot.

ARTICLE XI

CONVENTION DELEGATES

Section 1:

Delegates and Alternates to the national convention of the American Federation of Teachers and the state convention of the New York State United Teachers shall be elected at the regular meeting in January. Any person who has been a member of the SFT for at least twelve (12) months prior to the election may have his name placed on the ballot.

Section 2:

The president is automatically the ranking delegate at all conventions; other delegates shall be candidates receiving the most number of votes in the delegate election. Alternates shall be ranked according to the number of votes received.

Section 3:

Expense money for Delegates and Alternates to conventions shall be determined by the Board of Directors.

Section 4:

The timetable and procedures for elections of delegates and alternates to conventions are as follows:

1. The President, with the approval of the Executive Committee, shall appoint a Chairperson of elections by the October meeting.
2. Notice of the nomination of delegates shall be published in the newsletter twice prior to the meeting when nominations officially close.
3. Nominees must submit their names in writing and the Chairperson for Elections shall present the nominees for delegates at the November meeting. The President of the SFT shall be the first delegate to all conventions. Further nominations may be made from the floor, after which nominations shall be closed.

4. A notice announcing the time and place of the election of delegates with a listing of those nominated must be published in the newsletter at least fifteen (15) days prior to the election.
5. Delegates to the NYSUT Representative Assembly shall also serve as Election District 12 representatives, and shall attend ED 12 meetings.
6. Nominees shall be listed on the ballot in alphabetical order.
7. Ballots shall be sent to buildings at least ten (10) days prior to the January meeting. Two (2) envelopes shall be enclosed for each member's ballot. The member shall mark the ballot with the appropriate marks and put it into an envelope which shall be enclosed in another envelope which shall be signed by the member. The Director or Alternate shall check off the list of members when the double envelopes are placed in the election envelope, and shall deliver all ballots to the January meeting of the Board of Directors for counting.
8. There will be a separate ballot for state conventions and national conventions.

Section 5:

Delegates to the New York State AFL-CIO Convention shall be the President and others designated by the Executive Committee with first preference going to delegates to the Central Labor Body.

ARTICLE XII

DUTIES OF OFFICERS

Section 1:

The duties of the President shall be:

- a. To preside over all meetings of the membership, the Board of Directors, and the Executive Committee.
- b. To appoint the chair and the members of all standing and special committees with the approval of the Executive Committee.
- c. To serve as a member ex officio on all committees.
- d. To represent the local in all negotiations with the Board of Education and the school district administration.
- e. To serve as one of the delegates to the Schenectady Central Labor Council, AFL-CIO.
- f. To lead the delegation from the SFT at NYSUT and AFT conventions.

- g. To represent the SFT in its relations with other organizations and the general public.
- h. To be one of three (3) authorized signers on all checks drawn against SFT funds.
- i. To enforce order and strict observance of this Constitution and these Bylaws.
- j. To perform such other duties as are usually incumbent upon this office.

Section 2:

The duties of the First Vice-President shall be:

- a. To attend all general membership, Board of Directors', and Executive Committee meetings.
- b. To succeed the President according to Article X, Section 2, of the Bylaws.
- c. To serve as the SFT Chair on the Professional Growth and Practice Committee
- d. To perform such other duties as are usually incumbent upon this office or assigned by the President.

Section 3:

The duties of the division vice-presidents shall be:

- a. To attend all general membership, Board of Directors', and Executive Committee meetings.
- b. To preside over special meetings in their designated divisions.
- c. To serve as Membership Chairs in their designated divisions.
- d. To succeed the President according to Article X, Section 2, of the Bylaws.
- e. To perform such other duties as are usually incumbent upon this office or assigned by the President.
- f. The Elementary Vice-Presidents will meet and distribute responsibility of schools to reflect a balanced representation.

Section 4:

The duties of the Treasurer shall be:

- a. To collect dues from the members either directly or through payroll deduction and to receive all other monies due the SFT.
- b. To issue membership cards upon receipt of dues.
- c. To notify NYSUT of any changes in members' addresses.
- d. To make all necessary disbursements for operational expenses, and any other disbursements subject to the approval of the Board of Directors.
- e. To make monthly financial reports and a detailed annual report to the Board of Directors.
- f. To keep all records up to date so they are ready for audit at any time.
- g. To file the local's financial statement annual with the Internal Revenue Service and any other governmental agency as required by law.
- h. To be bonded to the extent prescribed by the Board of Directors; such bond will be furnished by the SFT.
- i. To be one of the three (3) authorized signers on all checks drawn against SFT funds.
- j. To perform such other duties as are usually incumbent upon this office.

