

Constitution  
Of the  
Hillsborough School Employees Federation  
Local 4154, FEA, NEA, AFT, AFL-CIO

**ARTICLE I**  
NAME

This organization shall be known as the Hillsborough School Employees Federation (HSEF) Local 4154, Florida Education Association (FEA), National Education Association (NEA), American Federation of Teachers (AFT), AFL-CIO, representing all custodial, food service, maintenance, transportation and security employees, excluding confidential employees, supervisors and managers as defined by Chapter 447 of the Florida Statute, employed by the School District of Hillsborough County, Florida (HCSD).

**ARTICLE II**  
OBJECTIVES

The purposes of this organization shall be:

- Section 1.** To secure full trade union rights for all employees who are eligible for membership.
- Section 2.** To advance the economic, social, and political well being of the membership.
- Section 3.** To promote the improvement of standards in the employment situation of the membership and the standards of the employer as they relate to the public we serve.
- Section 4.** To encourage mutual understanding and cooperation among the membership.
- Section 5.** To promote democracy and equality in the society at large.
- Section 6.** To advocate for higher standards of service in the delivery of education for the children of Hillsborough County.
- Section 7.** To advance cooperation, education, understanding and trust between the parents of the children attending Hillsborough County schools and HSEF.
- Section 8.** To participate in building a stronger labor community.

Section 9. To seek cooperative relationships with the employer built on mutual respect and trust, as long as such relationships best serve the needs of the membership.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1.** There shall be three classes of membership within HSEF. Those classes of membership shall be known as active, inactive and retired. Only current, inactive or retired employees as defined in Article I of this document are eligible to be members of HSEF. No employee that is confidential, supervisory or managerial in nature, as defined in Article I, shall be eligible for membership. Membership dues for each class of membership shall be defined within the HSEF By-Laws.

**Section 2.** Active members shall be employees of HCSD and whose dues are in current standing with HSEF (as defined in Section 5 below). Active members shall have the right to attend all meetings and functions of HSEF, hold elective office, fill appointive positions as described within the HSEF Constitution and/or By-Laws, and debate and/or vote on issues before the general membership.

**Section 3.** Inactive members shall be employees that are on approved leave of absence from HCSD and whose dues are paid to within 60 calendar days of current standing with HSEF. Such conditions being met, they would enjoy the rights and privileges accorded to active members with the following exceptions; (1) they cannot hold elective office and (2) they cannot fill appointive positions. Employees that wish to maintain active membership status must be in current standing with HSEF, as defined in Section 5 below.

**Section 4.** Retired members shall be former employees that have formally retired from HCSD, are receiving or are eligible to receive benefits through the Florida Retirement System and are in current standing with HSEF as defined in Section 5 below. Retired members are recognized as a vital part of the organization and are encouraged to attend and participate in the meetings and functions of HSEF. However, retired members shall not be able to do the following: (1) hold elective office, (2) fill appointive positions or (3) vote on issues before the general membership or other determinative bodies of HSEF. The Local shall take the appropriate steps to charter a retiree's chapter, assuming sufficient interest on the part of the retiree membership.

**Section 5.** Current standing shall be defined as receipt of membership dues by the tenth (10th) of the month for the preceding month. Employees receiving wages from HCSD and having dues deducted simultaneously, through payroll deduction, shall be considered current for the purpose of this section. Any member that is in arrears more than sixty (60) calendar days from the tenth (10th) of each month shall be considered suspended and their membership privileges revoked. Upon

non-payment of an arrearage of dues for ninety-one (91) calendar days membership will be considered cancelled and that member will be dropped from the membership rolls. The terms current standing and good standing are synonymous within the context of this constitution. Notice shall be provided to any member that fails to pay dues after the first thirty (30) days of non-payment of the terms of Article III, Section 5.

**Section 6.** No person shall be denied membership on the basis of sex, race, national origin, religious or political belief, sexual orientation or socioeconomic status.

**Section 7.** Discipline of members.

- (a) A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.
- (b) Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.
- (c) Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.
- (d) At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.
- (e) A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

#### **ARTICLE IV**

##### **ELECTION OF OFFICERS**

**Section 1.** Elections shall be conducted in accordance with the AFT Constitution and the standards set forth in the Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).

