

State Vocational Federation of Teachers

Local 4200A, AFT, AFT-CT, AFL-CIO, CPEF

Constitution and By-Laws

Revised: May 13, 2015

Constitution of the State Vocational Federation of Teachers Local 4200A

ARTICLE I - NAME

This organization shall be known as the State Vocational Federation of Teachers, Local 4200A of the American Federation of Teachers, AFL-CIO.

ARTICLE II - OBJECTIVES

The SVFT is an organization of professional educators that promotes excellence through the mutual adherence to policies, documents, and procedures negotiated with the CTHSS. We work to guarantee that the contract is followed and positive working conditions are maintained.

The purpose of this organization shall be to provide a safe and positive teaching environment for all by:

1. Maintaining the integrity of the contract, the Vocational Technical High School System, and the solidarity of the union
2. Ensuring all members are protected by the contract and equipped with the tools and knowledge necessary to make them successful
3. Protecting the jobs of our members and strengthening our system
4. Providing members opportunities to further their education and receive quality professional development
5. Responding quickly to the emerging changes to the workplace and technological challenges
6. Handling all interactions with fairness and integrity
7. Striving for productive, open communication between the SVFT leadership and our membership
8. Building and improving relationships with our union affiliates and local labor councils

ARTICLE III - MEMBERSHIP

Section One

All full-time and part-time employees covered by the SVFT collective bargaining agreement in the Connecticut Technical High Schools are eligible for membership.

Section Two

Excluded from membership in this organization are employees of the Connecticut State Board of Education whose positions grant or impose administrative authority.

Section Three

No discrimination shall ever be shown toward individual members or applicants for membership because of race, national origin, creed, sex, social or economic status or political activities or beliefs.

Section Four

A member may be expelled for an act (or acts) detrimental to the Federation upon presentation of written charges signed by at least 2 members and approved by at least 3/4 of the Executive Council. A member shall have the right to appear in his/her own behalf at any Executive Council meeting considering such charges against that person and shall be notified in advance of said meeting. Either an accuser or the accused shall have the right to appeal a decision of the Executive Council to the membership at the following membership meeting. A majority vote of the members present at this meeting will suffice to overrule the Executive Council decision in such a matter.

Section Five

A member in good standing who is granted a leave of absence without pay (greater than three months), shall be placed on the inactive list and shall pay no dues for the duration of said leave. Such members shall be restored to active membership without penalty upon termination of their leave. The inactive list shall not be included in the monthly report to the AFT.

Section Six

A member who retires from State service while in good standing is eligible to join the SVFT Retirees' Chapter. The SVFT Retirees' Chapter is responsible for its dues to AFT-CT or any other affiliate.

Section Seven

A member who retires or voluntarily leaves State service in good standing is eligible to remain a member of the SVFT by paying full dues on or before September 15. Such members will be afforded all rights of SVFT membership as described in the Constitution with the exception of running for SVFT office or building representative. These rights will include, but not be limited to, voting in officer elections, being full members of committees, and receiving the SVFT newsletter.

ARTICLE IV – OFFICERS

Section One

The following officers shall be elected from the membership to a three-year term; positions 1, 2 and 3 are full-time released officers.

1. President
2. Vice-President
3. Executive Union Representative
4. Treasurer
5. Secretary

ARTICLE V – ELECTIONS

Section One

Elections for all officers shall be conducted in each school on the date of the May Executive Council meeting. All officers will be elected by secret ballot by a majority vote of membership. In the event that no candidate for an officer's position receives a majority of the vote, a run-off election between the top two vote-getters will be held. The run-off election(s) must be conducted on or before the date of the June Executive Council meeting.

Section Two

During an election year, nominations for officers may be made at the November Membership Meeting. Nominations received by the Nominations Committee will be published in the December newsletter.

Section Three

Written notice of pending nominations for any office must be given to the Chairperson of the Nominations and Elections Committee at least thirty days prior to the date of that election.

Section Three (a)

All officer positions shall appear on the ballot as individual candidates.

Section Four

A list of candidates for office must be given to the membership at least fifteen days prior to an election.

Section Five

No write in votes will be allowed.

Section Six

The President and Vice President and Executive Union Representative each shall be a member in good standing for one year prior to elections and shall be tenured.

