

CONSTITUTION AND BY-LAWS

ASSOCIATION
OF
CATHOLIC TEACHERS
Local 1776

NATIONAL ASSOCIATION OF
CATHOLIC SCHOOL TEACHERS

Constituton and By-Laws

ASSOCIATION OF CATHOLIC TEACHERS

Association of Catholic Teachers

Local 1776

*National Association of
Catholic School Teachers*

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ASSOCIATION OF CATHOLIC TEACHERS
CONSTITUTION

ARTICLE I

SECTION 1. NAME

This organization shall be known as the Association of Catholic Teachers, Local 1776, National Association of Catholic School Teachers.

SECTION 2. JURISDICTION

1. The jurisdiction of this local union shall be determined by the international from time to time.

2. This Association may affiliate with any other group or labor organization having as its purposes, purposes similar to and not in conflict with the purposes of this Association. Such affiliation may be proposed to the Executive Board by any two (2) members thereof or by twenty (20) or more regular members. After review by the Executive Board, the proposal shall be submitted to the general membership for majority vote by referendum.

SECTION 3. PRINCIPAL OFFICE

The principal office of this organization shall be located within the Archdiocese of Philadelphia where all books, records and financial documents shall be kept.

ARTICLE II

SECTION 1. AIMS AND OBJECTIVES

The purpose of this organization shall be:

- (a) To unite the professional employees of the Archdiocese of Philadelphia, its subdivisions, and any other unit which affiliates with the local.
- (b) To deal with the employers of the professional employees cited above concerning grievances and employer-employee disputes.
- (c) To secure improved wages, hours, working conditions and other terms and conditions of employment; other economic advantages through collective bargaining; to advance the employee's standing in the community and in the labor movement through legal and economic means.
- (d) To encourage, aid and establish academic and professional excellence among professional employees cited above; to encourage, establish and promote programs to further the academic and professional excellence of these professional employees.
- (e) To strive to secure full rights to government aid for non-public schools.
- (f) To establish a working relationship between the Association and the employers of the professional employees cited above for the attainment of mutual goals and objectives that would benefit their respective faculties, students, and schools.
- (g) To foster cooperation with other labor and professional organizations and with individuals in seeking achievement of mutual goals.

ARTICLE III MEMBERSHIP

SECTION 1. DEFINITION OF MEMBERSHIP

- (a) Regular membership of this organization shall be available to all persons employed in any unit represented by this local union.
- (b) Honorary membership may be conferred upon any individual by a majority vote of the Executive Board but such members shall have only a voice vote but no vote in the affairs of this organization.
- (c) Any individual whose membership in the Association has ceased due to resignation or expulsion and who wishes to again become a member, must submit an application to the Executive Board which shall review it and notify the individual of its decision.

SECTION 2. VOTING PRIVILEGES

- (a) All regular members in good standing shall have voting privileges. Good standing shall be defined by the Constitution and By-Laws of this Association.
- (b) Members must be present to cast a vote on the affairs of the organization, including but not limited to contract ratification and strike authorization. There shall be no voting by proxy.

SECTION 3. DUES

- (a) Each member shall pay dues in such amounts and at such dates as are established in the By-Laws of this Association.
- (b) Any member who fails to pay dues as required by the By-Laws shall be removed from the membership list, but may be reinstated upon the payment of dues.

ARTICLE IV

DISCIPLINE

- (a) A member may be expelled for just cause provided that written charges are presented to the Executive Board signed by at least two (2) members in good standing. The charges must be presented to the Executive Board within ninety (90) days after the occurrence forming the basis of the charge becomes known. The Executive Board shall forward to the member so charged the specific written charges. The member shall be given ten (10) days to prepare his/her defense. The Executive Board has initial and full authority to conduct such investigations as it deems necessary in connection with the expelling of any member. After such investigations, the Executive Board shall conduct a hearing at which time the member may present his/her defense. The costs of such hearings shall be borne by the parties initiating the charges unless the person is found guilty in which case the expense shall be borne by the Association. After such hearing, the member may be expelled provided that two-thirds of the Executive Board so vote. The expelled member may then appeal his or her case to the General Membership.