**Section 2.** The organization shall hold elections for officers for a term of office of three (3) years to commence on July 1st and expire on June 30th, three (3) years later. General elections shall be held within the last full week of April of the year in which a term expires. The following officers shall be elected by the general membership:

- (a) President
- (b) First Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Vice-President At-Large
- (f) Vice-President for Collective Bargaining
- (g) Vice-President for Communications
- (h) Vice-President for Governance
- (i) Vice-President for Membership Development
- (j) Vice-President for Political Action
- (k) Vice-President for Structure Development

**Section 3.** To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

**Section 4.** The Elections Committee shall conduct all general and special elections and referenda of the organization.

- (a) The Elections Committee shall consist of seven members in good standing selected by the Stewards Council at its first meeting of every school year. The Elections Committee shall vote and elect a chairperson who shall be one of the seven members selected by the Stewards Council.
- (b) Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.
- (c) When conducting steward elections, the elections committee shall follow the rules set forth in Article VIII. All other elections shall be governed by the provisions in this Article.

**Section 5.** Nominations

- (a) Sixty (60) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by first class U.S. Mail to the members' last known home address.
- (b) To be nominated for office, a candidate must submit to the Elections Committee a petition containing the signatures of five (5) percent of the

membership, or twenty-five (25) members, whichever is less. Said petitions must be submitted no later than thirty (30) days following the notice of the opening of nominations.

- (c) Nominations may also be made from the floor at the membership meeting in March.
- (d) Members nominated to run for office must affirmatively accept their nomination.
- (e) The Election Committee shall determine whether the nominations were timely and if the nominee is eligible to for office.

**Section 6.** At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices.

**Section 7.** The Elections Committee shall prepare and send ballots by U.S. Mail to all members in good standing for the proceeding sixty (60) days, in such manner as to ensure the secrecy of the ballot, no later than ten (10) days following the close of nominations. The period between the mailing and return date for the ballots shall be no fewer than twenty (20) calendar days.

**Section 8.** The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question. The Elections Committee shall prepare and send ballots by first-class U.S. Mail to the last known home address of all members who were eligible to vote in the initial election, in such manner as to ensure the secrecy of the ballot. The period between the mailing and return date for the ballot shall be no less than twenty (20) calendar days.

**Section 9.** Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

**Section 10.** The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.

**Section 11.** Successful candidates shall assume office on July 1.

**Section 12.** With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies in its membership until the next general election of officers.

**Section 13.** A petition signed by twenty-five percent (25%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

**Section 14.** Contract ratification votes shall be administered by the Elections Committee. Such votes shall be by secret ballot take place in the workplace. Section 5. They shall be held in six (6) locations selected by the Elections Committee. These locations must be assigned by dividing the school district into six regions (northeast, northwest, east, west, southeast and southwest) and picking one (1) location in each region to which there is major highway access.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

**Section 1.** The President shall:

- (a) be the presiding officer at all meetings of the membership, the Executive Board, and the Stewards Council;
- (b) be an ex-officio member of all standing committees except the Elections Committee;
- (c) appoint, with the approval of the Stewards Council, the chairs of all standing and special committees, except where otherwise noted in the Constitution;
- (d) receive, report and respond to correspondence of the organization;
- (e) be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- (f) represent the organization before bodies of the employer, executive and legislative officials;
- (g) represent the organization before the public, community organizations, and the news media;
- (h) be, by office, a delegate to the Central Labor Council;
- (i) be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies;
- (j) make an annual report to the membership of the organization;
- (k) be able to delegate the responsibilities of the office except where otherwise specified by the constitution;
- (l) be responsible for the ongoing administration of the organization;

- (m) supervise all employees of the organization;
- (n) make hiring and firing decisions on HSEF employees subject to approval by the Executive Board;
- (o) work with the treasurer to ensure accurate maintenance of all financial records of the organization;
- (p) arrange for an independent audit of the finances of the organization annually and make available same to the executive board, stewards council, and membership, at regular meetings of those bodies and where otherwise directed by the executive board;
- (q) file reports required by the Internal Revenue Service, Chapter 447 of the Florida Statutes and other governmental bodies as required by law;
- (r) any assigned staff from the affiliates shall perform his/her duties at the direction of the President.

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

- (a) assume the duties of the President in the event of the absence, illness, or death of the President For the purpose of this section, absence or illness shall be defined as ten (10) or more working days;
- (b) coordinate the activities of the Vice-Presidents, in the absence or illness of the President;
- (c) perform other duties as delegated by the President or assigned by the Executive Board;
- (d) co-sign financial instruments in the absence of the President or Treasurer.

