

CONSTITUTION of the WEST ST. PAUL FEDERATION of TEACHERS

(Revised 2023)

PREAMBLE

We, the members of the West St. Paul Federation of Teachers, Education Minnesota, American Federation of Teachers, and National Education Association, believing that the active participation of non-supervisory licensed education personnel in the development of educational policy is essential for sound education in a democratic society, have joined together, as herein defined in this Constitution and Bylaws, for the purpose of exerting a collective and positive influence on education at ISD 197.

West St. Paul Federation of Teachers shall provide a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and an unwavering commitment to the welfare of our members.

West St. Paul Federation of Teachers shall be a local organization that provides unstinting professional service to its members by building and maintaining a strong, effective local and by promoting instructional advocacy. The Education Minnesota West St. Paul Federation of Teachers shall be committed to democracy in the workplace and within the organization.

If any provisions of this Constitution and Bylaws conflict with or violate the Constitution and Bylaws of Education Minnesota, AFT, or NEA, the provisions of the state and national organization shall supersede those contained herein.

ARTICLE I - Name and Affiliation

The West St. Paul Federation of Teachers is affiliated with Education Minnesota, the American Federation of Teachers, and the National Education Association in accordance with the provisions of the constitution and bylaws of these bodies. Individuals will be members of Education Minnesota, the American Federation of Teachers, and the National Education Association.

ARTICLE II - Purpose

The purpose of the Federation is to bring the teachers and other educational workers of Independent School District 197 into relations of mutual assistance and cooperation for the following objectives:

1. To obtain for-licensed educational personnel all of the rights to which they are entitled.
2. To improve standards for teachers and other educational workers by promoting the improvement of professional education, encouraging relevant in-service training and securing working conditions essential to the best performance of professional duties.
3. Shall prepare the education profession to meet future challenges, promote educational interests, advance high standards of education, and promote the professionalization of those who work in education.
4. To encourage the hiring and retention of competent teachers and other educational workers, the maintenance of well-equipped, modern schools, and the promotion of such educational programs and conditions in American schools to enable students to better prepare themselves to take their place in the economic, social and political life of the community.
5. To promote the welfare of students and all others we serve by providing progressively better and equal educational opportunities for all regardless of age, race, creed, sex, sexual orientation, gender identity or expression, social status, political status, economic status, marital status, national origin, or disability.
6. To fight all forms of bias in education due to age, race, creed, sex, sexual orientation, gender identity or expression, social status, political status, economic status, marital status, national origin, or disability.
7. To support and promote the ideals of democracy as envisioned in the Constitution of the United States of America, its Bill of Rights and other Amendments; to work for passage and retention of just laws which will improve the educational climate for students, teachers and other educational workers; and to encourage them to exercise their proper rights and responsibilities under these laws.
8. Encourage teacher involvement in political activity.

ARTICLE III – Membership

Membership in the West St. Paul Federation of Teachers shall be in accordance with the constitution and bylaws of Education Minnesota, the American Federation of Teachers, and the National Education Association. The membership year shall be September 1 through August 31. No one shall hold office in the West St. Paul Federation of Teachers who is not an active member of Education Minnesota, the American Federation of Teachers, and the National Education Association.

A. Categories of Membership:

1. Regular membership is available to a certified teacher under contract with Independent School District 197, who holds a bachelor's degree. This includes a certified, non-teaching person, as well as a teacher on official leave who pays full time or pro-rata dues, who is a member of this Federation's collective bargaining unit under Minnesota statutes.
 2. Associate membership is available to a certified teacher who is not under contract with the School District, but who is accepted by the Executive Board of the Federation. The member pays pro-rated dues and is entitled to all benefits, rights and privileges. This may include an intern, substitute or retired teacher, or other qualified person.
- B. Any member who pays full dues has the right and duty to vote on such matters, to serve on committees to which they are appointed, and to hold such offices for which they are eligible by virtue of their membership.
- C. Membership is considered as continuing until the member resigns from the Federation (tendered in writing to the Federation President or Treasurer), retires, or allows their membership to lapse because of non-payment of dues.
- D. No discrimination shall ever be shown toward individual members or applicants for membership because of age, race, creed, sexual orientation, gender identity or expression, social status, political status, economic status, marital status, national origin, or disability.

ARTICLE IV - Organization and Elections

A. Elective Officers of this Federation are:

1. A President, who is elected for a two-year term;
2. A Vice President, who is elected for a two-year term;
3. A Secretary, who is elected for a two-year term;
4. A Treasurer, who is elected for a two-year term; and
5. Four Negotiators elected for a two-year term.