Section Seven

The union representatives in each school will collect the votes in a container that will be sealed upon completion of the voting. In the event a union representative is running for office, he/she shall not be eligible to collect or handle the ballots. He/she shall be replaced by an elections committee appointee. All procedures for the election will be distributed to the building representatives at the Council Meeting prior to the election.

Section Eight

The sealed container shall be delivered to the Nominations and Elections Committee at the Executive Council meeting on the evening of the election.

Section Nine

Results of an election shall be announced to the membership within one week after the election of officers. The results shall be published in the organization's newsletter and appear on the website. The ballots must be kept by the Secretary for one year.

Section Ten

Vacancies of six months or fewer duration can be filled by a majority vote of the Executive Council. Vacancies of more than six months duration shall be filled as outlined in (Article V).

Section Eleven

A certified list of all elected officers and/or delegates shall be sent to all SVFT affiliates and associated labor bodies by the Secretary or his or her designee.

Section Twelve

Each technical high school shall elect two union representatives; one representative shall be chosen from the shop instructional area and one from the academic area. If there is no one available from the shop area or the academic area, the Union Representatives may come from the same area. These Union Representatives shall be elected as the school's delegates to the Executive Council. Each satellite school will elect one union representative. Bristol TEC will elect two union representatives. Title One schools may elect three union representatives.

Section Twelve (a)

The union representatives shall be elected in the following manner:

1. Union representatives will be elected every two years in odd-numbered years.
2. The election shall be held in every school during the week of the May Executive Council Meeting.
3. Two weeks prior to the election, the incumbent union representatives shall place notification in every member's mailbox announcing the election.
4. Members shall have until the Friday prior to the election to announce their candidacy. Nominations shall close at the end of the staff day.
5. If there are not a sufficient number of candidates on the Friday before the election, the SVFT office will be notified by an incumbent representative that same day.
6. The incumbent union representatives shall create and copy ballots with the names of all announced candidates in alphabetical order by last name. No changes can be made after the close of school the Friday preceding the election.
7. No candidate for the office of union representative may run the nomination or election process. If no neutral person can be found from within the building, an SVFT officer or a member of the Nomination & Elections Committee will be asked to run the election. Notification of such a person needed will be made to the SVFT office no later than the Friday prior to the election.
8. Elections shall be at least a half-hour prior to the start of the student day, and at least a half-hour at the end of the student day in the school library or another predesignated area.

9. The SVFT office shall provide a current membership list prior to the election.
10. All elections will be held with paper ballots, regardless of the number of candidates. Ballots and signed membership list shall be kept on file at the school for a minimum of two years.

Section Twelve (b)

1. J.M. Wright Technical High School will elect one Union Representative for the 2014-2015 school year.
 - a. This election will take place prior to the first Executive Council meeting of the school year.
 - b. A member of the Executive Committee will run the election
 - c. The election will be conducted in accordance with the provisions of Section Twelve (a) of the Constitution, subparts; 4, 8, 9 and 10.
 - d. The term of the elected Union Representative will end July 1, 2016.
2. Wright Technical High School will elect two Union Representatives for the 2016-2017 school year.
 - a. This election will take place prior to the first Executive Council meeting of the school year.
 - b. A member of the Executive Committee will run the election.
 - c. The election will be conducted in accordance with the provisions of Section Twelve and Section Twelve (a) of the Constitution, subparts; 4, 8, 9 and 10.
 - d. The term of the elected Union Representatives will be in accordance with the provisions of Section Thirteen of the Constitution.
3. Subsequent elections will be conducted in accordance with the provisions of Section Twelve and Section Twelve (a) of the Constitution.
4. This amendment will sunset July 1, 2017.

Section Thirteen

The Union Representatives shall be elected by the end of the second full week in May for a term of two years. Members not present the day of the election are ineligible to vote unless they are on previously scheduled school business. In such cases, they shall vote the day before the election.

Section Fourteen

Any vacancies in the office of Union Representative at a given school shall be filled by an election at that school (as per Article V, Section Twelve) to fill the unexpired term. If the school fails to fulfill Article V, Section Twelve, the President with the approval of the Executive Council may appoint a replacement to fill the unexpired term.