**Section 3.** The Secretary shall:

- (a) share responsibility with the President for the maintenance of the non-financial files and records of the organization;
- (b) be the custodian of the seal and charter of the organization;
- (c) record and keep accurate minutes of meetings of the membership, the Executive Board, and the Stewards Council;
- (d) Chair the social committee;
- (e) perform other duties as delegated by the President, or assigned by the Executive Board;

**Section 4.** The Treasurer shall:

- (a) share responsibility with the President to receive, record, and deposit all dues monies and other income in the name of the organization;
- (b) oversee the maintenance of accurate membership records, be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;

- (c) oversee the maintenance of all financial records of the organization;
- (d) ensure an audit of the finances of the organization is conducted annually and made available to the Executive Board, Stewards Council, and membership, at regular meetings of those bodies and where otherwise directed by the President or the Executive Board;
- (e) transmit per capita payments on a regular basis to the Secretary-Treasurers of the American Federation of Teachers, Florida Education Association and similar officers of all other bodies with which the organization is affiliated;
- (f) perform other duties as delegated by the President or assigned by the Executive Board;
- (g) ensure that HSEF is in full compliance with reporting requirements required by the Internal Revenue Service, Chapter 447 of the Florida Statutes and other governmental bodies as required by law.

**Section 5.** The Vice-President At-Large shall:

- (a) be, by office, a delegate to the Central Labor Council;
- (b) coordinate, with the President the activities of the Grievance Committee;
- (c) perform other duties as delegated by the President or assigned by the Executive Board;

**Section 6.** The Vice-President for Collective Bargaining shall:

- (a) chair the Collective Bargaining Committee;
- (b) conduct research, surveys, hearings and other activities that assist the organization in its collective bargaining programs;
- (c) make monthly reports to the Executive Board regarding the status of the collective bargaining function;
- (d) make quarterly reports to the Stewards Council regarding the status of the collective bargaining function;
- (e) make a report at membership meetings regarding the status of the collective bargaining function;
- (f) perform other duties as delegated by the President or assigned by the Executive Board.

**Section 7.** The Vice-President for Communications shall:

- (a) chair the Communications Committee;
- (b) design, produce and distribute regular communication to the membership; a regular bulletin for officers, Stewards and committee chairs, and other material for the organization as necessary;



- (c) make monthly reports to the Executive Board regarding the status of the communications function;
- (d) make quarterly reports to the Stewards Council regarding the status of the communications function;
- (e) make a report the membership meeting regarding the status of the communications function;
- (f) perform other duties as delegated by the President or assigned by the Executive Board.

**Section 8.** The Vice-President for Governance shall:

- (a) chair the Governance Committee;
- (b) be responsible for all matters involving the constitution, constitutional amendments, and proper governance of the organization;
- (c) make monthly reports to the Executive Board regarding the status of the governance function;
- (d) make quarterly reports to the Stewards Council regarding the status of the governance function;
- (e) make a report at meetings regarding the status of the governance function;
- (f) perform other duties as delegated by the President or assigned by the Executive Board.

**Section 9.** The Vice-President for Membership Development shall:

- (a) chair the Organizing Committee;
- (b) chair the Professional Development Committee;
- (c) chair the Transportation Task Force;
- (d) share responsibility with the President for developing programs and activities that shall cause all eligible persons to join and participate in the organization;
- (e) identify the professional and work-related educational and training needs of the membership and develop programs and activities that meet said needs, taking into consideration the resources of the state and national affiliates;
- (f) make monthly reports to the Executive Board regarding the status of the membership development function;
- (g) make quarterly reports to the Stewards Council regarding the status of the membership development function;
- (h) make a report at membership meetings regarding the status of the membership development function;
- (i) perform other duties as delegated by the President or assigned by the Executive Board.

**Section 10.** The Vice-President for Political Action shall:

- (a) chair the Political Action Committee;
- (b) secure voluntary contributions to support the political work of the organization; screen and recommend endorsement of candidates for local, state and federal office to the Stewards Council, educate members on the issues of importance to the organization, its membership and clients; and develop programs to promote voter registration and to support the election of candidates who support the interests of the organization, its membership and the people they serve. Additionally he or she shall monitor government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations;
- (c) make monthly reports to the Executive Board regarding the status of the political action function;
- (d) make quarterly reports to the Stewards Council regarding the status of the political action function;
- (e) make a report at the membership meetings regarding the status of the political action function;
- (f) perform other duties as delegated by the President or assigned by the Executive Board.

