

**CONSTITUTION  
PITTSBURGH FEDERATION OF TEACHERS  
LOCAL #400**

**AMERICAN FEDERATION OF TEACHERS  
AFL-CIO**

**Article 1  
Name**

The name of this organization shall be the Pittsburgh Federation of Teachers, Local 400 of the American Federation of Teachers.

**Article 2  
Objectives of this Organization**

The objectives of this organization shall be:

1. To develop in school and community a devotion to democracy.
2. To promote full and equal educational opportunities for all.
3. To secure and maintain cooperation and understanding among teacher, school, and community.
4. To promote racial understanding and eliminate all forms of discrimination in our schools.
5. To work in cooperation with other interested organizations to advance the interests of education, to improve the quality of education, and to secure legislation that will provide adequate financial support of the public school system.
6. To advance the economic security and professional interests of teachers and other educational employees, and to secure their active participation in the formulation and administration of educational policies.
7. To protect the rights of teachers and other educational employees.
8. To act as representative of teachers and other educational employees in matters affecting these employees and the public schools.

### **Article 3 Affiliation**

This organization shall be affiliated with the American Federation of Teachers, AFT Pennsylvania (formerly the Pennsylvania Federation of Teachers), the Southwestern Pennsylvania Area Council of the AFT, the Pennsylvania AFL-CIO, and the Allegheny County Labor Council, or their successors.

### **Article 4 Membership**

1. Membership in this organization shall be open to all school employees in Pittsburgh and Pittsburgh-Mt. Oliver Intermediate Unit who qualify under the Constitutional requirements of the American Federation of Teachers and who:
  - a. Subscribe to the objectives of this organization.
  - b. Do not hold positions for which a principal's certificate is required ("Principal" shall include vice-principal, assistant principal, etc.).
  - c. Do not hold positions that are totally supervisory.
  - d. Do not have effective rating authority.
  - e. Are not eligible for membership in any other local of the American Federation of Teachers. (This applies only to non-employees of the Pittsburgh Public Schools.)
2. Any school employee who as been a member of this organization for one (1) year or more may retain membership upon retirement.
3. Membership for administrative, operational, and electoral purposes within the Union shall be grouped as follows:
  - a. The Elementary group, which shall consist of all teacher members appointed to and assigned to elementary school positions.
  - b. The Secondary group, which shall consist of all teacher members appointed to and assigned to secondary school positions. (This includes high schools, junior high schools, middle schools, and post-graduate schools.)
  - c. The Professional Supportive group, which shall consist of all members such as counselors, nurses, psychologists, school social workers, and all other professional members not engaged in classroom teaching, without regard to building assignment.

- d. The Paraprofessional group, which shall consist of all paraprofessionals, teachers' aides, hall guards, etc.
  - e. The Technical-Clerical group, which shall consist of all accountants, auditors, inspectors, etc.
  - f. The Pittsburgh-Mt. Oliver Intermediate Unit #2, which shall consist of full-time and regular part-time remedial (math and reading) and speech-language specialists and psychologists.
4. Members who become full-time employees of the PFT or its affiliated bodies shall be eligible to retain full membership.
  5. Retired members and members who qualify under Article 4, Section 4, shall remain in their last assigned group.
  6. Applicants for membership in this organization whose employment status is not clearly defined under the provisions of this Constitution may be elected to membership by a majority vote of the Executive Board.
  7. Retired members shall have full membership status, rights, and privileges, except they may not run as an officer or executive board member and they shall not vote on issues relating to terms and conditions of employment affecting all regular members.
  8. Members whose regular employment in the Pittsburgh Public Schools has been interrupted due to layoff resulting from a reduction in the number of teaching or other positions, and who are not working in a full-time substitute or day-to-day substitute capacity, shall have the option to continue their membership status with payment of dues required. Such members shall be entitled to full membership for a period not to exceed two (2) years from the date of the interruption of their regular employment. After two (2) years such members shall be required to terminate their memberships. Membership under the provisions of this Section shall be automatically terminated if an offer of re-employment in the Pittsburgh Public Schools is declined or if employment is accepted in another school system.
  9. Members who violate or fail to comply with the provisions of the Constitution and the By-Laws of this organization, or with the Constitution of the American Federation of Teachers, or who engage in any activity or course of conduct which is contrary or detrimental to the best interests of this organization, may be suspended or expelled only by application of the procedure prescribed in the By-Laws of this organization.

## **Article 5**

### **Officers and Executive Board**

1. The elected officers of this organization shall be a president, three (3) vice-presidents, secretary, treasurer, financial secretary, parliamentarian, and three (3) trustees. These officers and elected representatives from the groups specified in Article 4, Section 3, apportioned as follows --- two (2) from the Elementary group, two (2) from the Secondary group for senior high and post-graduate schools, and two (2) from the Secondary group for middle schools, two (2) from the Professional Supportive group, three (3) from the Paraprofessional group, one (1) from the Technical-Clerical group, one (1) from the Pittsburgh-Mt. Oliver Intermediate Unit, and eight (8) members at-large --- shall constitute the Executive Board. All Executive Board members must be members in good standing of the Pittsburgh Federation of Teachers. The PFT shall indemnify and defend the above named officers and executive board in terms of their performance of Union duties.
2.
  - a. Of the three vice presidents, one shall be selected from the Secondary group to represent senior high school and post-graduate school teachers, one from the Secondary group to represent junior high school and middle school teachers, and one from the Elementary group to represent elementary school teachers. Exceptions to this condition shall be permitted, subject to the approval of the Executive Board. Members of the Professional Supportive group shall be eligible for any of these three positions, subject to the approval of the Executive Board.
  - b. The group membership requirements for a specific Executive Board group position may be waived by the Executive Board in order to fill, either in an election or by appointment, an Executive Board group representative position.
3. Terms of office:
  - a. The term of office shall be four (4) years effective 1993 (first election only will be for three (3) year terms) for all elected officers, as well as for group and at-large representatives elected to the Executive Board. Incumbents shall be eligible for re-election.
  - b. Terms of office for Executive Board members who are not re-elected or who do not run for re-election shall terminate on June 30 of the applicable year. Newly elected Executive Board members shall assume office on July 1 of the year in which they are elected.
4. Nomination and election of officers and other members of the Executive Board shall be in accordance with the provisions of the By-Laws of this organization.

