

The Constitution and By-Laws  
Of  
The Washington Teachers' Union, Local 6



American Federation of Teacher, AFL-CIO

**Adopted March 16, 1981**

**Revised October 21, 2004**

# THE CONSTITUTION

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## **ARTICLE I - NAME**

The organization shall be known as The Washington Teachers' Union, Local #6, American Federal of Teachers, AFL-CIO.

## **ARTICLE II - PURPOSES**

This organization shall operate in accordance with the purposes as stated in the By-Laws.

## **ARTICLE III - MEMBERSHIP**

All personnel employed or retired by the Board of Education, except officers charged with the assignment, scheduling, rating or promotion of such personnel and workers in other groups organized by the Union, shall be eligible for membership. Members of the Union staff who have been teachers shall be eligible for membership, but shall not be eligible to run for office unless a leave of absence is taken.

No discrimination shall be shown toward individual members or applicants for membership because of race, sex, religious faith, or political activities or beliefs.

## **ARTICLE IV - DUES**

**Section 1.** Every member of this Union shall pay into the treasury regular dues in accordance with provisions set forth in the By-Laws of this organization.

## **ARTICLE V - UNITS OF ORGANIZATION**

The Units of Organization shall be (1) first, the membership as described in Article III; (2) second, the Executive Board; (3) third, the Functional Chapters with such functions as set forth in their by-laws; (4) fourth, the School Chapter; and (5) fifth, the School

Chapter Advisory Committee.

## **ARTICLE VI - MEETINGS**

There shall be no less than eight (8) Representative Assembly meetings, two (2) membership meetings and such other meetings as provided in the By-Laws of this organization. There shall be no less than twelve (12) regular Executive Board meetings and such other meetings as provided by the By-Laws of this organization.

## **ARTICLE VII - ELECTIONS**

The following elections shall be held by secret ballot in accordance with provisions set forth in the By-Laws of this organization:

**Section 1.** Election of officers, a three-member Board of Trustees, and Delegates to The Metropolitan Labor Council every three years.

**Section 2.** Bi-Annual election of delegates to the conventions of the American Federation of Teachers and the Maryland State and District of Columbia AFL-CIO.

**Section 3.** Annual election of Building Representatives, the School Chapter Advisory Committee, Representative Assembly, and the Personnel Committee.

**Section 4.** Any election necessary to fill a vacancy unless provided for in the constitution.

**Section 5.** A fifteen-member Elections Committee as provided for in Article VII Section 1E of the By-Laws.

## **ARTICLE VIII - UNION OFFICERS**

**Section 1.** The elected officers of the Union shall be a president, general vice-president, treasurer, six vice-presidents representing the elementary schools, junior high schools, senior high schools, career development, special education, specialized services, and a recording secretary.

**Section 2.** A three (3) member Board of Trustees shall be elected as provided for in Article VII, Section 1A of the By-Laws.

**Section 3.** A parliamentarian shall be appointed by the president.

## **ARTICLE IX - RECALL**

A recall process shall be the right of the concerned members when there is evidence that such a recall may be justified. Any officer or other elected person may be subject to this process. Said process shall be in accordance with the provisions set forth in the By-Laws of this organization.

## **ARTICLE X - SAFEGUARDS AND PROCEDURES**

The business of Local #6 shall be conducted according to procedures outlined in the By-Laws.

## **ARTICLE XI - AMENDMENTS**

Amendments to this Constitution and these By-Laws may be made in accordance with the provisions of Article XI of the By-Laws.

## **ARTICLE XII - EFFECTIVE DATE**

This Constitution and the By-Laws shall take effect upon ratification, except that Section

1 and 2 of Article VIII of the Constitution and Section 2A of Article V of the By-Laws shall take effect at the time of the general elections in.

## **WTU BY-LAWS**

### **ARTICLE I**

The Washington Teachers' Union shall be affiliated with the American Federation of Teachers, AFL-CIO, The Metropolitan Labor Council, The Maryland State and District of Columbia AFL-CIO.