Section Fifteen

The SVFT delegates will be elected in the odd-numbered years, serve for a term of two years, concurrent with the terms of the building representatives. Any member in good standing for one year prior to the election will be eligible to run for the position of building representative and thus delegate; SVFT Executive Council members, and any

member serving on two or more committees at the time of the election will be eligible to be delegates.

For the purpose of convention, the SVFT delegates' election will be by secret ballot, at an SVFT Executive Council meeting in accordance with convention guidelines. Voting procedures will be in accordance with AFT guidelines.

For the 2011-2013 delegate term, members on the delegate list must apply in writing, at least one week prior to the election, to the Vice-President to be considered as Convention delegates. The delegate must include a resume of union experience and a rationale of between 150-250 words as to why he or she should be selected as a delegate with the request. The Executive Council will elect the delegates for the Convention at the meeting immediately preceding the Convention deadline by secret ballot. Only prospective delegates who have submitted a rationale and a resume will appear on the ballot. Membership will be notified of the upcoming delegate election and guidelines via newsletter and/or email.

ARTICLE VI - EXECUTIVE COMMITTEE

Section One

The Executive Committee shall be the elected officers.

Section Two

The Executive Committee shall meet at the call of the President and/or any two of its members whenever deemed necessary.

Section Three

A quorum shall consist of a majority of its members.

Section Four

The Executive Committee shall consult with the President on methods and actions (between membership meetings) for carrying out the organization's policies as established by the membership and the Executive Council. It may also discuss and recommend policy to the membership and, in emergency, determine a policy where none exists. Continuance of such approved policy shall be subject to the approval of the membership at its next regularly scheduled meeting.

ARTICLE VII - EXECUTIVE COUNCIL

Section One

The Executive Council of this organization shall consist of the following:

1. All elected officers.
2. All Union Representatives from each school.

Section Two

The Executive Council shall administer the policy of this organization as set by the membership. It shall have the power to act for the good of the organization consistent with the goals and policies of this organization and, in emergencies, to determine a policy where none exists. Continuance of such approved policy shall be subject to the approval of the membership at its next regularly scheduled meeting.

Section Three

A quorum for the Executive Council shall consist of the President or that person's Executive Committee designee and one other Executive Committee officer and one-third of the Executive Council.

Section Four

The time and place of the Executive Council meetings shall be set by the Executive Council and announced at the previous membership meeting. Executive Council meetings will be held monthly and the time and place of the meetings will be made known to the membership via the September SVFT newsletter. Emergency Council meetings may be held at the call of the President.

Section Five

The Executive Council shall have the power to employ, set salaries as budgeted, supervise, and discharge all hired personnel such as an executive secretary, clerical help, and other persons on either a full or part-time basis as may be determined by the needs and finances of the organization. The Executive Council shall have the power to select a negotiation team subject to the approval of the membership.

Section Six

The Executive Council, as represented by the President or designee, shall report its activities at each General Membership meeting.

Section Seven

In the absence of the SVFT legal counsel, at an Executive Council Meeting or a General Membership Meeting, a certified Parliamentarian may be appointed by the President.

ARTICLE VIII – COMMITTEES

Section One

There shall be active, standing committees approved by the Executive Council.

Section Two

The Nominations and Elections Committee shall be a special committee and be appointed by the Executive Council.

Section Three

Any additional special committees may be appointed as the President and/or membership deems necessary.

Section Four

The chairperson of each of the committees shall serve at the discretion of the President with the consent of a majority of the Executive Council.

Section Five

Not more than two active members of the SVFT Retiree Chapter may be appointed as non-voting members by the Executive Committee.

Section Six

Three committee members including EX-OFFICIO members shall make a quorum for committee meetings.

Section Seven

No committee meeting shall be recognized as official unless the President, or his designee, has been notified at least seven days before the meeting.

Section Eight

The Executive Committee selects committee members, pending approval of the Executive Council. New Committee members must meet one or more of the following criteria:

- Has served or is currently serving as a building representative
- Has served or is currently serving on other committees
- Provides necessary expertise
- Balances representation on the committee between trade and academics
- Is available to attend all meetings

ARTICLE IX – AFFILIATIONS

Section One

This organization shall maintain its affiliations with the following organizations: AFL-CIO, AFT, AFT-CT, CPEF and any other labor organizations as deemed appropriate.

The SVFT shall affiliate with its parent organizations, those designated by the parent organization and other deemed appropriate by the membership.