**Section 11.** The Vice-President for Structure Development shall:

- (a) chair the Structure Development Committee;
- (b) identify the organizational, education and training needs of the organization's officers, Stewards, committee members, staff and membership, and develop or locate the resources needed to meet those needs;
- (c) make monthly reports to the Executive Board regarding the status of the structure development function;
- (d) make quarterly reports to the Stewards Council regarding the status of the structure development function;
- (e) make a report at membership meetings regarding the status of the structure development function;
- (f) perform other duties as delegated by the President or assigned by the Executive Board.

**Section 12.** All officers elected by the general membership of the organization shall serve as members of the Executive Board. Failure to attend three (3) consecutive meetings of the Executive Board without providing twenty- four (24) hours prior notice to the President or his/her designee or being involved in a bona fide emergency) or having more than five (5) absences in a year shall cause the position to be automatically declared vacant. Failure to perform the duties of

office shall cause a review of the situation by the Executive Board. Should the Executive Board find sufficient evidence it may, by a vote of two-thirds of those present and voting, recommend to the Stewards Council discipline up to and including removal from office. The Stewards Council shall vote on the recommendation, without amendment. A vote of sixty (60%) percent of those present and voting shall be necessary to sustain or deny the Board's recommendation.

## **ARTICLE VI**

### **EXECUTIVE BOARD**

- Section 1.** The Executive Board shall meet at least monthly, or at the call of the President, or at the call of four (4) or more of its members, in writing, or at the call of the Stewards Council for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority.
- Section 2.** The Executive Board shall prepare and present for approval an annual budget to the Stewards Council, at their May meeting prior to the beginning of the fiscal year, which shall run from July 1st through June 30th of each year.
- Section 3.** The Executive Board shall ratify the employment of all professional, technical, and support staff of the organization, at the recommendation by the President. The Executive Board can either accept or reject the President's proposals for employment of staff. The Executive Board must also ratify any collective bargaining agreement(s) or employment agreement(s) entered into with any personnel employed by HSEF.
- Section 4.** The Executive Board shall establish the salary, benefits, and expense guidelines of any general officer that is employed by the organization, except that no such person shall suffer loss of the economic status they enjoyed while a school district employee as a result of such action. The office of the President shall be a full time released position from the District and will be paid a minimum annual starting salary of \$40,000, plus fringe benefits, or the employee's current annual salary and benefits with the District, whichever is greater. Additional benefits of this position paid by HSEF will be an annual car allowance of \$3000 and an annual cell allowance of \$900. The Executive Board must act within the confines of the budget and with fiscal prudence. General officers that are full-time employees of HSEF shall act as salaried professionals and therefore are not eligible for compensatory time or overtime.
- Section 5.** Consistent with the approved budget, the Executive Board shall approve all contracts, approve all purchases in excess of three hundred (\$300.00) dollars and is empowered to incur liabilities including the purchase or lease of services,

equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute.

**Section 6.** Upon nomination by the President, the Executive Board shall approve the chairperson and membership of all special committees of the organization, except the Elections Committee, and receive regular reports from such committees. The standing committees shall be chaired by the appropriate Vice President unless the Executive Board votes otherwise.

**Section 7.** The Executive Board shall be responsible for adherence to and enforcement of the Constitution and of the organization.

**Section 8.** The Executive Board shall issue regular reports, including a quarterly report, to the Stewards Council and an annual report to the membership at its semi-annual meeting in March of each year.

## **ARTICLE VII COMMITTEES**

**Section 1.** The standing committees of the organization shall be:

- (a) Collective Bargaining;
- (b) Elections;
- (c) Finance;
- (d) Grievance;
- (e) Structure Development;
- (f) Political Action;
- (g) Organizing;
- (h) Professional Development;
- (i) Communications;
- (j) Governance; and
- (k) Social.

**Section 2.** The Executive Board, either on its own initiative, or at the direction of the Stewards Council, may establish special committees.

**Section 3.** Committees shall be chaired by the appropriate functional vice president or by another vice president as designated by the Executive Board.

