

C.F.O.P Constitution

Cincinnati Federation of Office Professionals CONSTITUTION

Article I – NAME

SECTION 1 This organization shall be known as the Cincinnati Federation of Office Professionals/Cincinnati Federation of Teachers (CFOP/CFT), American Federation of Teachers (AFT), Local 1520, AFL-CIO.

Article II – Purpose

Sections 1 **To unite in one group** all of the public school office personnel of the Cincinnati Public School system.

Section 2 To promote and protect the rights of all office personnel.

Section 3 To strengthen the professional status of the Cincinnati Public Schools' office personnel.

Section 4 To promote full and equal employment opportunities for all.

Section 5 To promote better understanding between teachers and office personnel.

Section 6 To elect political candidates who best represent education and labor.

Section 7 To advance the economic securities and professional interests of office personnel and to secure their active participation in the formation and administration of educational policies.

Article III – Membership

Section 1 All office employees of Cincinnati Public Schools. Supervisory and Administrative Personnel are not eligible for membership.

Section 2 Office personnel in public or private institutions outside the jurisdiction of this Local may be admitted into membership until such time as a local is chartered in their jurisdiction.

Section 3 No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, gender, social, age, political or economic status or national origin.

Section 4 Any member may be expelled for an act detrimental to CFOP/CFT upon presentation of written charges signed by 25% of the total membership and approved by at least 75% of the Executive Council (EC). The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members' present vote to reinstate.

ARTICLE IV – Affiliations

Section 1 Cincinnati Federation of Teachers (CFT) – All CFOP members are members of CFT and are encouraged to attend all CFT meetings. CFOP members may run for election to a CFT office and serve on CFT committees.

Section 2 CFOP shall maintain the following affiliations with CFT and, whenever possible, send delegates to the following organizations:

- a. **CFT Executive Council (EC)** – The President and CFOP Area Coordinator shall be the CFOP delegates.
- b. **American Federation of Teachers (AFT)** – The President and at least two (2) delegates shall be elected, at least one (1) month before the national convention, at a regular CFT membership meeting and shall attend as members of the CFT delegation.
- c. **Ohio Federation of Teachers (OFT)** – The President and at least two (2) delegates shall be elected, at least one (1) month before the state convention, at a regular CFT membership meeting and shall attend as a member of the CFT delegation.
- d. **Cincinnati Labor Council (CLC)** – At least one (1) member shall be appointed by the CFT President to represent CFOP at CLC meetings.
- e. **OFT Executive Council** – The President or designee shall attend meetings as a member of the CFT delegation.
- f. **Ohio AFL-CIO** – The President or designee shall attend meetings as part of the CFT Delegation
- g. **The CFOP President shall be a delegate to all affiliate meetings.**

Section 3 A delegate shall be chosen to make a written report to the EC on meetings attended.

Section 4 CFOP, to the best of its ability, shall be active in the affairs of affiliated organizations.

Section 5 Delegates to affiliated organizations shall meet the same requirements as officers of this local.

Article V – Officers

Section 1 The following officers shall be elected by the union membership:

- A. President
- B. First Vice President
- C. Second Vice President
- D. Secretary

Section 2 Membership in good standing for at least one (1) year is required to hold office.

Section 3 Commencing in 2019, Officers will be elected for two year terms by secret ballot conducted in odd numbered years at the same time that CFT elections occur. A plurality of all votes cast for a particular office shall be required for election. (The officers holding CFOP office at the time this Constitutional amendment is adopted shall continue in office until the officers elected in 2019 are installed.)

Section 4 Officers shall be installed at the next regular membership meeting following the election of officers, or at a special meeting held for this purpose.

Section 5 If the office of the President becomes vacant, then the First Vice President shall become President and serve until completion of the term. The President shall make a nomination to fill any other officer vacancy, which nomination must be confirmed by a vote of the CFOP EC.

Section 6 Any officer who fails to perform the duties of the office or follow the Constitution can be removed from office by 2/3 recommendation of the EC and a 2/3 referendum vote of the membership.

Article VI – Duties of the Officers

Section 1 The President shall preside at all CFOP meetings, shall serve on the CFT Executive Committee and as CFT's CFOP Vice President, shall be the ex-officio member of all committees, shall sign all necessary papers and documents, and shall represent the members when and where necessary. The President shall make a report to the membership at least once each year summarizing CFOP accomplishments and outlining plans for the next year. The President shall appoint committee heads.