Section Two

A written report on all meetings attended shall be presented to the Executive Council.

Section Three

As budgeted, every reasonable effort shall be made by this organization to pay the approved expenses of delegates to meetings and conventions of affiliated organizations.

Section Four

Delegates who retire during their term as an elected delegate will be allowed to complete that term.

Section Five

Representatives to the local labor councils will be sought on a volunteer basis with final approval being given by the Executive Committee.

Section Six

This organization, to the best of its ability, shall be active in the affairs of affiliated organizations.

ARTICLE X – MEETINGS

Section One

The specific time and place of membership meetings shall be fixed by the Executive Committee on recommendation of the President. Each member must receive written notice of the date, place, time and purpose at least fifteen days before the meeting.

* Note: Notice may be prominently placed on the front page of the newsletter.

Section Two

There shall be two membership meetings during the regular school year, one in November and one in May.

Section Three

A quorum at any membership meeting shall consist of twenty members with fifty percent of the technical high schools represented, and a majority of the officers.

Section Three (a)

A quorum for the membership meeting to approve dues shall be five percent of the membership with fifty percent of the technical high schools represented.

Section Four

The Executive Council shall meet at least once each month throughout the school year (as per Art. VII, Sec. Three & Four).

Section Five

A mass meeting shall be held to approve all non-arbitrated contract agreements between the State Board of Education and the SVFT, only if the school year is over, otherwise voting will take place in the individual schools by secret ballot. In the event of a mass meeting, the location of the meeting shall be central to all bargaining unit members.

- a) The voting shall take place by secret ballot at a specified time after the presentation of the contract or issues.

- b) Approval of a contract shall be by a majority of the bargaining unit members at the mass meeting, or by a majority of the total votes cast at the individual schools.
- c) Results of the voting will be presented to the members of the meeting before adjournment, or within twenty-four hours of the vote taken in the individual schools.

Section Six

Special membership meetings shall be called by the President or at the request of three officers, twenty-five percent of the Executive Council or fifteen percent of the members from thirty percent of the schools. Fifteen days notice is required if the business involves elections, constitutional amendments or dues changes. Appropriate quorums as outlined above will apply based on the purpose of the special meeting.

ARTICLE XI - FINANCE

Section One

Local membership dues shall be changed by following the procedure for amending the By-Laws as outlined in Article II of said By-Laws.

Section Two

The fiscal year shall be September 1 - August 31.

Section Three

The budget and dues shall be approved prior to the election of officers.

ARTICLE XII - RECALL PROCEDURES

Section One

A recall petition signed by thirty percent of this organization's membership may be presented to the Executive Council at any time during the year. Such petition shall list the name(s) of the elected official(s) to be recalled and shall state the reasons. The Executive Council will hear the arguments for and against the recall election. If two-thirds of the Executive Council approves, an election as outlined in (Article V) shall be held. The name(s) of the person(s) to be recalled and the nominees for the position(s) shall be on the ballot. Cause for removal would include failure to perform the duties of a union representative or officer, ethical reasons, or other significant reasons.

Section Two

A recall petition signed by thirty percent of the membership of a technical high school shall authorize a recall election of the union representative(s) of that school. The procedure in Section One of this Article shall be followed to recall a union

representative. The recall election shall be held in accordance with (Article V, Section Fourteen).

Section Three

A union representative may be recalled by the Executive Committee for cause. Reasons for the recall would be brought to the Executive Council. The Executive Council would hear the arguments for and against the recall. If two-thirds of the Executive Council finds against the union representative, the union representative will be recalled and a new election held according to Article V, Section Twelve of this Constitution.

ARTICLE XIII - AVAILABILITY OF CONSTITUTION

Section One

Three copies of the Constitution and By-Laws of all future amendments shall be submitted to all SVFT affiliates.

Section Two

The current Constitution shall be available for members of this organization at our website.

ARTICLE XIV – AMENDMENTS

This constitution may be amended as follows:

Section One

The proposed amendment shall be submitted by any member in good standing, to the Executive Committee or may be proposed from the floor at any regular Membership Meeting. The proposed amendment shall be submitted to the Constitution and By-Laws Committee. The Committee after review of the proposed amendment, and at least five days prior to the next Executive Council Meeting, shall bring it back to the Executive Council with a recommendation for acceptance or rejection.

