

**PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES**  
**AMERICAN FEDERATION OF TEACHERS (AFT)**  
**AFT MASSACHUSETTS**  
**(AFL-CIO)**

**LOCAL 1315**



**CONSTITUTION AND BY-LAWS**  
**2018**

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**ARTICLE I**  
**NAME**

This organization shall be known as the Pittsfield Federation of School Employees (PFSE), Local 1315, American Federation of Teachers (AFT), AFT-Massachusetts, AFL-CIO.

**ARTICLE II**  
**OBJECTIVES**

- SECTION 1.** To encourage mutual understanding and cooperation among the membership, and to bring associations of school employees into relationships of mutual assistance and cooperation.
- SECTION 2.** To obtain full trade union rights, including rights to exclusive recognition and collective bargaining, and other rights to which they are entitled.
- SECTION 3.** To advance the economic, social, and political well-being of the membership, to maintain and promote the collective welfare of the members, and to maintain and improve their conditions of employment.
- SECTION 4.** To promote the interests of the residents of the City of Pittsfield, and to maintain and improve the quality of education for all students in the Pittsfield Public Schools.
- SECTION 5.** To promote democracy, equality, and trade unionism in the society at large, and to eliminate discrimination in any form.

**ARTICLE III**  
**MEMBERSHIP**

- SECTION 1.** All active employees of the Pittsfield Public Schools excluding Administrators, and Supervisors in Management positions are eligible to become members.
- SECTION 2.** There shall be no discrimination toward individual members or applicants for membership because of age, disability, race, creed, national origin, sex, sexual orientation, religious faith, social or economic status, or political activities or beliefs.
- SECTION 3.** **GOOD STANDING.** A member in good standing is defined as a member who is current in the payment of his/her dues to the PFSE. Any member who is more than thirty (30) days delinquent in dues payment is considered not in good standing, and shall be promptly notified by the Treasurer of such status. A member may be disciplined, expelled, or fined by a two-thirds (2/3) vote of the members of the Executive Board, with notice, following three (3) months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.
- a. The union dues of the PFSE shall be set in accordance with the provisions of Article XII of this Constitution and By-Laws, and dues shall normally be collected by payroll deduction and payable to the PFSE over ten (10) months for ten (10) month employees, or twelve (12) months for twelve (12) month employees.

- b. A member on payroll deduction is considered not in good standing if the member is more than thirty (30) days delinquent in the payment of his/her dues to PFSE during the previous twelve (12) months, or back to the date of hire for an member who has been employed less than one (1) school year.
- c. A member not on payroll deduction shall be considered not in good standing if he/she fails to pay his/her annual dues in full, and in advance for the current school year, no later than September 15<sup>th</sup>. A member not on payroll deduction who pays his/her dues in full, and in advance for the current school year no later than September 15<sup>th</sup> shall be considered a member in good standing.
- d. A member not in good standing will have his/her good standing restored only upon payment of back dues in an amount equal to total dues owed, up to a maximum of twelve (12) months, or back to the date of hire if they have been employed for less than one (1) school year.
- e. As a part of his/her duties under Article V, Section 4b, of this Constitution and By-Laws the Treasurer shall maintain an accurate list of PFSE members in good standing, as well as an accurate list of PFSE members who are not in good standing. The Treasurer shall keep these lists current and up to date, and shall present these lists to the Executive Board on a monthly basis, and as needed.

**SECTION 4.**

**DISCIPLINE OF MEMBERS.** A member may be disciplined, expelled, or fined by the Executive Board for acts detrimental to the Federation including but not limited to actions contrary to these Constitution and By-Laws, any collective bargaining agreement, or other interests of the PFSE or its membership.

- a. A disciplinary action may only be initiated by the presentation of written and signed charges to the Executive Board by two (2) or more members of the Federation who are in good standing.
- b. Charges must include a specific and detailed accounting, including any documentation of the allegations against a member.
- c. Upon receipt of such charges the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the accused member have merit.
- d. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the accused member shall be provided with a copy of the charges, in writing, and shall be given at least a ten (10) calendar day written notice of the hearing.
- e. At the disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense.
- f. At the conclusion of the hearing, a two-thirds (2/3) vote by members of the Executive Board shall be required to discipline, expel, or fine the accused member. If a member of the Executive Board has brought the charges against the accused member, that board member shall recuse him/herself from the vote.
- g. After the disciplinary hearing, the Executive Board shall notify the accused member of their decision, in writing, and within ten (10) calendar days.
- h. A member who has been disciplined, expelled, or fined may appeal the decision of the

Executive Board directly to the membership by requesting that a vote on the matter by the members, be placed on the agenda at the next regular membership meeting of the Federation. Any request for an appeal shall be made to the Executive Board in writing, and within ten (10) calendar days of receipt of the decision by the board. A failure on the part of an accused member to request an appeal, in writing within the ten (10) calendar days shall be considered a waiver of said right to appeal. A simple majority of the members voting shall be sufficient to overrule a decision of the Executive Board to discipline, expel, or fine a member.

## **ARTICLE IV** **OFFICERS**

**SECTION 1.** The officers of the Pittsfield Federation of School Employees (PFSE) shall be:

President  
Constituent Chapter Chairpersons (Vice-Presidents)  
Constituent Vice-Chapter Chairpersons  
Secretary  
Treasurer

**SECTION 2.** The following PFSE officers shall be elected biennially at large by the Federation

Members:  
President  
Secretary  
Treasurer

**SECTION 3.** The Constituent Chapters in the PFSE shall be the Bus Drivers and Attendants, Cafeteria Employees, Custodians, Educational Secretaries, and Paraprofessionals. The Constituent Chapter Chairpersons (Chapter Chairs), who shall serve as Vice-Presidents of the Federation, shall be elected by the members of each respective Chapter of the PFSE at the biennial election. Constituent Vice-Chapter Chairpersons (Vice-Chapter Chairs) shall be elected at this same election.

