

CONSTITUTION
and
BYLAWS

of the
United Educators of San Francisco
Ratified, January 2, 1991

Amended January 21, 2009

Preamble

We, the members of the United Educators of San Francisco, believing that the active participation of teachers and educational support personnel in the development of educational policy is essential for sound education in a democratic society, have joined together, as herein defined in this Constitution and these Bylaws, for the purpose of exerting a collective and positive influence on education in San Francisco.

CONSTITUTION

ARTICLE I. Name

The name of this organization shall be “United Educators of San Francisco” (hereinafter referred to as UESF). UESF shall maintain its principal offices in the City and County of San Francisco.

ARTICLE II. Purposes

The purposes of UESF shall include:

1. To enable current and retired non-supervisory certificated employees, and current and retired instructional, security, and community relations employees (hereinafter referred to as United Support Personnel [USP]) of the San Francisco Unified School District (SFUSD) to join together to achieve educational excellence and to improve professional conditions of employment;
2. To provide a structure by which such current and retired employees can dedicate their efforts and personal involvement to accomplishing these goals;
3. To represent all non-supervisory certificated and USP employees of the SFUSD in all matters relating to employer-employee relations including, but not limited to wages, hours, and other terms and conditions of employment;
4. To provide a structure by which the AFT Council and the NEA Council of UESF and their state and national affiliates can jointly act on matters to benefit the members of UESF.

ARTICLE III. Affiliations

With the goal of fostering unity among all members of the Bargaining Units, this organization shall be unique and autonomous. UESF is not and shall not be affiliated with either the California Teachers Association (CTA), the National Education Association (NEA), the California Federation of Teachers (CFT), the American Federation of Teachers (AFT), the AFL-CIO (or any of its councils), or any other labor organization.

ARTICLE IV. Membership

- Section 1. Membership in UESF shall be open to all certificated and USP employees of the San Francisco Unified School District, except those employed in administrative and/or supervisory positions requiring an administrative or supervisory credential or those designated as “confidential employees” of the SFUSD.

- Section 2. Membership in UESF shall also be open to all who are UESF members in good standing when they retire from the San Francisco Unified School District. Any individual who retires from an entity other than the San Francisco Unified School District and who is a member in good standing of an affiliate of the California Federation of Teachers (CFT), the American Federation of Teachers (AFT), the California Teachers Association (CTA), or the National Education Association (NEA), is eligible for associate membership in the Retired Division. Members in good standing other than associate members of the Retired Division are eligible to vote and to hold office in the Retired Division.
- Section 3. Membership in UESF shall be open to all non-administrative and non-supervisory school employees who work in San Francisco schools that have been organized by either UESF or one of its affiliates.
- Section 4. Membership in UESF shall be open to those who are employed to provide supplemental services. Membership under this section shall be known as “adjunct membership.”
- Section 5. As a condition of membership in UESF, a member must be a member of the NEA Council (Which is affiliated with the National Education Association and the California Teachers Association) and/or a member of the AFT Council (Which is affiliated with the American Federation of Teachers, California Federation of Teachers, and the AFL/CIO).
- a. It is the express goal of UESF that all members belong to both the AFT Council and the NEA Council.
 - b. Membership in the NEA Council and the AFT Council shall not entail additional dues or fees.

ARTICLE V. Councils

- Section 1. Councils have been created to provide a vehicle for affiliation between members of UESF and the AFT/CFT and/or the NEA/CTA.
- a. The NEA Council shall be affiliated with the NEA, CTA, and their affiliates.
 - b. The AFT Council shall be affiliated with the AFT, CFT, and their affiliates.
- Section 2. The NEA Council and the AFT Council are affiliates of UESF and are bound by all provisions of the UESF Constitution and Bylaws and duly adopted organizational policies.
- Section 3. The purpose of each council is to conduct the necessary business required by virtue of its affiliations, such as: providing for the election of delegates and representatives to affiliate conventions and meetings, providing delegates to conventions with necessary instructions, providing for affiliation financial arrangements with affiliates, and such other business as may be required.
- Section 4. Membership in a council or councils, required for UESF membership (Article IV. Section 3.), shall begin simultaneously with UESF membership and shall terminate simultaneously with UESF membership termination.

Section 5. The officers and Executive Board members must be members of both the AFT Council and the NEA Council.

Section 6. The officers and Executive Board of UESF shall also be the officers and Executive Board of the NEA Council and the AFT Council, and they shall conduct the business of each council and shall adopt rules and regulations as necessary for conducting the business of each council.

ARTICLE VI. Dues

Section 1. Membership dues shall consist of (a) a local organization portion, the amount of which shall be determined under the provisions of the Bylaws of this Constitution (“Local Dues”), and (b) an affiliation portion, the amount of which shall be the combined membership/per capita dues of NEA and CTA, or AFT and CFT (including any payments to the AFL-CIO or any of its councils), whichever is higher (“Affiliation Dues”).

a. Affiliation dues shall be adjusted, whenever necessary, so as to remain consistent with the provisions of this section.

Section 2. For each UESF member, regardless of his/her council memberships, one-half (1/2) of the Affiliation Dues portion of her/his membership dues shall be paid to the AFT/CFT and one-half (1/2) to the NEA/CTA.

Section 3. All members within each UESF unit and within each UESF membership class, regardless of their council memberships, shall pay identical dues.

ARTICLE VII. Executive Board

Section 1. The officers of UESF shall be a President; Executive Vice-President; Vice-President, USP; Vice-President, Substitute Teachers; Secretary; Treasurer, and Sergeant-at-Arms.

Section 2. The Executive Board shall consist of forty-one voting members: seven officers, certificated members with four from the high schools, three from the middle schools, five from the elementary schools, one each from special education, children’s centers, counselors, and bilingual, two substitute teachers, one credentialed support services provider and four members-at-large; ten USP members; as indicated:

- three members from among Instructional Aides
(Series A: A01 to A13 including suffixes C, D, J, K, L, M, P, R, S, T, V, X, Z),
- two members from among Child Development Instructional Aides
(Series C: C10),
- two members from Special Education Instructional Aides
(Series N: N10, N50, N90 and Series S: S10 to S30),
- one from among Support Services

(Series P: P10, P20, P60),

- one from among Community Relations Specialists

(Series R: R10 to R80),

- one from Security Aides (Series T: T10), and the Chairperson of the Retired Division. UESF members who are elected officers and directors in state and national UESF Council affiliates may serve as non-voting, non-quorum members of the Executive Board.

- a. The Chairperson of the Retired Division shall be elected by the members of the Retired Division. All other members of the Executive Board shall be elected by the active members of the UESF membership.
- b. All elected terms of office shall be for three years. Elections shall be held *each three years*; terms of office shall begin July 1 of those years commencing in 2009.
- c. Any member of the Executive Board may be recalled by a two-thirds (2/3) vote of the membership present and voting at a special membership meeting held for this purpose. A special membership meeting for the purpose of recall requires a recall petition signed by at least one-third (1/3) of the membership then in good standing and presented at a regular Assembly meeting at least two weeks before the date of the recall vote.
- d. Any member of the Executive Board who is absent from two consecutive regular meetings of the Board without good cause, or who is no longer in good standing, or who is no longer a member of both the AFT Council and the NEA Council may be removed from office by a two-thirds (2/3) vote of the Executive Board. Notice of such vote, as a special order of business, shall be mailed to all Executive Board members no later than two weeks prior to the date of the vote.

Section 3. It is the goal of UESF to have an Executive Board that is reflective of the racial and ethnic diversity of the SFUSD employees represented by UESF. To aid in achieving this goal the membership of the Executive Board may be augmented by the addition of Members-At-Large appointed by the Assembly as set forth in Bylaws Article VI. [Amended 6/10/92]

Section 4. The Executive Board shall conduct the business of UESF. For the period from the regular Assembly meeting in June until the regular Assembly meeting in September, the Executive Board shall act for the membership.

- a. The Board shall be responsible for the employment of all professional and clerical staff, released-time members, and members paid stipends for specific services rendered to UESF.
- b. The Board shall approve the carrying of any grievance to arbitration. Additionally, should an individual wish to appeal the decision of the Board, the Board shall hear such appeal and render a final determination.