ARTICLE V

OFFICERS

1. The officers of this organization shall be: President, Vice President, Executive Secretary, Treasurer, a Legislative Representative, four Area Vice Presidents and three Members at Large. Together they shall constitute the Executive Board of this organization.
2. Any regular member in good standing shall be eligible for election to office after he or she has been a Member of this organization for two years or a Member for two years of an organization of which the Association is or becomes successor.
3. Beginning in 1976, in each November of even numbered years, Officers other than Area Vice Presidents shall be elected by the entire active membership by secret official ballot for a term of two years. Eligible members who wish to run for a specific office shall file a petition with the Nominations and Elections Committee no later than October 20. These petitions shall state: "I (Name of Candidate) wish

to run for the Office of (Name of Office) and will serve in that Office if elected.” Such petitions shall bear the signatures of twenty-five (25) regular members and the designations of their schools. In the event that no petitions are received for nominations to a particular Office by October 20, only in this event shall the Nominations Committee make nominations. In this event they shall nominate specific Office(s) by October 25. Ballots shall be sent out no later than November 10 and must be returned no later than November 25.

Beginning in 1977, in each May of odd numbered years Area Vice Presidents shall be elected by the active membership of their area.

Areas are defined as follows:

Northeast: Conwell-Egan, Father Judge, St. Hubert, and Archbishop Ryan

Northwest: Lansdale Catholic, Pope John Paul II, and Archbishop Wood

Central: Little Flower, Saints John Neumann and Maria Goretti, Roman Catholic, and West Catholic

Southwest: Monsignor Bonner-Archbishop Prendergast, Archbishop Carroll, Cardinal O’Hara, and Bishop Shanahan

Eligible members who wish to run for office shall file an identical petition as aforementioned with the Nominations and Elections Committee by April 10 and it shall bear the signature of twenty-five (25) regular members and their school designations. In the event that no petitions are received for nominations to a particular office by April 10, only in this event shall the Nominations and Elections Committee make any nominations. In this event they shall nominate at least two (2) eligible members for the specific Office(s) by April 16. Ballots shall be sent out no later than May 1 and must be returned no later than May 15.

4. Until such elections take place, the current Executive Board shall continue to serve in that capacity.

5. Executive Board elections shall be conducted under the supervision of the Nominations and Elections Committee and shall be by written secret ballot. Each regular member in good standing shall have an equal opportunity to vote.

6. Any vacancy in any office shall be filled by appointment by the remaining members of the Executive Board, but such appointees shall serve only until the next regular election, when the unexpired term shall be filled in the same manner as other offices.

7. If an officer should retire from employment within the bargaining unit, they shall serve out the remainder of their term of elected office with all duties, rights, and privileges as a member of the Executive Board and shall actively participate in votes of the Executive Board. However, an officer serving in such capacity shall be considered a retired member with no membership voting privileges.

ARTICLE VI DUTIES AND POWERS OF THE OFFICERS AND OF THE EXECUTIVE BOARD

1. It shall be the duty of the Executive Board to execute the policy determined by the Members or by the Executive Board, and the Executive Board shall have the sole power to do so unless specifically restricted in and by this Constitution.

2. The Executive Board shall have the power to manage all the business and the affairs of this organization including, but not limited to the following:

- (a) To sue and be sued, complain and defend, on behalf of and for the use of the organization;
- (b) To employ and/or retain attorneys and counselors to advise the Members, the Executive Board, the officers, and/or the employees of the organization, on all matters pertaining to the organization's business and/or affairs;

- (c) To employ accountants, agents and/or other persons having skills and knowledge the Executive Board deems necessary in the conduct of the business and affairs of the organization;
- (d) To adopt an official seal and other insignia and to use the same by causing it or them, or facsimiles thereof, to be impressed, affixed, or in any manner reproduced, and to alter same at their pleasure, and no other person(s) and/or body(s) may use or cause to be used such seal(s) and/or insignia, without the express written consent of the Executive Board.
- (e) To purchase, take, receive, lease as lessee, take any gift, devise or bequest, or otherwise acquire, and to own, hold, use, deal in or with, any real or personal property, and/or any interest therein for and by the organization;
- (f) To sell, convey, mortgage, pledge, lease as lessor, and otherwise dispose of all or any part of property and assets of the organization;
- (g) To purchase, take, receive, or otherwise acquire, and to own, hold, vote, and use shares or other interests in, or obligations of corporations, associations, partnerships, or individuals; and to sell, mortgage, loan, pledge, or otherwise dispose of, such shares, interests, or obligation on behalf of the organization;
- (h) To make contracts and incur liabilities which the Board deem appropriate to enable them to accomplish any or all of the purposes to borrow money for the organization at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations and to secure any of the organization's obligations by mortgage, pledge, or deed of trust of all or any part of its property and income.
- (i) To invest the funds of the organization from time to time in any real and personal property; and to take and hold real and personal property as security of funds so invested or loaned;