**SECTION 4.** In the event that a Chapter Chair or Vice-Chapter Chair is also elected as President, Secretary, or Treasurer of the PFSE, he/she shall serve in that capacity, as well as in the capacity of Chapter Chair or Vice-Chapter Chair casting only one (1) vote on all matters at Executive Board meetings.

**SECTION 5.** A member must be a member in good standing for at least one (1) year to hold elected office. The start of the one (1) year period shall commence upon the restoration of a members good standing in accordance with Article III, Section 3 (d) of this Constitution and By-Laws.

**SECTION 6.** The terms of office for the officers of the PFSE shall be two (2) years, commencing from the date of their election.

**SECTION 7.** Vacancies in the office of President, Secretary, Treasurer, or any delegate shall be filled by a vote of the Executive Board, subject to ratification by the PFSE

membership.

**SECTION 8.**

**BUILDING REPRESENTATIVE.** The Executive Board shall appoint one (1) member in good standing to serve as the Building Representative in each school/building where members work. Said appointment shall be subject to approval of the members who work in that school/building. A Building Representative may be removed from his/her position and disciplined, expelled, or fined by the Executive Board for acts detrimental to the Federation, pursuant to Article III, Section 4, above. The duties of a Building Representative are as specified in Article V, Section 6, below.

**ARTICLE V**  
**DUTIES OF OFFICERS**

**SECTION 1.**

**THE PRESIDENT SHALL:**

- a. Be presiding officer at all meetings of the membership and the Executive Board;
- b. Be an ex-officio member of all standing committees except the Elections Committee;
- c. Appoint with the approval of the Executive Board, the chairpersons of all standing committees except the Elections Committee;
- d. Be the principle executive officer of the PFSE, and supervise the affairs of the Federation;
- e. Be one of the responsible financial officers of the PFSE authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- f. By virtue of his/her office, the President shall be a delegate to the conventions of affiliate bodies;
- g. Submit an annual report of his/her activities to the membership.

**SECTION 2.**

**THE CONSTITUENT CHAPTER CHAIRPERSONS (VICE-PRESIDENTS) SHALL:**

- a. Assist the President in the performance of his/her duties;
- b. Assist the Treasurer with membership recruitment and record keeping;
- c. Perform other duties as delegated by the President or assigned by the Executive Board;
- d. Be responsible for by-law compliance of the PFSE;
- e. In the absence of the President, or the inability of the President to perform his/her duties, the Executive Board shall appoint one (1) constituent Chapter Chair (Vice-President) to perform President's duties during his/her absence or period of incapacity.

**SECTION 3.**

**THE CONSTITUENT VICE-CHAPTER CHAIRPERSONS SHALL:**

- a. Assist the constituent Chapter Chair (Vice-President) with the performance of his/her duties;
- b. Perform the duties of the constituent Chapter Chair (Vice-President) in the absence of the Chapter Chair, or the inability of the Chapter Chair to perform his/her duties.

**SECTION 4.**

**THE TREASURER SHALL:**

- a. Receive, record and deposit all dues monies and other income in the name of the

- PFSE;
- b.** Maintain accurate membership records and keep records available to the Executive Board;
  - c.** Maintain keep available to the Executive Board a database of current members which includes the following information for each member:
    - i.** Name
    - ii.** Address – City – State – Zip Code
    - iii.** Home Phone
    - iv.** Cell Phone
    - v.** E-Mail Address (Non-Work)
    - vi.** Chapter
    - vii.** Workplace
    - viii.** Membership Status
      - 1.** Union Member
        - a.** Member in Good Standing
        - b.** Member NOT in Good Standing
      - 2.** Non-Member
    - ix.** Current Dues Rate
      - 1.** Full
      - 2.** Half
      - 3.** Quarter
      - 4.** Eighth
  - d.** Issue membership cards, receipts, and notices of delinquency;
  - e.** Be one of the responsible financial officers of the PFSE authorized to co-sign financial instruments and make regular and usual disbursements of funds.
  - f.** Maintain all the financial records of the PFSE, and keep accurate records available to the Executive Board and the Budget Committee;
  - g.** Forward all per capita dues and current membership lists to the national office of the American Federation of Teachers (AFT), and other affiliated organizations to keep the PFSE in good standing at all times;
  - h.** Be responsible for certifying that per capita dues through May 30<sup>th</sup> are sent to the national office of the AFT no later than fifteen (15) days prior to the opening date of the national convention to ensure that delegates from the PFSE may be seated;
  - i.** Prepare the PFSE annual budget in a timely manner for review by the Executive Board in April of each year, and approval by the membership at the Annual Membership Meeting;
  - j.** Present a report of the finances of PFSE to the Executive Board at each Executive Board meeting, and to the members at the Annual Membership Meeting;
  - k.** Be responsible for ensuring that officers of the PFSE remain bonded through the national office of the American Federation of Teachers (AFT);
  - l.** Arrange for an annual independent audit or internal financial review of the PFSE

Finances and make results of the audit available in a timely manner to the Executive Board and the membership;

m. Perform other duties delegated by the President or assigned by the Executive Board.

**SECTION 5.**

**THE SECRETARY SHALL:**

- a. Maintain the non-financial files and records of the PFSE and the Executive Board;
- b. Maintain a record of all officers, committees, and committee members including address, phone, e-mail address, and other contact information;
- c. Prepare notices and promptly notify members of all meetings;
- d. Conduct the correspondence of the PFSE and preserve its documents;
- e. Assist the President in handling the correspondence of the PFSE;
- f. Reproduce the highlights of all meetings that are held and make them available to all members, including posting this information on the PFSE website;
- g. Record and keep accurate minutes of all meetings of the PFSE, and make these records available to the Executive Board or the membership upon request, including posting approved minutes on the PFSE website;
- h. Oversee work of, and certify the reports of, the Elections Committee;
- i. Perform other duties delegated by the President or assigned by the Executive Board.