### **ARTICLE II - PURPOSES**

**Section 1.** To bring the employees of the Board of Education and other employers into relations of mutual assistance.

**Section 2.** To protect the legal rights of all members.

**Section 3.** To raise the standards of the teaching profession by insuring and promoting conditions vital to effective services for all pupils.

**Section 4.** To define and strengthen services of the schools and to afford the employees full opportunity to participate in the democratic decision-making within schools for the common good.

**Section 5.** To provide and maintain, as sole and exclusive collective representative for members of the bargaining units, the effective implementation of the collective bargaining agreements between The Washington Teachers' Union and the Board of Education of the District of Columbia and other employers.

**Section 6.** To make employees aware of their political and social rights and responsibilities.

**Section 7.** To act as representatives of the members in dealing with other agencies involved with the Public Schools of the District of Columbia and other employers of members in the Functional Chapters.

## **ARTICLE III - MEMBERSHIP**

**Section 1.** Persons retired from the units of organizations may be continued in or be readmitted to membership.

**Section 2.** Any member who was in good standing while an employee of the Board of Education may retain his membership.

**Section 3.** The following acts are offenses for which members may be disciplined:

- A.** Willfully violating the Constitution or willfully acting to defeat the purposes of this Constitution as stated in Article II.
- B.** Obtaining membership through fraudulent means, by making false statements, or by misrepresentation.
- C.** Disobeying or failing to comply with any lawful decision or order of Local #6.
- D.** Fraudulently receiving any money or property due the Union, or misappropriating the money or property of the WTU.
- E.** Engaging in strike-breaking activities including, but not limited to, working during a strike by the WTU or crossing the picket lines.
- F.** Advocating or attempting to affect the withdrawal of any member from Local #6.
- G.** Revealing to any non-member any confidential matter or extending to any non-member any rights, privileges, or benefits of membership contrary to the best interests of Local #6.
- H.** Libeling, slandering, or in any manner abusing fellow members or officers of Local #6.
- I.** Willfully interfering with the performance of the Union's legal or contractual obligations, or willfully violating the agreements between Local #6 and the Board of Education and other employers.
- J.** Acting collusively with the Board of Education, its employees, agents, representatives, supervisors or other similar personnel of other employers.
- K.** Willfully interfering with any official of Local #6 in the performance of his or her duties.

**Section 4.** A member may be expelled from the organization upon the bringing of written and signed charges by two or more members, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which the accused member shall have the right to examine and question the charges and be represented by a person of his or her choice. At the conclusion of the hearing, a three-fourths vote of the Executive Board shall be necessary for expulsion. The decision can be appealed to the membership by requesting a vote at the next Representative Assembly or Membership meeting. A simple majority of the members voting shall be sufficient to over-rule the decision of the Executive Board to expel.

**Section 5.** No charge shall be valid which is filed more than six months after the alleged wrongful conduct is discovered.

## **ARTICLE IV- DUES**

**Section 1.** The annual dues for union membership for members defined by Article III of the Constitution shall be eighty percent (80%) of one and one half percent (1 1/2 %) of the median salary of the BA Group effective as of October 1 of each year plus the pass-through of AFT dues as required by the AFT Constitution. Members who pay full dues shall vote on all issues concerning the Washington Teachers' Union and shall be eligible to run for elected office.

**Section 3.** All members except retired members shall pay their dues by payroll deduction or in full by November 10th. Retired members may pay their dues in full by November 10th or in equal semi-annual installments before November 10th and March 10th. Retiree members who pay Washington Teachers' Union Retiree Chapter dues shall vote only on Washington Teachers' Union Retiree Chapter issues.

**Section 4.** No special assessments shall be levied on the membership which have not been approved by a majority vote of Union members (present at a duly constituted and properly called membership meeting of the Union) provided that fifteen (15) days notice of such proposed action has been given.