5. The duties of officers and other members of the Executive Board shall be as follows:
  - a. The President shall:
    - (1) Act as chairman or designate a chairman for all regular membership and special membership meetings.
    - (2) Act as chairman or designate a chairman for all sessions of the Executive Board.
    - (3) Appoint, with the approval of the Executive Board, provisional chairmen of all standing and special committees.
    - (4) Be a member, ex-officio, of all standing and special committees.
    - (5) Be a co-signer on any legally or financially binding document of this organization.
    - (6) Serve on any negotiating committee.
    - (7) Employ and dismiss, with the approval of the Executive Board, all employees (both full and part-time) of this organization.
    - (8) Represent the viewpoint of this organization to legislative and other groups, and to the public.
    - (9) Interpret the Constitution and By-Laws subject to appeal to the Executive Board.
  - b. Each of the three Vice Presidents shall:
    - (1) Assist the President in the execution of his/her duties.
    - (2) Coordinate the activities and represent the concerns of the Professional group from which he/she has been elected (Article 5, Section 2).
    - (3) The Vice-President for the Secondary group, senior high level shall:
      - (a) Coordinate all sector, distribution, and communication networks.
      - (b) Coordinate functioning and activities of all sector leaders and all building representatives.

- (4) The Vice-President for the Secondary group, junior high and middle level, shall:
  - (a) Coordinate the activities of various Federation committees.
- (5) The Vice-President for the Elementary group shall:
  - (a) Be especially responsible for promotion of membership.
  - (b) Pass on all applications for membership.
  - (c) Refer to the Executive Board applications which fall under the provisions of Article 4, Section 6.
- c. The Secretary shall:
  - (1) Keep an accurate record of all regular general membership and special membership meetings.
  - (2) Prepare and keep an accurate record of all Executive Board meetings.
  - (3) Report on the minutes of Executive Board and membership meetings.
  - (4) Keep an accurate record of all negotiations.
  - (5) Assist with correspondence of this organization.
- d. The Treasurer shall:
  - (1) Supervise the collection and receive all dues and other funds due this organization.
  - (2) Make all payments for authorized obligations of this organization.
  - (3) Maintain financial records of this organization.
  - (4) Prepare an annual financial report.
  - (5) Make financial reports to Executive Board and membership meetings.
- e. The Financial Secretary shall:
  - (1) Prepare an annual operating budget.
  - (2) Be a co-signer on all financially binding documents of this organization.

- (3) Make recommendations to the Executive Board regarding major purchases of equipment, contracts, and/or leases to be entered into by this organization.
    - (4) Assist the Treasurer.
  - f. The Parliamentarian shall:
    - (1) Be the final authority on procedure at all regular general membership, special membership, and Executive Board meetings.
  - g. The Trustees shall:
    - (1) Annually audit, or cause to be audited by a certified public accountant, the financial records maintained by the Treasurer.
  - h. The Group Representative shall:
    - (1) Represent and serve the interests of their group within this organization.
  - i. The At-Large Executive Board Members shall:
    - (1) Assist the officers in the execution of their duties.
    - (2) Be especially responsible for handling various Executive Board committee assignments and special projects.
- 6. The Executive Board shall:
  - a. Administer the affairs of this organization under the Constitution and the By-Laws, and subject to the will of this organization. All actions of the Executive Board shall be subject to review by the membership.
  - b. Conduct all referenda.
  - c. Make recommendations to the membership on policy and on actions to be taken by this organization.
  - d. Authorize and approve all major purchases of equipment, contracts, and/or leases to be entered into by this organization.
  - e. Vote on such applicants for membership as are referred by the Vice President under the provisions of Article 5, Section 5, Subsections b.(5)(b) and b.(5)(c).
  - f. Attend all Executive Board meetings. Absence without reason from three consecutive Executive Board meetings, or consistent absence, shall be cause for removal from the Executive Board.

- g. Attend all regular and special membership meetings.
- 7. Officers may be removed from office for failure to perform their duties or for conduct which reflects unfavorably on this organization. Removal from office shall be only by application of the procedure prescribed in the By-Laws of this organization.
- 8. Executive Board vacancies:
  - a. In the event the office of the President becomes vacant, the Executive Board shall elect one of the three Vice-Presidents to fill the office of President for the remainder of the unexpired term.
  - b. The Executive Board shall fill any other Executive Board position that becomes vacant by electing an eligible Federation member, including an appropriate Executive Board member, to fill the total unexpired term of office in accordance with the requirements of Article 5, Sections 2a and 2b.

## **Article 6 Delegates**

Delegates and alternates to conventions and to the organizations with which this organization is affiliated shall be selected in accordance with the procedure prescribed in the By-Laws of this organization.

## **Article 7 Committees**

- 1. Standing Committees:
  - a. Membership.
  - b. Professional Problems.
  - c. Legislation.
  - d. Social.
  - e. Grievance.
  - f. Community and Human Relations.
  - g. Discipline.
  - h. Negotiations.



- i. QuEST (Quality Educational Standards in Teaching).
  - j. Political Action.
  - k. Retirement.
2. Special Committees:
- a. Nomination and Election Committee. A Nomination and Election Committee of at least four (4) members plus a chairperson shall be selected at the February membership meeting. This Committee shall present nominations for election to appropriate Executive Board positions and shall supervise and conduct the actual election.
  - b. Other committees may be set up as may from time to time be desired.
3. Selection of Committees:
- a. Except as otherwise specified in the Constitution or the By-Laws, the provisional chairperson and members of all committees shall be appointed by the President, with the advice and approval of the Executive Board.
  - b. Committees shall elect a permanent chairperson and add members, subject to the approval of the Executive Board.

## **Article 8 Dues**

Each member shall pay such dues, at such time, and in such a manner as the membership shall from time to time decide and enact in the By-Laws.

## **Article 9 Meetings**

1. Membership:
- a. There shall be at least three (3) Regular General Membership Meetings during school years ending in even-numbered years --- one in October to report on and to review various Federation activities through the previous school year and summer and to prepare for the Federation's program and activities in the newly begun school year; one in February to begin the biennial Federation elections process and to select the Nomination and Election Committee; and one in April to hear the report of the Nomination

and Election Committee and to complete the preparations for conducting the biennial Federation elections.

