

**University of Kansas Graduate Teaching Assistants Coalition**  
**Bylaws of Local 6403, KAPE, AFT, AFL-CIO**  
**1300 S.W. Topeka Boulevard Topeka, Kansas 66612**

**Article I: Name & Statement of Purpose**

This organization shall be known as the University of Kansas Graduate Teaching Assistants Coalition (GTAC), Local 6403, Kansas Association of Public Employees (KAPE), AFT, AFL-CIO. The purpose of this organization shall be to build among its members the power of solidarity and collective action to influence all matters affecting our professional practice, to uphold quality in the institution which we serve, to create excellent working conditions, and to align with other workers in the quest for economic and social justice. To wit:

*Section 1.* To engage in outreach, engagement, education, and activation to build understanding of the value of solidarity and collective actions;

*Section 2.* To advance the economic, social, and political well-being of our unit membership by empowering workers toward positive change;

*Section 3.* To promote the constant improvement of working conditions for graduate workers, and the effectiveness and quality of the institution which we serve;

*Section 4.* To support efforts by the AFT or the AFT state federation to organize workers in related fields to help those workers gain representation and strengthen the union.

**Article II: Membership & Definitions**

*Section 1.* Membership

All graduate teaching assistants employed by the University of Kansas, as defined by the Recognition Clause in our Memorandum of Agreement, are members of the bargaining unit.

*Section 2.* Non-Discrimination Clause

No person shall be denied membership, nor shall this organization ever discriminate against unit members, members in good standing, or applicants for membership based on race, creed, sex, gender, gender identity, sexual orientation, disability, social, political, or economic status, national origin, and/or any other identities protected by state and federal law.

*Section 3.* Definitions

All graduate teaching assistants employed by the University of Kansas, as defined by the Recognition Clause in our Memorandum of Agreement, are members of the bargaining unit and will be referred to as “unit members”, except members in good standing, who shall be called “members”. “Good standing” is defined as a unit member who is current in payment of dues to our organization. A member who is more than one-month delinquent shall be considered a unit member and shall be promptly notified of their change in status by the Treasurer. “Days” are always business days, as defined by the published academic calendar of the University of Kansas. “Notice” means by e-mail unless otherwise specified. “First class mail” means by regular postage mail to the last known address. Unit members are responsible for updating their address with the Secretary. “Steward” means someone who has completed steward training and been certified by the Grievance Resolution Committee to advise unit members and handle grievances.

Ratified on April 18<sup>th</sup>, 2018

**Article III: Election of Officers and Standing Committee Chairs**

### *Section 1. Legal Acknowledgement*

Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor Management Reporting and Disclosure Act.

### *Section 2. Available Offices*

Our membership shall elect officers as follows:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

### *Section 3. Standing Committee Chairs*

The membership shall elect Standing Committee Chairs as follows:

- a. Grievance Committee
- b. Negotiations/Legislative Committee
- c. Organizing Committee
- d. Communication Committee

### *Section 4. Eligibility*

To be eligible for office, a person must be a member in good standing of the organization for a period of one (1) month prior to the date of the election, intend to remain at the University of Kansas for at least one (1) academic year, and if they have not yet completed a steward training, agree to complete a steward training course between their election and taking office. The intent of this clause is to allow a smooth and uninterrupted transition of leadership.

### *Section 5. Schedule & Term Limits*

Officers and committee chairs shall be elected in the spring semester of each year. Terms of office shall be for one year from the date of assuming office.

### *Section 6. Elections Procedure*

The intent is to begin this process in February, to certify all nominations in March, and to hold elections in April. However, good faith efforts that begin later but adhere to notification minimums will not be considered out of bylaws. Elections shall be held as follows:

- i. The President shall appoint two members to the Elections Committee, said appointment being confirmed by the Executive Board, by February 1<sup>st</sup> of each year.
- ii. The Elections Committee shall make a good faith effort to notify all unit members of opening of nominations, offices to be filled, date of the election, and of the eligibility requirements to vote, no less than forty-five (45) days prior to said election.
- iii. Members may nominate themselves by giving notice of intent to run for office to any member of the Elections Committee within thirty (30) days of the notice of the opening of nominations.