**SECTION 6.**

**THE BUILDING REPRESENTATIVE SHALL:**

- a. Act as the official representative for all members of the Federation who work in his/her school/building.
- b. Perform member outreach and orientation including but not limited to meeting-and-greeting new members, conducting 10-minute meetings to assist members in finding answers to questions/concerns they have, including but not limited to questions about the Federation, union member benefits, a collective bargaining agreement, or any work rules in his/her building.
- c. Distribute new member packets and membership applications to all new employees in his/her school/building.
- d. Collect and verify information on completed membership applications, and return the applications to the Federation Treasurer.
- e. Investigate and document the issues/concerns of all members of the Federation who work in his/her building, including but not limited to any potential violations of applicable contracts.
- f. Forwards any issues/concerns or potential violations of applicable contacts to the respective Chapter Chairperson in a timely fashion.

**SECTION 7.**

Federal and State laws impose several fiduciary duties on the officers of the PFSE, including the duties of due care and diligence, loyalty, avoidance of self-dealing, expending designated monies for the purposes specified, and the avoidance of commingling of personal and PFSE funds.



**ARTICLE VI**  
**EXECUTIVE OFFICERS**

- SECTION 1.** The Executive Board of the PFSE shall consist of all elected officers. All elected officers (See Article IV, Section 1) shall have one (1) vote each as Executive Board members except as noted in Article IV, Section 4 of this Constitution and By-Laws.
- SECTION 2.** The Executive Board shall administer the policy of the PFSE as set by the members at regular membership meetings. It shall have the power to act for the good of the Federation where the policy cannot be set by the membership.
- SECTION 3.** The President of the PFSE shall be the Chairperson of the Executive Board.
- SECTION 4.** The Executive Board shall have the power to employ all personnel, including an executive secretary, clerical help, and other persons on a full or part-time basis as may be determined by the needs and finances of the PFSE.
- SECTION 5.** The Executive Board shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations and to secure of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.
- SECTION 6.** The Executive Board shall have the power to remove any elected officer of the PFSE from their current position for violations of Article III, Section 4 or Article V, Section 6 of this Constitution and By-Laws, provided the disciplinary procedures outlined in Article III, Section 4 (a) – (h) are followed.
- SECTION 7.** Five (5) members of the Executive Board shall constitute a quorum with at least one (1) representative from each Chapter in attendance. If this specified quorum is not so constituted then a meeting can still be held for discussion purposes but no official votes can be taken. The Executive Board shall meet at least six (6) times annually.
- SECTION 8.** The Executive Board shall report its activities at each regular membership meeting.

**ARTICLE VII**  
**INTERNAL ORGANIZATION OF CHAPTERS**

- SECTION 1.** Each Constituent Chapter (Chapter) of the PFSE shall elect, in accordance with Article XIII of this Constitution and By-Laws, the following officers: Chapter Chairperson, a Vice-Chapter Chairperson.
- SECTION 2.** The elected officers of a Chapter shall act as the governing body, and will be responsible for the internal governance and the day to day operation of the Chapter.
- SECTION 3.** Vacancies in the office of Chapter Chair, Vice-Chapter Chair, shall be filled by a vote of governing body of the Constituent Chapter, subject to ratification by the Chapter membership.
- SECTION 4.** All other committees in a Chapter will be ad hoc committees appointed by the governing

body of the respective Chapter.

**SECTION 5.** Each Chapter shall hold at least two (2) membership meetings per school year to discuss matters relevant to their members.

**SECTION 6.** Special meetings of a respective Chapter shall be called by the Chapter Chairperson at the request of any two (2) elected officers or any ten (10) members in good standing.

**SECTION 7.** A special meeting of a respective Chapter shall be held within ten (10) days after the Chapter Chairperson receives the request.

**SECTION 8.** Only members in good standing shall be present at the membership meetings of a respective Chapter.

**SECTION 9.** Ten percent (10%) of the membership of a respective Chapter shall constitute a quorum for the transaction of business at a meeting of the Chapter.

### **ARTICLE VIII** **COMMITTEES**

**SECTION 1.** **THE FOLLOWING STANDING COMMITTEES SHALL BE ACTIVE IN THE PFSE:**

- a. Committee on Political Education (COPE)
- b. Grievance Review Committee
- c. Membership Committee
- d. Publicity and Internal Communications Committee (PICC)
- e. Scholarship Committee
- f. Social Committee

**SECTION 2.** **THE FOLLOWING SPECIAL COMMITTEES SHALL BE APPOINTED:**

- a. Budget Committee
- b. Elections Committee

**SECTION 3.** **THE FOLLOWING COMMITTEES SHALL OPERATE AT THE CONSTITUENT CHAPTER LEVEL:**

- a. Grievance Committee
- b. Negotiations Committee

**SECTION 4.** Committees other than those listed above shall be considered ad hoc committees appointed by the PFSE President, and ratified by the Executive Board.

### **ARTICLE IX** **DUTIES OF COMMITTEES**

**SECTION 1.** COMMITTEE ON POLITICAL EDUCATION (COPE): The COPE shall work to secure voluntary contributions to support the political work of the PFSE. The COPE will screen recommend and recommend endorsement of candidates for local, state, and federal office to the Executive Board. The COPE will work to educate members on issues of importance to the PFSE, its members and clients, and to develop programs to promote voter registration and to support the election of candidates who support the interests of the PFSE, its membership and the people they serve. The Chairperson of the COPE shall be appointed by the PFSE President and ratified by the Executive Board. The members of the COPE shall be appointed by the Chairperson of the committee, and

ratified by the Executive Board.

**SECTION 2.**

GRIEVANCE REVIEW COMMITTEE: The PFSE Executive Board shall serve as the Grievance Review Committee, and will review all grievances presented for binding arbitration in the PFSE. The Executive Board shall meet in a timely manner to consider the merits and viability of each case presented, and will determine based upon the facts presented, if the PFSE will support and fund the matter to binding arbitration.

**SECTION 3.**

MEMBERSHIP COMMITTEE: It shall be the duty of the Membership Committee to develop programs and activities that shall cause all eligible persons to join and participate in the PFSE. The Membership Committee shall present a written report of its activities annually to the Executive Board. The Chairperson of the Membership Committee shall be appointed by the PFSE President and ratified by the Executive Board. The members of the Membership Committee shall be appointed by the Chairperson of the committee, and ratified by the Executive Board.