- b. There shall be at least two (2) regular General Membership Meetings during school years ending in odd-numbered years---one in October (same purposes as under Subsection a) and one in March.
2. A Special General Membership Meeting may be called by the President, a majority of the Executive Board, or at the request of one hundred (100) members of this organization. A period of at least ten (10) days must elapse between the date of the call and the date of the Special Meeting, unless the President deems a shorter period is advisable due to emergency conditions.
3. No fewer than fifty (50) members shall constitute a quorum at a Regular or Special General Membership Meeting.
4. Only members in good standing shall have the right to vote on any question presented at Regular or Special General Membership Meetings, subject to the provisions of Article 4, Section 7.
5. By action of a majority of the Executive Board, non-members may be invited to attend, to speak, and to participate at Regular or Special Membership Meetings.
6. By action of the Executive Board, and with membership approval, non-members may be permitted a vote at Regular or Special Membership Meetings to which they have been invited.
7. Executive Board Meetings shall be conducted monthly, or more frequently should the President feel that additional meetings are necessary.
8. No fewer than fifteen (15) members of the Executive Board shall constitute a quorum.
9. Members not on the Executive Board may attend Executive Board meetings, but shall have no vote.
10. Meetings of all Sector Leaders and Building Representatives shall be held on a regular basis. All members may attend such meetings. Non-members may be invited with Executive Board approval.

## **Article 10 By-Laws**

The membership may enact such By-Laws as are consistent with this Constitution and the Constitution of the American Federation of Teachers.

**Article 11**  
**Amendments to Constitution**  
**and By-Laws**

1. Amendments to the Constitution:
  - a. Amendments to this Constitution may be proposed either by a majority of the Executive Board or by a petition signed by fifty (50) members in good standing.
  - b. The proposed amendment must be received by the Secretary no later than fifteen (15) days before a regular or special membership meeting of this organization.
  - c. The proposed amendment shall be read at the next regular or special membership meeting, subject to the conditions in Section 1b above.
  - d. The proposed amendment shall be included in the notice for the regular or special membership meeting following the one at which the proposed amendment was read.
  - e. The proposed amendment shall be read at the second regular or special membership meeting following its proposal and shall be submitted to the members present for adoption. Two-thirds (2/3) of the votes cast at the meeting shall be required for adoption.
  
2. Amendments to the By-Laws:
  - a. Amendments to the By-Laws may be proposed either by a majority of the Executive Board or by a petition signed by fifty (50) members in good standing.
  - b. The proposed amendment must be received by the Secretary no later than fifteen (15) days before a regular or special membership meeting of this organization.
  - c. The proposed amendment and the section of the By-Laws which it amends shall be included in the notice for the regular or special membership meeting immediately following receipt of the proposed amendment, subject to the conditions in Section 2b above.
  - d. The proposed amendment shall be read at the membership meeting and shall be submitted to the members present for adoption. A majority of the votes cast at that meeting shall be required for adoption.

**BY-LAWS  
PITTSBURGH FEDERATION OF TEACHERS  
LOCAL #400**

**AMERICAN FEDERATION OF TEACHERS  
AFL-CIO**

**Article 1  
Annual Federation Dues**

Commencing September 1, 1978, and continuing thereafter, the provisions of Sections 1 through 11 of this Article shall be subject to revisions under the ongoing application of the provisions of Section 13 of this Article.

1. The annual membership dues for all professional members employed full-time shall be nine hundred twenty-nine dollars and eighty cents (\$929.80) [effective 9/1/15].
2. The annual membership dues for retired members shall be four hundred sixty-five dollars and eighty cents (\$465.80) [effective 9/1/15].
3. The annual membership dues for area members (members-at-large) shall be nine hundred twenty-nine dollars and eighty cents (\$929.80) [effective 9/1/15].
4. The annual membership dues for paraprofessional employees shall be as follows:
  - a. The dues for paraprofessional employees shall be maintained at one-half ( $\frac{1}{2}$ ) the annual amount per member of the professional unit dues. The annual membership dues for members in the paraprofessional unit shall be four hundred fifty-three dollars (\$453.00) [effective 9/1/15].
  - b. The dues for one-on-one aides shall be maintained at one-half ( $\frac{1}{2}$ ) the annual amount per member of the paraprofessional unit dues. The annual membership dues for one-on-one aides shall be two hundred twenty-six dollars and sixty cents (\$226.60) [effective 9/1/15].
5. The annual technical-clerical unit dues shall be maintained at three-fourths ( $\frac{3}{4}$ ) of the annual amount per member of the professional unit dues. The annual membership dues for members from the technical-clerical unit shall be six hundred seventy-seven dollars and eighty cents (\$677.80) [effective 9/1/15].

6. The annual membership dues for professional members employed on a one-half day basis shall be four hundred sixty-five dollars and eighty cents (\$465.80) [effective 9/1/15].
7. The annual membership dues for professional members employed on a one-half salary basis, or any similar partial-salary basis, shall be four hundred sixty-five dollars and eighty cents (\$465.80) [effective 9/1/15].
8. The annual membership dues for day-to-day substitutes shall be one percent (1%) of earnings [effective 9/1/15].
9. The annual membership dues for adjunct teachers shall be as follows:
  - a. The dues for half-time adjunct teachers (employees who are scheduled to work at least 4 periods per day, but less than full time) shall be four hundred sixty-five dollars and eighty cents (\$465.80) [effective 9/1/15].
  - b. The dues for full-time adjunct teachers shall be six hundred ninety-eight dollars (\$698.00) [effective 9/1/15].
10. The annual membership dues for Pittsburgh-Mt. Oliver Intermediate Unit #2 employees shall be as follows:
  - a. The dues for all IU#2 members employed full-time shall be eight hundred sixty-nine dollars and eighty cents (\$869.80) [effective 9/1/15].
  - b. The dues for all IU#2 members employed on a one-half salary basis, or any similar partial-salary basis, shall be four hundred thirty-five dollars and forty cents (\$435.40) [effective 9/1/15].
11. The annual membership dues for preschool level II teacher members shall be six hundred ninety-eight dollars (\$698.00) [effective 9/1/15].
12. The annual membership dues for members and/or special cases not covered in the preceding eleven Sections of this Article of the By-Laws shall be determined by the Executive Board upon the recommendation of the Vice-President for the Elementary Group.
13. Effective September 1, 1978, and continuing thereafter, the PFT's total annual membership dues shall increase at such times as the AFT national per capita and/or the AFT PA state per capita may be increased, in accordance with the provision of Subsection a. or Subsection b. immediately following, whichever is applicable, except that when such AFT and/or AFT PA per capita increases take effect after September 1 of any year, the resulting commensurate increase in the PFT's total annual membership dues shall only take effect beginning the following September. [This September 1 implementation date provision shall no longer apply, effective September 1, 1985, because of the mandatory pass-through provision contained in the AFT Constitution commencing with that date.]