ARTICLE VIII. Assembly and Membership Meetings

- Section 1. The Assembly acts for and in place of the membership as the policy-making body of the UESF except when policy is established by vote of the membership at a membership meeting or by referendum.
- Section 2. Regular meetings of the Assembly shall be held once a month September through May at a time and place established by the Executive Board. [Amended 9/18/02]
- Section 3. Special meetings of the Assembly shall be called by the President, the President at the direction of the Executive Board, or the President at the direction of the Assembly.
- Section 4. Meetings of the Assembly shall be open to all UESF members; however, only Assembly members have the privilege of the floor and may vote. A member may address the Assembly with the permission of the body.
- Section 5. Meetings of the UESF membership may be called by the President at the direction of the Executive Board or by the President at the direction of a two-thirds (2/3) vote of the Assembly or by a membership meeting.
- Section 6. Strike and strike settlement secret ballot votes, with separate ballots for tenured/probationary certificated, substitute certificated, and USP members, shall be taken at a membership meeting where such a vote is the special order of business. A two-thirds (2/3) vote of those present shall be required to authorize strike action; a simple majority vote shall be required for strike settlement. Members of the Retired Division shall neither vote nor speak at these meetings.

ARTICLE IX. Site Representation

- Section 1. UESF members at each school or work site shall be responsible for the election of site representatives, including Building Representative, Building Committee, and Assembly members.

ARTICLE X. Amendments

- Section 1. This Constitution may be amended by a two-thirds (2/3) vote of the Assembly as a special order of business or by a two-thirds (2/3) vote of the membership.
- a Proposed amendments must be submitted to the Executive Board, in writing and signed by their proponents, accompanied by a statement explaining the rationale for the amendment and possible effects of the amendments. Proposed amendments to the UESF Constitution may be initiated by the Executive Board, the Assembly, a UESF Division, a UESF committee or a minimum of five UESF members. (See UESF Bylaws, Article VIII. Section 1. h. and Article X, Rules Committee.)
 - b At least one week prior to the first reading of the proposed amendments at the Assembly, the text of the proposed amendments, accompanied by the statement of rationale and possible effects, shall be submitted to all UESF members

ARTICLE XI. Referenda

Proposed actions, including amendments to this Constitution and Bylaws, may be submitted to a referendum vote by order of a two-thirds ($2/3$) vote of the Assembly or by a petition signed by not less than one-third ($1/3$) of the UESF membership then in good standing, except that in no case shall a referendum be held whose termination date is between June 15 and October 1. The Executive Board shall establish rules for conducting such referenda.

Bylaws

ARTICLE 1. Assembly and Membership Meetings

Section 1. The Assembly shall be constituted as follows:

- a. Assembly members at each school, center, or other unit shall be the elected Building Representative and elected members of the Union Building Committee (UBC). The UBC shall designate Assembly members and alternates in accordance with Section c. of this Article except that the total number of apportioned delegates and alternates shall not be fewer than the total number of UBC members. The officers of the Retired Division, to a maximum of four, shall be members of the Assembly. Members shall take office at the September Assembly Meeting.
- b. Day-to-day substitute certificated members shall elect, by mail ballot, representatives at large to the Assembly.
- c. The number of Assembly members shall be apportioned on the basis of one member to every fifteen UESF members, with each school, center, or other unit apportioned at least one member. At schools, centers, or other units where the UBC is comprised of fewer members than its apportionment, the UBC may conduct a separate election in September to fill the remaining positions. In addition the UBC at each school, unit, or other site shall supply UESF with a complete list of Assembly members and alternates. Elected Building Representatives and UBC members shall be seated as Assembly members if a special election for Assembly is not held at the site. UESF shall compile from these lists a roster of Assembly members which shall be the official UESF Assembly membership. The apportionment shall be as follows:

UESF Members	Assembly Members	Assembly Alternates
1-15	1	2
16-30	2	2
31-45	3	3
46-60	4	3
61-75	5	4
76-90	6	4
91 - 105	7	5
106 - 120	8	5
121 - 135	9	5
136 - 150	10	5

- d. The Executive Board shall be members of the Assembly and shall be responsible for implementation of a. and b. above.

Section 2. Unless otherwise ordered by the Assembly or the Executive Board, regular Assembly meetings shall be held at least once each month during the regular school year. There shall be no regularly scheduled Assembly meetings during the months of June, July and August.

- Section 3. The President will cause notice of Assembly and membership meetings, together with their agenda, to be prepared and distributed to the membership at least five days prior to the meeting date. In cases where the President is directed to call a membership meeting, the President must initiate the notice within one day of receiving the directive.
- Section 4. Representatives from twenty schools (or entities entitled to Assembly members) shall constitute a quorum at any regular or special Assembly meeting. Fifteen percent (15%) of the UESF membership shall constitute a quorum at a membership meeting. An alphabetized listing of duly elected Assembly members may serve as the sign-in list for Assembly meetings.
- Section 5. No Membership meeting involving a strike vote may be called until such a meeting has been previously set at a membership meeting, at which time the strike issues were discussed and the call for a strike vote meeting was supported by a two-thirds (2/3) vote.

ARTICLE II. Executive Board Meetings [amended 11/15/06]

- Section 1. Regular meetings of the Executive Board shall be held at least once each month during the school year at a time and place set by the Executive Board. The Executive Board shall convene at an August meeting, on a date to be normally set by the President in consultation with the Executive Board at the June meeting at the end of the preceding school year. A newly elected Executive Board shall be convened by the President as soon as is convenient for a majority of Executive Board members, where possible, in addition to and before the August Executive Board meeting.
- Section 2. Special meetings of the Executive Board may be called by the President, or the President may be directed to call such a meeting by one-third (1/3) of the membership of the Board.
- Section 3. One more than half of the Board members shall constitute a quorum.
- Section 4. Except for executive sessions, meetings of the Board shall be open to all UESF members; however, only Board members may speak and vote. A member may address the Board with the permission of the body.

ARTICLE III. Divisions

- Section 1. There shall be a retired employee's division of UESF (Retired Division).
- a. All members of UESF, upon retirement, shall be eligible to be members of the Retired Division.
 - b. All members of the UESF Retired Division shall be eligible to participate in the election of officers for the UESF Retired Division in a manner consistent with the Retired Division Bylaws.
 - c. The Retired Division shall have Bylaws subject to the approval of the UESF Executive Board.

- d. The Retired Division shall function within the policies and goals of UESF.
- e. Retired Division members may not vote in the election of active division officers or the ratification of contracts.
- f. The By Laws of the UESF Retired Division shall be appended to this document.

Section 2. There shall be a Substitute Division of UESF (Substitute Division).

- a. All substitute teachers employed by the SFUSD shall be eligible to be members of the Substitute Division.
- b. Retired members working as substitutes shall have the rights and privileges of active members.
- c. The Substitute Division shall have Bylaws subject to the approval of the UESF Executive Board.
- d. The Substitute Division shall function within the policies and goals of UESF.
- e. The By Laws of the UESF Substitute Division shall be appended to this document.

ARTICLE IV. Nominations and Elections

Section 1. At the regular Assembly meeting in February in the final year of each three-year term for elective office, the Secretary, or an officer designated by the Executive Board, shall announce a blanket nomination of all UESF members in good standing to every elected office in UESF.

- a. No later than five working days following the February Assembly meeting, the President will cause to be distributed to all UESF members an announcement of the blanket nomination made at the February Assembly meeting.
- b. Blanket nomination notices sent to members will contain a section for indicating acceptance of nomination to a particular elected office. Such forms shall also be available at the UESF office. Individuals accepting nomination to a particular office shall return their written acceptances to the UESF office so as to be received by the Secretary no later than five working days prior to the March regular Assembly meeting. The Secretary shall cause to have sent a notice listing all candidates for office so as to be received at each school or other work site no later than three working days prior to the March regular meeting of the Assembly.
- c. At the March regular Assembly meeting the Secretary shall read the names of all candidates for office. Additional nominations may then be made from the floor, conditional upon acceptance of such nominations by the persons nominated. Nominations will then be closed by vote of the Assembly.

Section 2. At the March regular Assembly meeting, after nominations have been closed, the President shall appoint an Election Committee, subject to the approval of the

Assembly, to conduct the election. No candidate for office shall serve on the Election Committee.

- Section 3. Balloting for the election of members of the Executive Board members shall be conducted by a secret ballot mailed to all active members in good standing as of the conclusion of the March Assembly meeting. Balloting for the election of Labor Council Delegates shall be conducted by a secret ballot mailed to all active members and Retired Division members. [Amended November 15, 2006] The ballots shall be mailed 25 - 30 working days following the March regular Assembly meeting in the final year of each three-year term for elective office.
- a. Individual candidates shall be listed on the election ballot in an order determined by lot. No member shall be a candidate for more than one UESF Executive Board office, except that candidates for other offices, or members already holding office, may also run for election as delegates/representatives to conventions or meetings of UESF Council affiliates. No member's name shall appear on the ballot without that member's written acceptance of nomination for that office. Candidates for office must be members of UESF in good standing and affiliated with both the AFT Council and the NEA Council.
 - b. All active members of UESF in good standing shall be eligible to vote. For all elected positions, the candidates receiving the largest number of votes (plurality) shall be elected. In case of a tie, a run-off election shall be held.
 - c. A challenge to any UESF election must be filed with the Election Committee within five (5) working days after the Election Committee has certified the election results. A written challenge may come from a member or group of members and must include the reason(s) for the challenge and the remedy suggested. The Election Committee will then make a recommendation to the Executive Board. If the individual or group making the challenge is not satisfied with the Executive Board's decision, they may use the referendum process (Constitution, Article XI) to appeal to the membership.
- Section 4. All candidates or groups of candidates for general or divisional elections shall be guaranteed equal access to the membership in electioneering. No UESF funds shall be used in behalf of any candidate or group of candidates, except for a single pre-election statement of all candidates.
- Section 5. When a vacancy occurs in any of the elected Executive Board offices of UESF, except in the office of President, the vacancy shall be filled by a majority vote of the Executive Board.