B. The voting members of the Executive Board are the Elective Officers (as listed in Article IV, Section A), the immediate Past President who is a Regular Member, and the following positions as defined below:

1. Building Representatives for each school in the District and the Early Childhood program. Schools may elect two and those with more than sixty teachers may elect three Building Representatives. A Building Representative is elected for a two-year term.
2. Positions associated with Education Minnesota as determined by the Executive Board at the first Executive Board meeting of the school year.
3. Positions created through joint Federation/District collaboration (such as ATPPS Coordinator, etc.) as determined by the Executive Board at the first Executive Board meeting of the school year.

C. Elections take place in April of even-numbered years. The Election Committee will be determined by the following guidelines:

1. The notification to solicit members to serve on the Election Committee will be sent to all Regular Members by the President in December preceding the elections.
2. The President will bring all submitted names to the Executive Board meeting in February.

3. The Executive Board will decide by majority vote in February who will serve on the Election Committee. The Election Committee will consist of a minimum of four and up to nine Regular Members (a maximum of one from each building/site) who are not running for an Officer position. Building Representatives who are in contested elections will withdraw from the Election Committee, and a new member/s will be appointed if necessary. The Election Committee will abide by the Code of Ethics of the Minnesota Board of Teaching.
4. The Election Committee will elect a chairperson by majority vote. If the Election Committee is unable to come to an agreement regarding a chairperson, the Executive Board will elect a chairperson by majority vote.

D. The Election Process will follow these guidelines:

1. The Executive Board will make all determinations regarding the election procedures and protocols (collection of names, publication of candidate biographies, candidate forum, format of ballot, voting, verification of ballots, timeline, outcome of elections) at the February Executive Board meeting. This may include the use of a vetted electronic platform or electronic voting at worksites.
2. The Election Committee will carry out the decisions of the Executive Board regarding the election process as stated above in item 1.
3. Voting for all elective positions will take place in April of even-numbered years.
 - a. Voting will be conducted at each building/site. Members must submit their ballot in person or electronically to their Building Representative in accordance with the Election Committees guidelines.
 - b. Absentee ballots may be emailed to a Building Representative. The email must be printed out with the teacher's name redacted, and added to the ballots.
 - c. The President will send an email notifying members that if they are out of the building/site they may send their vote electronically by the end of the voting period.
4. All campaigning will follow guidelines outlined by Education Minnesota

Election Rules.

- a. No union funds may be used to support any candidate.
 5. All buildings/sites will follow the same voting procedures and protocols in accordance with the Election Committees guidelines.
 6. The results are announced electronically to the membership by the current President after the election committee certifies the results. The used, unused and challenged ballots, the envelopes used to return ballots, and other documents related to the election should be safely stored for one year in case there is a challenge to the election.
 7. The term of the officers-elect begins on July 1 of even numbered years.
 8. In the event the contract is unsettled, the current negotiating team (the President and the four elected Negotiators) will remain in place as Negotiators until the first of the month following ratification of the new contract.
- E. In the event of an uncontested election the Executive Board shall appoint the candidate(s) in good standing to the vacant position(s). In the event of an uncontested election where there are fewer candidates than the position(s) to be filled, the Executive Board shall have the option to appoint a willing member(s) in good standing to the vacant position(s). The General Membership will be notified electronically of uncontested elections.
- F. In the event that the President cannot serve, the Vice President is asked by the Executive Board to complete that vacated term of office. In the event that any elected officer position is vacated or any elected officer is unable or unwilling to complete the term, the Executive Board may elect to hold a special election to fill the vacated office or appoint a member in good standing to the vacant position.
- G. Elective or appointive officers or Building Representatives are subject to recall for just cause when a petition for initiation of such action signed by at least twenty percent of the Regular Membership is presented to a meeting of the Executive Board. Recall may take place only; 1) after a General Membership meeting for which this has been one of the announced items of business, 2) after ample opportunity has been allowed for debate on the subject, and 3) after two-thirds of the Regular Membership vote their approval of the recall. The vote will be by secret ballot.

H. Delegates and alternates to Education Minnesota's Convention are nominated annually and if necessary are elected. Delegates and alternates to the NEA and AFT National Conventions are nominated in the spring of the appropriate year and if necessary are elected. Delegates and alternates to other appropriate conventions or meetings are nominated and elected in a similar timely manner.