- a. The amount of increased dues for full-time professional members, for area members (members-at-large), and for full-time IU#2 members --- all those members covered under Article 1, Annual Federation Dues, Sections 1, 3, and 10 a., of the By-Laws, shall be equal to the full amount of the involved AFT and/or AFT PA per capita increase, except as limited by the provisions of Subsection c. immediately following.
- b. The amount of dues for paraprofessional members, for part-time professional members, for partial-salary professional members, for retired members, for day-to-day substitute members, for half-time adjunct teacher members, and for partial-salary IU#2 members --- all those members covered by Article 1, Annual Federation Dues, Sections 2, 4, 6, 7, 8, 9a., and 10b., of the By-Laws shall be equal to one-half (1/2) the amount of the involved AFT and/or AFT PA per capita increase, except as limited by the provisions of Subsections c. immediately following. The amount of increased dues for technical-clerical members, full-time adjunct teachers and preschool level II teacher members --- all those members covered under Article 1, Annual Federation Dues, Section 5, 9b., and 11, of the By-Laws, shall be equal to three-fourths (3/4) of the amount of the involved AFT and/or AFT PA per capita increases, except as limited by the provisions of Subsection c. immediately following.
- c. Any PFT dues increase arising from the provisions of this Section shall not exceed \$20.00 in a single year for those members covered under Subsection a. above and shall not exceed either \$10.00 or \$15.00, whichever is applicable, in a single year for those members covered under Subsection b. above, unless the membership shall approve an amount greater than these limits through the normal PFT dues increase procedures as required under Article 11, Amendments to Constitution and By-Laws, Section 2 of the Constitution. Should a PFT dues increase taking effect in a given September under the provisions of this Section be restricted by the foregoing annual limits, the excess of the AFT and/or AFT PA per capita increase(s) which produced the aforesaid PFT dues increase shall not be reflected in any subsequent PFT dues increase made under the provisions of this Section. [This September 1 implementation date provision shall no longer apply, effective September 1, 1985, because of the mandatory pass-through provision contained in the AFT Constitution commencing with that date.]
- d. Effective July 1, 1984, and continuing thereafter, any increase in the amount of the annual per capita of the Pennsylvania AFL-CIO or of the Allegheny County Labor Council shall automatically increase the PFT's total annual membership dues for full-time professional and for area members, and for full-time IU#2 members by the same amount, with such increases in the total annual membership dues to take effect at the time when any such per capita increase becomes effective. Technical-clerical members

and paraprofessional, part-time, partial-salary professional, retired, day-to-day substitute, adjunct teachers, part-time IU#2 members, and preschool level II teacher members shall be handled in compliance with, and in a manner proportional to, the provisions of Subsections b. and c. above.

- e. Effective September 1, 2003, and continuing thereafter, an automatic increase in the PFT's local dues shall take effect in any year when there is a PFT-negotiated salary increase(s), or other salary increase, applying to teachers and professionals.
  - (1) This local dues change is to cover the cost of said salary increase(s) when applied to salaries for PFT full-time staff and to related increased costs in the PFT's local operations.
  - (2) This automatic local dues increase shall not exceed \$15 in any year. Any other local dues increase, including any amount above this \$15 annual amount, shall require application of the By-Laws provision for a vote by the membership at a membership meeting.
  - (3) The Executive Board, upon recommendation of the president and treasurer, shall set the actual amount of the automatic local dues increase up to the \$15 annual limit.
  - (4) This automatic local dues adjustment shall become effective in whichever month a salary increase first takes effect in a given year.
  - (5) All PFT members whose pay is less than the PFT's full teacher/professional dues shall be handled in compliance with, and in a manner proportional to, the provisions of Subsection b. above.
- f. In order for any other increase to occur in the PFT's total annual membership dues, including a dues increase for the purpose of raising the amount of the PFT's local income from dues, separate membership action and approval shall continue to be required under the provisions of Article 11, Amendments to Constitution and By-Laws, Section 2 of the Constitution.
- g. Effective February 1, 1990 and continuing through January 31, 1997, a "dedicated" local dues amount for the purpose of land purchase and building construction shall be as follows:
  - (1) A \$40 per year (\$2 per pay) amount added to the PFT's teacher/professional dues.
  - (2) A \$20 (\$1 per pay) amount added to the PFT's paraprofessional dues, part-time teacher dues, part-time adjunct dues, full-membership retiree dues, and dues for other PFT members on the same annual dues structure as these groups.

- (3) A \$30 (\$1.50 per pay) amount added to the PFT's technical-clerical dues, full-time adjunct dues, and preschool level II teacher dues.
  - (4) This "dedicated" dues structure will automatically terminate on January 31, 1997.
- h. Effective February 1, 1997, discontinue the dollar dedicated dues amounts in Subsection g. Replace these amounts, beginning February 1, 1997, by .08% of all earnings (except severance). This .08% is to be dedicated solely toward the building mortgage and operation. Beginning March 1, 2000, this percentage will be increased to .09%.