**SECTION 4.**

PUBLICITY AND INTERNAL COMMUNICATIONS COMMITTEE (PICC): It shall be the duty of the PICC to prepare and distribute timely information bulletins to the PFSE membership, subject to the approval of the Executive Board. The Chairperson of this Committee shall coordinate the release of information bulletins with the Executive Board through the PFSE Secretary. The editor of the information bulletins shall be a member of the Committee. Every effort shall be made by this Committee to make use of other sources of publicity, i.e. mailings to member's non-work e-mail, the PFSE website, newspapers, radio, and television. The Chairperson of the PICC shall be appointed by the PFSE President and ratified by the Executive Board. The members of the PICC shall be appointed by the Chairperson of the committee, and ratified by the Executive Board.

**SECTION 5.**

SCHOLARSHIP COMMITTEE: It shall be the duty of the Scholarship Committee to conduct activities, set qualifications, determine the dollar amount for each scholarship offered, and to prepare documentation for students. The Chairperson of the Scholarship Committee shall be appointed by the PFSE President and ratified by the Executive Board. The members of the Scholarship Committee shall consist of one (1) member from each constituent Chapter appointed by the Chairperson of the committee, and ratified by the Executive Board. Only a student who is the son/daughter, or the grandson/granddaughter of a PFSE member in good standing shall qualify for any scholarship offered by the Federation.

**SECTION 6.**

SOCIAL COMMITTEE: It shall be the duty of the Social Committee to conduct activities that promote the social well-being of the membership, are attractive and engaging to potential members, and promote programs in the community as the Executive Board may direct. The Chairperson of the Social Committee shall be appointed by the PFSE President and ratified by the Executive Board. The members of the Social Committee shall be appointed by the Chairperson of the committee, and ratified by the Executive Board.

**SECTION 7.**

BUDGET COMMITTEE: The Budget Committee shall assist the Treasurer with the preparation of the annual budget, and shall act as the Internal Audit Committee for the PFSE. The Chairperson of the Budget Committee shall be appointed by vote of the

Executive Board. The members of the Budget Committee shall be appointed by the Chairperson of the committee, and ratified by the Executive Board.

**SECTION 8.**

**ELECTIONS COMMITTEE:** A Chairperson of the Elections Committee shall be appointed by majority vote of the Executive Board. The members of the Elections Committee shall consist of one (1) member from each constituent Chapter, appointed by the Elections Committee Chairperson, and ratified by the Executive Board. Any member of the PFSE who is a member in good standing may be appointed to the Elections Committee, however no member who is a candidate for elected office may serve on, or participate in the activities of the committee. The Elections Committee shall conduct and supervise all elections of the PFSE using the procedures outlined in Article XIII of this Constitution and By-Laws, and in conformity with the Labor Management Reporting and Disclosure Act of 1959 (the Landrum-Griffin Act), 29 USC § 401 et seq.

**SECTION 9.**

**GRIEVANCE COMMITTEE:** A Grievance Committee shall be appointed within each Chapter by the respective Chapter Chair, and the Chairperson of the committee shall be the Chapter Chair. It shall be the duty of the Grievance Committee to work to resolve contractual and non-contractual disputes in the workplace at the lowest possible level. The Grievance Committee shall receive, process, and handle all grievances based upon the merits of each case, consistent with the procedures outlined in the respective collective bargaining agreement, and through the School Committee Level. If the Grievance Committee determines a case has merit and warrants consideration for binding arbitration, the Chairperson shall forward the grievance to the Executive Board in a timely manner. If the Grievance Committee determines any case lacks merit, or in their opinion is not a viable case based upon the facts, it shall notify the grievant(s) in writing, and in a timely manner. The grievant(s) may appeal a decision of the Grievance Committee, in writing, directly to the Executive Board.

**SECTION 10.**

**NEGOTIATIONS COMMITTEE:** A Negotiations Committee shall be appointed within each Chapter by the respective Chapter Chair, and the Chairperson of the committee shall be the Chapter Chair. It shall be the duty of the Negotiations Committee to conduct a survey of their respective members, and perform research in preparation for negotiation of their respective collective bargaining agreement.

**ARTICLE X**  
**MEETINGS**

**SECTION 1.**

The legislative power of the PFSE shall be vested in the membership meeting. Unless otherwise stipulated in the Constitution and By-Laws, action items and elections shall require a simple majority of votes cast in the membership meeting. The membership meeting shall approve the annual budget; shall require and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the PFSE.

**SECTION 2.**

There shall be at least two (2) regular membership meetings of the PFSE Membership during the school year. General Membership Meetings shall be held during the month of

October and April of each school year. The April meeting at which the annual budget is to be presented for approval by the membership shall be considered the Annual Membership Meeting. The PFSE President may call additional meetings at his/her discretion.

**SECTION 3.** Special membership meetings shall be called by the PFSE President at the request of any three (3) members of the Executive Board, or any ten (10) members of the PFSE who are in good standing.

**SECTION 4.** A special membership meeting shall be held within ten (10) calendar days after the PFSE President receives such a request.

**SECTION 5.** Only members of the PFSE who are members in good standing shall be present at membership meetings.

**SECTION 6.** Ten percent (10%) of the PFSE membership shall constitute a quorum for the transaction of business at any membership meeting.