Section Two

After review of the proposed amendment by the Executive Council, the proposed amendment shall be listed in full in the call to the next membership meeting, with recommendations from the Executive Council, either for adoption or rejection.

Section Three

A majority vote of the membership at that meeting shall be sufficient to adopt the amendment.

BY-LAWS

ARTICLE I - DUES

Section One

The dues of this organization for full-time employees shall be (0.9%) of the average annual salary divided by twenty-six, plus pass throughs for affiliated bodies and insurances since after 1986.

Section Two

- A. All members working 30 hours per week or more will pay full dues, as mandated by the AFT By-Laws.
- B. All members working fewer than 30 hours per week will pay $\frac{1}{4}$ of full dues, as mandated by the AFT By-Laws.

ARTICLE II - AMENDMENT BY-LAWS

These By-Laws may be amended as follows:

Section One

The proposed amendment shall be submitted by any member in good standing, to the Executive Committee or may be proposed from the floor at any regular Membership Meeting. The proposed amendment shall be submitted to the Constitution and By-Laws Committee. The Committee after review of the proposed amendment, and at least five days prior to the next Executive Council Meeting, shall bring it back to the Executive council with a recommendation for acceptance or rejection.

Section Two

After review of the proposed amendment by the Executive Council, the proposed amendment shall be listed in full in the call to the next regularly scheduled membership meeting, with recommendations from the Executive Council, either for adoption or rejection.

Section Three

A quorum for a General Membership meeting shall be 3% of the membership, 50% of the schools represented, and a majority of the officers. Consideration of any amendment at the General Membership meeting to change the dues structure shall require 5% of the membership, 50% of the schools represented, and a majority of the officers.

ARTICLE III - PARLIAMENTARY AUTHORITY AND RULES OF ORDER

Section One

The latest edition of Robert's Rule of Order, Revised, shall govern this organization in the conduct of its meetings and in all matters not covered by the Constitution, By-Laws, or Special Rules.

Section Two

Special rules and/or orders of business shall require a two-thirds vote of the members present and voting at a membership meeting.

ARTICLE IV - DUTIES OF COMMITTEE

Section One

STANDING COMMITTEES SHALL BE:

- A. Budget
- B. Constitution and By-Laws
- C. Grievance and Arbitration
- D. Health and Safety
- E. Labor Management
- F. Sick Leave Bank
- G. Trade Advisory
- H. Public Relations
- I. Contract

Section Two

All committee members shall be in good standing.

Section (A)

The Budget Committee –

Shall review and make recommendations to a proposed budget prepared by the President and/or designee. The Budget Committee may suggest such changes as are necessary for approval by the Executive Council and/or membership. Once approved by the Executive Council, the proposed budget shall be made available to the membership five days prior to the May General Membership meeting for adoption by the membership.

Section (B)

The Constitution & By-Laws Committee -

Shall be a committee whose members shall be selected at the discretion of the President. It shall research changes and additions to the Constitution, By-Laws, and

Reimbursement Policy that are presented to them by the membership, and recommend acceptance or rejection to the Executive Council.

Section (C)

The Grievance & Arbitration Committee -

Shall act on all grievances and shall be the sole determinant of which cases are forwarded to arbitration in accordance with the collective bargaining agreement

Section (D)

Health & Safety Committee –

Shall function as defined in the collective bargaining agreement

Section (E)

The Labor-Management Committee -

Shall function as defined in the collective bargaining agreement

Section (F)

The Sick Leave Bank Committee -

Shall function as defined in the collective bargaining agreement

Section (G)

The Trade Advisory Committee -

Shall meet to discuss and make recommendations to address specific trade-related issues. These issues will be brought forth to Executive Committee for consideration.

Section (H)

Public Relations Committee -

Communications - Shall have the following responsibilities: (1) Publish SVFT Newsletter *Vocational Instructor*, in months designated by the Executive Committee. (2) Develop, maintain and update monthly September-June the SVFT web site. (3) Make use of other media to publicize SVFT news and information as deemed necessary by the leadership.

Political Action - Shall consider recommendations of the SVFT affiliates and the membership of the local pertaining to all levels of government. It shall study proposed legislation which may affect the federation and schools. It may initiate recommendations. It may present the record of government officials. It shall coordinate and act on all areas of this section in conformity with the policy of this organization as established by the membership.