**Section 4.** Within 30 days of formation, each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

- Section 5.** The Collective Bargaining Committee shall conduct research, surveys, hearings and other activities that assist the organization in its collective bargaining programs.
- Section 6.** The Elections Committee shall conduct and supervise all elections of the organization.
- Section 7.** The Finance Committee shall assist the Executive Board in the preparation of the annual budget and shall identify and, with the approval of the Executive Board, pursue activities to generate revenues for the good and welfare of the organization. The Finance Committee shall assist the treasurer with proper financial practices as required.
- Section 8.** The Grievance Committee shall work with the officers in the resolution of contractual and non-contractual disputes in the workplace; shall maintain records of grievances and their disposition; and shall be responsible for the processing of grievances and disputes beyond the immediate work location. The grievant may appeal these last decisions to the Executive Board. The Executive Board shall develop and adopt a policy that governs how it shall approach grievances not referred to arbitration, as well as other litigation and/or administrative appeals. The Grievance Committee shall follow this policy.
- Section 9.** The Structure Development Committee shall identify the organizational, education and training needs of the organization's officers, Stewards, committee members, staff and membership, and develop or locate the resources needed to meet those needs.
- Section 10.** The Political Action Committee shall secure voluntary contributions to support the political work of the organization; screen and recommend endorsement of candidates for local, state and federal office to the Stewards Council; educate members on the issues of importance to the organization, its membership and clients; and develop programs to promote voter registration and to support the election of candidates who support the interests of the organization, its membership and the people they serve. It shall monitor government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations.
- Section 11.** The Organizing Committee shall assist in developing programs and activities that shall cause all eligible persons to join and participate in the organization.
- Section 12.** The Professional Development Committee shall identify the professional and work-related educational and training needs of the membership and develop programs and activities that meet said needs, taking into consideration the resources of the state and national affiliates.

- Section 13.** The Communications Committee shall design, produce and distribute regular communication to the membership; a regular bulletin for officers, Stewards and committee chairs; and other material for the organization as necessary.
- Section 14.** The Governance Committee shall be responsible for all matters involving the constitution, constitutional amendments, and proper governance of the organization.
- Section 15.** The Social Committee shall conduct activities that promote the social well-being of the membership, are attractive to potential members and promote community among organized labor and in the society at large.

**ARTICLE VIII**  
**STEWARDS COUNCIL**

- Section 1.** Subject to the final authority of the membership, the general governing body exercising the legislative power of the organization shall be the Stewards Council, consisting of members of the organization in specific constituencies as follows:
- (a)** There shall be elected one Chief Steward for each specific work location;
  - (b)** Work locations with more than twenty five (25) members will be additionally represented by an Assistant Steward, with full rights and duties of office. For each additional fifty (50) members or major fraction thereof at the work location, another Assistant Steward shall be elected.
  - (c)** For members not assigned to a specific work location, the Executive Board shall designate appropriate electoral units with the same representation formula as in (b).
  - (d)** Stewards shall serve one year terms and be elected every October.
- Section 2.** The Elections Committee shall have final oversight of all steward elections, which shall be conducted according to the provisions of this Article with the assistance of the organization's staff.
- (a)** The Elections Committee, assisted by the organization's staff, shall:
    - (i)** prepare and distribute ballots to all members in good standing and conduct elections so as to ensure the secrecy of the ballot;
    - (ii)** count the valid ballots; the majority of ballots cast shall determine the outcome of the election; in the absence of a majority for any candidate, the Elections Committee shall conduct a run-off election;
    - (iii)** settle challenges and objections to steward elections; and

- (iv) direct successful candidates to assume office immediately upon election.
- (b) If a steward position shall become vacant, that position shall be filled by the Executive Board with an Acting Steward who shall serve until the next election in October.

**Section 3.** The Stewards Council shall meet minimally every three (3) months: March, June, September, and December on the second Saturday of the month. The Stewards Council shall have the power to determine more frequent meetings should it deem them necessary. Special meetings can be called by a petition of fifteen (15%) percent of the Stewards Council or by the direction of the Executive Board.

**Section 4.** The Stewards Council shall meet for the purpose of establishing the policies of the organization, receiving and reviewing the reports of the President, Executive Board, and Committees, taking appropriate action as specified in the Constitution, initiating and taking other such actions as the body deems necessary, and otherwise communicating the wishes of the membership to the President, the Executive Board and the committees. The Stewards Council shall have final authority on all issues arising from interpretation of the Constitution of HSEF. The Stewards Council shall have final authority on all appeals arising from decisions rendered by the Elections Committee.

**Section 5.** The President shall be the presiding officer of the Stewards Council but may vote only in the event of a tie.

## **ARTICLE IX STEWARDS**

**Section 1.** Chief Stewards shall:

- (a) attend all regular and special meetings of the Stewards Council and all meetings of the general membership;
- (b) hold regular meetings of the membership at the worksite, or other appropriate place, for the purpose of making reports, discussing work place and organizational concerns, receiving instruction from the membership, and other activities as may be required;
- (c) recruit eligible persons to membership;
- (d) process grievances and resolve disputes at the worksite, or other appropriate location; and
- (e) consult regularly with the employer's management personnel at the worksite regarding matters of interest to the union membership.