## **ARTICLE XI** **AFFILIATIONS**

**SECTION 1.** THE PFSE SHALL MAINTAIN AFFILIATION WITH, AND WHENEVER POSSIBLE SEND DELEGATES TO THE CONVENTIONS OF THE FOLLOWING ORGANIZATIONS:

a. THE AMERICAN FEDERATION OF TEACHERS (AFT). All delegates and alternates to the AFT National Convention shall be elected by majority vote of the PFSE membership during the regular biennial Federation elections conducted according to Article XIII of this Constitution and By-Laws. The President and Secretary shall certify the election, and forward the credentials of all elected delegates and alternates by registered or certified mail to the AFT National Office as soon as possible after the election, but no later than fifteen (15) days prior to the opening date of the AFT National Convention. The Treasurer will confer with the delegates and will ensure that the per capita dues for May have been sent to the AFT National Office at least fifteen (15) days before the start of the AFT National Convention.

b. THE AMERICAN FEDERATION OF TEACHERS MASSACHUSETTS (AFT-MA). All delegates and alternates shall be elected by majority vote of the PFSE membership during the regular biennial Federation elections conducted according to Article XIII of this Constitution and By-Laws.

c. THE MASSACHUSETTS STATE LABOR COUNCIL (MASSACHUSETTS AFL-CIO). All delegates and alternates shall be elected by majority vote of the PFSE membership during the regular biennial Federation elections conducted according to Article XIII of this Constitution and By-Laws.

d. THE BERKSHIRE COUNTY CENTRAL LABOR COUNCIL. All delegates and alternates shall be elected by majority vote of the PFSE membership during the regular biennial Federation elections conducted according to Article XIII of this Constitution and By-Laws.

**SECTION 2.** All delegates shall report to the Executive Board on all meetings attended.

**SECTION 3.** The PFSE to the best of its ability shall be active in the affairs of affiliated organizations.

**SECTION 4.**

Delegates to the affiliated organizations shall meet the same requirements as those set for officers of the PFSE.

**SECTION 5.**

The PFSE shall make every reasonable effort to pay the legitimate expenses of delegates to meetings and conventions of affiliated organizations.

**SECTION 6.**

THE PFSE SHALL ANNUALLY SUBMIT TO AFT MASSACHUSETTS (AFT-MA):

- a. A list of all elected officers including their names, addresses, e-mail address, cell phone number, and home phone number.
- b. The names and addresses of all members on the official enrollment form.
- c. A statement setting forth all amendments and changes made to this Constitution and By-Laws during the preceding year.
- d. Three (3) copies of the current PFSE collective bargaining agreements.
- e. A copy of the annual audit or a copy of the internal financial review of PFSE finances conducted in accordance with Article XII, Section 2 below.

**SECTION 7.**

Nothing in the PFSE Constitution and By-Laws shall be in conflict with the Constitution and By-Laws of the American Federation of Teachers (AFT), or AFT-Massachusetts (AFT-MA).

**ARTICLE XII**  
**FINANCES**

**SECTION 1.**

The Fiscal Year for the PFSE shall be from June 1<sup>st</sup> through May 30<sup>th</sup> of each year.

**SECTION 2.**

An audit or an internal financial review of the PFSE finances shall be conducted annually in accordance with the Constitution and By—Laws of the American Federation of Teachers (AFT), and AFT Massachusetts. The Treasurer, with consent of the Executive Board, shall be responsible for initiating the audit on or about June 1<sup>st</sup> for the preceding fiscal year, and results of the audit shall be made known to the members upon receipt of the auditor's report at the next General Membership Meeting. The Treasurer shall be responsible for the accurate completion of forms required by the Massachusetts Division of Labor Relations (DLR) pursuant to Mass. G.L. c. 150E § 13 (Form 1) and Mass. G.L. c. 150E § 14 (Form 2), and shall ensure that these forms are filed in a timely manner upon completion of the annual audit or the internal financial review.

**SECTION 3.**

The regular dues of the PFSE shall be the total of all affiliate dues plus a PFSE local amount pro-rated in the same manner as the AFT affiliate dues. The regular dues shall be fixed by a majority vote of members present at a general or special membership meeting, provided notice of any contemplated dues increase must be sent to all members at least two (2) weeks prior to the membership meeting at which a vote is held. The vote shall be conducted by secret ballot in accordance with the Labor Management Reporting and Disclosure Act of 1959 (the Landrum-Griffin Act), 29 USC § 401 et seq.

**SECTION 4.**

The Treasurer, with approval of the Executive Board, shall be authorized to make dues payments through use of the "pass through" option to offset any new per capita dues increases for the upcoming school year.

**SECTION 5.**

The Treasurer, with assistance of the Budget Committee, shall work to prepare a budget for next fiscal year. The Treasurer shall present a budget for review by the Executive Board no later than March 15<sup>th</sup>, and the final budget for the next fiscal year shall be presented to the membership for their approval at the Annual Membership Meeting in April of each year.

**SECTION 6.**

No expenditures outside of the budget shall be made, nor agreements entered into involving the funds of the PFSE, unless by majority vote of the membership; except that in case of an emergency, the President, with the approval of the Executive Board, may direct the expenditure of such sums as necessary for the good of the membership provided that such sum does not exceed One Thousand Five Hundred Dollars (\$1500).

**SECTION 7.**

Any disbursement of funds will require the signatures of both the PFSE President and Treasurer, or the signature of a third officer appointed by the Executive Board to sign in the absence of either the President or Treasurer.

**SECTION 8.**

A member may request reimbursement for expenses related to official business of the PFSE. Any request for reimbursement must contain an explanation, in writing, to include the date, time, place, and purpose of the official business as well as the amount of reimbursement requested with a breakdown of the charges (i.e. lost wages, lodging, mileage, travel, etc.). The Executive Board shall have the authority to approve a request for reimbursement which does not exceed two hundred and fifty dollars (\$250). Any request for reimbursement which exceeds two hundred and fifty dollars (\$250) must be approved by a vote of the membership.

**SECTION 9.**

The officers of the PFSE (See Article IV, Section 1) shall receive a stipend, paid annually in two (2) equal installments, as compensation for work performed on behalf of the Federation. The amount of any stipend received by each officer shall be set each year by vote of the membership at the Annual Membership Meeting. The Treasurer shall provide appropriate documentation (i.e. Form W2, Form 1099), in a timely manner to any officer who has received a stipend, for filing with his/her annual Federal/State income tax return.