## **Article 2**

### **Methods of Dues Payments**

1. Commencing October 23, 1976, and continuing thereafter, any new members, or any members who reinstate membership following a period of interrupted membership or non-membership, shall be required to be on dues checkoff.
2. Members who were non-checkoff members prior to October 23, 1976, and who maintain "good standing" as members as defined in Article 4, Section 1 of these By-Laws, shall be entitled to continue as non-checkoff members. All such members for whom dues checkoff is available continue to be urged to elect the dues checkoff form of dues payment.
3. Any new members or continuing members for whom dues checkoff is not available (i.e., area members, retired members), and any members eligible under Section 2 of this Article to continue as non-checkoff members, should pay their annual dues in full, either immediately or during the first month of an annual membership period.
4. Members not on dues checkoff as a result of the provisions of Section 2 of this Article may arrange a schedule of dues payments with the Federation Treasurer, either directly or through a Federation Building Representative. In such cases, an initial down payment on the annual membership dues shall be at least twenty percent (20%) of the total applicable annual dues, and it shall be paid immediately or during the first month of an annual membership period. The balance of the annual dues shall be paid within a period of six (6) months after the initial down payment on the annual dues.
5. Members for whom dues checkoff is not available shall pay an initial down payment of at least twenty-five dollars (\$25), which shall be paid immediately or within the first month of annual membership. The balance of the annual dues shall be paid within a period of six (6) months after the initial down payment on the annual dues.



6. Problems for individual members that may arise with regard to methods of annual dues payment, times of payment, payment amounts, or dues balances shall be adjudicated by the Executive Board.

### **Article 3 Membership Duration**

1. A member's annual membership shall commence with the first day of the month in which his/her initial dues payment is made.
2. The annual membership shall continue automatically from year to year, each renewed annual membership commencing with the anniversary month of the member's original enrollment.
3. Termination of membership may only occur following the expiration date of the applicable Collective Bargaining Agreement and only upon the prescribed written notices by the member, provided said written notices have been submitted during the period between sixty (60) and thirty (30) days prior to the expiration date of the applicable Collective Bargaining Agreement.
4. An annual membership shall automatically terminate if the member separates from employment with the Pittsburgh Public Schools, unless the member elects to continue his/her membership (subject to any applicable provisions of the Constitution and the By-Laws of this organization). (Also, see Article 4, Section 8 of Constitution.)
5. A member on unpaid leave of absence from the Pittsburgh Public Schools should maintain his/her active membership. Such a member shall be free to suspend his/her annual membership immediately upon commencement of the unpaid leave of absence, or at the termination of the current annual membership period, if either of these alternatives is necessary.

### **Article 4 Membership Standing**

1. Members in good standing:
  - a. Members who are in non-payroll status because of any unpaid leave or furlough must maintain their dues during this period of non-checkoff status to be considered a member in good standing.

- b. Members not on dues checkoff who fall more than three (3) months arrears in their dues payments shall no longer be considered in "good standing."
2. Members not on dues checkoff who fall more than six (6) months arrears in their dues payments shall be dropped from membership automatically, unless a special extension is granted by the Executive Board.
3. Only members in "good standing" shall be eligible to vote at Federation meetings or in Federation elections.
4. Executive Board members, sector leaders, building representatives, convention delegates, delegates to other organizations, Federation representatives, and occupants of and candidates for any and all Federation positions and offices shall be required to have and to maintain "good standing" as members. Loss of "good standing" shall be immediate cause for forfeiture on the part of the involved member of any and all above mentioned positions, offices, candidacies, and entitlements. Such forfeiture shall occur only as a result of Executive Board action.
5. Loss of membership under Article 4, Section 2 of the By-Laws, or under the provisions of Article 5 of the By-Laws, shall automatically terminate the right to all positions, offices, candidacies, and entitlements referred to in Article 4, Section 4 of the By-Laws.
6. Loss or termination of membership shall automatically and immediately discontinue the right to any and all benefits and privileges of membership.

## **Article 5**

### **Suspension or Expulsion of Members**

1. This Union shall have the right to suspend or expel any official or member who violates or fails to comply with any of the provisions of the Constitution and By-Laws of this Union or of the Constitution of the American Federation of Teachers, or who engages in any activity or course of conduct which is contrary to the best interest of or is detrimental to the welfare of this Union and/or the American Federation of Teachers. A member may be suspended or expelled for supplying false information or deliberately suppressing true information for the purpose of becoming a member.
  - a. No member shall be suspended or expelled until he/she has been given an impartial hearing and the charges that have been preferred against the member have been upheld.
  - b. A suspended member may not run for office for a period of two (2) years from date of reinstatement.

- c. An expelled member may not reapply for membership.
  - d. Officers removed from office for cause shall not be eligible to run for office for three (3) years following removal.
2. The following procedure shall be applied in conducting hearings:
- a. Charges against a member must be submitted to the Executive Board in writing, the original to the Secretary and a copy to the President. Should the charges be preferred against either of these officers, then the original or the copy (whichever is applicable) shall be sent to the Vice-President for the Secondary Group, senior high level. Members preferring charges will be required to appear at the hearing and to confront the accused member.

[In the remainder of this Article, President shall mean President or his/her replacement and Secretary shall mean Secretary or his/her replacement.]

- b. The President and Secretary shall set a date for the hearing, not earlier than two (2) weeks nor later than four (4) weeks from the date of notification to the accused member. The Secretary, as provided for in Section 2a of this Article, shall notify the member in writing of the charges and shall advise him/her of the date of the hearing. The accused member shall also be advised that he/she shall have the right to counsel. A copy of the charges as preferred and of the notification to the accused member shall be furnished to each member of the Executive Board.
- c. The President shall conduct the hearing. The Executive Board, including the President, shall act as a jury, except that neither accused nor accuser may participate as a member of that jury. The jury shall hear all evidence and render judgment. A two-thirds (2/3) majority vote of the jury is required to uphold charges. A member against whom charges have been upheld may be suspended or expelled by the Executive Board.
- d. If the member is unwilling to accept the decision of the jury and/or the action of the Executive Board, he/she may request that the jury's and/or the Executive Board's decision be submitted to the next regular or special membership meeting of the Union. The decision may be changed by a two-thirds (2/3) majority vote of the members present at that membership meeting.
- e. Appeals from the decision at the membership meeting may be taken to arbitration under the procedures established in the Constitution and By-Laws of the American Federation of Teachers.