Article V. Duties of Officers

- Section 1. The President shall be the chief executive officer and shall be responsible for executing the policies of UESF. The President shall assume direct responsibility for the supervision of the staff and employees of UESF. The President or such other officer as may be designated shall preside at all meetings of the membership, the Assembly and the Executive Board. The President shall be the official spokesperson for UESF; shall be ex-officio member of all committees except the audit and elections committees; shall sign all necessary papers and documents, administer all

obligations, and shall be responsible for the representation of UESF whenever and wherever required; and shall, subject to the approval of the Executive Board, appoint all standing committee chairpersons, except for the audit, budget and elections committees. The President shall be the chairperson, and an ex-officio delegate or representative wherever permitted, of the UESF delegates and representatives to the conventions and meetings of all UESF Council affiliates.

Section 2. The Executive Vice-President shall become the President of UESF should that office become vacant. The Executive Vice-President shall perform the duties of President in the event of the absence or disability of the President, shall be an ex-officio member of all committees except the audit and elections committees, and shall perform such other duties as from time to time may be delegated by the President or as set forth in these Bylaws.

In the event of the extraordinary loss to UESF of both the President and the Executive Vice President, the surviving chief executive officer shall consult with the Executive Board to decide the method of replace the President and the Executive Vice President for the duration of their term of office. The indicated order of succession after the Executive Vice President shall be the Secretary, the Treasurer, the Vice President USP, Vice President, Substitute Teachers, and then the Sergeant At Arms.

Section 3. The Vice-President, Substitute Teachers, shall coordinate all substitute teacher activities, shall be an ex-officio member of all committees except the audit and elections committees, and shall perform such other duties as from time to time may be delegated by the President or as set forth in these Bylaws.

Section 4. The Vice-President USP shall coordinate all USP activities, shall be an ex-officio member of all committees except the audit and elections committees, and shall perform such other duties as from time to time may be delegated by the President or as set forth in these Bylaws.

Section 5. The Secretary shall be responsible for the recording of the minutes of all Membership, Assembly, and Executive Board meetings; issuing all notices as directed by the Membership or the Executive Board; and preparing a correspondence digest for each Assembly and Executive Board meeting.

Section 6. The Treasurer shall receive all monies from all sources; issue all receipts; deposit in the name of the UESF all monies in a bank(s) or financial institution(s), subject to the approval of the Executive Board; be custodian of any bonds, stocks, or other valuables belonging to the UESF; make all expenditures of UESF funds by checks issued jointly with the President, Executive Vice-President, or Vice-President, USP; pay all obligated and/or fixed expenses provided for in the budget when and as they become regularly due; issue checks ordered paid by members duly assembled at any membership, Assembly, or Executive Board meeting; present a financial report at each regular Assembly and Executive Board meeting; and maintain the financial records in a manner satisfactory to the Executive Board. The Treasurer shall be responsible for preparing all tax reports and administering the UESF insurance. The Treasurer shall be the chairperson of the Budget Committee.

- Section 7. The Sergeant-at-Arms shall assist the President at each membership, Assembly, and Executive Board meeting in maintaining order and otherwise establishing the best conditions for a successful meeting, be responsible for preparing the meeting place and returning it to order after the meeting, determining that only members and duly authorized guests are present, and supervising balloting as necessary.
- Section 8. The Chairperson of the Retired Division shall be the executive officer of that Division of UESF as set forth in the Division Bylaws. The Chairperson of the Retired Division shall report to the Executive Board and Assembly of UESF at the monthly meeting.
- Section 9. Executive Board members shall be responsible for convening and conducting contractual committee meetings. These duties include, but are not limited to, regular meetings with members and regular meetings with the district. Written reports from these meetings shall be presented at the regularly scheduled meetings of the Executive Board.

ARTICLE VI. Ethnic Minority Representation

- Section 1. Article VII. Section 3. of the Constitution shall be implemented as set forth within this section.
- a. The President shall be responsible for collecting and analyzing ethnic/racial data published by the SFUSD in order to determine whether or not the UESF Executive Board reflects the racial and ethnic diversity of employees represented by UESF.
 - b. If the President determines that the Executive Board does not reflect the racial and ethnic diversity of the employees represented by UESF, the President, with the approval of the Executive Board, shall place the appointment(s) of Member(s)-At-Large before a meeting of the Assembly. The Assembly shall appoint the member(s)-At-Large by majority vote.
 - i. The term of office shall be to the next regular election of UESF officers.
 - ii. No member may be elected nor serve more than one consecutive term by virtue of the provisions of this section. "Consecutive terms" shall be defined as during consecutive terms of officers elected under the provisions of Article IV. of these Bylaws.
 - iii. The duties, rights, and privileges of such office shall be the same as for all other members of the Executive Board.
 - c. No more than two certificated and one USP Member(s)-At-Large will serve at any one time under the provisions of this section.
 - d. Should a position created under the provisions of this section be unfilled or vacated for any reason before the next election of UESF officers, such position shall be filled by vote of the Executive Board.

ARTICLE VII. Building Representatives and Building Committees

- Section 1. The Building Representative and the Union Building Committee (UBC) shall be the elected representatives of all UESF members at a school, center, or other unit.
- a. All UESF members at a school, center, or other unit shall be eligible to vote and to run for positions.
 - b. The UBC at each school, center, or other unit shall represent both certificated and United Support Personnel (USP) bargaining units, and the UBC should include representatives of both bargaining units.
 - c. The UBC shall designate members or alternate members of contract committees as set forth in Article VIII, Section 3.
 - d. A school, center, or other unit may choose to have a Building Representative for certificated UESF members and a Building Representative for USP members of UESF. In such cases the Building Representatives shall be elected by the certificated UESF members and the USP UESF members respectively. Both Building Representatives shall be members of the UBC. In this case the UBC shall determine its chair.
- Section 2. Building Representatives
- a. The Building Representative shall be the chairperson of the Union Building Committee (UBC).
 - b. The Building Representative shall be the representative of UESF in a school, center, or other unit, and shall serve as liaison between the members therein and the UESF.
 - c. Building Representatives shall automatically be members of the Assembly and shall be part of the apportioned delegation as set forth in Article I. of these Bylaws.
 - d. Building Representatives shall be members of any shared decision-making body as set forth in the Contracts.
 - f. Building Representatives shall endeavor to maintain clear and open lines of communication between UESF members and the administration.
- Section 3. Union Building Committees (UBC)
- a. The UBC together with the Building Representative shall be responsible for implementation and enforcement of the Contracts.
 - b. UBC members shall be members or alternate members of the Assembly as set forth in Article I of these Bylaws.
 - c. The UBC shall design and conduct elections, subject to guidelines established by UESF, for Building Representative(s), UBC, and any other shared decision-making body at the site as provided for in the Contracts.
 - d. The UBC together with the Building Representative shall represent UESF members at the site.

Section 4. Elections

- a. Building Committees and Building Representatives shall be elected annually, normally in May or the beginning of the school year, by the members in each school, center, or other unit. Should a Building Representative not be elected, the Executive Board may appoint a Building Representative to serve until an election is held and shall seek to identify a committee of UESF members to conduct an election at the school, center, or other unit.
- b. The UBC shall report the results of elections to UESF within two weeks.
- c. Any UESF member at a school, center, or other unit who believes that any site election was conducted improperly or unfairly, and who is unable to resolve his/her concern at the site, shall have the right of appeal to the Executive Board.
- d. UESF members at a school, center, or other unit who believe that the duly elected Building Representative and/or UBC have grievously failed to carry out their duties or grossly misrepresented members or UESF shall have the right to submit a petition for recall together with the reasons therefore to the Executive Board.

Section 5. The Executive Board shall be responsible for the implementation of this article and shall be the judge of any disputes which may arise regarding the proper conduct or timing of any school, center, or site election or the appropriateness of any effort to remove or recall any duly elected Building Representative or Union Building Committee.