**ARTICLE XIII**  
**ELECTIONS**

**SECTION 1.**

ALL ELECTIONS FOR ELECTED OFFICERS OF THE PFSE AND DELEGATES TO AFFILIATED ORGANIZATIONS SHALL BE CONDUCTED IN ACCORDANCE WITH THE FOLLOWING PROCEDURES:

- a. No later than January 15<sup>th</sup> of an even numbered year (i.e. 2014, 2016, 2018) an Elections Committee shall be appointed in accordance with Article IX, Section 8 of this Constitution and By-Laws.
- b. No later than February 1<sup>st</sup> the Treasurer shall provide to the Elections Committee with an electronic list (spreadsheet) of all members of the PFSE who are in good standing. Said list shall be sorted by Chapter, and then alphabetically by last name.
- c. Any member of the PFSE who has been a member in good standing for one (1) year is eligible to be nominated for office. The start of the one (1) year period shall commence upon the restoration of a members good standing in accordance with Article III, Section 3

(d) of this Constitution and By-Laws.

**d.** No later than February 15<sup>th</sup> a notice of nominations and elections shall be mailed via U.S. Mail to the last known address of each member of the PFSE who is a member in good standing, in order that it may be received at least fifteen (15) calendar days prior to the date of nominations. Said notice shall contain the date, time and place for nominations and the elections.

**e.** The notice of nominations shall also contain a copy of the Instructions for Completing the Nomination Form (Appendix A) and the Nomination Form (Appendix B) of this Constitution and By-Laws. The nomination form for each Chapter shall be printed using different color-coded paper. On the reverse side of each Chapter nomination form a separate nomination form for the offices of President, Secretary, Treasurer, and delegates shall also be printed.

**f.** The following color coding scheme shall be used for the nomination form and the ballots:

- i.** Bus Operators and Attendants – Yellow
- ii.** Cafeteria Unit – Green
- iii.** Custodian – Blue
- iv.** Educational Secretaries –Purple
- v.** Paraprofessionals – Pink

**g.** Nominations for the office of President, Secretary, Treasurer, and all delegates shall be made by petition biennially at a Special Membership Meeting held during the month of March. All members of the PFSE, who are members in good standing may attend the special meeting, and shall have the opportunity to nominate candidates. The Elections Committee shall accept petitions (nomination forms) from candidates, signed by at least ten (10) members in good standing in any Chapter, for each office at the special Membership Meeting which shall be held no later than March 31<sup>st</sup>.

**h.** Nominations for office in each respective Chapter (Chapter Chairperson, and Vice-Chapter Chairperson, shall also be made by petition biennially at the Special Membership Meeting held during the month of March. All members of the respective Chapter, who are members in good standing, shall have the opportunity to nominate candidates. The Elections Committee shall accept petitions (nomination forms) signed by at least five (5) members of the respective Chapter for each Chapter office at the special Membership Meeting which shall be held no later than March 31<sup>st</sup>.

**i.** After the March special Membership Meeting the Elections Committee shall verify all nominations received, and produce ballots for the election. The ballot for each Chapter shall be printed on different color-coded paper. On the reverse side each ballot for Chapter officers, a separate ballot for the offices President, Secretary, Treasurer and delegates shall also be printed, using the same color coding scheme used for nominations.

**j.** At least fifteen (15) days prior to the elections, the Election Committee shall notify all members of the PFSE, who are members in good standing, of the election date and the



candidates for each office. Provided the Election Committee has already provided notice by first class U.S. Mail, as required in Section 1d above, this reminder about the election can be distributed by other means such as, in member mailboxes, posted on union bulletin boards in buildings/schools where members work, transmitted to members by electronic newsletter or e-mail, and/or posted on the PFSE Website. Said notice shall contain the date, time and place for the elections, and a list of the candidates for each office.

**k.** Elections for the office of President, Secretary, Treasurer, Chapter Chairperson, Vice-Chapter Chairperson, and all delegates shall be held biennially in April at the Annual Membership Meeting, on a date set by the Elections Committee, but no later than April 30<sup>th</sup>. All members of the PFSE, who are members in good standing, shall have the opportunity to vote in the elections.

**l.** The election(s) shall be held by secret ballot. All ballots shall be counted by two (2) members of the Elections Committee. Ballots will be counted, tallied, and the results reported using the Election Meeting Procedure (Appendix D) of this Constitution and By-Laws.

**m.** All members who are in good standing who are present at the Annual Membership Meeting shall have the opportunity to vote for President, Secretary, Treasurer, and delegates; however only the members of each constituent Chapter shall vote for Chapter Chairperson, and Vice-Chapter Chairperson of their respective Chapter.

**n.** Union members including the candidates may be present when the Elections Committee counts the ballots, but observers cannot participate or interfere in the counting process.

**o.** In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.

**p.** Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

**q.** The Elections Committee Chairperson shall publish the results in writing over his/her signature and shall send them to each Chapter Chairperson who shall ensure that the results are promptly posted in each school building or worksite where their respective members work. The Secretary shall ensure that the results are also promptly posted on the PFSE Website.

**r.** The ballots, nomination forms, tally sheets, and the notice of nomination and election, the notice of election results, and the names of the Elections Committee members shall be kept in the PFSE files under the charge of the Elections Committee Chairperson for one (1) year following the election.

**s.** A separate ballot box shall be used to separate and count ballots for each Chapter,

and an additional ballot box shall be used to count the ballots for President, Secretary, Treasurer, and delegates.

#### **ARTICLE XIV** **AMENDMENTS**

This Constitution and By-Laws may not be amended except by a two-thirds (2/3) vote of those members in good standing present and voting at any meeting; provided, however, that the members must be in the receipt of a written notice setting forth the proposed changes at least ten calendar (10) days in advance of the meeting.

#### **ARTICLE XV** **RULES OF ORDER**

Executive Board Meetings and all General Membership Meetings shall be conducted according to Robert's Rules of Order as most recently revised.