Section (I)

Contract Committee-

Shall meet regularly to review contract language. This committee shall make recommendations for proposals to be negotiated.

Section Three

SPECIAL COMMITTEES SHALL BE:

(A) CRISIS

(B) NOMINATIONS & ELECTIONS NECESSARY BY THE ORGANIZATION

(C) ANY OTHER AS DEEMED

Section (A)

The Crisis Committee - Shall organize and coordinate activities of the technical high schools in any crisis situation. A crisis shall be determined by the President with the approval of the Executive Council.

Section (B)

The Nominations & Elections Committee - Shall be selected at least sixty days prior to the election of officers. (Care should be taken to insure representation of all groups within the organization). The committee shall adhere to Article V of the Constitution pertaining to election procedures.

Section (C)

Any other as deemed necessary by the organization.

Section Four

All committee members shall be members in good standing.

Section Five

All committees shall meet as needed, shall report regularly to the President, the Executive Committee, the Executive Council and the membership.

Section Six

At the end of their terms in office, committee chairperson shall turn over to the President all files, records and materials.

ARTICLE V - DUTIES OF OFFICERS

Section One

The President shall be responsible for all of the affairs of the local, including, the relationship between our local and its affiliates. The President shall be an EXOFFICIO member of all committees except the Nominations and Elections Committee and shall be entitled to one of the delegate positions to any convention, and shall be entitled to one of the delegate positions to any convention or to any commission on which the SVFT 4200A has, or is entitled to, representation unless the President declines. The President shall have the power to appoint the chairs of all committees and fill vacancies with the approval of the chairs of all committees and fill vacancies with the approval of the Executive Council. The President or designee shall preside over all General Membership Meetings, preserve order and enforce the Constitution and By-laws.

He/she shall decide all questions of order subject to an appeal to the members present. He/she shall not vote except when the vote is by ballot, but shall have the deciding vote when the vote is by other method. The President shall make a report to the membership at least once a year summarizing the accomplishments of the organization and outlining plans for the coming year.

Section Two

The Vice-President shall assist the President in organizing the internal affairs of the local. He/she shall be an EX-OFFICIO member of all committees. The Vice-President shall assist the President in the discharge of his official duties when requested and fill his/her place in case of absence.

Section Three

The Secretary shall issue all meeting notices, shall answer correspondence at the direction of the President and shall report outside correspondence to the President and Executive Council. That person shall be the custodian of the seal and charter of the organization. The Secretary shall record the minutes of the Executive Council and of the membership meetings. That person shall make minutes of the above-mentioned meetings and all correspondence available to any member in good standing upon request.

Section Four

The duties of the Treasurer shall be:

- a) To receive, record, and deposit in the name of the organization, all monies from dues and all other sources.
- b) To keep the membership roll, issue receipts for all cash collections and delinquency notices.
- c) To forward all per capita dues and current membership list to the national office of the AFT and to other affiliated organizations to keep this organization in good standing at all times.
- d) To make a financial report at each Executive Council and membership meeting.
- e) To keep adequate records of income and expenditures including Agency Fee information and make them available at all times for the Executive Council.
- f) To pay bills authorized by the budget, retaining a voucher or invoice for same. Bills not authorized in the budget must be presented to the Executive Council for authorization. Bills not authorized in the budget and if in excess of one thousand five hundred dollars must be submitted for approval to the general membership.
- g) To co-sign checks with the appropriate full-time officer.
- h) To file all reports required by law.

- i) To be bonded for all federal monies at all times.
- j) To be Chairperson of the Budget Committee.

Section Five

The Duties of the Executive Union Representative shall be:

- a) To act as Grievance Coordinator of the local.
- b) To coordinate the union activities and grievances of the State Vocational Federation of Teachers with Union Representatives.
- c) To consult and report on these and other union representatives problems to the Executive Committee and Executive Council.

Section Six

The Duties of the Union Representative shall be:

- a) To act as chairperson of school meetings, act as grievance coordinator, make requests of or relay information to the membership of his/her school by means of meetings, news bulletins, bulletin boards or in other appropriate manners, and coordinate any crisis or job action which may be necessary or has been mandated.
- b) To report and/or consult with the Executive Union Representative on all grievances.