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- iv. Committee members may seek out nominations from members. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a

- member appointed by the president and approved by the Executive Board.
- v. The Elections Committee shall certify all nominated members by checking their membership status with AFT-Kansas. Unit members shall be given a good faith opportunity to become members before being decertified.
  - vi. Once certified, and at least fifteen (15) days before the election, the Elections Committee shall notify all unit members of the candidates, the position for which they are running, and of the election time, date, location, and eligibility requirements to vote. Such notice shall be provided by email and by U.S. mail to members' most recent home address.
  - vii. The election shall be held at a General Meeting. The vote shall be by secret ballot. The Executive Board shall choose to vote in person or online, whichever method is least restrictive and most accessible to the membership.
    - a. When elections are held in person:
      - i. At least two members of the Elections Committee will hold a table with a complete list of members in good standing, unit members, secret ballots, and membership sign-up cards. The Elections Committee shall certify the standing of each member before passing out ballots. Unit members who sign up to become dues members at the table will be allowed to vote.
      - ii. The ballots shall be counted at the meeting, in view of the membership. Questionable ballots shall be set aside and certified by the consensus of the Elections Committee prior to the final calculation. All elections materials, including decertified and/or runoff ballots, will be kept in a secure location for one (1) year.
    - b. When elections are held online:
      - i. The Elections Committee shall review available services to determine which is most appropriate. The most appropriate shall be the least restrictive service which is accessible for all dues members and allows for anonymous voting with a certification of member standing process overseen by a third-party or AFT-Kansas.
      - ii. The results will be announced as soon as possible, based on the limits of the service. Questionable ballots shall be set aside and certified by a third-party or AFT-Kansas prior to the final calculation. All elections data will be kept in a password-protected drive for two (2) years.
  - viii. A simple majority shall determine the outcome of the election. In the absence of a majority, a second vote will be taken between the two candidates who have received the most votes for the office in question. Any run-off ballots cast for other candidates than the two in runoff status shall be invalidated. Results shall be announced as soon as possible based on voting method.
  - ix. The election results will be published in writing within three (3) days following the election. 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 this notification. The Elections Committee shall issue its written opinion regarding the objections no later than seven (7) days after receipt of such objections, notifying members and the signatories to the objection by First Class mail to their last known address. If there are no challenges, the election results stand.
  - x. Successful candidates shall assume office within fifteen (15) days of the election.
  - xi. Any amendment to the timing of annual elections shall take immediate effect, and in no circumstance shall any officer serve more than fourteen (14) months between elections, except in such circumstances that may prevent the proper administration of elections.

### *Section 7. Vacancies*

Except for the President, the Executive Board will appoint officers to vacant roles. These appointments shall run until the next election.

### *Section 8. Recalls*

Recalls will be conducted as follows:

- i. A petition signed by forty-five percent (45%) of the membership shall be sufficient to trigger a recall vote. This petition must be clearly detail in readable text that it is a recall petition, the member's

name, the duties of their office, and the reason for recall. Multiple signatures can be collected on one sheet, but each sheet must detail this information. Members must provide their signed name, printed name, and their student ID number so that their standing may be certified.

- ii. An original copy of this petition must be given to the Elections Committee, either in person, or by First Class mail to the appropriate office.
- iii. The Elections Committee must certify all signatures within seven (7) days of the receipt of this petition. If the petition for recall is not certified, a copy of the petition must be returned to the member within three (3) days, with the uncertifiable names clearly marked. The original copy will be held by in a secure location for one year.
- iv. The member may return an addendum with additional or names ready to be certified within ten (10) days of the receipt of the notification of the uncertified petition. An original copy of this

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addendum must be given to the Elections Committee, either in person, or by First Class mail to the appropriate office. If an addendum is not returned within ten (10) days, the recall petition will be dismissed.

- v. The Elections Committee must certify all signatures within three (3) days of receipt of the addendum. If the petition for recall is not certified, a copy of the addendum must be returned to the member within three (3) days, with uncertifiable names clearly marked, and the recall petition will be dismissed. The original copy will be held by in a secure location for one year.
- vi. If the petition is certified, the Elections Committee shall begin the recall process within three (3) days. The recall process will mirror the election process as laid out in *Article III, Section 6*.