**Section 5.** Arrearage of dues for a period exceeding ninety (90) days shall result in the forfeiture of such rights, privileges and benefits as deemed appropriate by the Executive Board.

## **ARTICLE V- UNITS OF ORGANIZATION**

**Section 1.** The membership shall be the primary unit of organization.

**Section 2.** The Executive Board

**A.** The Executive Board shall consist of the elected officers and the following elected

representatives: four (4) from the elementary schools, two (2) from the junior high schools, two (2) from the senior high schools, three (3) from the specialized services and one (1) from each of the Functional Chapters.

**B.** No more than one elected representative shall be from the same school or school functional unit.

**C.** The Executive Board shall meet in accordance with Article VI of the Constitution.

**D.** The duties of the Executive Board are as follows:

(1) The Executive Board shall have the sole authority to hire and terminate employees upon the recommendation of the president. Professional employees shall be hired by contract with provision for orderly dismissal and with the right of hearing and counsel. Other employees may be hired by Union contract and procedures shall be established in all contracts for orderly dismissal with the right of hearing and counsel, unless otherwise provided for in a Union contract. The provisions of this section shall not apply to elected officers of the Union.

(2) The Executive Board shall take such action as may be necessary between representative assembly or membership meetings of this organization. All action taken must be reported at the next representative assembly or membership meeting.

(3) The Executive Board shall establish committees it deems necessary to carry on the functions of the organization.

(4) The Executive Board shall determine the compensation of the President and the General Vice-President.

(5) The resignation of a member of the Executive Board shall become effective upon its submission.

**Section 3.** The Functional Chapters shall consist of the members in a unit outside of the Public Schools of the District of Columbia.

**Section 4.** The School Chapter shall consist of all Union members in one building or one school functional unit.

**Section 5.** The School Chapter Advisory Committee

**A.** Shall consist of not more than seven (7) members of the Chapter, one being the Building Representative, elected as provided for in Article VII, Section 1F of the By-Laws.

**B.** Shall meet at least once a month with the administrator of the school or

administrative unit, unless cancelled by mutual agreement, to discuss matters relating to the operation of the school and implementation of the Agreement.

**Section 6.** The duties of the Building Representative shall be

- A.** To report actions of the Chapter to the Union and actions of the Union to the Chapter.
- B.** To conduct elections in the Chapter which shall be by secret ballot.
- C.** To keep a current file of names and addresses and telephone numbers of the Chapter members and transmit such information to the Union office.
- D.** To collect and transmit membership forms and dues to the Union office and to keep a record of such transactions.
- E.** To enforce the provisions of the Agreement.
- F.** To serve as chairman of the School Chapter Advisory Committee.
- G.** To report results of meetings between the School Chapter Advisory Committee and the Administrator of the school to the School Chapter.
- H.** To hold monthly Chapter meetings.

## **ARTICLE VI – REPRESENTATIVE ASSEMBLY/MEMBERSHIP MEETINGS**

**Section 1.** Subject to the final authority of the membership, the general governing body of the WTU shall be the Representative Assembly. This assembly shall consist of members of the WTU elected by the members. Elections for the Assembly shall be as follows:

- A.** Representative Assembly members shall be apportioned on the basis of one for every twenty-five members, or major portion thereof, in good standing in the Union with not less than one representative per building.
- B.** Buildings will be informed of the number of Assembly members, to which they are entitled by the Membership Coordinator of WTU no later than March 1 of each school year, based on their membership as of February 1.
- C.** Any increase in membership in a building must be officially requested by the Building Representative at least three weeks prior to the Representative Assembly meeting and verified by the Membership Coordinator of WTU.
- D.** If there is a decrease in membership, the Membership Coordinator shall inform the Building Representative at least three weeks prior to a regularly scheduled Representative Assembly meeting. These matters may be appealed to the Representative Assembly.

**E.** For members not assigned to a specific work location the Executive Board shall designate appropriate units using the same representation formula above.