ARTICLE VIII. Committees

Section 1. Standing Committees

- a. Executive Committee. The Executive Committee shall be composed of the seven UESF officers and the Chairperson of the Retired Division. The function of the committee is to advise the President regarding the administration of the UESF business and, as may be necessary, advise the President between meetings of the Executive Board.
- b. Election Committee. The Election Committee shall be established as provided in Article IV, Section 2. of these Bylaws.
- c. Budget Committee.
 - i. The Budget Committee shall be composed of the Treasurer as chairperson and such other members as may be designated by the President, subject to the approval of the Executive Board, at the first Executive Board meeting of the incoming term of office. The committee shall be responsible for preparing the UESF Annual Budget for submission to the Executive Board at its August meeting, and shall continue to exist to advise and consult with the Treasurer upon the call of the Treasurer or President.
 - ii. The Budget Committee shall be responsible to annually review and recommend any modification in the certificated dues base (local dues and

affiliate dues) to the Executive Board for ratification by the Assembly following full notification of the membership.

- d. The Treasurer's books shall be professionally audited on an annual basis. The auditor's report shall be presented to the Executive Board and Assembly meetings following the completion of said audit.
- e. Grievance Committee. The Grievance Committee shall be composed of a chairperson, four certificated and two USP members. The function of the committee shall be to serve as a review body to advise individual UESF members regarding their employment in relation to the grievance process, advise the UESF staff as necessary regarding the processing of grievances, advise the Executive Board regarding individual and group grievances, and advise the Executive Board regarding the carrying of grievances to arbitration.
- f. Committee On Political Education (COPE). COPE shall be headed by a COPE Director through a competitive process subject to the approval of the Executive Board. The Executive Board shall serve as the UESF COPE Committee. The UESF President, with the approval of the Executive Board shall appoint a working sub-committee of COPE, which shall organize the COPE endorsement and recommendation procedures, and shall also organize UESF COPE election campaigns. The mandate of UESF COPE is to maintain a vehicle for involvement of UESF in political campaigns and issues, to inform UESF members of political issues of concern and interest to them, and to serve as a means by which the political concerns of UESF can be voiced to the community at-large. COPE funds are not to be commingled with UESF funds. The COPE Director is responsible for the COPE financial reports to the Executive Board and Assembly.
- g. Personnel Committee.
 1. The Personnel Committee shall consist of four certificated and two USP members. Its chairperson and members shall be designated by the President subject to the approval of the Executive Board. The function of the committee shall be to work in conjunction with the President on all matters related to UESF staff, as defined in the UESF Constitution (Article VII, Section 4a.)
 2. It shall assist the President in designing appropriate job descriptions and evaluation criteria for UESF staff. It shall assist the President in an annual evaluation of all staff, the summary of which will be offered in executive session annually with UESF Executive Board.
 3. It shall assist the President and Executive Board in any fact-finding and in reviewing any recommendation for hire, retention, and termination.
 4. Between Executive Board meetings in June and August, the Personnel Committee shall assume the powers of the Executive Board regarding employment services and stipends as indicated in the UESF Constitution (Article VII, Section 4a). Actions taken by the Personnel Committee in the stead of the Executive Board shall be reported directly to the next regularly convened meeting of the Executive Board.

- h. Rules Committee. The Rules Committee shall be composed of a minimum of three UESF members, appointed annually by the President, subject to the approval of the Executive Board. The committee shall assist in the process of amending the UESF Constitution and Bylaws.
- i. The Executive Board may establish and abolish, subject to Assembly approval, such additional standing committees as necessary.

Section 2. Special Committees

- a. The Executive Board, subject to Assembly approval, may establish and abolish special committees as necessary.
- b. Each special committee shall conform with the following operating guidelines:
 - i. Each committee shall have a chairperson and a secretary elected by the committee membership. Minutes shall be taken at each committee meeting and shall include the names of committee members (a quorum shall be one more than half the committee membership), consultants, and guests in attendance; a resume of the meeting; and the text of each motion adopted and the votes cast. A complete file of committee minutes and a current roster of the committee membership shall be maintained at the UESF office.
 - ii. The committee chairperson, or a designee of the committee, shall make a report of committee activities to the Executive Board and/or the Assembly at the request of the President, request of the Executive Board, or as necessary to insure an informed Executive Board.
 - iii. Committees may carry on activities deemed proper and necessary provided that such activities are consistent with this Constitution and these Bylaws and the policies and purpose of UESF.

Section 3. Contract Committees

- a. Members of the Children's Center, Elementary, Middle School, and High School committees created as a result of a negotiated contract between UESF and the SFUSD shall be the selected UBC members from individual sites or schools and shall operate, pursuant to Article V, Section 9, under the supervision of the President.
- b. Members of other committees created as a result of a negotiated contract between UESF and SFUSD shall be appointed by the President with the approval of the Executive Board and shall operate, pursuant to Article V, Section 9, under the supervision of the President.

Section 4. No committee is authorized to financially obligate UESF in any manner without prior approval of the Executive Board. No committee is authorized to make public statements regarding their activities without the prior approval of the President and/or the Executive Board. No committee is authorized to enter into any agreements with school management or its representatives without the prior approval of the Executive Board.

Section 5. Responsibilities of Committee Members

- a. Members of UESF Committees (Standing, Contract, and Special) shall be guided in the performance of their responsibilities by the UESF Constitution and Bylaws, UESF adopted policies, and special instructions given by the membership, Assembly, and Executive Board.
- b. UESF committee members must notify the chairperson of the delegation or president of the union in advance of their absences from regularly scheduled meetings for which they are elected delegates.

Absences without notification or which do not meet the conditions stipulated below shall not be considered "excused". (Normal communication may include a voicemail to the appropriate person at the UESF office or a similarly directed email.)
- c. Reasons which shall constitute good cause for such absences include:
 - i. Illness or emergency medical appointment
 - ii. Family emergency
 - iii. School crisis or job-necessitated meeting
 - iv. UESF business
 - v. Non-service vacation period
 - vi. Conflict with school/ work schedule.
- d. Three or more consecutive absences by a UESF committee member without good cause shall constitute the basis for removal from the committee. Such a removal for cause shall take place by action of the President. Notice of such an action shall be mailed to the Executive Board and to all members of the committee in question.

ARTICLE IX. COPE (Committee on Political Education)

- Section 1. The UESF Executive Board shall serve as the UESF COPE Committee, as indicated in Article VII., Section 1, f.
- Section 2. All UESF Executive Board members must be members of COPE to serve on the UESF COPE Committee.
- Section 3. The UESF COPE director and the COPE sub-committee shall organize the various COPE endorsement and recommendation procedures and election campaigns and shall be responsible for maintaining and increasing COPE membership.
- Section 4. For the endorsement of candidates for school board, there shall be a general COPE membership meeting held at least once every two years to interview and recommend candidates for UESF COPE endorsement. The UESF COPE Director shall chair the meeting. All UESF COPE members shall be notified by mail, in UESF publications, and by other communications as to the time and place of the meeting.

- Section 5. Any candidate for school board must receive 66% of the vote from the COPE members attending the recommendation meeting in order to earn recommendation for endorsement to the UESF COPE Committee.
- Section 6. The UESF COPE Committee may endorse those school board candidates recommended by the UESF COPE membership meeting by a simple majority (50% plus one vote).
Candidates for such office not recommended by the UESF COPE membership meeting shall be endorsed by the UESF COPE Committee only by a super-majority vote of two-thirds of those present.
- Section 7. Endorsement procedures for other candidates for office (city, state and federal positions) and ballot measures will be organized by the UESF COPE Director and the COPE sub-committee, such procedures subject to the approval in advance by the Executive Board. The UESF COPE Committee may, by a simple majority vote, call for a COPE membership meeting for the purpose of making recommendations for endorsements for non-school board elective offices and ballot measures, or may delegate these processes appropriately under the charge of the UESF COPE Director.
- Section 8. The UESF COPE Committee may endorse all non-school board candidates for public office and ballot measures by a simple majority, except in the event of a challenge to the recommendation process by a member of the UESF COPE Committee, in which case a super majority of two-thirds shall be required for the candidate challenged to receive UESF COPE endorsement.
- Section 9. In endorsements, dual endorsements and endorsement weights based on proportion of votes may be considered by the UESF COPE Committee, especially when instructing UESF delegations to affiliate organizations.
- Section 10. Where logistically feasible, all UESF COPE endorsements shall be ratified by the Assembly.
- Section 11. Following any endorsement by UESF, members shall be informed of such endorsements in UESF publications, and/or by mail, and/or by other (electronic) means.

Article X. Rules Committee

Section 1.

