AFT Constitutional Mandates

Non-discrimination policy (Article III, Section 11) Each local is required to maintain non-discrimination policies and may not discriminate with regard to the race, creed, sex, sexual orientation, disability, social, political or economic status or national origin as a condition of membership.

Supervisory membership (Article III, Section 12) Locals are barred from admitting into or retaining in membership any non-teaching person who holds the position of principal or any higher position. Locals that represent persons who are not teachers should consult with the AFT Legal Department before admitting supervisors or managers as members. Where the exclusion of such supervisory members would legally bar a local from achieving exclusive representation for classroom teachers, the AFT executive council may make an exception to this provision.

Affiliation with AFT state federations (Article XI, Section 2) Each local must affiliate with its state federation and maintain good standing by paying state federation per capita.

Affiliation with state and local AFL-CIO bodies (Article XI, Section 3) Each local must maintain affiliation in good standing with the State AFL-CIO and the local central labor bodies, if they exist.

Timely payment of per capita (Article IX, Sections 4 and 5) AFT per capita must be paid by the 15th of each month for the preceding month. Failure to pay per capita for a three- (3) month period places a local in bad standing. Per capita must be paid through the two (2) months immediately preceding the convention date (Article VIII, Section 1f) to participate in the AFT convention. Problems regarding the payment of per capita should be discussed with the AFT secretary-treasurer. Per capita payments are subject to audit by the AFT secretary-treasurer's Office.

Election of delegates to the AFT convention according to Landrum-Griffin regulations (Article VIII, Section 1a) Each local that sends delegates to the AFT convention must follow the rules that are based on Title IV of the Labor-Management Reporting and Disclosure Act (Landrum-Griffin). This means that any member of the local in good standing may run for election and all members must receive at least 15 days notice of the date, time, and place of election of delegates by U.S. mail to their home address. Members must receive at least 15 days notice of the procedures for nominations. Contested elections must be by secret ballot, and ballots and election records should be kept for one (1) year after the election. AFT recommends use of a double ballot system for mail ballot elections.

Election of officers (Article IV, Section 5) The conduct of election for local union officers shall be consistent with the standards developed under Title IV of the Labor-Management Reporting and Disclosure Act (Landrum-Griffin). Terms of officers shall not exceed four (4) years, or fewer if required by applicable state or federal laws.

AFT Constitutional Mandates - continued

Copy of local constitutions on file with the AFT (Article IV, Section 5) Each local must file three copies of its constitution/bylaws with the AFT secretary-treasurer and forward any changes in its constitution to the same office. The provisions of the local constitution must not be in conflict with the AFT constitution.

Regular meetings (Article IV, Section 5) Each local's constitution and bylaws must provide for regular meetings of an executive body and regular meetings of the general membership or representative body thereof.

Dues pass-through (Article IV, Section 6) Each local must have a mechanism wherein local dues are automatically increased to equal any increase in national and/or state federation or regional per capita dues.

Financial audits (Article IX, Sections 1 and 2 of the Bylaws) Each affiliate with 1,000 or more members must have its financial records audited at least once a year by an independent CPA according to generally accepted accounting principles. Locals with fewer than 1,000 members at least once a year must conduct either an audit as described above or a financial review by an internal audit committee in accordance with AFT guidelines for audit committees. The audit or financial review must contain a certification that it was submitted to the AFT, the membership and the affiliate's governing body.

Good standing (Article X, Sections 1 and 2 of Bylaws) Affiliates in good standing in the AFT are entitled to: a) send delegates to the AFT convention; b) participate in the AFT Occupational Liability Program; c) submit requests for coverage under the AFT Defense and Militancy Fund; and d) participate in programs that include staff and financial assistance from AFT.

For an affiliate to be in good standing with AFT it must: a) pay applicable per capita on all members to AFT and the state federation with arrears not to exceed two months for the AFT; b) submit an annual financial audit or, where applicable, financial review; c) submit current names and addresses of the principal executive and financial officers; d) submit current names and addresses of the affiliate's executive board; e) submit a current membership roster; and f) submit a current copy of the affiliate's constitution.

Agency fees (Article VIII, Section 1(b) and (c)) All affiliates that receive agency or fair share fees from non-members for representing such members under an agency shop agreement shall adopt procedures for such employees to receive annual notice of the fees charged, the basis for the calculation of the fees and the opportunity to contest the fee levels. These procedures should comply with the requirements of federal and state law.

YOUR STATE FEDERATION MAY HAVE OTHER MANDATED OBLIGATIONS WITH WHICH YOU MUST COMPLY