**F.** The Building Representative or his/her designee shall be the ranking delegate from each building. Other Assembly members as apportioned shall be elected from members in good standing in each building for terms of one year. Where there is one assembly member the members shall elect an alternate to attend in the absence of the regular building rep.

**Section 2.** One fourth of the members present at the Representative Assembly Meeting may require a roll call on any motion. In a roll call vote each BR shall vote its membership as of the previous February 1 unless an authorized change has been made.

**Section 3.** All members of the Executive Board shall be representatives to the Representative Assembly and shall be entitled to one vote collectively.

**Section 4.** The President shall be the presiding officer of the Representative Assembly but may vote only in the event of a tie.

**Section 5.** The Representative Assembly shall meet at least once each month, except June, July, August and December, at a place publicly announced by the Executive Board. Special meetings of the Assembly may be called by the President or Executive Board or by a majority vote of the BR Assembly or shall be called upon written request by ten percent of the members of the Local in good standing. Notice will be given at least five school days prior to the date of the meeting.

**Section 6.** A quorum for the conduct of the business of the Representative Assembly shall be 25% of the schools in the district with at least one Representative Assembly member present.

**Section 7.** The Representative Assembly shall meet for the purpose of establishing the policies of the WTU; receiving and reviewing the reports of the President, Executive Board and Committees; taking appropriate action as specified in the Constitution, reviewing monthly financial reports and the annual audit and initiating and taking other actions as the body deems necessary.

**Section 8.** Any member of the Union in good standing shall have the right to attend Representative Assembly meetings as observers. Non-council members of the WTU may speak at meetings of the Assembly under guidelines established by the Representative Assembly.

**Section 9.** There shall be no less than two (2) membership meetings a year. Additional meetings may be held as deemed necessary by the Executive Board and the membership. A quorum for the membership meetings shall be one hundred and fifty (150) members.

## **ARTICLE VII – ELECTIONS AND NOMINATIONS**

**Section 1.** The following elections shall be held by secret ballot in accordance with the provisions set forth in the Constitution of this organization.

- A.** Elections of officers, a three member Board of Trustees and delegates to the Metropolitan Labor Council shall be held every three years.
- B.** Delegates to the conventions of the American Federation of Teachers and Maryland State and District of Columbia AFL-CIO shall be held bi-annually.
- C.** Building Representative, School Chapter Advisory Committee and Representative Council elections shall be held annually.
- D.** Any election necessary to fill a vacancy.
- E.** A fifteen (15) member Election Committee.

- 1.** A member desiring to run for a position on the Elections Committee shall submit an official nominating petition signed by twenty (20) or more members in good standing to the office of the Washington Teachers' Union on or before the last regular working day of the Union in April. Members of the Elections Committee shall be elected at the same time as delegates to the conventions of the American Federation of Teachers and Maryland State and District of Columbia AFL-CIO.
- 2.** It shall be the duty of the Elections Committee to conduct all general and special elections of the organization.

**F.** Building Representatives /SCAC Elections/Representative Assembly/Personnel Committee

- 1.** Election of the Building Representative, the School Chapter Advisory Committee, the Personnel Committee and Representative Assembly members shall be held during the month of May. Such election shall be held by secret ballot and there shall be no absentee balloting.
- 2.** The time, date, and place of the election shall be decided by the SCAC with provisions made so that all members in good standing shall have a reasonable opportunity to vote.
- 3.** A meeting shall be held for the purpose of nominations at least five (5) school days in advance of the election. Notice of the meeting shall be posted or circulated at least five (5) school days before the meeting. Only members in good standing shall be able to nominate candidates. Additional nominations may be submitted in

writing, until the close of school, two (2) days prior to the election. Written nominations should be submitted only after verifying that the nominee is willing to serve. The Building Representative shall be given written verification for any written nominations received.