- a. The Rules Committee shall ensure that the process of amending the UESF Constitution and Bylaws (see Bylaws, Article VIII, Section 1. h.) is open and clear to all members, that the rationale for and possible effects of rules changes are clearly explained and that all affected constituencies are involved in the process.

- b. Proposed amendments to the UESF Constitution and Bylaws may be initiated by the Executive Board, the Assembly, a UESF Division, a UESF committee or a minimum of five UESF members.
- c. The Rules Committee shall conduct an annual review of the UESF Constitution and Bylaws and operating rules and may propose changes based on that review.

Section 2.

- a Any proposed amendments shall be submitted in writing, signed by the proponents, to the Executive Board and referred directly to the Rules Committee. The proposal shall include a statement explaining the rationale for and possible effects of the proposed change. If UESF constituencies may be affected, members of those constituencies shall be appointed to the Rules Committee by the President, subject to the approval of the Executive Board, to serve during the time the changes are under consideration.

Section 3.

- a When considering proposed amendments to the Constitution and Bylaws, other than those from a Division regarding its own Bylaws, the committee shall hold a hearing and seek participation of any affected group within UESF, as well as other concerned members.
- b After the committee reviews the proposed amendments referred by the Executive Board, the committee shall draft initial recommendations to be submitted simultaneously to the Executive Board and the Assembly for comment, which the committee will consider in drafting its final recommendations.
- c Proposed UESF Constitution and/or Bylaws amendments, along with the Rules Committee's recommendations shall be submitted to the Executive Board and to the Assembly and also shall be submitted to all UESF members at least a week prior to the first reading at the Assembly.
- d All proposed changes to the Operating Rules of the Executive Board or Assembly shall be referred to those bodies for review and adoption.
- e The committee shall review any proposed changes from a Division to its own Bylaws for consistency with other UESF rules and then forward the proposed changes directly to the Executive Board for approval (see Bylaws, Article III, Divisions. Section 1. c. and Section 2. c.).

ARTICLE XI. Delegates and Representatives

- Section 1. Delegates/Representatives and Alternates to conventions/meetings of NEA and AFT Council affiliates shall be elected at the appropriate time, annually, biennially, or triennially as set in the affiliate's convention/meeting call, in the same manner as described in Article IV. of these Bylaws except that election shall be by plurality vote.
- Section 2. Delegates and alternates to the conventions of the California Labor Federation and the California Labor Committee On Political Education shall be nominated and elected by the AFT Council, as a special order of business, at an Executive Board meeting following receipt of the convention call.
- Section 3. Representatives to bodies, not affiliated with the UESF Councils, requiring UESF representation shall be designated by the President subject to the approval of the Executive Board.
- Section 4. Delegations representing UESF shall conform with the following guidelines:
- a. The Delegation Chairperson shall be the senior UESF officer who is a member of the delegation, with seniority defined by the order of listing in Article VII. Section 1. of the Constitution, or a delegate appointed by the senior officer. If there is no officer member of the delegation, the President may appoint the Delegation Chairperson subject to the approval of the Executive Board. In the absence of an officer or an appointed chairperson, the Delegation Chairperson shall be selected by vote of the delegation members.
 - b. Delegates/representatives and alternates shall be guided in the performance of their responsibilities by the UESF Constitution and Bylaws, UESF adopted policies, and special instructions given by the membership, Assembly, and Executive Board.
 - c. UESF delegates to affiliated bodies that meet regularly (the San Francisco Labor Council, the CTA State Council, etc.) must notify the chairperson of the delegation or president of the union in advance of their absences from regularly scheduled meetings for which they are elected delegates.

Absences without notification or which do not meet the conditions stipulated below shall not be considered "excused". (Normal communication may include a voicemail to the appropriate person at the UESF office or a similarly directed email.)
 - d. Reasons which shall constitute good cause for such absences include:
 - i. Illness or emergency medical appointment
 - ii. Family emergency
 - iii. School crisis or job-necessitated meeting
 - iv. ESF business
 - v. Non-service vacation period
 - vi. Conflict with school/ work schedule.

- e. Three or more consecutive absences by a UESF delegate to an affiliated body without good cause shall constitute the basis for removal from the delegated position. Such a removal for cause shall take place by a two-thirds (2/3) vote of the Executive Board. Notice of such a vote, as a special order of business, shall be mailed to the Executive Board and to all members of the delegation in question, no later than two weeks prior to the date of the intended vote.

ARTICLE XII. The Living Contract Committee

- Section 1. The Living Contract Committee and any successor committee with the same powers and charges shall make recommendation to the Union for changes in the contract.
- Section 2. Where such changes are editorial in nature or serve to clarify existing wording, there shall be no requirement for additional ratification.
- Section 3. Where such changes are substantive in nature and serve to make a difference in the wages, hours and/or working conditions the following ratification process shall be employed:
 - a. Recommendations from the Living Contract Committee shall be presented to the Executive Board of UESF.
 - b. Any recommendation for substantive changes must receive an affirmative vote of a majority of the Executive Board in order to progress to the Assembly.
 - c. Any recommendation for substantive change which has received the necessary vote from the Executive Board must receive an affirmative vote of a majority of the members voting at the Assembly.
 - d. A recommendation from the Living Contract Committee for changes in wages, hours, and/or working conditions shall be sent to a vote of the membership.
- Section 4. If, in extraordinary circumstances, the Living Contract Committee recommends the involuntary transfer of a member that recommendation shall be presented to the Executive Board of the UESF, in executive session.
 - a. Any member who is subject to involuntary transfer under this Article and Section shall have the right to appear before the Executive Board at the time the matter is considered.
 - b. Any recommendation for involuntary transfer shall receive an affirmative vote of a majority of the Executive Board before the president may agree to it.
 - c. Any recommendation for involuntary transfer which fails to receive an affirmative vote of a majority of the Executive Board shall not be agreed to by the president of the union.

ARTICLE XIII. Financial Administration

- Section 1. The Executive Board shall present a budget, for the period of July 1 through June 30, for Assembly adoption at the September Assembly meeting.

- Section 2. Routine expenditures provided for in the budget shall be paid by the Treasurer. All donations or contributions shall be approved by either the Assembly or the Executive Board. All expenditures not budgeted, or in excess of the amount budgeted, shall be subject to Assembly approval provided that unbudgeted funds are available or made available. Funds may be transferred from one budget category to another only by vote of the Assembly.
- Section 3. All dues payments shall be made/transferred directly to UESF, and UESF shall maintain budgetary control of all dues money. UESF shall make appropriate distribution of Affiliation Dues to the state and national affiliates of the NEA Council and the AFT Council.
- Section 4. UESF shall maintain budgetary control of all monies funding specific activities of the AFT Council and the NEA Council.
- Section 5. Any agency fees that may be collected shall be considered, as permitted by law, membership dues and shall be administered as set forth in Constitution Article VI. Dues, with such adjustments as may be necessary to reflect differences between membership dues and agency fees.

ARTICLE XIV. Dues

- Section 1. Dues for members, as set forth in Article VI. of the Constitution, consist of both an “Affiliation Dues” portion and a “Local Dues” portion.
- Section 2. There shall be the following dues categories based on the current K-12 Fully Credentialed Teachers - per Education Code 45023.1 schedule, the Full-time Child Development Program Teachers schedule and the Substitute Teachers and Hourly rates schedule:
- a. Full Dues – for those certificated members and Child Development Program permit teachers working full-time and earning a salary at or above that set in Schedule I, Rating 2A for the K-12 Fully Credentialed Teachers and in Schedule IV, Rating 02 for the Full-time child Development Program Teachers.
 - b. Half-Dues – For certificated members in the K-12 Program working 0.5 FTE or less, for certificated and permit members in the Child Development Program working 0.57 FTE or less, members on sabbatical leave or paid sick leave for more than thirty work days duration and Emergency credentialed or intern teachers. Teachers or paras in the Child Development Program working as both teacher and para or substitute will pay one and a half percent of each salary for each position held, plus any increases for affiliate dues after July 1, 2007, as long as the total does not exceed the single highest dues for either classification.
 - c. Quarter-Dues - For certificated members on unpaid leave of more than thirty work days duration.
 - d. Every member shall pay UESF/COPE-Dues as defined in item “e” below.
 - e. UESF/COPE-Dues shall be in effect as of ratification of these amended bylaws on January 5, 2005

- f. UESF/COPE-Dues are \$1.67/month for a twelve-month payroll and \$2.00/month for a ten-month payroll.
- g. All UESF/COPE members have the option of withdrawing from UESF/COPE dues and membership by notifying UESF. In the case of withdrawal from UESF/COPE, the members' alternatives are to contribute to:
 - i. UESF Scholarship Fund
 - ii. UESF Public Relations Fund
 - iii. UESF Educational and Research and Dissemination Fund.