Recall votes shall proceed as follows:

- i. The Elections Committee shall notify all unit members of the recall vote, the officer named, the duties of the officer, the date, time, and place of the vote, and of the eligibility requirements to vote, within ten (10) days of the certified petition.
- ii. The recall vote shall be by secret ballot. At least two members of the Elections Committee will hold a table with a complete list of members in good standing, unit members, secret ballots, and membership sign-up cards. These members shall certify all members of their standing before passing out ballots. Members who sign up at the table will be allowed to vote.
- iii. The ballots shall be counted at the meeting, in view of the general membership. Questionable ballots shall be set aside and certified by the consensus of the Elections Committee prior to the final calculation. All elections materials, including decertified ballots, will be kept in a secure location for one (1) year.
- iv. A simple majority shall determine the outcome of the recall. Preliminary results shall be announced at the election meeting.
- v. The recall results will be published in writing within three (3) days following the election. Challenges and objections to the voting process 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 this notification. The Elections Committee shall issue and notify all unit members of its written opinion regarding the objections no later than seven (7) days after receipt of such objections. If there are no challenges, the recall vote results stand.
- vi. The recalled member shall return all materials and information pertinent to the office to the President, or if the President was the subject of the recall, to the Chair of the Elections Committee, within fifteen (15) days of their official recall.

#### **Article IV. Duties of Officers**

All elected officials must work to ensure a smooth transfer of responsibilities, including but not limited to handing over all relevant paperwork, documentation, and usernames/passwords.

##### *Section 1. President*

The President shall:

- a. Act as the chair of all membership and Executive Board meetings;
- b. Be the principal executive officer of the organization;
- c. Act as a financial officer of the organization, who shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- d. Represent the organization in all public matters, including official bodies and the media;
- e. Act as the delegate to the Central Labor Council, and the state AFL-CIO body; f. Act as the delegate to the convention of the AFT or conventions of its affiliated bodies; g. Assist the Grievance Committee, as needed; and
- h. Work to ensure a smooth transition of duties and knowledge.

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### *Section 2. Vice-President*

The Vice President shall:

- a. Assume the duties of the President in the event of the absence, illness, or death of the President;
- b. Act as a financial officer of the organization, who shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- c. Act as a secondary delegate to the Central Labor Council, and the state AFL-CIO body; d. Act as a secondary delegate to the convention of the AFT or conventions of its affiliated bodies; e. Make an annual report to the organization's membership;
- f. Assist the Organizing Committee, as needed; and
- g. Work to ensure a smooth transition of duties and knowledge.

### *Section 3. Treasurer*

The Treasurer shall:

- a. Receive, record, and deposit all dues monies and other income in the name of the organization; b. Communicate with the membership on all issues regarding their standing, including delinquency; c. Act as the primary financial officer of the organization, who shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- d. Maintain all financial records of the organization;
- e. Review all finances quarterly, create a report based on this review, and notify the Steering Committee of this review, with especial care towards any anomalies or areas of concern; f. Perform other duties as delegated by the President or assigned by the Executive Board; and g. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and
- h. Work to ensure a smooth transition of duties and knowledge.

### *Section 4. Secretary*

The Secretary shall:

- a. Assume the duties of the Vice-President in the event of they assume the Presidency, or in the absence, illness, or death of the Vice-President;
- b. Record and keep accurate minutes of meetings of the membership and the Executive Board; c. Assist the President in handling the correspondence of the organization;
- d. Perform other duties as delegated by the President, or assigned by the Executive Board; e. Perform duties of the office as required by the Labor-Management Reporting and Disclosure Act. f. Create a regular publication of a newsletter to all members and the production of press releases (subject to the approval of the President and, where appropriate, to the approval of KAPE); g. Assist the Communication Committee, as needed; and
- h. Work to ensure a smooth transition of duties and knowledge.

## Section 5. Absences & Removal

Officers are required to attend each Executive Board meeting, each general meeting, and any other committee meetings or trainings relevant to their role. An absence at any of these should be considered at the monthly Executive Board meeting, with said absences being considered excused or unexcused by a simple majority voice vote. Three unexcused absences within a semester shall be grounds for a Executive Board member's suspension and/or replacement.