**Section 2.** Assistant Stewards shall:

- (a) attend all regular and special meetings of the Stewards Council;
- (b) assist the Chief Steward in the conduct of all meetings; and
- (c) serve in place of the Chief Steward in the event of illness or absence.

**ARTICLE X**  
**MEMBERSHIP MEETINGS**

- Section 1.** The membership shall meet four (4) times per year. It shall meet in the months of March, June, September, and December on the second Saturday of the month.
- Section 2.** Special meetings of the membership may be called by:
- (a) the Executive Board;
  - (b) the Stewards Council;
  - (c) the petition of twenty-five (25%) percent of the active membership.
- Section 3.** The membership meeting shall be the supreme policy making body of the organization.
- Section 4.** The membership meeting shall have the right to initiate referenda, which shall be conducted by the Elections Committee.
- Section 5.** At least thirty (30) days in advance of membership meetings, the Executive Board shall cause a notice of meeting to be delivered to each member via US Mail at their last known address.

**ARTICLE XI**  
**REVENUES**

- Section 1.** The dues of this organization shall be set by the Executive Board. The dues of the organization shall reflect, at all times, the ability to pay affiliation fees in a current manner, salaries, benefits and expenses of officers and/or staff and maintain a program budget that advances the interests of the members of HSEF. HSEF membership dues will automatically increase to reflect increases in affiliation fees passed by either AFT, NEA, or FEA or other affiliated bodies.
- Section 2.** Special assessments for specific purposes may be levied by the Stewards Council provided that the membership has been apprised of the assessment and its purpose at least sixty 60 days prior to the meeting of the Stewards Council meeting at which the levy will be implemented and has not availed itself of its right to call a special meeting, pursuant to Article X, Section 2(c) to deal with the issue.



**ARTICLE XII**  
**AFFILIATIONS**

**Section 1.** HSEF shall maintain affiliation with the following organizations:

- (a) The American Federation of Teachers, AFL-CIO, its' heirs, successors or assigns;
- (b) The National Education Association, its' heirs, successors or assigns;
- (c) The Florida Education Association, its' heirs, successor or assigns;
- (d) The Florida American Federation of Labor-Congress of Industrial Organizations;
- (e) The Hillsborough County Central Labor Council.

**ARTICLE XIII**  
**RULES OF ORDER**

**Section 1.** Robert's Rules of Order Newly Revised shall govern this organization and all of its subordinate bodies in all matters not covered by this Constitution.

**Section 2.** A quorum for the purpose of conducting business at a membership meeting is ten percent (10%) of the membership or 30 (thirty) members, whichever is less. A quorum for conducting business at a Stewards Council meeting is ten percent (10%) of the Council's membership or 10 (ten) members, whichever is greater. A quorum for conducting business for the Executive Board is sixty percent (60%) of the Board's membership or 7 (seven) members, whichever is greater.

**ARTICLE XIV**  
**AMENDMENTS**

**Section 1.** Any member of the organization may present a proposed amendment to the Governance Committee. The committee will review the proposed amendment and make recommendations to the Executive Board and the Stewards Council as to whether the membership should accept or reject the amendment and its reasons for such recommendation. The Governance Committee shall report its findings directly to the membership for action at the March or September membership meetings. Any party (Executive Board, Stewards Council or member) that wishes to present an opposing view may do so at the March or September meetings. The Governance Committee shall notify the membership of the proposed amendment by U.S. Mail no later than fifteen (15) calendar days, at their last known address, prior to the semi-annual membership meetings in the Month of March and September. Notifications by the committee shall be in both English and Spanish. Amendments shall only be considered at the March and September meetings of the membership.

**Section 2.** Proposed amendments must be presented in writing to the Governance Committee at least forty-five (45) days prior to the March or September membership meetings. Proposed amendments shall state the wording of the amendment, the Article(s) and Section(s) that the proposed amendment would replace as well as the impact of the change on the Constitution as written prior to the amendment.

**Section 3.** Two-thirds (2/3) of those members present and voting at the March or September membership meetings shall be required for passage of the amendment. The Secretary shall review the membership sign-in list prior to each vote to ensure that only current members vote. Vote shall take place after the amendment has been explained by the chairperson of the meeting and had that explanation translated into Spanish. Prior to voting each member that desires to do so must be given the opportunity to speak to the proposed amendment at least once. Only then can a motion to close debate be entertained.

**Constitution Last Amended:** September 10, 2011