Section 3. USP-Dues - For all members of the USP Bargaining Unit.

USP Dues are one and a half percent of gross salary, plus any increases for affiliate dues after July 1, 2007.

Section 4. Dues for all Substitute members of the certificated bargaining unit and of the USP bargaining unit are one and half percent of gross salary, plus any increases for affiliate dues after July 1, 2007.

Section 5. Adjunct member dues are one and one half percent of gross salary. Affiliate dues shall only be collected if required by the affiliate agreements.

Section 6. Retired-Dues - For members of the Retired Division.

Dues of the Retired Division shall be set under the By Laws of the Retired Division. These dues shall be sufficient to cover affiliations and operations of the Retired Division. There shall be no obligation of UESF resources without prior approval.

Section 7. Dues on all stipends and work beyond the school day (including summer school, professional development, etc.) are one and one half percent of gross pay. Dues on Proposition A stipends for hard to fill positions, hard to staff schools, master teachers, 4th and 8th year retention, and professional development are one and one half percent of gross pay from those stipends.

Section 8. Dues for any non-SFUSD unit shall be set at the time of affiliation with UESF. These dues may be phased in over a period of time to reach full UESF dues levels as soon as practicable.

Section 9. Dues Rates

a. The UESF Certificated Dues Base shall be Full Dues, Half Dues and Quarter Dues, reflecting the monthly dues categories in effect as of the date of ratification of these Bylaws, January 2, 1991.

b. To change the UESF certificated dues, the Budget Committee shall recommend the certificated dues base, including affiliate dues and fees, to the Executive Board for ratification by the Assembly following full notification of the membership.

- c. The Local Dues portion of UESF certificated membership dues shall be indexed to the SFUSD Teacher Salary Schedule and shall reflect all percentage increases of that schedule. Such dues increases shall be effective with the salary warrants for the month immediately following such salary increase.
- d. Dues are payable monthly by payroll deduction or by a single annual cash dues payment. The Treasurer may determine a manner acceptable for members on unpaid leave and not covered under Article XV, section 2, c.

Section 10. The dues structure may be changed by a majority vote of all members in good standing voting in a referendum, which shall be initiated and conducted as provided in Article XI. of the Constitution, or by a majority vote of members in good standing voting by a secret ballot at a UESF Membership meeting called by the Assembly for the specific purpose of taking action on a dues change.

Section 11. Good Standing: Any member whose dues account is more than two months in arrears shall no longer be in good standing, and any member whose dues account is more than six months in arrears shall forfeit membership in UESF. Reinstatement shall be made only upon conditions determined by the Executive Board.

ARTICLE XV. Parliamentary Authority

Section 1. The rules contained in Roberts Rules of Order, the most current edition, shall govern UESF in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws, or Standing Rules of UESF.

Section 2. The President shall be empowered to appoint a parliamentarian. The Parliamentarian shall serve only as an advisor to the President and/or chairperson of a meeting.

ARTICLE XVI. Amendments

Section 1. These Bylaws may be amended by a majority vote of the Assembly as a special order of business or by a majority vote of the membership.

- a Proposed amendments must be submitted to the Executive Board, in writing and signed by their proponents, accompanied by a statement explaining the rationale for the amendment and possible effects of the amendments. Proposed amendments to the UESF Bylaws may be initiated by the Executive Board, the Assembly, a UESF Division, a UESF committee or a minimum of five UESF members. (See UESF Bylaws, Article VIII. Section 1. h. and Article X, Rules Committee.)
- b At least one week prior to the first reading of the proposed amendments at the Assembly, the text of the proposed amendments, accompanied by the statement of rationale and possible effects, shall be submitted to all UESF members.

Constitution and Bylaws adopted January 2, 1991

Amended, modified, interpreted, or defined by Membership vote on the following dates:

- 1 October 9, 1991
Constitution: Article VII, Section 1
Constitution: Article VII, Section 2(a)
Constitution: Article VIII, Section 6
Bylaws: Article I, Section 1(b)
 Article III, Section 2
 Article V, Section 3

- 2 June 10, 1992
Constitution: Article VII, Section 3
Bylaws: Article VI, Section 1
 Article VII, Section 3

- 3 March 10, 1993
Bylaws: Article I, Section 2
 Article II, Section 1

- 4 December 15, 1993
Constitution: Article VI, Section 2
 Article IV, Section 3
 Article IV, Section 3(b)
 Article V, Section 5
 Article IX, Section 1

- 5 May 18, 1994
Constitution: Article VII, Section 2(a)

- 6 December 14, 1994
Bylaws: Article III, Section 1
 Article VIII, Section 1, (d)

- 7 June 14, 1995
Constitution: Article VII, Section 2

- 8 May 15, 1996
Constitution: Article IX
Bylaws: Article I, Section 1
 Article VII

- 9 October 16, 1996
Bylaws: Article V, Section 9
 Article VII, Section 1(c)
 Article VIII, Section 3(a), (b)

Appendix C: Operating Rules of the Assembly

- 10 February 19, 1997
Bylaws: Article IV, Section 3(b)
- 11 March 19, 1997
Bylaws: Article IV, Section 3(c)
- 12 January 20, 1999
Bylaws: Article I, Section 4
Article IV, Section 1
- 13 January 20, 1999
Bylaws: Article IV, Section 1, Section 2, Section 3
14. September 18, 2002
Constitution: Article VIII, Section 2
Bylaws: Article I, Section 2
Bylaws: Article XII
Bylaws: Article XIV, Section 2
15. September 3, 2003
Appendix A: Standing Rules of Operation for UESF Executive Board
16. October 15, 2003
ByLaws: Article IX, Section 4 (c), (d), (e)
17. October 20, 2004
COPE Bylaws: Article XII, Dues
18. February 18, 2004
Bylaws: Article XIV, Section 2, (a)
19. March 16, 2005
Constitution: Article IV, Section 2, Membership
20. April 20, 2005
Bylaws: Article VIII, Section 1, (g)
Appendix D: Retired Division Bylaws
21. October 19, 2005
Appendix B: Bylaws: Substitute Teachers' Division
22. November 15, 2006

Constitution: Article VII Executive Board
Constitution: Article VII, Section 2(a)
Bylaws: Article II Executive Board Meetings
Article III Divisions
Article IV Nominations and Elections
Article V, Section 8
Article VIII, Section 1, (c)
Article XIV, Section 5
Article XIV, Section 6

23. January 17, 2007
Constitution: Article VII Executive Board
Constitution: Article VII, Section 2(b)
Bylaws: Article I, Section 4
Article IV, Section 1
Article IV, Section 3, 3(b)
Article IV, Section 4
Article V, Section 2
Article VIII, Section 1, (f)
Article V, Section 5
Article IX COPE (Committee on Political Education)
Article XIV, Section 3
24. October 17, 2007
Constitution: Article IV Membership
Article X Amendments
Bylaws: Article VIII, Section 1, (h)
Article X Rules Committee
Article XIV, Section 4
Article XVI Amendments

A. APPENDIX A: Standing Rules of Operation for UESF Executive Board Parliamentary Authority (Bylaws Article XII)

- Section 1. The rules contained in Roberts Rules of Order, the most current edition, shall govern the UESF Executive Board in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, Bylaws, or Standing Rules of UESF.
- Section 2. The President shall be empowered to appoint a Parliamentarian. The Parliamentarian shall serve only as an advisor to the President and/or chair person of a meeting.

Executive Board Meetings (Bylaws Article II)

- Section 1. Regular meetings of the Executive Board shall be held once each month at a time and place set by the Executive Board.

- Section 2. Special meeting of the Executive board may be called by the President, or the President may be directed to call such a meeting by one-third (1/3) of the membership of the Board.
- Section 3. One more than half of the Board shall constitute a quorum. No votes may be taken in the absence of a quorum, but reports may be heard and discussion is in order.
- Section 4. Except for executive sessions, meeting of the Board shall be open to all UESF members; however, only Board members may speak and vote. A member may address the Board with the permission of the body.

Standing Rule #1 Meeting Notification

One week prior to the regular meetings the President shall mail to members of the executive Board an announcement of the meeting. The announcement will include agenda items known to the President at the date of the mailing.

Standing Rule #2 Regular meeting times

Unless otherwise directed by the President or the Executive Board, regular meetings of the Executive Board shall begin promptly at 4:00 PM and a motion to adjourn shall automatically be put at 6:00 PM.

Attendance at regularly scheduled Executive Board Meetings

(Constitution-Article VII, Sec. 2.d) Any member of the Executive Board who is absent from two consecutive regular meetings of the Board without good cause, or who is no longer in good standing, or who is no longer a member of both the AFT Council and the NEA Council may be removed from office by a two-thirds (2/3) vote of the Executive Board. Notice of such vote, as a special order of business, shall be mailed to all Executive Board members no later than two weeks prior to the date of the vote.