## **Article 6**

### **Election of Officers, Other Executive Board Members, and Delegates**

1. Officers, other Executive Board members, and delegates and alternates to the conventions with which this Union is affiliated shall be elected by a secret mail ballot of all members. The President or his/her designee shall be the ranking delegate at conventions.
2. Such elections are to be conducted each year (commencing in 1994, every even-numbered year) during the months of April and May, subject to the appropriate provisions of the Constitution and the By-Laws of this organization. (Commencing in 1994, delegates to the AFT Convention and to the AFT PA Convention shall be elected in the same secret mail ballot in which Executive Board members are elected.
3. The direction, the actual conducting of the election, and the counting of the ballots shall be supervised and handled entirely by the Nomination and Election Committee and/or its appointees, as provided in Article 7, Section 2a of the Constitution, and consistent with the appropriate provisions of the Constitution and the By-Laws of this organization, with the Constitution and the By-Laws of the American Federation of Teachers, as well as with laws and/or regulations governing such elections enacted or promulgated by the Government of the United States and by the Commonwealth of Pennsylvania.
4. Only members in "good standing" shall be eligible to vote in this annual election.
5. The membership shall be informed at the February general membership meeting of the Executive Board positions that are to be filled and of the number of delegates and alternates to conventions that are to be chosen in the May election; the names of the incumbents; the lengths of the terms; the requirements of the offices; the nature and requirements of the delegate and alternate posts; the method of nomination by the Nomination and Election Committee; the method of petitioning for candidacy if not selected by the Nomination and Election Committee; the form, requirements, and procedures to be followed with regard to such nominating petitions; and the method and time of the election. At that February general membership meeting, the Nomination and Election Committee shall be selected as provided in Article 7, Section 2a of the Constitution, and the date for the April general membership meeting shall be set and announced.
6. Any member in "good standing" desiring to be a candidate for the Executive Board in general, or some particular Executive Board position, or for a delegate position, may personally, or through a representative, so inform the Nomination and Election Committee during the two (2) weeks immediately following the February general membership meeting. This procedure is completely optional. Potential candidates need not so inform the Nomination and Election

Committee, and that Committee shall in no way be bound or obligated if so informed by a member.

7. The Nomination and Election Committee shall meet no sooner than two (2) weeks after the February general membership meeting, but must complete its work no later than two (2) weeks prior to the April general membership meeting.
8. The Nomination and Election Committee shall present its report to the April general membership meeting, nominating candidates for such Executive Board positions as are due for election, and for such delegate and alternate posts to conventions as are consistent with the Constitution of this Union and the Constitutions of the involved organizations.
9. All candidates nominated by the Nomination and Election Committee must be informed by the Committee personally, or by phone, or, if necessary, by mail, at least two (2) weeks prior to the April general membership meeting, and their acceptance or rejection of said nomination determined. Should a member or slate who requests nomination by the Nomination and Election Committee be rejected or disqualified, that member or slate shall be so informed no later than two (2) weeks prior to the April general membership meeting.
10. A member in "good standing" or a slate who either is not selected as a candidate for the Executive Board by the Nomination and Election Committee, or who desires to be a candidate for an Executive Board position other than that for which the Nomination and Election Committee has chosen him/her (no member may be a candidate for, or hold, more than one (1) Executive Board position), shall submit a nominating petition signed by not less than twenty (20) members in "good standing"; provided that petition-candidates to represent the specific groups indicated in Article 4, Section 3 of the Constitution, as apportioned in Article 5, Section 1 of the Constitution, shall have no less than the minimum required petitioners from such specific group only; and further provided that petition-candidates for three vice-presidencies as specified in Article 5, Section 2 of the Constitution shall have no less than the minimum required petitioners from that particular school level only that they wish to represent and for which, under the Constitution and By-Laws of this organization, they are qualified to serve as vice-president. A slate shall submit a nominating petition signed by not less than fifty (50) members in "good standing" representing at least five (5) work sites.
11. Any member in "good standing" or a slate who desires to be a candidate for a delegate post, other than those candidates selected by the Nomination and Election Committee, shall submit to the Nomination and Election Committee a nominating petition signed by not less than any ten (10) members in "good standing." A slate shall submit a nominating petition signed by not less than fifty (50) members in "good standing" representing at least five (5) work sites.

12. Eligibility requirements:
  - a. President - to be eligible to run for office of President the member must:
    - (1) be an active employee of the Pittsburgh School District or IU#2.
    - (2) be a member of the PFT in "good standing."
    - (3) have paid dues for at least thirty-six (36) consecutive months (3 years) contiguous to the date of the report from the Nomination and Election Committee in Section 8 above.
  - b. Executive Board – to be eligible to run for an office or position on the Executive Board the member must:
    - (1) be an active employee of the Pittsburgh School District or IU#2.
    - (2) be a member of the PFT in "good standing."
    - (3) have paid dues for at least twenty-four (24) consecutive months (2 years) contiguous to the date of the report from the Nomination and Election Committee in Section 8 above.
  - c. Delegate – to be eligible to run for the position of delegate the member must:
    - (1) be a member of the PFT in "good standing."
    - (2) have paid dues for at least twelve (12) consecutive months (1 year) contiguous to the date of the report from the Nomination and Election Committee in Section 8 above.
13. No person may be a candidate for more than one (1) position on the Executive Board in any election, nor hold more than one (1) Executive Board position. Since delegate positions are separate from officer or other Executive Board positions, a member may be a candidate in the same election for the Executive Board and for a delegate post to the convention of one or more of the organizations with which this Union is affiliated.
14. An officer or Executive Board member may be a candidate for any other office or Executive Board position. He/she will be required to resign his/her former position should he/she be elected to a new position. The vacancy created will then be filled by the Executive Board as provide in Article 5, Section 8 of the Constitution.
15. Nominating petitions shall be submitted to the chairperson of the Nomination and Election Committee by the proposed nominee or his/her representative at any time during the period beginning with the day of the February general membership meeting and ending at 5:00 P.M. on the Monday immediately

preceding the April general membership meeting. Signatures may be solicited at the February general membership meeting, if the prospective candidate so chooses.