I. Duties of the Elective Officers

1. All elective and appointive officers are expected to attend the scheduled local Federation meetings during their term.
2. The President presides at all meetings of this Federation and its Executive Board. The President appoints all Committee Chairs and makes other necessary appointments not cited in this Constitution or in the By-Laws. These appointments are subject to approval by the Executive Board. The President performs other such duties as are incumbent to this office. The President performs other such duties as defined in the By-Laws or requested by the Executive Board.
3. The Vice President presides at all meetings of the Federation in the absence of the President. The Vice President performs other such duties as defined in the By-Laws or requested by the President and/or Executive Board.
4. A Building Representative presides at building meetings, which may be held at their respective school/site. The Building Representative performs other such duties as defined in the By-Laws or requested by the President and/or Executive Board.
5. The Secretary maintains and publishes the minutes and associated reports of the meetings and takes attendance. The Secretary also maintains the Federation website. The Secretary performs other such duties as defined in the By-Laws or requested by the President and/or Executive Board.
6. The Treasurer receives all funds due the Federation from all sources and makes disbursements as authorized by this Constitution. The Treasurer directs and facilitates the collection of dues and other income and keeps all financial records for the Federation. The Treasurer reports financial information to the membership and to the Executive Board. The Treasurer will submit the audit report, budget, and taxes for review to the Executive Board no later than the regular May

Executive Board meeting. The Treasurer performs other such duties as defined in the By-Laws or requested by the President and/or Executive Board.

7. The Negotiations Committee represents the Federation in negotiation of the Master Agreement. The Negotiations committee will be comprised of the four elected negotiators and the union President. They work on matters related to negotiations and service the Master Agreement for a two-year term. The Federation elects the four negotiators in April of even-numbered years. The Negotiators perform other such duties as defined in the By-Laws or requested by the President and/or Executive Board.
8. Elected Officers may receive a stipend as defined in the by-laws.

ARTICLE V - Finance

- A. The Executive Board approves the budget no later than the June Executive Board meeting. The approved budget is then presented to the general membership.
- B. The fiscal year commences September 1. Taxes will be filed by calendar year.
- C. A member pays the annual dues through payroll deduction or in full by October 1.
- D. The President and Committees are authorized to expend only those funds that are assigned to them by the budget or by action of the Executive Board. Expense forms and receipts must be submitted to the Treasurer for each expenditure. The Treasurer disburses approved funds, and records and files for audit all income and disbursements according to accepted business methods.
- E. The Executive Board has the power to approve investment of surplus funds.

ARTICLE VI - Meeting and Rules

- A. Directives relative to meetings are included in the By-Laws.
- B. The rules contained in "Robert's Rules of Order - Revised" govern the Federation in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by the Federation.

- C. Any motion in which an extraordinary monetary proposal which is not part of regular business or the budget shall be tabled until the following month's meeting to allow for discussion and vetting.

ARTICLE VII - Amendments

- A. This Constitution is amended by the following process:
 - 1. Proposed changes will be published to the membership.
 - 2. Following publication, members will be notified of an Executive Board meeting where proposed changes will be discussed.
 - 3. Voting will then take place at the next scheduled General or Special Membership meeting or digital vote [a two-thirds of participants voting [in person or digital].
- B. By-laws of the Federation are amended by a majority vote of the Executive Board.

ARTICLE VIII – Contract ratification and Strike Vote

- A. The ratification of the Master Contract between the local and the school district shall follow these procedures:
 - 1. Voting will be conducted at each building/site in accordance with the Election Committees guidelines.
 - 2. Absentee ballots may be emailed to a Building Representative. The email must be printed out with the teacher's name redacted, and added to the ballots. The President will send an email notifying members that if they are out of the building/site they may send their vote electronically by the end of the voting period.
 - 3. A majority of those voting is necessary to approve the contract.
- B. If the contract ratification meeting takes place while teachers are involved in a strike, all members of the bargaining unit shall be eligible to vote on the proposed master contract. A majority of those voting is necessary to approve the contract.
- C. If a tentative agreement is reached at a time when school is not in session, the President or an available appropriate local officer shall be authorized to call a meeting for the

purpose of discussing the proposed agreement. A notice of the meeting shall be published to the membership within 15 days of the tentative agreement.

- D. If a tentative agreement has been reached after a member who qualifies for back pay and other benefits has left the district, the former member will be allowed to vote on the ratification. Said member must notify the Federation President of their desire to vote upon leaving the district.