Standing Rule #3 Absence from Executive Board Meetings

1. An Executive Board member must notify the UESF office in advance of roll call, if an absence is to be considered excused.

2. Reasons will constitute good cause shall include:

- a. Illness or emergency medical appointments
- b. Family crisis
- c. School crisis or job-related meeting
- d. UESF business
- e. Non-service vacation periods

- f. Conflict with school work schedule

Standing Rule #4 Agenda Format

The format for the agenda for the Executive Board meetings will be as follows:

Business/Action – approximately 15 minutes for this section

1. Roll Call
2. Executive Vice President
3. Vice President, USP
4. Other Reports and Recommendations – approximately 20 minutes for this section
 - a. Retired Division
 - b. Staff Reports
 - c. Committee Reports
 - d. Other

New Business – approximately 5 minutes

Good of the Order – approximately 5 minutes

Adjournment – A motion to adjourn shall automatically put at 6:00 Pm (Standing Rule #2)

Standing Rule #5 Correspondence

When the President's recommendations for action on correspondence are presented, members may, at that time, request that items be pulled for further consideration by the Board. The balance of the President's recommendations shall be voted on, before the consideration of the pulled items.

Standing Rule #6 Agenda Items

In order to insure prompt and thorough consideration of proposed actions, Agenda items should be submitted to the UESF office at least 24 hours prior to the Executive Board meeting. If the items need duplication, it must be submitted to the office by 8:00 AM on the morning of the Executive Board meeting.

Standing Rule #7

1. Only Executive Board members may speak, unless the board, by majority vote rules otherwise. (Bylaws II.4)
2. In order to facilitate discussion on actions before the board, members are urged to limit their remarks to, not more than three (3) minutes and not seek recognition again until all others have had an opportunity to speak.

3. Debate on each subject, including main motion, amendments, and substitute motions, shall be limited to fifteen (15) minutes, at which time the board shall automatically vote on whether to close debate. If members vote to continue debate, debate shall be continued to a time certain.

B. APPENDIX B: Substitute Division By-Laws

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 of 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 5. 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 wit the Bylaws of UESF.

Section 6. 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 VIII. 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 1. 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 XII. 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 XIII. Parliamentary Authority

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

Article XIV. 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.

C. APPENDIX C: Operating Rules of the Assembly

Article I. Membership

Section 1. The UESF Assembly shall be constituted in accordance with Article I, Section 1 of the Bylaws. The relevant paragraphs are incorporated herein as follows:

- a. Assembly members at each school, center, or other unit shall be the elected Building Representative and elected members of the Union Building Committee (UBC.) The UBC shall designate Assembly members and alternates in accordance with Section III of this Article except that the total number of apportioned delegates and alternates shall not be fewer than the total number of UBC members. The officers to the Retired Division to a maximum of four, shall be members of the Assembly. Members shall take office at the September Assembly Meeting.
- b. Day-to-day substitute certificated members shall elect, by mail ballot, representatives at large to the Assembly. [Amended 10/9/91]

- c. The number of Assembly members shall be apportioned on the basis on one member to every fifteen UESF members, with each school, center, or other unit apportioned at least one member. At schools, centers or other units where the UBC is comprised of fewer members than its apportionment, the UBC may conduct a separate election in September to fill the remaining positions. In addition the UBC at each school, unit, or other site shall supply UEF with a complete list of Assembly members and alternates. UESF shall compile from these lists a roster of Assembly members which shall be the official UESF Assembly membership. An additional assembly member is provided when the membership at a site exceeds 15 or a multiple of 15 by one. It also provides that each site is entitled to at least two Alternates.
- d. The Executive Board shall be members of the Assembly and shall be responsible for implementation of a. and b. above.

Section 2. Seating of Alternates: Elected Alternates shall be eligible to serve in place of an absent delegate from his/her school, center, or work site.

Section 3. Validation and seating of Delegates:

- a. The list of Assembly members will be maintained and updated based on the list of Assembly members and alternates provided to the UESF office by Building Representatives.
- b. Assembly delegates will be provided with an identifying card at each meeting at time of sign-in and, in the event of a vote at which the chair is in doubt as to the outcome, voting shall be by show of cards.
- c. Meetings of the Assembly shall be open to all UESF members; however, only Assembly members have the privilege of the floor and may vote. [Constitution Article VII.4]
- d. UESF members who are not Assembly members, including alternates who have not been seated and guests, shall be seated in a special section.

Article II. Time and Location of Meetings

Unless otherwise ordered by the Assembly or the Executive Board, regular Assembly meetings shall be held the third Wednesday of each month during the regular school year. There shall be no regularly scheduled meetings during the months of July and August. [Bylaws Article VIII.3]

Article III. The Agenda

The agenda is made up by the President in consultation with the officers and staff. Its consists of sections and recommendations by the Executive Board, business items arising from the President's report and other reports and items submitted by members which propose action by the organization.

Section1. The format of the agenda will be as follows:

- ◆ Roll Call

- ◆ Reports (Minutes, President’s report, other reports)
- ◆ Action (old and new business)
- ◆ Good of the Order
- ◆ Adjournment

- Section 2. In order to ensure prompt and thorough consideration of proposed actions, items should be submitted in writing to the UESF office before the Executive Board meeting prior to the next Assembly meeting. The purpose of this requirement is to allow time for members to receive copies of proposals for consideration and consultation with constituents in advance of assembly meetings.
- Section 3. The Executive Board may choose to make recommendations on proposals submitted by members but cannot prevent the item from being placed on the Assembly agenda.
- Section 4. Any item urgently requiring action by the Assembly and which concerns event occurring after the Executive Board meeting shall, if possible, be submitted in writing to the UESF office. An item that does not appear on the printed agenda may be proposed by any delegate under New Business. In either case the Chair shall rule whether the proposal deals with a subject which arose after the Executive Board meeting referred to in (B) above and requires urgent action. On appeal by any delegate, the ruling of the chair may be overruled by majority vote of the Assembly. IF an item is not considered urgent, it will automatically be referred to the Executive Board and placed on the agenda of the next Assembly meeting if the initiator of the proposal so desires.

Article IV. Debate

Assembly meetings will be conducted in accordance with Roberts’ Rules of Order, Revised, except as modified by the following special rules:

- Section 1. Meetings of the Assembly shall be open to all UESF members; however, only Assembly members have the privilege of the floor and may vote. A member may address the Assembly with the permission of the body. [Constitution VII.4]
- Section 2. Each speaker shall be limited to three (3) minutes and shall speak only once on each item of business until all other members who wish to speak have had the opportunity.
- Section 3. Debate on each subject, including main motion, amendments, and substitute motions, shall be limited to fifteen (15) minutes, at which time the Assembly shall automatically vote on whether to close debate. If members vote to continue debate, the question shall be called automatically at each fifteen (15) minute interval thereafter.
- Section 4. If an Assembly member wishes pro and con speakers to alternate on a question before the Assembly, the member may move this from the floor as a privileged procedural motion.

Article V. Adjournment

A motion to adjourn shall automatically be put at 6:00 PM.

D. APPENDIX D: Retired Division Bylaws

ARTICLE I. NAME

The name of this organization shall be the Retired Division of the United Educators of San Francisco.

ARTICLE II. OBJECTIVES

Objectives of the Retired Division are

- A. To promote unionism in education.
- B. To promote the welfare of retired educators.
- C. To promote a system of free public education and quality education for all students.

ARTICLE III. MEMBERSHIP

Section 1. Any individual who, at the time of retirement from the San Francisco Unified School District, was a member in good standing of the San Francisco Chapter of the California Teachers Association (SFCTA), the San Francisco Federation of Teachers, Local 61 (SFFT), or the United Educators of San Francisco (UESF) is eligible for membership in the Retired Division.

Section 2. Any individual who retires from an entity other than the San Francisco Unified School District and who is a member in good standing of an affiliate of the California Federation of Teachers (CFT), the American Federation of Teachers (AFT), the California Teachers Association (CTA), or the National Education Association (NEA), is eligible for associate membership in the Retired Division.

Section 3. Members in good standing other than associate members of the Retired Division are eligible to vote and to hold office in the Retired Division.

ARTICLE IV. OFFICERS

Section 1. The elected officers of the Retired Division shall consist of a chairperson, a vice chairperson, a secretary, a treasurer, and three member representatives elected at large.

Section 2. If any elected office becomes vacant, members will be notified of the vacancy in the notice for the next regular membership meeting. The election will take place at the next regular

membership meeting and will require a majority vote of those members present and in good standing.