#### **ARTICLE XVI** **AGENDA AND ORDER OF BUSINESS FOR MEMBERSHIP MEETINGS**

The agenda and order of business for all meetings of the Executive Board and the General Membership shall include the items listed below, as necessary, and in the following order:

- a. Call to Order
- b. Minutes of Previous Meeting
- c. President's Report
- d. Treasurer's Report
- e. Reports of Committee Chairs
- f. Reports of Labor Delegates
- g. Communications
- h. Unfinished Business
- i. New Business
- j. Adjournment

## **APPENDIX A**

### **INSTRUCTIONS FOR COMPLETING NOMINATION FORM**

1. On the NOMINATION FORM Print the first name and last name of the person you are nominating for the office of:
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Delegates
  
2. On the NOMINATION FORM obtain the required number of signatures from members of Local 1315, who are in good standing, to nominate a person for the office of:
  - a. President: *Ten (10) Signatures Required*
  - b. Secretary: *Ten (10) Signatures Required*
  - c. Treasurer: *Ten (10) Signatures Required*
  - d. Delegates: *Ten (10) Signatures Required*
  
3. On the NOMINATION FORM Print the first name and last name of the person in your respective Chapter you are nominating for the office of:
  - a. Chapter Chairperson
  - b. Chapter Vice-Chairperson
  
4. On the NOMINATION FORM obtain the required number of signatures from members of your respective Chapter, who are in good standing, to nominate a person for the office of:
  - a. Chapter Chairperson: *Five (5) Signatures Required*
  - b. Vice-Chapter Chairperson: *Five (5) Signatures Required*
  
5. RETURN the completed NOMINATION FORM to Local 1315 at the special Membership Meeting held during the month of March. The Elections Committee shall accept petitions (nomination forms) from candidates, signed by the required number of members in good standing at the special Membership Meeting. All members of the PFSE, who are members in good standing may attend the special meeting, and have the opportunity to nominate candidates.
  
6. All nominations are subject to membership verification by the Elections Committee.

**APPENDIX B**  
**SAMPLE NOMINATION FORM**

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 NOMINATION FORM**

**UNION OFFICERS**

**PRESIDENT:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**TREASURER:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**SECRETARY:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

*The signatures of ten (10) members of Local 1315 who are in good standing are required to nominate a candidate for office.*

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 NOMINATION FORM**

**DELEGATES**

**AFT-MA DELEGATES**

**AFT DELEGATES**

**AFL-CIO DELEGATE**

\_\_\_\_\_  
(PRINTED NAME of Nominee #1)

\_\_\_\_\_  
(PRINTED NAME of Nominee #1)

\_\_\_\_\_  
(PRINTED NAME of Nominee #1)

\_\_\_\_\_  
(PRINTED NAME of Nominee #2)

\_\_\_\_\_  
(PRINTED NAME of Nominee #2)

\_\_\_\_\_  
(PRINTED NAME of Nominee #3)

\_\_\_\_\_  
(PRINTED NAME of Nominee #3)

\_\_\_\_\_  
(PRINTED NAME of Nominee #4)

\_\_\_\_\_  
(PRINTED NAME of Nominee #4)

\_\_\_\_\_  
(PRINTED NAME of Nominee #5)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

*The signatures of ten (10) members of Local 1315 who are in good standing are required to nominate a candidate for office.*

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 NOMINATION FORM**

Chapter Officers  
**BUS OPERATORS AND ATTENDANTS UNIT**

**CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

*The signatures of five (5) members of this Chapter who are in good standing are required to nominate a candidate for office.*

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2016 NOMINATION FORM**

Chapter Officers  
**CAFETERIA UNIT**

**CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

*The signatures of five (5) members of this Chapter who are in good standing are required to nominate a candidate for office.*



Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2016 NOMINATION FORM**

Chapter Officers  
**CUSTODIAL UNIT**

**CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

*The signatures of five (5) members of this Chapter who are in good standing are required to nominate a candidate for office.*

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2016 NOMINATION FORM**

Chapter Officers  
**EDUCATIONAL SECRETARIES UNIT**

**CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

*The signatures of five (5) members of this Chapter who are in good standing are required to nominate a candidate for office.*

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2016 NOMINATION FORM**

Chapter Officers  
**PARAPROFESSIONAL UNIT**

**CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON:** \_\_\_\_\_  
(PRINTED NAME of Nominee)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

*The signatures of five (5) members of this Chapter who are in good standing are required to nominate a candidate for office.*

**APPENDIX C**  
**SAMPLE BALLOTS**

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 BIENNIAL BALLOT**

**UNION OFFICERS**

**BOX must be Marked**  
(Write-Ins Are Allowed)

**PRESIDENT**

(Vote for 1)

- SOPHIA ANDERSON (Incumbent)
- DONALD MICHAELS
- DENNIS WOODRUFF
- \_\_\_\_\_

**TREASURER**

(Vote for 1)

- LISA RIENDEAU (Incumbent)
- BRIAN CASTANGUAY
- \_\_\_\_\_

**SECRETARY**

(Vote for 1)

- JOANNE SANTUCCI (Incumbent)
- COLLEEN RUSSO
- DOUGLAS RIDGEFIELD
- \_\_\_\_\_

**AFT MA DELEGATES**  
(Vote for 5)

**AFT DELEGATES**  
(Vote for 4)

**AFL-CIO DELEGATE**  
(Vote for 1)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_

**TURN OVER BALLOT TO VOTE FOR CHAPTER OFFICERS**

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 BIENNIAL BALLOT**

Chapter Officers  
**BUS DRIVERS AND ATTENDANTS UNIT**

**BOX must be Marked**  
(Write-Ins Are Allowed)

**CHAPTER CHAIRPERSON**

(Vote for 1)

- CHARLES DONALDSON (Incumbent)
- BRIDGETTE CONNORS
- \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON**

(Vote for 1)

- NATALIE LAPORTE (Incumbent)
- SERENA BUDNICK
- \_\_\_\_\_

**TURN OVER BALLOT TO VOTE FOR UNION OFFICERS**

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 BIENNIAL BALLOT**

Chapter Officers  
**CAFETERIA UNIT**

**BOX must be Marked**  
(Write-Ins Are Allowed)

**CHAPTER CHAIRPERSON**

(Vote for 1)

