

**RENTON FEDERATION OF TEACHERS, LOCAL 3914**  
**AFT/AFT Washington/AFL-CIO**  
**P.O. Box 2713 Highlands Station**  
**Renton, WA 98055**

**BYLAWS**

**ARTICLE 1**  
**MEMBERSHIP**

Section 1. Active membership shall be subject to the Constitution and Bylaws of the Renton Federation of Teachers (hereinafter "RFT").

**ARTICLE 2**  
**DUES**

Section 1. All RFT dues are payable each month for a twelve-month period. Dues are collected by automatic payroll deduction and may be affected by balloon payments.

Section 2. The annual dues may be revised upon recommendations of the Executive Board and by a two-thirds (2/3) majority vote of a quorum of the membership.

**ARTICLE 3**  
**DUTIES OF OFFICERS**

Section 1. The President shall be the chief executive officer of the RFT. The President shall:

- a) Preside over all general membership meetings and prepare, with the advice of the Executive Board, an agenda for each meeting.
- b) Preside over all Executive Board meetings; however, will not have the power to vote, unless it is to be used as a majority vote.
- c) With the approval of a majority vote of the Executive Board, appoint all committee chairpersons, unless alternative methods of determining chairpersons for specific committees are specified elsewhere in the Constitution or Bylaws of the Federation.
- d) Have the power to remove committee chairpersons if such action is ratified by a two-thirds (2/3) majority vote of the Executive Board.
- e) Be an ex-officio member of all committees.
- f) Be the only official spokesperson for the RFT except for those vice presidents or committee chairpersons or the Past Presidential he/she may delegate to act in his/her place.

- g) Appoint all delegates to represent the RFT at all conventions, conferences, and assemblies with the majority approval of the Executive Board.
- h) Select the individual who shall represent the RFT as chairperson of delegates to any conventions, conferences, or assemblies. The selected individual shall make a report to the Executive Board and general membership.
- i) Co-sign all drafts drawn on the treasury.
- j) Submit to the general membership, at the expiration of his/her term of office, a written report of recommendations.
- k) Have the authority to call special meetings of the Executive Board or the general membership.
- l) Appoint, with the approval of the Executive Board, an individual to a vacant position on that board.
- m) Be elected by a simple majority and be limited to three consecutive terms consisting of two years each.
- n) Appoint, with ratification by the Executive Board, a person to serve as parliamentarian at meetings as required.

Section 2. The Past President shall:

- a) Provide guidance and assistance as requested by the President.
- b) Be a non-voting member of the Executive Board.
- c) Assume such special duties as may be assigned by the President and approved by the Executive Board.
- d) Perform the duties of the President in the absence or incapacity of the President and Vice President.

Section 3. The Vice President shall:

- a) Be involved in presidential activities to prepare for presidential responsibilities.
- b) Provide guidance and assistance as requested by the President.
- c) Assume such special duties as may be assigned by the President and approved by the Executive Board.
- d) Be an ex-officio non-voting member of all standing committees.
- e) Assume the presidency if the presidency is vacant to the end of that term/year.

Section 4. The Vice President for Finance shall:

- a) Serve as treasurer of the organization in a fiduciary capacity.
- b) Chair the Treasury standing committee.

- c) Serve as liaison between the RFT and those functional areas reporting to the RTC Vice President for Finance and Administration.

Section 5. The Vice President for Personnel shall:

- a) Coordinate membership information with AFT Washington and AFT, recognize special member occasions and coordinate social activities.
- b) Chair the Personnel standing committee.
- c) Serve as liaison between the RFT and those functional areas reporting to the RTC Vice President for Human Resources.

Section 6. The Vice President for Communication shall:

- a) Serve as secretary of the organization and maintain an official record of meetings and other actions of the RFT.
- b) Chair the Information and Communication standing committee.

Section 7. The Vice President for Political shall:

- a) Serve as liaison between RFT and AFT Washington and local labor unions.
- b) Chair the Legislative and Technical Colleges (TC) Council standing committee.

Section 8. The Vice President for Professional Rights and Responsibilities shall:

- a) Serve to represent the union for grievance and problem resolution.
- b) Chair the Professional Rights and Responsibilities standing committee and represent the union for grievances.
- c) Serve as liaison between the RFT and those functional areas reporting to RTC administration.

Section 9. The Vice President for Part-Time Faculty shall:

- a) Serve to represent the positions and needs of part-time faculty to the Executive Board and general membership.
- b) Chair the Part-Time Faculty standing committee.
- c) Shall have a member to represent part-time faculty with AFT Washington and the Technical College Council.

Section 10. All Vice Presidents shall be voting members of the Executive Board and shall assume such special duties as may be assigned by the President and approved by the Executive Board.

## **ARTICLE 4 COMMITTEES**

Section 1. All bills incurred by any committee for expenses shall be approved by the chair of the committee and submitted to the Executive Board for approval.

Section 2. The Standing Committees and their functions shall be:

- a) Treasury will be chaired by the VP for Finance and shall:
  - Prepare the annual budget and submit it to the Executive Board for presentation to and approval by the general membership
  - Supervise all financial collections, donations or assessments as authorized by the general membership
  - Hold and disburse all funds or property of the RFT as authorized by the Executive Board
  - Present a written report to the Executive Board every month on the status of all funds.
  - The chairperson shall co-sign all drafts for expenditures.
- b) Personnel will be chaired by the VP for Personnel and shall:
  - Update names for membership, maintain the AFT Membership Suite database, and provide a membership report to the RFT Vice President of Finance on a monthly basis.
  - Track new employees and inform them of policies and benefits of membership.
  - Order calendars annually.
  - Be available to prospective new faculty for help determining placement on the salary scale.
  - Organize such social activities as may serve the needs of members and promote fellowship within the RFT.
  - Recognize member’s special occasions with flowers, notes or as otherwise directed by the Executive Board.
  - Have responsibility for recruitment activities.