ARTICLE V. ELECTIONS AND TERM OF OFFICE

Section 1. At the regular Retired Division meeting in January of even numbered years, the secretary, or an officer designated by the Executive Board, shall announce a blanket nomination of all Retired Division members in good standing to every elected office of the Retired Division.

Section 2. A nomination form shall be mailed to all members along with the announcement of the March membership meeting. Candidates for office shall accept nomination no later than the close of nominations at the March membership meeting.

Section 3. An election committee composed of non-candidates shall be appointed by the chairperson and approved by the members present at the March membership meeting. The committee shall determine rules for conducting the election. The rules shall include the format of the ballot, the format of candidate statements to accompany the ballot, the date when ballots shall be mailed, and the time and place where ballots shall be counted. UESF Bylaws shall be guidelines for election procedures.

Section 4. All members of the Retired Division in good standing at the conclusion of the March membership meeting shall be eligible to vote, and a plurality of votes cast shall be sufficient to elect for any office.

Section 5. The election shall be held by mail and shall be completed two weeks prior to the May membership meeting of even-numbered years.

Section 6. Officers shall assume their duties as of June 1.

Section 7. All duly elected officers shall hold office for two years and shall be eligible to run for additional terms of office.

Section 8. Any officer elected to replace a resigned officer shall serve out the unexpired term of the replaced officer.

Section 9. The recall of any officer of the Retired Division shall be consistent with those procedures set forth in the Constitution and/or Bylaws of the United Educators of San Francisco.

ARTICLE VI. CHAIRPERSON

Section 1. It shall be the duty of the chairperson to preside at all membership and Executive Board meetings and to perform such other duties as shall be assigned from time to time by the membership or the Executive Board.

Section 2. It shall be the duty of the chairperson, with input from members of the Executive Board, to prepare a proposed agenda for each Executive Board meeting, general membership meeting and any special meeting.

Section 3. At least seventy-two (72) hours before each meeting, copies of the proposed agendas for general membership and Executive Board meetings shall be emailed/mailed to all Executive Board members by the chairperson. Special meeting agendas shall be mailed/emailed with as much advance notice as possible. A copy of the proposed agenda for any meeting shall also be emailed/mailed to any member in good standing who has requested a copy of said agenda.

Section 4. It shall be the duty of the chairperson with the consent of the Executive Board to make temporary appointments of officers in case of the absence or disability of the duly elected officers when such absence or disability is less than four months.

Section 5. If the absence or disability is four months or more, with the consent of the Executive Board, the officer may be replaced at the next regular membership meeting by a majority vote of members present and in good standing in accordance with Article IV.

Section 6. It shall be the duty of the chairperson, with the consent of the Executive Board, to appoint chairs of both standing and ad hoc committees. The chairperson shall be an ex-officio member of all committees, except the election committee.

Section 7. The chairperson of the Retired Division shall serve on the Executive Board of the United Educators of San Francisco and shall consult with the President of the UESF.

ARTICLE VII. VICE CHAIRPERSON

Section 1. 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 and to perform other duties as assigned by the chairperson.

Section 2. The vice chairperson shall be a non-voting member of all committees except the budget and election committees. In the absence of the chairperson, the vice chairperson shall be an ex officio voting member of all committees except the budget and election committees.

ARTICLE VIII. SECRETARY

Section 1. It shall be the duty of the secretary to take and file the minutes of each meeting and to perform such other duties as are customary under parliamentary procedure.

ARTICLE IX. TREASURER

Section 1. It shall be the duty of the treasurer to collect all money due the Retired Division, to disburse the same for the Retired Division, and to make a report at each membership and Executive Board meeting. The treasurer shall also prepare an annual report for the fiscal year to be distributed at the September membership meeting.

Section 2. The treasurer shall be the chairperson of the budget committee. The budget shall be presented to the September membership meeting.

ARTICLE X. EXECUTIVE BOARD

Section 1. The Retired Division Executive Board shall consist of the chairperson, the vice chairperson, the secretary, the treasurer, the chairs of standing committees, and three additional members to be elected at large from the membership.

Section 2. When there are co-chairs of standing committees, each co-chair shall have a half vote.

Section 3. The Executive Board shall meet at least one time prior to a membership meeting and shall be empowered to act for the membership between membership meetings.

Section 4. A quorum shall consist of one more than half of the elected members of the Executive Board.

ARTICLE XI. MEMBERSHIP MEETINGS

Section 1. The Retired Division shall hold regular membership meetings no less than five times per year.

Section 2. Notice of a regular membership meeting shall be sent by mail not less than two weeks prior to the date of the meeting.

Section 3. The chairperson may call special meetings from time to time with the consent of the Executive Board.

Section 4. Special meetings shall be limited to one specific subject.

Section 5. Notice of a special meeting shall be sent by mail no less than seven (7) days prior to the meeting, when practicable, but in the event of an emergency, members will be notified of the time and place of the meeting by telephone and/or email.

Section 6. Any motion made on the subject being considered at the special meeting must be passed by a two-thirds vote of the members present and in good standing.

Section 7. A quorum for a special membership meeting shall be established by the presence of 10 per cent of the total membership.

Section 8. A quorum for a regular membership meeting shall be established by the presence of 5 per cent of the total membership.

Section 9. No formal motion is in order at any meeting of the membership unless there is a quorum.

ARTICLE XII. ORDER OF BUSINESS

Section 1. Call to order
Roll call of officers

Reading of minutes
Treasurer's report
Chairperson's report
Communications
Orders of the day:
Reports: Standing committees
Ad hoc committees
Old business
New business
Good of the order
Announcements
Adjournment

ARTICLE XIII. ORDER OF BUSINESS FOR SPECIAL MEETINGS

Section 1. Call to order
Roll call of officers
Announcement of purpose
Special subject of the meeting
Adjournment

ARTICLE XIV. STANDING COMMITTEES

Section 1. Effective June 2006, the standing committees of the Retired Division shall be:
A. Legislation and Political Action
B. Health
C. Membership
D. Social and Cultural

ARTICLE XV. AD HOC COMMITTEES

Section 1. The chairperson, with the consent of the Executive Board, may from time to time establish an ad hoc committee to address a particular concern not already addressed by a standing committee.

Section 2. Following its establishment, an ad hoc committee shall continue at the direction of the chairperson with the consent of the Executive Board.

ARTICLE XVI. DUES

Section 1. The dues of the Retired Division shall be \$48.00 per year for retired members of the teacher unit or \$24.00 per year for retired paraprofessionals and members of the teacher unit who retire from part-time employment, payable annually to UESF or by monthly deduction.

Section 2. The combined dues of a retired husband and a retired wife or *of* domestic partners shall be \$60.00 annually for members of the teacher unit and \$30.00 for paraprofessionals. As of September 2005, this section will no longer be in effect.

Section 3. Members whose dues are more than two months in arrears shall not be in good standing and will be notified and dropped by action of the membership chairperson of the Retired Division.

ARTICLE XVII. RELATIONS TO PARENT BODIES

Section 1. The Retired Division shall function within the Constitution, Bylaws, policies and goals of UESF.

Section 2. The chairperson, vice chairperson, secretary and treasurer of the Retired Division shall by virtue of their election be designated Retired Division delegates to the Assembly of the United Educators of San Francisco.

Section 3. As members of UESF, the California Federation of Teachers, the American Federation of Teachers, other AFL-CIO affiliates, the National Education Association and the California Teachers Association, members of the Retired Division shall participate fully in the programs and activities of these organizations as their respective constitutions provide.

Section 4. The UESF may grant retired members the right to vote upon any issue relating to the welfare of the Retired Division.

ARTICLE XVIII. OFFICIAL SPOKESPERSONS FOR THE RETIRED DIVISION

Section 1. The only official spokespersons for the Retired Division shall be, first the President of the UESF, then the chairperson of the Retired Division or a person or persons that either he, she or the membership shall designate.

ARTICLE XIX. PARLIAMENTARY AUTHORITY

Section 1. Parliamentary authority shall be in accordance with the Bylaws of the United Educators of San Francisco (UESF), which is Roberts Rules of Order.

ARTICLE XX. AMENDMENTS

Section 1. These bylaws may be amended by a majority vote of those members present and in good standing. Proposed amendments must be submitted to the membership in writing and signed by the proponents at a regular meeting immediately preceding the meeting at which they are to be voted on as a special order of business. Amendments are then to be submitted to the UESF Executive Board for approval.

ARTICLE XXI. ADOPTION

Section 1. These bylaws were adopted, as amended, by the membership of the Retired Division of the UESF on May 9, 1990, and further amended January 19, 1993; March 16, 1993; November 16, 1993; July 16, 1994; December 6, 2000; February 2, 2005; and April 20, 2005.