- E. In the event that a contract cannot be reached between the local and the school district, the local may conduct a strike vote at the discretion of the Executive Board. Two-thirds (2/3) of the membership must vote their approval of a strike action. (The Education Minnesota Settlement Assessment Fund Guidelines require that two-thirds (2/3) of the membership vote their approval of a strike action.) Voting will be conducted at each building/site. Members must submit their ballot in person to their Building Representative and sign the roster indicating they have voted. Absentee ballots may be emailed to a Building Representative. The email must be printed out with the teacher's name redacted, and added to the ballots. The President will send an email notifying members that if they are out of the building/site they may send their vote electronically by the end of the voting period.

- F. During a strike or in the event of an emergency, the executive board shall have the authority to establish alternative timelines for notification and balloting.

ARTICLE IX – Member Discipline

- A. Disciplinary action, in the form of censure, suspension or permanent expulsion, shall not be taken against any member except for cause. Cause shall relate to conduct prejudicial to the purposes of the local which may include one or more of the following:
 - 1. Failure to remain a member in good standing with Education Minnesota, the American Federation of Teachers, and the National Education Association.

 - 2. Violation of the Code of Ethics of the Board of Teaching or other licensing agency.

 - 3. Other good and sufficient cause whereby the conduct of the member would be prejudicial to the purpose of the local.

- B. Such action shall be initiated by a complaint of a majority of the officers of the local, with written notice to the member of the proposed action to be taken and the reasons thereof. Such notice shall also include the statement that the member has ten (10) calendar days in which to request a hearing before the local executive board, or a special local discipline committee, at which the member is entitled to a representative of his/her choice to answer the charges and examine those making them.
- C. The hearing will be private or public at the choice of the member being disciplined, and the decision, by a simple majority, shall be communicated, in writing, to the member, accompanied by a memorandum of findings of fact, within ten (10) days of the close of the hearing. A tie vote shall indicate no action will be taken.
- D. Any member censured, suspended, or expelled under these provisions shall have the right of appeal to the full membership or representative assembly, if applicable, within ten (10) days of receipt of the decision. The appeal hearing shall be presided over by the local president who shall grant a procedure, which includes witnesses and right of cross-examination. A quorum shall be present. The decision shall be made by secret ballot with a simple majority of the membership present and voting. In the case of a tie, with the president voting, no action shall be taken.
- E. Action to expel or suspend shall be communicated to Education Minnesota.
- F. A member who is expelled or suspended from membership in the local shall have the right of appeal to the Education Minnesota Governing Board in accordance with such policies and procedures as the Board may adopt.
- G. Lawsuits. No person shall initiate a civil action suit or proceeding in any court against the local or any of its officers, members, or employees on account of any discipline unless such person has exhausted the remedies of hearing and appeal as provided in this Constitution.

BY-LAWS

(Revised 2023)

I. Qualifications for Executive Officers

All candidates for the office of President, Vice President, and Secretary-Treasurer shall have been Active members of the Federation for at least two (2) years immediately preceding the election. All executive officers shall maintain Active membership in the Federation.

II. Roles of Elective Officers and Voting Members of the Executive Board

A. President:

1. Serve as chief executive officer of and official spokesperson for the local:
 - To the membership
 - To the administration
 - To the community
 - To the Metro Area Council, Education Minnesota, AFT, NEA
2. Appoint committee chairs and non elected positions and make committee assignments. Delegate responsibility and hold chairs accountable for their duties.
3. Serve as ex-officio member of all committees.
4. Prepare for and conduct local meetings.
5. Listen to the members and refer them to the appropriate parties for needed assistance.
6. Involve the Executive Board in the decision-making process.
7. Appoint members to the EPC (Meet & Confer) Committee.
8. Work with the treasurer to prepare and monitor a local budget. Assure that dues are forwarded to Education Minnesota and appropriate reports (for example, IRS) are filed.

9. Be accessible to members and their needs through site visits, listening sessions, and arranged meetings.
10. Attend appropriate training/leadership conferences at the intermediate, state or national levels.
11. Work with the Grievance Committee to establish a system to track and monitor grievances and grievance timelines. If necessary, process formal grievances.
12. Review, comment on and sign any school district request to the Board of Teaching for variances, waivers, or community experts.
13. Disseminate pertinent information to members on a regular basis.
14. Distribute or post notices of meetings.
15. Maintain the local's archives with the Constitution/Bylaws, past and present officers, committee structures, etc.
16. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
17. Establish a system for welcoming new hires to the district.
18. Know and police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed.
19. Serve as a local negotiator and attend appropriate negotiator training.
20. File notice of desire to negotiate with the Bureau of Mediation Services and school district by April 1 of the year the contract expires.
21. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.