16. The chairperson of the Nomination and Election Committee shall conduct that part of the April general membership meeting devoted to all nomination procedures and present the full report of the Nomination and Election Committee.
17. After presenting the full report of the Nomination and Election Committee, the chairman of that Committee shall repeat the title of each office separately, again naming the nominee or nominees for that office, identifying those names which have been submitted as petition-candidates, if any. The delegate selections shall also be named, again identifying those names which have been submitted as petition-candidates, if any.
18. The date for mailing of ballots to members, the final date for return of ballots, and the date for tallying of ballots and publication of results shall be set and announced at the April general membership meeting.
19. The nominating petitions shall be examined by the Nomination and Election Committee for propriety of signatures and eligibility of the candidate. If a petition-candidate is found to be ineligible, he/she shall be notified in writing immediately of his/her ineligibility and the reason therefor. A copy of such notification shall be transmitted to the Secretary. Appeals from such declarations of ineligibility may be directed to the Executive Board.
20. Slate designation and slate voting shall be permitted. Approval by the candidate and by the head of the slate shall be required in writing for inclusion on any slate. The Nomination and Election Committee shall determine ballot and slate position by lot and shall proceed with the conducting of the election by secret mail-ballot, such election to be conducted during the months of April/May.
21. Ballots shall be mailed to all members in "good standing" no later than the end of the first full week in May and no less than eighteen (18) days prior to the final date for return of ballots.
22. Ballots mailed to eligible voters shall include an official ballot envelope into which the completed ballot shall be deposited and sealed by the voting member. Directions for voting shall accompany each mailed ballot.
23. Completed and sealed ballots may be mailed or delivered to the return address and/or agent assigned by the Nomination and Election Committee. In either case, they shall be deposited immediately upon receipt into a sealed ballot box.
24. The final date for receipt of returned ballots shall be no later than the first full week in June.

25. The ballots shall be opened, tallied, and the results announced in one and the same operation, such operation to occur no later than the end of the first full week in June. An exception may be made to this Section, if necessary, in the case of convention delegate ballots only.
26. The Nomination and Election Committee shall appoint tellers, either from its own membership or other designees, who shall count the ballots in the presence of the full Nomination and Election Committee or its designees, as well as of any watchers named by the candidates. Each candidate shall be permitted to name two (2) watchers. Any candidate desiring watchers shall so notify the Nomination and Election Committee on or before the date for the tallying of votes.
27. The Nomination and Election Committee shall establish the procedure for voting and tabulating ballots, ground rules for the entire election proceedings, criteria for declaring ballots invalid, etc. No procedure shall be established which is not consonant with the provisions of the Constitution and the By-Laws of this organization, or with the Constitution of the American Federation of Teachers, or with state or federal laws governing such elections.
28. The candidate receiving a plurality of the valid ballots cast for the office he/she seeks shall be declared elected. In case of a tie the decision shall be made by lot, such lot to be administered by the chairperson of the Nomination and Election Committee.
29. All members shall be notified by appropriate publication and as quickly as possible of the results of the election.
30. Exceptions to the elections dates and deadlines that are established in the Constitution and the By-Laws of this organization may be permitted in emergency situations, subject to the approval of the Executive Board.

**Article 7**  
**Terms of Office for all**  
**Executive Board Positions**

1. The following Executive Board positions only shall be filled by election beginning in 1993 only for a three (3) year term and each election thereafter for a four (4) year term: President; Vice-President for the Elementary Group; Treasurer; Parliamentarian; one (1) Trustee; one (1) Secondary Group Representative; one (1) Middle Schools Representative; one (1) Elementary Group Representative; the Professional Supportive Group Representative; two (2) Paraprofessional Group Representatives; and five (5) At-Large Executive Board Members. Beginning in 2012 for a four (4) year term and each election



- thereafter for a four (4) year term, the Professional Supportive Group Representative and At-Large Executive Board categories shall be changed to two (2) Professional Supportive Group Representatives; and four (4) At-Large Executive Board Members.
2. The following Executive Board positions only shall be filled by election beginning in 1994 and for each election thereafter for a four (4) year term: Vice-President for the Secondary Group, Senior High Level; Vice-President for the Secondary Group, Middle School Level; Secretary; Financial Secretary; two (2) Trustees; one (1) Secondary Group Representative; one (1) Middle Schools Representative; one (1) Elementary Group Representative; one (1) Technical-Clerical Group Representative; one (1) Paraprofessional Group Representative; one (1) Pittsburgh-Mt. Oliver Intermediate Group Representative; and four (4) At-Large Executive Board Members.

## **Article 8**

### **Contract Ratification and Strike Authorization Procedures**

1. Major changes or additions to any proposed new contract that individually carry a recommendation of acceptance from the PFT Executive Board and the PFT Negotiating Committee shall be submitted in writing to the general membership of the Federation at least twenty-four (24) hours prior to any PFT general membership meeting scheduled for action on possible ratification of an overall contract, or included in any PFT mail ballot of its membership conducted for the same purpose, in order to provide sufficient time for the general membership to examine said provision(s). Submission to the general membership of any such specific contract provision(s), except in the case of a mail ballot, does not necessarily indicate any PFT Executive Board or PFT Negotiating Committee recommendation to the general membership of approval or acceptance of an overall contract, but applies only to the involved specific changes or additions.

Major provisions of any proposed overall contract, when said contract carries a recommendation of acceptance from the PFT Executive Board and the PFT Negotiating Committee, shall be submitted in writing to the general membership at least twenty-four (24) hours prior to any PFT membership meeting scheduled for action on possible contract ratification, or included in any PFT mail ballot conducted for the same purpose, again in order to provide sufficient time for the membership to examine said provisions. Where a specific such major provision(s), other than economic terms, may, of necessity, not have been submitted to the membership at least twenty-four (24) hours prior to the time of the ratification meeting, such provision(s) shall be available to the membership at the Federation office at least six (6) hours prior to the time set for the start of the ratification meeting. In such a circumstance, the membership shall determine by majority vote, if it so elects, whether a mail

ballot shall be required to be conducted for the purpose of ratification of the proposed contract.