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## Article V. Duties of Standing Committees

The chair of each standing committee shall preside over all committee meetings, including setting the agenda, providing notice to all members, reporting on business to the Executive Board, ensuring that appropriate records are kept, supervise and coordinate the work of members, and otherwise supervise and participate in committee business. The role of the chair within their committee is to ensure smooth operations; as such, their role is administrative and carries no additional weight or voting power. The role of the chair within the Executive Board is as an elected chair, with the weight of their committee. Each chair shall present its annual report and campaign of action to the Executive Board and at each general meeting. The committees are as follows:

### Section 1. Grievance Resolution Committee

The Grievance Resolution Committee shall conduct all recruiting, training, and certification of stewards. This committee shall consist of three or more members, including the elected Chair and the President. The Grievance Committee Shall:

- a. Recruit, train, and certify stewards who in turn shall:
  - i. Make themselves widely known and available to the unit members in their department; ii. Assist in the processing and resolution of disputes in the workplace;
  - iii. Identify leaders and activists in each department, and report such to the Vice-President; iv. Identify recurring or possible upcoming issues which can be handled proactively; v. Regularly report to the Grievance Resolution Committee; and
  - vi. Regularly attend Grievance Resolution Committee and general meetings.
- b. Maintain a working level of diverse stewards within each department relative to the number of unit members, aiming at an ideal 1:10 ratio;
- c. Assist in grievances at the request of the steward;
- d. Maintain records of grievances and their disposition;
- e. Protect the privacy and confidentiality of grievants;
- f. Report to the Executive Board on a regular basis; and
- g. Work to ensure a smooth transition of duties and knowledge to new stewards and chairs.

### Section 2. Political Committee

The Political Committee shall consist of three or more members, including the elected chair, with the intent to represent the diversity of the bargaining unit. The Political Committee shall:

- a. Survey the membership on a yearly basis;
- b. Recruit members to represent the diversity of the bargaining unit;
- c. Be responsible for starting contract negotiations every two years;
- d. Create a Negotiations teams who shall:
  - i. Assemble a team of members, including the President as an ex officio member
  - ii. "Go to the table", with the intent of representing the diversity of the bargaining unit;
  - iii. Elect a spokesperson;
  - iv. Generate consensus over negotiation priorities and strategy;

- v. Negotiate with management for favorable terms and conditions of employment for all members of the bargaining unit; and
- vi. Work with the elected officers for contract ratification.
- e. Monitor local, state, and federal government actions that may affect the membership;
- f. Develop political campaigns with the Organizing Committee and affiliated organizations;
- g. Regularly attend/monitor student union and student senate meetings;
- h. Regularly report to the Executive Board; and
- i. Work to ensure a smooth transition of duties and knowledge to new members and chairs.

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### *Section 3. Organizing Committee*

The Organizing Committee shall consist of one or more members, including the elected chair and the Vice President, with the intent to build the union in size, power, and ability to represent members and provide a diverse program to address identified needs and interests. The Organizing Committee shall:

- a. Meet once monthly during the academic year to conduct the business of the committee;
- b. Oversee new member outreach and induction programs, including
  - i. New Employee Orientation at Fall and Spring Orientation;
  - ii. First Friend, Best Friend Program; and
  - iii. Regular new unit member office visit campaigns; and
  - iv. Other organizing activities aimed at new unit members.
- c. Provide an array of unit membership involvement opportunities;
- d. Develop and conduct unit member mobilization campaigns around issues of importance; e. Develop and conduct a unit member mobilization campaign during contract negotiations; and f. Work to ensure a smooth transition of duties and knowledge to new members and chairs.

### *Section 4: Communication Committee*

The Communication Committee shall consist of one or more members, including the elected chair and the Secretary, with the intent to maintain and foster good communication with the bargaining unit, the public, the media, and other relevant entities. The Communication Committee shall:

- a. Maintain a database with contact information, demographic data, and other data that supports organizing and membership mobilization.
- b. Develop media campaigns around issues of importance, with the Organizing Committee; c. Develop media campaigns during contract negotiations, with the Organizing Committee; d. Educate unit members about labor issues in higher education as well as general labor issues; e. Maintain contact with our unit as well as other graduate worker organizations; f. Maintain a robust social media presence; and
- g. Work to ensure a smooth transition of duties and knowledge to new members and chairs.