Section 2 The First Vice President shall chair the EC, coordinate committees, and act for the President in the absence of that officer.

Section 3 The Second Vice President shall perform the duties of the President in absence of the President and the First Vice President. The Second Vice President shall serve as Membership Chairperson.

Section 4 The Secretary shall keep an accurate account of all proceedings, and notify members of proceedings when instructed by the President.

Article VII – Committees

Section 1 The following committees shall be active in this Union:

- a. Collective Bargaining
- b. Grievance Committee
- c. New Membership and Hospitality (Second Vice President shall chair)
- d. Joint Fringe Benefit Committee
- e. Health & Safety
- f. Joint Budget Committee

Section 2 The following ad hoc committee members shall be appointed:

- a. Nominations Committee
- b. Scholarship Committee
- c. Joint Appeals Committee
- d. Clerical Resource / Sub Interview Committee

Section 3 The heads of each of the standing and ad hoc shall be appointed by the President.

Section 4 Members of each Standing Committee shall be appointed by the head of each committee with the consent of the EC. Members of each joint committee shall be appointed by the CFOP President.

ARTICLE VIII – Duties of Committees

Section 1 The Collective Bargaining Committee shall prepare and substantiate proposals in coordination with the CFT bargaining team. It shall present the proposals and then shall negotiate these proposals with the Superintendent and the Board of Education in coordination with the CFT bargaining team. This committee should consist of representatives from the Education Center and Iowa Street, representatives from Senior High and Elementary (K-8) schools. The CFT President shall be an ex-officio member of this committee. Members of the bargaining team will be selected by the Bargaining Chairperson.

Section 2 The Grievance Committee shall monitor the processing of member complaints and grievances. It shall make the initial determination, subject to appeal, in regard to grievance appeals to arbitration. It shall recommend to the CFOP EC policy on grievance-related issues.

Section 3 The Membership Committee shall coordinate all activities directed toward the increase in membership.

Section 4 The Nominations Committee shall report nominations at the April membership meeting. They shall have the responsibility for conducting the election and reporting to the membership the results at the May meeting. The Nominations Committee Chairperson shall be excluded from running for any office, in order to perform the aforementioned duties.

Article IX – The Executive Council (EC)

Section 1 The CFOP Executive Council shall consist of all elected Officers, Area Coordinator, Area Representatives, Clerical Specialist, chairpersons/members of all standing committees.

Section 2 The EC shall administer CFOP/CFT policy as set by the membership at regular membership meetings. It shall have the power to act for the good of CFOP in situations where policy cannot be set by the membership.

Section 3 The First Vice President shall chair the EC meetings.

Section 4 The time and place of the EC meetings shall be set by the EC and announced to the members no later than October of each year. Any member may attend as a spectator except during sessions declared sensitive by EC majority vote or matters considered personal by a member appearing before the EC. Spectators cannot enter into any discussions nor have a voice in voting.

Section 5 The EC shall report its activities at each membership meeting through the First Vice President.

Section 6 Heads committee members of active committees should submit periodic reports to the EC. The EC may act upon them as deemed best through EC majority vote.

Article X – Meetings

Section 1 There shall be at least three meetings per year as may be determined by the EC. The EC shall fix the time and place and announce the schedule to the membership no later than October.

Section 2 A quorum shall consist of five (5) percent of the total paid membership.

Section 3 Special meetings of the membership may be called by the EC if members are notified 24 hours prior to the meeting. Special meetings may also be called by petition of five (5) percent of the membership.

Article XI – Rules of Order

Section 1 The President may appoint a parliamentarian and sergeant-at-arms.

Section 2 Robert's Rule of Order, newly revised shall govern all cases that are not covered by this Constitution or the By-Laws of this local.

Article XII – Amendments

Section 1 The CFOP constitution may be amended as follows: The proposed amendment shall be submitted at any regular membership meeting and read or distributed to the assembled members. A $\frac{3}{4}$ vote at the following meeting shall be sufficient to adopt the amendment.

Article XIII – Availability of Constitution

Section 1 Three (3) copies of the Constitution and all future amendments shall be submitted to the CFT office.

Section 2 Copies shall be made available to other affiliated organizations upon request.

Section 3 Copies shall be available for CFOP/CFT members upon request to the Secretary.

Adopted March 16, 1989

Amended October 16, 1997

Amended February 26, 2007

Amended September 20, 2012

Amended July 3, 2013

Amended April 19, 2018