Exceptions to this Section may be made for salary schedules, hourly wage scales, and fringe benefits, provided such items are able to be prepared and reproduced in such a way as to be understood easily. In all instances, such economic items shall still continue to be submitted in writing to the membership, whether at a contract ratification meeting or as part of any mail ballot conducted for the same purpose.

For all purposes as provided anywhere under this Section, the time period for any mail ballot of the membership to vote on final contract acceptance or rejection, should such a mail ballot be authorized by the membership to be conducted following the holding of a contract ratification meeting, shall require the suspension of either the initiation or the continuation of any actual strike action previously authorized or entered into by the membership. In the conducting of such a mail ballot, the maximum-permitted time period between the ratification meeting and the tabulating of ballots shall not exceed ten (10) days. In the event of a contract rejection in such mail ballot vote, the Executive Board shall meet within twenty-four (24) hours after the counting of the ballots to set a date for the initiation or the resumption of a strike.

The twenty-four (24) hour provisions of this Section, but not the six (6) hour provisions, may be waived upon recommendation of the Executive Board, if necessary, in situations wherein the Federation is already on strike at the time of any possible contract ratification, except that economic provisions, and as many other contract terms as possible that were not already presented to the membership prior to or during the strike, shall continue to be required to be submitted in writing to the membership at the time of any contract ratification meeting or as part of any subsequent mail ballot conducted for the same purpose.

2. Membership votes authorizing and concluding strikes shall be conducted by secret mail ballot or by secret ballot at a membership meeting, except as noted in Section 6 of this Article.
3. Votes authorizing acceptance or rejection of any proposed contract shall be conducted by secret ballot at a membership meeting, unless conducted by secret mail ballot of all members, except as noted in Section 6 of this Article.
4. All voting referred to in Sections 2 and 3 of this Article shall be by secret ballot consistent with the provisions of Article 4, Section 7 of the PFT Constitution, except as noted in Section 6 of this Article.
5. Supervision of voting and counting of ballots shall be handled by a committee appointed for this purpose by the PFT President, with the provision that at least half the members of such a committee shall not be members of the PFT Executive Board.

6. Where the recommendation of the Executive Board and the Negotiating Committee is for acceptance of a contract or termination of a strike, the above secret-ballot voting procedures may be waived by voice approval of the membership.

**Article 9**  
**PFT Political Action Fund and Committee**

1.
  - a. The regular PFT membership dues deduction shall be reduced by eighty-three cents (83¢) per month per member [\$10 per year per member]. That amount shall be carried as part of the payroll deduction for dues. It shall be placed as an annual allocation into the PFT Political Action Fund and shall not be dues. The monies thus allocated shall be available for expenditure throughout the year and subject to annual member notification of this allocation as outlined in Section 2 of this Article.
  - b. The President shall appoint the PFT Political Action Committee to supervise the expenditure of monies placed in said Fund under this provision. No less than sixty percent (60%) of said monies shall be required to be spent in local (Pittsburgh) elections.
2. All members of the Pittsburgh Federation of Teachers shall be notified of this action prior to January 1, 1978, and shall be re-notified annually thereafter prior to January of each succeeding year. Any member shall have the right to apply in writing for a refund in any year from the PFT Political Action Fund, provided application is made by the member prior to January 31 of the year immediately following the calendar year for which the refund application is being made. Annual notification concerning the PFT Political Action Fund and the right to request a refund shall be included in the annual December mailing of new PFT membership cards for each upcoming calendar year.
3. Monies thus received into the PFT Political Action Fund shall be maintained separately in said Fund and shall be administered by the PFT Political Action Committee. In no event shall such monies be co-mingled with the PFT's general funds.

**Article 10**  
**Convention Delegation Procedures, Responsibilities and Reimbursements**

1. The Executive Board shall determine for each convention the actual size of the PFT delegation as part of the annual PFT budget.

2. The specific number of alternates shall be the next ten (10) in rank order after the elected delegates.
3. Each delegate shall attend convention general sessions, assigned committee meetings, and Pittsburgh caucus meetings in order to qualify for reimbursement. A monetary fine, set prior to the convention by the Executive Board, shall be imposed for each convention obligation which is not fulfilled. General failure by any delegate to assume convention responsibilities shall result in forfeiture of the entire convention reimbursement by the delegate.
4. A brief Pittsburgh caucus will be held daily at a time and place set by the ranking delegate. The purpose of the daily caucus meeting may be to summarize various committee activities and to determine caucus positions on important motions and resolutions coming to the convention floor.
5. The ranking delegate or his/her designee shall be responsible for attendance procedures.
6. Convention resolution committees will be appointed at the February membership meeting.
7. There shall be a meeting in Pittsburgh of the PFT's AFT National Convention delegates prior to the time of the AFT National Convention and AFT PA State Convention delegates prior to the time of the AFT PA State Convention.
8. Staff shall not be charged with the use of vacation time provided they attend and meet delegate responsibilities.
9. The following reimbursements shall apply to PFT delegates to conventions:
  - a. The reimbursement for transportation to and from the convention shall be the round trip group-rate air fare, except where the Executive Board sets a chartered-bus arrangement, or train accommodation, or car-pool provision.
  - b. The reimbursement for lodging for non-Pittsburgh conventions shall cover room costs for the length of the convention (double occupancy at the convention rates).
  - c. The reimbursement for food shall be at a per diem rate established in the annual PFT budget. Pittsburgh delegation breakfast meetings at the AFT convention and attendance at AFT-sponsored convention breakfasts and luncheons will be reflected in the per diem rate.
  - d. The cost of AFT PA State Convention meal tickets for meals at which the Executive Board requires Pittsburgh delegate attendance will be reflected in the per diem rate referred to in Section 9c.

- e. Dues for national political caucus membership shall be paid directly to the caucus for those delegates who choose to join any such caucus, with a payment limit of one caucus per delegate.
- f. Reimbursement checks will be distributed on the evening before the last day of the AFT National Convention and on the last day of the AFT PA State Convention.
- g. Parking reimbursement for Pittsburgh conventions shall be determined prior to the Convention by the Executive Board as a part of the annual PFT budget.

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Most recent amendments to Constitution & By-Laws adopted at the March 12, 2011 Membership Meeting.  
By-Laws Article 1 - Annual Federation Dues updated to reflect per capita increases for September 1, 2015.