- (j) To approve an annual budget which shall then constitute the Board's approval or expenditures of the type and amount contained therein, and to revise that budget as and when it deems such revisions necessary and/or proper; and
- (k) To do anything they deem necessary and/or appropriate to the exercise of the forgoing power(s) or any other power not specifically granted to and limited to any other body or officer in and by this Constitution.

3. The Executive Board shall have the power to interpret and enforce this Constitution and to make rules not in conflict with this Constitution. Such interpretations and rules shall be subject to appeal or modification by a majority of those present at a General Meeting.

4. The Executive Board shall appoint such Committees as are provided for in this Constitution and other such Committees as it deems necessary. Such appointments shall be made subject to the provisions of this Constitution and its By-Laws.

5. The Executive Board shall hold meetings as shall be designated by the resolution of the Executive Board, and may hold other meetings at such times and places as shall be determined by the President, but shall hold at least nine (9) regular meetings per year. Special meetings of the Executive Board shall be called within ten days of a request of any three (3) of its Members submitted to the President or to the Secretary.

6. A majority of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Executive Board. The action of a majority of the Board present at a meeting at which a quorum is present shall be the action of the Executive Board.

7. As to matters requiring action by the Executive Board, and when the Executive Board is not in formal session, the Executive Board may act by telegram, letter, telephone or through any form of electronic communication. When action by the Executive Board is required, the President may obtain by telegraphing, writing, telephoning or electronically communicating to the members of the Executive Board and such members may take action on the matter brought to their attention in similar manner. Such action taken by the unanimous vote of the

members of the Executive Board shall constitute action of the Executive Board as though the Executive Board were in formal session.

8. If an officer misses two consecutive Executive Board meetings and his or her absence is not excused by the Executive Board, his or her position may be declared vacant and a successor may be appointed subject to the provisions of Article V, Section 5.

9. The President shall be the chief executive of the organization. The President, or his/her designee, shall preside at all meetings of the Members and of the Executive Board. The President shall serve as an ex officio member of any Committee except the Nominations and Elections Committee.

10. The Vice President shall assist the President in the performance of his/her duties. The Vice President shall in the absence of the President preside at meetings and perform the duties of the President. In the event of a vacancy in the Office of the President, the Vice President shall succeed to the Office for the unexpired term.

11. The Executive Secretary shall keep records and minutes of all meetings of Members and of the Executive Board and shall be responsible for the regular correspondence of the organization. The Executive Secretary shall be responsible for the safe keeping of all documents pertaining to the organization, its business and affairs, except financial records, and shall maintain the official list of association members.

12. The Treasurer shall be the chief financial officer of the organization and shall be responsible for all funds received or disbursed by the organization. He or she shall submit a written financial report to the Executive Board at least quarterly and he or she shall submit an annual financial statement to the membership. He or she shall serve as Chairman of the Budget Board Committee but shall not serve on any Committee charged with auditing or otherwise investigating the financial affairs of the organization. The Treasurer and any other officers authorized to sign checks shall be bonded by a licensed agency.

13. The Executive Board alone shall have the power to assign duties and areas of responsibility for each of the Board's Members except as specifically provided in this Constitution.

ARTICLE VII IMPEACHMENT OF OFFICERS

1. Impeachment proceedings against any officer may be brought upon presentation to the Executive Board of a petition for impeachment containing the charges against the officer and signed by at least fifteen percent (15%) of the regular members in good standing or two-thirds of the members of the Executive Board.

2. A copy of the charges shall be presented by the Executive Board to the officer charged. The officer shall have ten (10) days to prepare his/her defense.