B. Vice President:

1. Be prepared to act as president should the need arise.
2. Act as the president's designee when needed.
3. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
4. Assist in recruiting, identifying relevant training, and orienting building representatives.
5. Maintain a list of required trainings for building reps and elected officers.
7. Serve as chair of the Organizing for Settlement Committee or determine the designee in conjunction with the Executive Board. Collaborate with president on OFS grant application and budget.
8. Act as a problem solver for the district. If necessary, process formal grievances.
9. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
10. Police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed. Work closely with local negotiators.
11. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested.
12. Organize and serve on the Meet and Confer Committee (Educational Policies Committee).
13. Attend member rights training, negotiator training, relevant vice president training and appropriate meetings and training sessions.

C. Secretary:

1. Keep a permanent record of minutes from meetings and post to the website.
2. Record attendance at Executive Board meetings and General Membership meetings.
3. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
4. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
5. Maintain local website including updating reports, documents, photos, events, etc.
6. Communicate with the President and keep current regarding local, state, and national education and labor news.
7. Attend training for secretary and web editors provided by Education Minnesota, AFT, and NEA. Meet quarterly with the website administrators at Education MN and/or the AFT.
8. Attend other meetings and training sessions as appropriate.
9. Create a meeting summary to share with Executive Board and building representatives for the membership.

D. Treasurer/Membership Chair:

1. Receive, protect and care for, and disburse all funds of the local and keep an account of the same.
2. Prepare an annual budget for the local to be presented to the Executive Board at the first meeting in April.
3. Serve as financial advisor to the local.
4. Prepare and submit financial reports to the local at Executive Board and/or General Membership Meetings.

5. Verify accuracy of payroll deduction of dues.
6. Deposit dues check received from district upon receipt.
7. Forward payment of dues to Education Minnesota and St. Paul Trades and Labor.
8. Have financial records audited each year.
9. Reconcile bank accounts and financial ledger monthly.
10. Submit payroll to ADP each month and distribute paychecks to elective officers.
11. Send dues letter to Building Representatives to be distributed to members during workshop week.
12. Prepare income tax.
13. Work with the human resources department to receive notice of new hires and notify the Building Representatives of the new hires.
14. Maintain the membership rosters for the local and Education Minnesota and report additions, deletions, and changes on a regular basis.
15. Deliver fair share notices.
16. Send a roster of dues and fair share payors to payroll in September.
17. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
18. Attend appropriate meetings and training sessions for the treasurer.
19. Order membership materials from Education Minnesota in the spring and see that they are distributed to the members.

E. Negotiators:

1. Know and police the master contract through familiarization with current language, and note where problems may occur and new or revised language may be needed.
2. Be knowledgeable about the district's financial status.
3. Request and receive copies of all employer financial records available to the local.
4. Survey the membership regarding their needs/interests for contract proposals.
5. Develop the initial proposal for presentation on behalf of the bargaining unit.
6. Regularly report the status of negotiations to the membership.
7. Be knowledgeable of the interpretation of the contract in order to assist members in understanding the contract.
8. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
9. Attend annual training for negotiators as provided by Education Minnesota.
10. Maintain certification in negotiating as provided by Education Minnesota.
11. File settlement report with Education Minnesota.
12. Attend appropriate meetings including visiting sites and listening sessions.

F. Building Representatives:

1. Conduct building meetings. Keep members informed of activities, events, problems, and accomplishments.
2. Welcome and recruit new members to the local, and assist new members in becoming familiar with the school district and the local. Promote 100% membership from your building.
3. Assist the Treasurer in collecting membership applications.

4. Serve as the main source of communication to the members in your building or department.
5. See that appropriate union materials/communications are displayed on bulletin boards or distributed to members.
6. Develop a group email system for your building.
7. Advise the President of concerns in your building.
8. Assist members in receiving help they may need for member rights, membership concerns, etc.
9. Help identify and recruit members who will serve on committees.
10. Keep members informed of their rights and responsibilities through present contract language, current statutes, and the Code of Ethics.
11. Know the master contract through familiarization with current language.
12. Serve as a representative with members at disciplinary meetings with administrators or any other times as needed/requested. Take detailed notes and caucus if necessary. Contact president or field staff when necessary.
13. Serve as a member of the Local's Executive Board and attend General Membership Meetings.
14. Attend Member Rights training and other appropriate meetings and training sessions.
15. Communicate highlights of Executive Board meeting to site members.