- Seek and apply methods of developing public understanding of the purpose and programs of the RTC.
- c) Information and Communications will be chaired by the VP for Communications and shall:
- Act as secretary of the organization to record and read all minutes of the general membership and Executive Board meetings.
  - Notify all members of the meetings, policies, programs, newsletters and accomplishments of the RFT activities.
  - Organize such social activities as may serve the needs of members and promote fellowship within the RFT.
  - Assist the President and Executive Board with correspondence.
  - Have responsibility for recruitment activities.
  - Seek and apply methods of developing public understanding of the purpose and programs of the RTC.
- d) Legislative and Technical College Council will be chaired by the VP for Political. The chairperson of this committee shall be a member of the Technical College Council.
- Be informed of local, state, and national legislation affecting the interests of education and the RFT and report monthly.
  - A delegated committee member shall be a member of the King County Labor Council to advise on community labor concerns.
- e) Professional Rights and Responsibilities will be chaired by the VP for Professional Rights and Responsibilities and shall:
- Have jurisdiction over all actions and/or policies, which affect membership in the areas of ethics, contract relations, grievances, tenure, evaluation procedures, and other personnel policies of RTC.
  - Have a member on the RTC Safety Committee to evaluate and assist in the development and safety in programs.

f) Part-Time Faculty will be chaired by the VP for Part-Time Faculty and shall:

–Represent part-time faculty with AFT Washington and the Technical College Council.

–Serve as liaison between the part-time faculty and the Executive Board.

Section 3. Ad Hoc Committees and their functions shall be:

- a) Auditing Committee shall be composed of three knowledgeable members of the general membership and shall audit the Treasury Committee records prior to the end of the term of office and to report its findings to the general membership.
- b) Nomination and Election Committee shall obtain at least two nominees for all elective offices for general elections and shall conduct the elections and record the votes.
- c) Constitution and Bylaws Revision Committee shall be composed of three or more members and shall make suggestions to the Executive Board for possible revision and improvement of the bylaws, constitution, and standing rules, which shall be submitted to the Executive Board and general membership as needed for approval.
- d) Negotiating Committee shall explore and prepare action programs as necessary in all areas of faculty welfare, salaries, fringe benefits and general working conditions; and shall be empowered to deliberate and resolve professional problems with the Renton Technical College Board of Trustees within the scope of issue with which they have been charged by the RFT and with an appropriate degree of latitude for effective resolution. Members of the committee who negotiate will be paid for table time at the Part-time Employee Salary Schedule Step A rate.

## **ARTICLE 5 EXECUTIVE BOARD**

Section 1. The Executive Board shall consider all appointments and resignations, the minutes, the VP for Finance reports, reports of committees, and any matters referred to it by the RFT.

Section 2. The Executive Board shall authorize the issuance of all bulletins, announcements of the work of the RFT and shall set the date and place of all meetings subject to Constitutional provisions.

- Section 3. The Executive Board shall consider all bills for expenditures not provided for in the annual budget and shall determine all sums of money to be available for work of officers and committees when there has been no specific budget appropriations for same.
- Section 4. The Executive Board shall provide for presentation at the general meeting of the RFT a report of the financial condition of the RFT for the past year, and a detailed estimate of income and expenditures of the ensuing fiscal year.
- Section 5. The Executive Board members shall also be delegates to AFT Washington annual conference and to any other appropriate labor organizations.

**ARTICLE 6  
DELEGATES**

- Section 1. The President with the approval of a majority of a quorum of the Executive Board shall appoint delegates. The VP for Personnel shall immediately thereafter forward to the Executive Director of the Washington AFT the names and addresses as directed by the Constitution and Bylaws.

**ARTICLE 7  
ORDER OF BUSINESS**

- Section 1. The order of business at the general membership meetings shall be as follows:

Call to order by the President or his/her designated officer  
 Reading of the minutes of the last meeting  
 Report of the Executive Board  
 Reports of the standing committees  
 Reports of the ad-hoc committees  
 Unfinished business  
 New business  
 Appointment of committees  
 Good of the order  
 Adjournment

**ARTICLE 8  
AMENDMENTS**

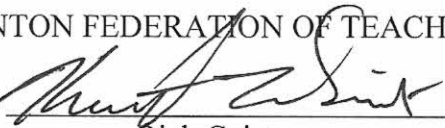
- Section 1. These Bylaws may be amended at any meeting of the RFT by a two-thirds (2/3) majority of a quorum of the general membership under the conditions set forth in the Constitution of this organization.

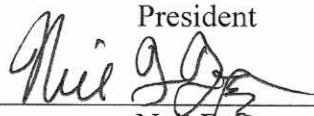
**ARTICLE 9**  
**PARLIAMENTARY AUTHORITY**

Section 1. *Roberts Rules of Order, Newly Revised* shall be the authority on questions of parliamentary rule.

This Constitution was adopted by the membership on June 30, 2010; (and last amended on June 30, 2010).

RENTON FEDERATION OF TEACHERS

By:   
Rick Geist  
President

By:   
Neil Feltz  
Vice President of  
Communications

[Revised by the General Membership in January 2001, March 31, 2006, and June 2010.]