**4.** The notice of the election date shall be posted and circulated at least five (5) school days before the election. When a School Functional Unit can not follow the above procedure, notices shall be mailed at least fifteen (15) days prior to the election date. Building Representative elections shall be conducted by members who are not candidates. All other elections shall be conducted by the Building Representative. Candidates shall have the right to have observers when ballots are tallied.

**5.** To assure all members a reasonable opportunity to vote, the following exceptions shall be made to the above procedures: If and when the school schedule will not permit their presence at the election, they may request permission to vote at another time on election day. The Building Representative is responsible for setting a time at which the member may vote, at the same time assuring that the ballot box is properly supervised.

**6.** Printed ballots shall list all names submitted alphabetically and shall be printed prior to the election. Space shall be provided for write-in candidates.

**7.** Only those members whose eligibility is verified by the Building Representative shall be allowed to vote. Excluded members may appeal the case to the Elections Committee of the Union.

**8.** Those elected shall take office upon the close of school in June.

**9.** The Building Representative shall certify to the Union Office that the election was carried out in accordance with the Constitution and shall forward the election results within one (1) week after the election.

**10.** Any vacancies in the building or unit level shall be announced within fifteen (15) days after the occurrence. Nominations and an election to fill such vacancy shall be held between five (5) and thirty (30) days after the announcement of the vacancy. Five (5) days prior notice shall be posted or circulated. When necessary, School Functional Units shall follow the alternative procedure of notification outlined in C.

**11.** Challenges to the elections of the Building Representative, members of SCAC, the Personnel Committee and the Representative Assembly shall be submitted in writing to the Executive Board for appropriate action within fifteen (15) days after the election.

## **Section 2. Nominations and Election of Officers**

**A.** Forty-five (45) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for office. This notice shall be mailed

and shall include the date, time, place and method for submitting nominations.

**B.** Only current District of Columbia Public Schools teachers and full dues paying members shall be eligible to run for office in Local #6.

**C.** Official nominating petitions shall be made available to the membership at the March meeting or at the WTU office. Petitions must be returned to the office of the Washington Teachers' Union on or before the close of the last regular working day of the Union in April. Verification of the receipt of each nominating position shall be in writing.

**D.** The Elections Committee shall certify that all nominating petitions have been properly signed by twenty (20) members in good standing before placing the names on ballots. Petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.

**E.** It shall be the duty of the Elections Committee to provide information concerning all presidential candidates for an edition of the Washington Teacher. Each presidential candidate shall submit to the Elections Committee an official statement, not to exceed 150 words of their professional training teaching experience, union service and a statement of the policies they intend to pursue. The statements are to be reviewed by the Elections Committee and may be returned if they are not in compliance with the above. Returned statements must be resubmitted to the Elections Committee by April 10th.

**F.** The positions of names on ballots for the members of the Elections Committee and delegates to the conventions and the Metropolitan Washington Council shall be determined by drawing names at random.

**G.** Slate balloting shall be permitted for the election of officers of the Union. The position of the slate on the ballot shall be determined by random drawing. Names of members who are running for office independently of a slate shall be placed on the ballot in positions determined by random drawing.

**H.** An outside agency, such as FMCS, AAA or another independent agency shall conduct the election of Union Officers and members of the Executive Committee. The Election Committee shall recommend an independent agency to the Executive Board.

**I.** Ballots shall be mailed to members no later than fifteen (15) days following the close of nominations.

**J.** Officers of the Union shall serve three years, until their successors are elected and installed. Officers-elect shall be installed at the May meeting.

**K.** A majority of the ballots cast shall determine election. In the absence of a majority, the Elections Committee shall conduct a run-off election among the two candidates who have received the most votes for the office in question using the procedure specified in Section 2H.

**L.** In order to provide for an orderly transition, the newly installed officers shall assume their respective offices on July 1st.

**M.** With the exception of the President, or in case of a recall, all vacancies shall be filled by a majority vote of the Executive Board.