III. Meetings

1. General Membership meetings of this Federation will be held as needed as called by the Executive Board.
2. Building/Site meetings may be held when appropriate.

3. The Executive Board holds announced and open monthly meetings during the school year. A quorum is required to conduct substantive business. A quorum is defined as a majority of Executive Board members.

IV. Committees

- A. The Executive Board or the President may establish special committees and appointees. The President shall appoint all members of such committees or positions and these appointments are subject to approval by the Executive Board. If necessary, each committee will elect a chairperson by majority vote. If the committee is unable to come to an agreement regarding a chairperson, the Executive Board will elect a chairperson by majority vote. The Executive Board may establish and abolish, subject to WSR approval, such additional standing committees as necessary. In the event of a change in President, the incoming president brings appointment recommendations to the current EB for vote; The positions are reviewed biannually.
- B. The Standing Committees of this Federation and their duties are:
1. The EDUCATIONAL POLICIES COMMITTEE carries out the "Meet and Confer" procedures as defined in the Master Agreement.
 2. The GRIEVANCE COMMITTEE operates according to the Grievance Procedures defined in the Master Agreement. It represents the Federation or its members in a grievance of an alleged violation of the Master Agreement, a State or Federal law or regulation, a School District policy or regulation, or in an established practice dispute. The President chairs the Grievance Committee, which consists of three members, appointed by the President and approved by the Executive Board. If the member wishes to appeal the decision of the Grievance Committee, that member may call for an emergency Executive Board meeting and present her or his concerns. The Executive Board may call for a vote on whether or not the local should support her or his case.
 3. The ORGANIZING FOR SETTLEMENT COMMITTEE coordinates and implements a wide variety of tasks, which may be needed during Master Agreement negotiations. It is chaired by the Vice President. Activities may include:
 - a. BANNERING - coordinates all aspects of bannering and picketing if these tactics become necessary.

b. COMMUNITY EDUCATION - ensure that the community and, in particular, members of other unions residing in the community understand the teachers' side of current negotiations.

c. MORALE - responsible for seeing that teacher morale is kept high.

d. TEACHER ACTIVISM – coordinate teacher solidarity efforts such as attending School Board meetings, work to rule, letter writing, etc.

4. The AUDIT COMMITTEE ensures a reasonable basis for expressing limited assurance on the financial statements of the affiliate's financial management, thereby safeguarding the assets of the affiliate. The AUDIT COMMITTEE completes the annual audit of the Treasurer's budget, checkbooks, financial statements and receipt redemption. This is typically completed in one meeting in the spring. The audit report will then be available to members at the following Executive Board meeting. This committee consists of four to five members including the Treasurer.

5. The SOCIAL MEDIA PUBLISHER will:

- a. Attend trainings and meetings for social media provided by Education Minnesota, AFT, and NEA.
- b. Keep members informed of activities, events, and accomplishments through social media. Communicate with members regularly via social media.
- c. Encourage members to follow social media pages. This may include Facebook and Instagram or other social media.
- d. Take submitted entries and/or attend Federation events to document for social media.
- e. Publish and update social media regularly.

V. Dues and Budget

A. State and national dues will be assessed in accordance with the dues categories and policies of Education Minnesota, AFT and NEA.

B. Local membership dues will be determined during the annual budget review process no later than the May Executive Board meeting.

C. No net earnings shall inure to the benefit of any member (except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as herein above stated).

D. The Executive Board makes recommendations concerning stipends prior to the development of the budget.

1. Selected officials of this Federation may receive stipends, as determined by this Federation. Such stipends are to be received as follows: President, \$9000 annually; Vice President, \$3500 annually; Treasurer/Membership Chair-\$4000 annually; Negotiators \$3500 annually; Secretary \$3500 annually; payable on a monthly basis by a payroll service. Social Media Publisher stipend is \$500 payable annually. Voting members of the Executive Board, as defined in Article IV Section B, will receive a \$50 stipend per professional Federation meeting attended with a cap of \$599, payable by the end of the school year, annually. In January of every odd numbered year, the Executive Board will evaluate pay rates for compensated union positions for the following fiscal year (July 1 – June 30). While the Executive Board need not make changes to pay rates, any changes they do make must be made during this period.

E. Any motion in which an extraordinary monetary proposal which is not part of regular business or the budget shall be tabled until the following month's meeting to allow for discussion and vetting.
