

UESF Substitute Division Bylaws

Article I. Name of Division

- Section A. The name of this Division shall be the Substitute Division of the United Educators of San Francisco, AFT/CFT AFL/CIO – NEA/CTA, hereafter referred to as the “Division”.
- Section B. Hereafter, the United Educators of San Francisco, AFT/CFT AFL/CIO – NEA/CTA, shall be referred to as “UESF”.

Article II. Objectives

The objectives of this organization shall be:

- A. to promote educator unionism
- B. to promote the welfare of members of the Division
- C. to promote the interests of education
- D. to defend the interests of the citizens in a system of free public education and to promote its further development
- E. to foster social, cultural, educational, and civic pursuits.

Article III. Membership

- Section 1. All substitute members of UESF including day-to-day and long term, shall be eligible to be members of the Substitute Division.
- Section 2. Any dues-paying member of UESF, who is a member of the Division, is eligible to vote and hold office in the Division.

Article IV. Officers

- Section 1. The officers of the Division shall consist of a Chairperson, a Vice Chairperson, and a Secretary.
- Section 2. Any officer or committee member who resigns, other than an Executive Board member of UESF, may be replaced at the next regular membership meeting by a majority vote of those members present and in good standing. Any Executive Board member of UESF who resigns may be replaced according to the Constitution and/or Bylaws of UESF.

Article V. Standing Committee

Section 1. There shall be a standing committee of the Division, consisting of the Vice-President for Substitutes, all substitute representatives to the Executive Board of UESF and all substitute representatives to the UESF Assembly.

Article VI. Elections and Terms of Office

Section 1. Election of officers of the Division and of substitute members of the UESF Executive Board and of substitute representatives to the UESF Assembly shall be in accordance with the Bylaws of UESF.

Section 2. All members of the Division in good standing shall be eligible to vote for Officers of the Division and for Representatives to the Assembly.

Section 3. Election for officers of the Division and for Substitute Representatives to the Assembly shall be by mail ballot as soon as practicable after the start of the school year.

Section 4. . An election committee, composed on non-candidates, shall be appointed by the President. It shall determine rules for conducting elections, which shall determine format of ballots, format of candidates statements, when and where ballots shall be counted and be in accord with UESF bylaws etc.

Section 5. A plurality of votes cast shall be sufficient number of votes sufficient to elect for officers or representatives to the Assembly.

Section 6. All duly elected officers shall be eligible to run for reelection.

Section 7. Terms of office for officers of the Division, substitute members of the UESF Executive Board and substitute representatives to the Assembly shall be in accordance with the Bylaws of UESF.

Section 8. The recall of any officer of the Division shall be consistent with those procedures set forth in the Constitution and/or Bylaws of UESF.

Article VII. Chairperson

Section 1. The Vice- President, Substitutes , of UESF shall serve as the Chairperson of the Division.

Section 2. It shall be the duty of the Chairperson to preside at all meetings and to perform such other duties as shall be assigned from time to time by the membership.

Section 3. It shall be the duty of the Chairperson to appoint *pro-tempore* officers in case of the absence or disability of the duly elected officers.

Section 4. It shall be the duty of the Chairperson to appoint such committees as are from time to time called for and to be an *ex officio* member of all committees within the Division.

Article VIII. Vice-Chairperson

Section 1. All substitute members of UESF, including Substitute Representatives to the Executive Board of UESF are eligible to run for the position of Vice-Chairperson of the Division.

Section 2. It shall be the duty of the Vice-Chairperson to perform all the duties of the Chairperson in case of his or her absence or disability.

Article IX. Secretary

Section 1. All substitute members of UESF, including Substitute Representatives to the Executive Board of UESF are eligible to run for the position of the Secretary of the Division.

Section 2. It shall be the duty of the Secretary to take and preserve the minutes of each meeting and to perform such other duties as are customary under parliamentary procedure.

Article X. Meetings

Section 1. The Standing Committee shall meet at least five times per year.

Section 2. The Division shall hold regular general membership meetings no less than two times per year.

Section 3. Each member shall be given due notice of a general membership meeting by mail or by Union publication no less than two weeks prior to the date of the meeting.

Section 4. A quorum for a general membership meeting shall be established by the presence of 10 percent of the total membership.

Section 5. Special meetings may be called by the Chairperson.

Section 6. Special meetings shall be limited to one specific subject.

- Section 7. Each member shall be given notice of a special meeting by mail, when practicable, but in the event of an emergency, members may be notified of the time and place of the meeting by telephone, or by e-mail.
- Section 8. Each member shall be given notice of the special meeting no less than three (3) days prior to the meeting.
- Section 9. Any motion to be considered at a special meeting must have the consent of two-thirds of the members present and in good standing for its introduction and must be passed by a two-thirds vote of the members present.
- Section 10. A quorum for a special membership meeting shall be established by the presence of 25 per cent of the total membership.
- Section 11. No formal motion is in order at any meeting of the membership unless a quorum is present and is eligible to vote.

Article XI. Official Spokesperson for the Division

- Section 1. The only official spokesperson for the Division shall be, first, the President of UESF, then the Chairperson of the Division, then a person or persons that the President or the Chairperson or the membership shall designate.

Article XII. Parliamentary Authority

Parliamentary authority shall be in accordance with the Bylaws of UESF.

Article XIII. Amendments

- Section 1. The procedures for amending the Division Bylaws shall be consistent with those procedures set forth in the Constitution and/or Bylaws of UESF.

Article XIV. Adoption

- Section 1. These Bylaws were adopted by the Substitute Teachers' Division of the United Educators of San Francisco, approved by the Executive Board of the United Educators of San Francisco, and became effective May 1, 1992. These Bylaws were amended on DATE.