## ARTICLE VIII – UNION OFFICERS

The elected officers of the Union shall be a president, a general vice-president, six vice-presidents representing the elementary schools, junior high schools, senior high schools, career development, special education, and specialized services, and a recording secretary.

**Section 1.** The President shall be the Chief Executive Officer of the Union. The President shall:

- A.** Administer all the affairs of the Union and executive policy of the Union as determined by the membership and the Executive Board.
- B.** Be the presiding officer at all meetings of the membership, the Executive Board and the BR Council.
- C.** Appoint all committee members (except that appointments of standing committees shall be with the advice and consent of the Executive Board) and be an ex-officio member of all standing and special committees except the Elections Committee.
- D.** Sign all necessary documents including the cosigning of checks (the President shall be bonded; such expense shall be borne by the Union). The President shall serve as a fiduciary of the union, chief negotiator of the Union contract and appoint the bargaining team for all negotiations with the advice and consent of the Executive Board.
- E.** Receive, report, and respond to correspondence of the organization.
- F.** Supervise all employees of the organization.
- G.** Be the ranking delegate to the AFT and Maryland State and District of Columbia AFL-CIO convention.
- H.** Be the ranking delegate to the Metropolitan Washington Central Labor Council and the Maryland State and District of Columbia AFL-CIO.
- I.** Make an annual report to the membership of the organization.
- J.** Represent the organization before the public, community organizations, and the news media.

**Section 2.** The General Vice-President shall:

- A.** Perform other duties as delegated by the President or assigned by the Executive Board.
- B.** Oversee and assist the building representatives in their duties.
- C.** Supervise the field representatives and other employees as designated by the President.
- D.** Co-sign checks and other financial documents in the absence of the President or the Treasurer and serve as a fiduciary of the Union. The General Vice-President shall be

bonded and such expense shall be borne by the Union.

- E.** Perform all the duties of the President in the absence of the President.
- F.** Complete the un-expired term of the president should the office become vacant.
- G.** Convene the Elections Committee.

**Section 3.** The Recording Secretary shall:

- A.** Be responsible for the recording and filing of the minutes from all meetings of the Executive Board and the Building Representatives Council.
- B.** Assist the President in handling the correspondence of the organization.
- C.** Record the attendance at all meetings of the Executive Board and shall notify members of their non-attendance in accordance with Article VI, Section 8 of these By-Laws.
- D.** Record attendance of the Executive Board at Building Representatives Council meetings and membership meetings.

**Section 4.** The Treasurer shall:

- A.** Maintain satisfactory financial records.
- B.** Be one of the responsible financial officers and the chief fiduciary of the organization and be authorized to co-sign financial documents and make regular and usual disbursements of funds. The Treasurer shall be bonded and such expense shall be borne by the Union.
- C.** Arrange for an independent audit of the finances of the organization annually and make it available to the Executive Board, the Building Representatives Council, and the membership.
- D.** Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.
- E.** Notify members of non-payment of dues.
- F.** Prepare with the Board of Trustees a proposed budget for each fiscal year, which shall be approved by the Representative Assembly and presented to the membership for approval at the September meeting. The Executive Board, upon recommendation to the treasurer and the Board of Trustees, shall approve changes in the adopted budget. The final budget approval shall be with the membership as described in Article III of the Constitution.
- G.** Transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and other similar bodies with which the organization is affiliated.
- H.** Oversee the work of and receive reports from the Finance Committee.
- I.** Manage and oversee agency fee process

**Section 5.** The Vice-Presidents shall:

**A.** Serve as chairperson of a committee composed of elected representatives and not more than twelve (12) volunteer members to affect the following with respect to their levels of functional units:

1. Promulgating ideas for quality education.
2. Promoting knowledge of the agreement.
3. Assisting the Building Representatives and School Chapter Advisory Committee in enforcing the Contract.