Section 4:

The duties of the Secretary shall be:

- a. To keep accurate minutes of all general membership, Board of Directors', and Executive Committee meetings.
- b. To carry on communications for the organization.
- c. To serve as a member of the audit committee.
- d. To serve as custodian of the Local's records except those normally kept by the Treasurer.
- e. To send notices to the Building Directors and the membership with regard to pending meetings.
- f. To cooperate with the Corresponding Secretary should the need arise for the Executive Committee to appoint one.
- g. To be one of three (3) authorized signers on all checks drawn against SFT funds.
- h. To perform all other duties as are usually incumbent upon this office.

Section 5:

The duties of the P/SRP Vice President shall be:

- a. To preside over all meetings of the P/SRP unit.
- b. To appoint members of all P/SRP committees.
- c. To serve ex-officio on all P/SRP committees.
- d. To attend all meetings of the Executive Committee.
- e. To serve as liaison between the Executive Committee and members of the P/SRP unit.

ARTICLE XIII

DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee shall be:

- a. To administer all affairs of the local between meetings of the Board of Directors or the general membership.
- b. To approve the President's appointments of Chairs and committee members.
- c. To appoint a Corresponding Secretary should there be a need for one.
- d. To judge an applicant's fitness for membership when the application is questioned.
- e. To make recommendations to the membership and the Board of Directors for positive action.
- f. To outline an operating budget for the local at the beginning of each school year, and to make expenditures in accordance with that budget.
- g. To designate, with the approval of the Board of Directors, an attorney as the Local's legal officer, and, in individual cases, to employ other competent legal counsel.
- h. To make contracts and incur liabilities which may be appropriate to ensure accomplishment of the local's goals as established by the Board of Directors.
- i. To ascertain that Building Directors are performing their duties in an acceptable manner, and to appoint an interim Building Director when none has been elected by a building unit.

- j. To act as a committee on grievances.
- k. To approve a member's request for assistance from the Welfare Fund.
- l. To uphold the Constitution and Bylaws of the SFT and to enforce all rules of this organization.
- m. To serve as custodian of the Welfare Fund.
- n. To serve as custodian of the Defense Fund.

ARTICLE XIV

ELECTION OF BUILDING DIRECTORS AND ALTERNATES

Section 1:

Building Directors and Alternates shall be elected annually in May by each school unit in accordance with Article VII, Section I, of the Constitution; their names shall be submitted to the Secretary before June 1. They shall begin their duties with the close of business at the regular May meeting.

Section 2:

If, for any reason, a building unit fails to elect a Director before school is dismissed for the summer vacation, the Executive Committee shall appoint an interim Building Director.

ARTICLE XV

POWERS OF THE BOARD OF DIRECTORS

Section 1:

The Board of Directors shall act only as a body. The action of a majority of Directors or their alternates at any meeting at which a quorum is present shall constitute an act of the Board of Directors.

Section 2:

Members of the Board of Directors may not vote by proxy on any issue before the Board.

Section 3:

The President shall vote only when his vote is necessary to break a tie.

Section 4:

The Board of Directors shall have and exercise all the powers vested in it by this Constitution and these Bylaws.

ARTICLE XVI

DUTIES OF THE BUILDING DIRECTORS

The duties of the Building Directors shall be:

- a. To recruit new members.
- b. To collect payroll deduction cards and dues from members not on payroll deduction.
- c. To attend all Building Director, membership, and special meetings.
- d. To report promptly to their respective building units all business transacted by the Board of Directors and all activities of the SFT.
- e. To call and preside at membership meetings in their school buildings.
- f. To aid in framing policies and programs for the Local.
- g. To aid in determining the means and manner of disbursement of funds.
- h. To keep informed on school policies as well as SFT matters.
- i. To post notices of interest to members or all teachers.
- j. To ensure that school policies which affect the welfare of teachers are observed in the building.
- k. To be alert for situations in which the SFT should be active.
- l. To distribute SFT materials promptly to members or to all teachers.
- m. To followed established SFT grievance procedures in handling all grievances and school problems.
- n. To notify the First Vice-President of a change in a member's address.
- o. To notify the First Vice-President of the death of a building or retired member.
- p. To notify the First Vice-President when a member leaves the school system or is transferred to another building.
- q. To advise the President, Executive Committee, or the division vice president on pertinent matters.
- r. To keep a permanent file of SFT materials, and to transfer it to his successor.
- s. To uphold the Constitution and Bylaws of the SFT and to enforce all rules of this organization.
- t. To perform such other duties as he is empowered by this Constitution and these Bylaws.

ARTICLE XVII

DUTIES OF STANDING COMMITTEES

AUDIT:

The Audit Committee, consisting of the Secretary and two (2) other members, shall audit the accounts of the Treasurer whenever directed by the Board of Directors, and at the close of the fiscal year submit a written report with recommendations at a meeting of the Board of Directors. When a new Treasurer is assuming the post, he shall be added to this committee.

Social Justice:

The Social Justice Committee shall study the problems of pupils, teachers, and P/SRP members in the Social Justice movement and recommend action to the Board of Directors.