The Executive Board has initial and full authority to conduct such investigations as it deems necessary in connection with the impeachment charges. After such investigations, the Executive Board shall conduct a hearing at which time the officer may present his/her defense.

3. The Executive Board members excluding the officer charged shall sit as the hearing panel and accept evidence presented by the petitioners and by the officer being charged. Either or both parties initiating the charges shall bear the cost of the hearing unless the party is found guilty in which case the expense shall be borne by the Association.

4. After carefully weighing all the evidence and its own findings, the Executive Board shall vote by secret ballot as to the validity of the charges and what sanctions, if any, are to be imposed if the charges are found to be valid. The consent of two-thirds (2/3) of the Executive Board shall be necessary to impose any sanctions including removal from the organization as a result of impeachment proceedings.

ARTICLE VIII COMMITTEES

1. The following standing Committees shall be appointed as provided elsewhere in this Constitution:

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|---------------------|---------------------|
| a) Credentials | d) Member Services |
| b) Educational | e) Newsletter |
| c) Health & Welfare | f) Political Action |
| | g) Budget Board |

Their duties and functions shall be determined from time to time by the Executive Board.

2. Other Committees may be appointed by the Executive Board as determined by Article VI, Section 4.

ARTICLE IX MEETINGS OF MEMBERS

1. There shall be at least one (1) regular General Membership Meeting during the school year. Additional meetings shall be held upon the vote of two-thirds (2/3) of the Executive Board or upon written request of at least ten percent (10%) of the regular members.

2. A special General Membership Meeting may be called by the President, a majority of the Executive Board, or at the request of thirty percent (30%) of the regular members.

3. The order of business shall be arranged by the Executive Board.

4. A regular membership meeting shall have the power to discuss and to decide matters brought before it. A special meeting shall discuss and decide only those matters for which it was especially convened.

5. Except where inconsistent with this Constitution or By-Laws, Robert's Rules of Order, Revised, shall determine the conduct of the meetings of members.

ARTICLE X DELEGATES

1. The regular membership at each school shall elect one (1) delegate who shall serve as the official Union representative at that school. In a co-institutional school, the regular members shall decide by a plurality vote whether it shall be represented as one school or as two separate schools. The election shall take place between May 15 and June 1 of each year. The regular membership also elects one (1) alternate who shall serve in the absence of the delegate as the official Union representative at that school.

2. The duties and responsibilities of the delegate shall be:

- a) To act as liaison between the members at his/her school and the school administration.
- b) To file and handle grievances on behalf of the members of the bargaining unit at his/her school as per provisions of the Labor-Management Agreement and to submit a copy of all written grievances to the ACT Office.
- c) To conduct meetings of the members on the local level.
- d) To keep the Executive Board informed of pertinent union issues at his/her school.
- e) To attend any disciplinary meetings or any meetings that may lead to discipline between administration and bargaining unit members at his/her school for the purposes of defending the members' contractual rights.
- f) To inform the Executive Board about any level of discipline imposed against bargaining unit members at his/her school.
- g) To be responsible for the ACT bulletin board in his/her school.

- h) To be responsible for the distribution of all information from the ACT Office to teachers in his/her school.
- i) To take responsibility for recruitment of new members in his/her school and for maintaining old members in good standing.
- j) To take responsibility for the conduct of all Association elections in the school.
- k) To attend or send an alternate to all delegate meetings, regular and special membership meetings, and any other meetings he or she is requested to attend.
- l) To encourage his/her members to attend general membership meetings.
- m) To perform such other duties as are assigned by the Executive Board or its designee.

3. Delegates who fail to carry out their duties and responsibilities may be recalled. Charges against the delegate must be signed by a majority of the members at that delegate's school or by two-thirds (2/3) of Executive Board.

The charges shall be submitted to the Executive Board who shall forward them to the delegate so charged. The delegate shall have ten (10) days to prepare his/her defense. The Executive Board has initial and full authority to conduct such investigations as it deems necessary in connection with the recalling of any delegate. After such investigations, the Executive Board shall conduct a hearing at which time the delegate may present his/her defense. The cost of such hearing shall be borne by the parties initiating the charges unless the delegate is found guilty in which case the expenses shall be borne by the Association. After such hearing, the delegate may be recalled provided that two-thirds (2/3) of the Executive Board so vote.