**B.** Working jointly on matters common to all levels.

**C.** Making periodic reports to the Executive Board.

**D.** Keeping apprised of matters involving their levels or the functional units they are elected to represent and attending meetings with Central Administration Officials involving matters of policy and decision-making which affect their respective groups.

**Section 6.** In the event that the Office of the President becomes vacant and the General Vice-President is unable to assume the duties of the President, the Executive Board shall elect a President from the seven (7) Vice Presidents to fill the unexpired term of the President.

**Section 7.** There shall be a three (3) member Board of Trustees elected by the membership. No officer or person holding elective office as designated under Article VIII, Sections 1 and 2, of this Constitution shall be eligible to serve in this office.

**A.** Nominations for this office shall be made in accordance with Article VII Section 2 of the By-Laws; and the trustees shall be elected on the third Monday in May to coincide with the regular secret ballot election of officers and delegates.

**B.** The Board of Trustees shall:

1. Have the right to examine all financial records, receipts, expenditures, disbursements, vouchers, bills, and statements.

2. Attest to the accuracy of all bank accounts of Local #6 at the end of the fiscal year.

3. Consult with the Treasurer in the preparation of a quarterly report and present their findings to the Executive Board prior to the presentation of the report in its entirety to the membership. Copies of the report affixed with the signatures of the trustees and the Treasurer shall be placed on file in the Union office.

## **ARTICLE IX- RECALL OF OFFICERS**

**Section 1.** Petition for the recall of any officer for violation of obligations of their office shall be initiated by a recall petition clearly stating the specific charges and signed by not fewer than thirty percent (30%) of members in good standing. Bases for recall may include neglecting duties of the office as defined in the By-Laws, willful failure to work for objectives of the Union and entering into unauthorized commitments of the Union.

If an officer is recalled, the Elections Committee shall hold a special election under the procedures in Article VII, Section 2- C and H.

**Section 2.** The provisions of this article apply only to the alleged violations during current terms of office.

## **ARTICLE X- SAFEGUARDS AND RULES OF PROCEDURE**

**Section 1.** Roberts Rules of Order, Newly Revised Edition shall govern the deliberations of each unit of organization and of all committees, except as said rules may conflict with this Constitution and By-Laws.

**Section 2.** All motions shall be submitted in writing with the names of the maker and the second to the secretary by the end of each meeting.

**Section 3.** The Executive Board shall, at the request of one-third (1/3) of the members of the Board, a majority at a representative assembly meeting, or ten percent (10%) of the membership, submit to a referendum vote any matter except amendments and matters relating to suspension and expulsion. The Executive Board shall set the rules governing the referendum.

**Section 4.** Membership lists shall be used only as permitted by the Executive Board.

**Section 5.** There shall be kept on file, accessible to the membership, all minutes, financial reports, committee reports, election procedures, and copies of this Constitution and By-Laws.

**Section 6.** The Washington Teacher shall be the official publication of Local #6. The editor of The Washington Teacher shall be a staff employee.

**Section 7.** No materials may be distributed during a membership meeting without permission of the chairman.

**Section 8.** All committee reports to the Executive Board and membership shall be submitted in writing to the Recording Secretary before consideration.

**Section 9.** The Union shall not promote or permit itself to be used to promote any special interests, cause, or individual which shall not have been endorsed by at least a majority vote of the Executive Board and approved by the membership.

**Section 10.** Members of the Union shall not use the name and/or the stationary of The Washington Teachers' Union or any part thereof for personal and/or partisan causes in accordance with Section 9 of this Article.

## **ARTICLE XI- AMENDMENTS**

**Section 1.** A proposed amendment to the Constitution or By-Laws must be sponsored in writing by not less than two-thirds (2/3) of the Executive Board or by not less than 800 members of the organization.

**Section 2.** The proposed amendment shall be submitted to the membership in writing and shall be voted on at the meeting following its submission.

**Section 3.** If the proposed amendment is adopted by two-thirds (2/3) of the members present and voting, it shall be deemed to have become a part of this Constitution or By-Laws.