DELEGATES TO CENTRAL LABOR COUNCIL:

The delegates to the Central Labor Council, AFL-CIO, Schenectady Area Committee, chaired by the President, shall represent this Local at meetings and other affairs of the Council, and shall report to the Executive Committee and to the Board of Directors the activities of the Council which may be pertinent to the SFT. A representative of this committee shall attend all meetings of the Executive Committee and the Board of Directors as necessary.

COMMUNICATIONS:

The Communications Committee shall maintain communication with the membership (and other teachers if the need arises) through a periodic SFT newsletter and special bulletins. It shall maintain cordial relations with all local news media to arouse interest and increase public support of SFT programs. It shall release news which will enhance the image of this organization and its members.

SALARY AND BENEFITS:

The Salary and Benefits Committee shall familiarize itself with the school district budget; with federal, state, and local laws that support it; and with all the resources available to the school district for support of education. It shall prepare proposals for presentation to the school board on salary, fringe benefits, and improvements in working conditions that will adequately meet the needs of Schenectady's teachers. The Chair shall be the Chief Negotiator for the SFT in contract talks with the School Board.

SOCIAL:

The Social Committee shall solicit from the membership the type of social activities the majority deserves and shall plan and take charge of all social affairs of the SFT.

WELFARE:

The Welfare Committee shall study and recommend action by the Local on pension matters, insurance, buying plans, or other possible ways of improving the economic status of the membership.

GRIEVANCE:

The Grievance Committee shall consist of a chair appointed by the President, all the Vice-Presidents, and other members whose services the committee shall require from time to time. The committee shall oversee or participate in all grievance matters as specified in the contract between the SFT and the District.

POLITICAL ACTION:

The Political Action Committee shall conduct drives for the participation of the SFT members in NYSUT's VOTE/COPE campaign. It shall also conduct SFT participation in local school board elections. They shall also all make a study of all legislative/educational proposals and issues directed toward school problems in all levels of government. After considering recommendations from the AFT and NYSUT, it shall recommend action to the Board of Directors. The chair of this committee shall be the liaison between this Local and NYSUT.

HEALTH AND SAFETY:

The Health and Safety Committee shall oversee or participate in all health and safety matters facing SFT members. It shall familiarize itself with Federal, State, and Local laws that are applicable to public employees. The Chair of this committee shall act as liaison with the District in health and safety matters.

MEMBERSHIP:

The membership committee is responsible for ensuring all new members join the SFT, keep records of all change of address, update membership information with regard to retirements and death, keep membership information current by noting all building transfers, reassignments, and departures from the school system.

ARTICLE XVIII

VOTING

A roll call vote on any question, where a secret ballot is not required by this Constitution and bylaws, shall be ordered by the President upon the demand of four (4) Directors at a meeting of the Building Directors or twenty (20) members at a general membership or special meeting. The votes shall be recoded and counted by the Secretary and entered into the minutes.

ARTICLE XIX

WELFARE FUND

Section 1:

A Welfare Fund shall be maintained for the purpose of extending assistance to members who are confronted with extraordinary circumstances. The Welfare Fund shall be built up by a per capita assessment from the annual dues of ten cents (\$0.10) per month until a sum of three thousand dollars (\$3,000.00) accrues. Any time the Fund sinks below this balance, it shall be built up again in like manner.

Section 2:

The Executive Committee shall serve as custodian of this Fund; however, any withdrawal over fifty dollars (\$50.00) for a single cause must have the approval of the Board of Directors.

Section 3:

The Executive Committee shall investigate the circumstances of a written request by a needy member, and shall then approve or reject the member's application for an outright donation or an interest free loan.

Section 4:

At the beginning of each school year, the Executive Committee shall announce to the membership the financial status of the Fund and the policy rules that will govern its operation for that school year.

ARTICLE XX

DEFENSE FUND

Section 1:

A Defense Fund shall be maintained for the purpose of protecting the rights of members, and, when principles are violated, other school personnel or groups.

Section 2:

The Defense Fund shall be built up by per capita assessment from the annual dues of ten cents (\$0.10) per month until a sum of three thousand dollars (\$3,000.00) accrues. Whenever the Fund sinks below this level, it shall be replenished in the same manner.

Section 3:

The Executive Committee shall serve as custodian of this Fund, but any withdrawals from this Fund must have the approval of the Board of Directors.

ARTICLE XXI

ORDER OF BUSINESS

Section 1:

The order of business at membership, special, and Board of Directors' meetings shall be as follows:

1. Call to order by the presiding officer
2. Roll Call of Executive Committee
3. Roll Call of Building Directors
4. Minutes of the last meeting
5. Correspondence
6. Treasurer's report
7. Committee Reports
8. Action on tabled or deferred business
9. Old business
10. New business
11. Good and Welfare of the SFT
12. Adjournment

Section 2:

On a motion, the regular Order of Business may be suspended by a three-fourths (3/4) vote of members present.