Section Seven

No member can serve as Union Representative and as an officer at the same time.

Section Eight

Any full-time officer who is unable to fulfill his or her duties for two (2) consecutive weeks must notify the Executive Committee in writing, and, at the will of the Executive Council, take appropriate leave from the CTHSS.

State Vocational Federation of Teachers
REIMBURSEMENT POLICY
(Revised 11/17/2011 and in effect until 6/30/2022)

ELIGIBILITY:

The following individuals are eligible for reimbursement:

- SVFT Officers
- SVFT Executive Union Representative
- SVFT Union Representatives
- SVFT Committee Members
- SVFT Convention Delegates
- SVFT Arbitration Witnesses
- SVFT Members conducting pre-approved union business

GUIDELINES:

Expenses incurred while conducting business in accordance with the Constitution and By-Laws of the State Vocational Federation of Teachers will be reimbursed. Union business can be preapproved by the SVFT President or SVFT Executive Council.

STIPENDS:

The SVFT Officers shall be paid an annual stipend. The stipend will be calculated by applying the following percentage to VS 03 Step 11 of the Collective Bargaining Agreement:

President	12.2%
Vice President	10.2%
Executive Union Representative	10.2%
Treasurer	10.2%
Secretary	6.1%

The SVFT Officers' annual stipend shall be paid in quarterly installments in November, February, May, and August.

THE FOLLOWING WILL BE CONSIDERED REIMBURSABLE SVFT BUSINESS:

- I. **Mileage, Parking, and Tolls for attendance at:**
 - a. Executive Committee Meetings
 - b. Executive Council Meetings
 - c. SVFT Committee Meetings
 - d. Conventions
 - e. Grievance Hearings
 - f. Pre-Arbitration Hearings
 - g. Arbitrations
 - h. Prohibited Practices
 - i. Union Approved Training Sessions

- j. Other Activity Approved by the SVFT President or SVFT Executive Council.

Note:

1. Mileage will be reimbursed at the federal government mileage rate per mile.
2. Actual odometer readings must be used.
3. Mileage must be calculated from departure destination to function and from function to destination.
4. When car-pooling, only one mileage voucher will be honored.

II. Convention Expenses

- a. The SVFT will attempt to provide full reimbursement to convention delegates for travel, hotel, and meal expenses associated with attendance at the conventions of affiliate organizations.
- b. SVFT budget constraints may result in the partial reimbursement of convention expenses.

Note:

1. Travel and hotel arrangements must be authorized by the union office.
2. The meal allowance is a flat rate of \$50.00 per day.
3. Car rental while attending a convention must be approved by the SVFT President.

III. Meals

- a. Any SVFT officer will be entitled to the provisions of II, b.
- b. With the approval of any SVFT officer, any member serving on a committee is entitled to a \$25 meal allowance.

IV. Phone

- a. Phone charges incurred in the administration of union business will be reimbursed.

Note:

1. Anyone seeking reimbursement for phone charges is required to submit a reimbursement form detailing the date, phone number, nature of call, and the amount to be reimbursed.
2. No personal phone calls are to be billed to the SVFT.

V. Postage

- a. Postage charges incurred in the administration of union business will be reimbursed.

Note:

1. Follow reimbursement procedure outlined in IV, a.

VI. Gifts

- b. No gifts will be accepted by the officers.

VII. Donations

- a. Donations must be approved by the Executive Committee before consideration by the Executive Council.
- b. Requests from SVFT members must be for donations that directly impact SVFT members.
- c. Requests from affiliates will be considered.
- d. As per past practice, donations to Skills USA will be directly to members who serve as chaperones or advisors to help offset personal costs.

VIII. Dues Reimbursement

- a. SVFT Building Representatives shall be eligible for reimbursement of union dues. Attendance at eighty percent of Executive Council meetings during the school year will result in full reimbursement of union dues for the building representative. Less than eighty percent attendance will result in the reimbursement of union dues being prorated at $1/8^{\text{th}}$ of the dues for that building representative from the school. The past practice of excusing absences for open-house, other night events at school, weather, and emergencies will continue at the discretion of the President.

IX. Other

- a. Items not covered by this policy will be evaluated on a per item basis by the SVFT President and SVFT Treasurer.