4. The delegates shall be convened by the Executive Board as provided in the By-Laws to receive information for their members and sit as an advisory body to the Executive Board on matters of concern.

ARTICLE XI RATIFICATIONS OF COLLECTIVE BARGAINING AGREEMENTS

1. No labor agreement or contract shall be effective or binding upon the organization, its officers, or its members unless and until it has been ratified by the Regular Members who are also within the employee unit covered by the proposed agreement or contract. No member who is not also an employee within the unit shall have any vote to ratify or to refuse any proposed agreement or contract for that employee unit.

2. Any proposed labor-management agreement or contract shall be offered to the Regular Members in the covered employee unit for ratification in the following manner:

- (a) The Executive Board shall call a Special Meeting of the members upon at least twenty-four (24) hours notice of such a meeting for the purpose of presenting the proposed agreement or contract. The action of a majority of the members present shall be binding on the Association.

ARTICLE XII BY-LAWS

1. The organization may, at a General Membership Meeting, adopt such By-Laws as it deems necessary or advisable for the conduct of its business. Such By-Laws, or changes, shall be submitted to the Executive Board by at least one (1) member of the Executive Board and/or by ten (10) regular members.

2. Any By-Laws inconsistent with this Constitution, or with any applicable public law shall be invalid and inoperative.

ARTICLE XIII SAVINGS CLAUSE

1. If any Article(s) or portion of any Article(s) of this Constitution becomes invalid for any reason, the remaining Articles and portions of Articles will remain in full force and effect.

ARTICLE XIV AMENDMENTS

1. An amendment to this Constitution may be proposed by two (2) or more members of the Executive Board or by twenty (20) or more regular members by submitting the proposed amendment(s) in writing to the Executive Secretary. Any proposed amendment(s) shall be placed on the agenda of the Executive Board's next regular monthly meeting in accord with provisions for including items on such agenda.

2. After review by the Executive Board, a proposed amendment shall be submitted to the regular members at the next General Membership Meeting. If the amendment (s) is approved by a majority of the members present, it shall then be presented to the general membership for a referendum vote. After ratification by (2/3) of the general membership, such amendment shall become effective immediately unless otherwise specified.

ARTICLE XV RATIFICATION OF THIS CONSTITUTION

This Constitution shall be presented to the regular members at a special meeting. The action of a majority of the members present shall be binding on the Association.

BY-LAWS

1. A quorum for all General Membership Meetings shall be five percent (5%) of the total regular membership as recorded on the rolls of the Association.
2. Annual dues for Association members shall be 1.4% of the first step of Basic Salary Schedule. Any member who is in arrears in excess of two (2) monthly pro-rata payments shall be dropped from the regular membership lists.
3. Any persons who are not employed through no fault of their own by virtue of illness, accident or other circumstances can request from the Executive Board a suspension of dues payments until such times as they resume work.
4. Meetings of the Senior Delegates shall be held at least three (3) times a year. The dates and times shall be determined by the Executive Board.
5. Any regular member who wishes to serve on a committee may submit his or her name to the Executive Board.
6. Any regular member may submit his or her name to the Executive Board to serve as Convention Delegate. If more than the required number of volunteers are received, the delegate(s) shall be chosen by vote of the Executive Board.
7. It shall be the responsibility of the Executive Board to commission an annual accounting review of the financial records of the organization and to submit the findings of said review to the Executive Board and membership. Further, the Executive Board shall call for a special accounting review of the organization's finances each time a Treasurer leaves that elected office.
8. Any item may be submitted to the Executive Board for inclusion on the agenda of the next General Membership Meeting. Items submitted must be signed by at least five (5) regular members.

9. The calendar of General Membership Meeting(s) shall be published at the beginning of the school year.
10. The Executive Board shall mail or e-mail to the general membership the minutes of its meeting within ten (10) days of each meeting.
11. All election results shall be certified within ten (10) days after the deadline set for ballots to be returned.
12. Newly-elected members of the Executive Board, other than Area Vice Presidents, shall assume the duties of their offices on the first day of January following their election.
13. The term for Senior Delegate begins on the first day of the school year after he/she is elected.

CONSTITUTION

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BY-LAWS

(as Amended 4/19/2022)

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