**KATHY HANSEN** (Incumbent)

**FLORENCE ALBERTSON**

\_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON**

(Vote for 1)

**LINDA SPRAGUE** (Incumbent)

**MARY DION**

\_\_\_\_\_

**TURN OVER BALLOT TO VOTE FOR UNION OFFICERS**

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 BIENNIAL BALLOT**

Chapter Officers  
**CUSTODIAL UNIT**

**BOX must be Marked**  
(Write-Ins Are Allowed)

**CHAPTER CHAIRPERSON**

(Vote for 1)

**KEVIN CARNEIRO** (Incumbent)

**DANIEL MARTINELLI**

\_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON**

(Vote for 1)

**MARCUS GREEN** (Incumbent)

**THOMAS KENNEDY**

\_\_\_\_\_

**TURN OVER BALLOT TO VOTE FOR UNION OFFICERS**



Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 BIENNIAL BALLOT**

Chapter Officers  
**EDUCATIONAL SECRETARIES UNIT**

**BOX must be Marked**  
**(Write-Ins Are Allowed)**

**CHAPTER CHAIRPERSON**

**(Vote for 1)**

- LISA RIENDEAU (Incumbent)
- DIANE KELLY
- \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON**

**(Vote for 1)**

- JOANNE SANTUCCI (Incumbent)
- JUDY WHITE
- \_\_\_\_\_

**TURN OVER BALLOT TO VOTE FOR UNION OFFICERS**

Pittsfield Federation of School Employees  
Local 1315 AFT, AFTMA, AFL-CIO  
**2018 BIENNIAL BALLOT**

Chapter Officers  
**PARAPROFESSIONAL UNIT**

**BOX must be Marked**  
(Write-Ins Are Allowed)

**CHAPTER CHAIRPERSON**

(Vote for 1)

- SOPHIA ANDERSON (Incumbent)
- JACKIE NORTHRUP
- \_\_\_\_\_

**VICE-CHAPTER CHAIRPERSON**

(Vote for 1)

- CHERYL WEIR (Incumbent)
- TANYA KELLEHER
- \_\_\_\_\_

**TURN OVER BALLOT TO VOTE FOR UNION OFFICERS**

## APPENDIX D ELECTION MEETING PROCEDURE

1. CALL THE MEETING TO ORDER.
2. MAKE A MOTION TO BEGIN VOTING.
3. REQUEST A SECOND ON THE MOTION.
4. DISTRIBUTE A BALLOT BY CHAPTER TO EACH MEMBER IN GOOD STANDING WHO IS PRESENT AT THE MEETING.
5. COLLECT A BALLOT FROM EACH MEMBER IN GOOD STANDING WHO IS PRESENT AT THE MEETING.
6. ALLOW ONE (1) HOUR FOR ALL VOTING TO TAKE PLACE.
7. COUNT AND TALLY THE TOTAL NUMBER OF BALLOTS COLLECTED.
8. SEPARATE THE BALLOTS BY CHAPTER.
9. COUNT THE BALLOTS FOR EACH CHAPTER OFFICER BY CHAPTER IN THE FOLLOWING ORDER:
  - (A) BUS DRIVERS AND ATTENDANTS
  - (B) CAFETERIA
  - (C) CUSTODIANS
  - (E) EDUCATIONAL SECRETARIES
  - (F) PARAPROFESSIONALS
10. VERIFY THE BALLOT COUNT BY CHAPTER OFFICE FOR EACH CHAPTER.
11. RECORD THE TOTALS FOR EACH RESPECTIVE CHAPTER ON A TALLY SHEET.
12. PLACE ALL THE BALLOTS INTO ONE (1) STACK, AND COUNT THE BALLOTS FOR EACH UNION OFFICER IN THE FOLLOWING ORDER:
  - (A) PRESIDENT
  - (B) SECRETARY
  - (C) TREASURER
  - (D) DELEGATES
13. VERIFY THE BALLOT COUNT BY OFFICE FOR EACH UNION OFFICER.
14. RECORD THE TOTALS FOR EACH UNION OFFICER ON A TALLY SHEET.
15. ANNOUNCE THE RESULTS FOR EACH CHAPTER OFFICER (CHAPTER CHAIRPERSON, VICE-CHAPTER CHAIRPERSON) BY CHAPTER:
  - (A) BUS DRIVERS AND ATTENDANTS
  - (B) CAFETERIA
  - (C) CUSTODIANS
  - (E) EDUCATIONAL SECRETARIES
  - (F) PARAPROFESSIONALS
16. ANNOUNCE THE RESULTS FOR THE UNION OFFICERS: PRESIDENT, SECRETARY, TREASURER, AND DELEGATES.
17. MAKE A MOTION TO ACCEPT THE ELECTION RESULTS.
18. REQUEST A SECOND ON THE MOTION.
19. MAKE A MOTION FOR THE ELECTION COMMITTEE TO PUBLISH AND DISTRIBUTE THE ELECTION RESULTS TO EACH CHAPTER CHAIRPERSON.
20. REQUEST A SECOND ON THE MOTION.
21. MAKE A MOTION THAT EACH CHAPTER CHAIRPERSON POST THE ELECTION RESULTS ON A BULLETIN BOARD IN EACH SCHOOL/BUILDING WHERE MEMBERS WORK.
22. REQUEST A SECOND ON THE MOTION.
23. MAKE A MOTION THAT THE UNION SECRETARY POST THE ELECTION RESULTS ON THE PFSE WEBSITE:  
[HTTP://PITTSFIELD.MA.AFT.ORG](http://pittsfield.ma.aft.org)
24. REQUEST A SECOND ON THE MOTION.
25. PLACE ALL BALLOTS AND TALLY SHEETS IN A BOX. SEAL THE BOX WITH TAPE AND KEEP CONTENTS SECURE FOR ONE (1) YEAR.
26. MAKE A MOTION TO ADJOURN THE MEETING.
27. REQUEST A SECOND ON THE MOTION.