### *Section 5. Executive Board*

The Executive Board is comprised of all officers and chairs of standing committees. This committee must also meet at the call of the President or any standing committee chair for timely business. A quorum for the Executive Board shall be fifty percent (50%) of its members. The Executive Board shall:

- g. Meet once monthly during the academic year to conduct the business of the organization;
- h. Determine the agenda for all membership meetings;
- i. Post the agenda on the website and social media at least two (2) days before each general meeting; j. Notify unit members at least two (2) days before each general meeting, via electronic means; k. Be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, to hire and fire, to establish the salary, benefits, and expense guidelines of any person employed by

the organization, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute;

- l. Be empowered to sue and complain on behalf of and to defend the membership;
- m. Approve or reject the Presidential appointees;
- n. Create additional ad hoc committees as needed for a specific purpose with a written time limit, whose chairs are not members of the Executive Board;
- o. Receive regular reports from all committees during the academic year; and
- p. Enforce adherence to all bylaws.

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#### *Section 6. Absences & Removal*

Members of the Executive Board are required to attend each Executive Board meeting, each general meeting, and any other committee meetings or trainings relevant to their role. An absence at any of these should be considered at the monthly Executive Board meeting, with said absences being considered excused or unexcused by a simple majority voice vote. Three unexcused absences within a semester shall be grounds for a Executive Board member's suspension and/or replacement.

### **Article VI. Membership Power**

The legislative power of the organization shall be vested in the members. To

wit: *Section 1. Power of the Membership*

Unless otherwise stipulated in the Bylaws, action items and elections shall require a simple majority of voice/hand votes cast during a general meeting. The membership shall:

- a. Approve the annual budget;
- b. Receive and approve reports, including the required annual financial report or audit; and c. Develop and vote on resolutions to guide the policy of the organization during general meetings. d. Ratify or reject employment contracts.

#### *Section 2. General Meetings*

General meetings shall occur twice per semester, with the first meeting of each semester occurring within thirty (30) days of the commencement of each semester. Quorum for a general meeting shall be ten percent (10%) of total membership of the organization.

#### *Section 3. Special Meetings*

Special meetings may be called by the President, by a majority of the Executive Board, or by petition to the Executive Board of fifteen percent (15%) of the members. The notice of the special meeting and the agenda shall be circulated to all unit members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of these Bylaws.

### **Article VII: Revenues**

#### *Section 1. Membership Dues*

The dues of this organization shall be in accordance with KAPE/AFT guidelines, plus mandated increases in required affiliation fees, including the AFT, state federation, and AFL-CIO local and state affiliates. Dues shall be automatically increased to equal any increase in national and/or state federation or regional per capita dues or insurance premiums.

## *Section 2. Local Dues*

Local dues are \$1 per month. The membership can vote to increase dues for local use; a simple majority vote at a general meeting in accordance with Article VIII shall be required to charge local dues or change the amount of local dues.

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## **Article VIII: Amendments**

### *Section 1. Amendment Proposals*

Thirty percent (30%) of the membership may present, by petition, a proposed amendment to these Bylaws to the Secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next Membership Meeting. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership meeting.

### *Section 2. Amendment Procedure*

A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all unit members at least seven (7) days before the next general meeting. A quorum for any meeting at which amendments to the bylaws are to be considered and adopted shall consist of twenty percent (20%) of the membership. All amendment votes shall be by secret ballot, with an amendment vote mirroring the procedures set out in *Article III, Section 6*:

- a. At least two members of the Elections Committee will hold a table with a complete list of members in good standing, unit members, secret ballots, and membership sign-up cards. These members shall certify all members of their standing before passing out ballots. Members who sign up at the table will be allowed to vote.
- b. The ballots shall be counted at the meeting, in view of the general membership. Questionable ballots shall be set aside and certified by the consensus of the Elections Committee prior to the final calculation. All materials, including decertified and/or runoff ballots, will be kept in a secure location for one (1) year.
- c. A simple majority shall determine the outcome of the vote. Preliminary results shall be announced at the meeting.
- d. The preliminary vote results will be published in writing within three (3) days following the election. Challenges and objections to the vote 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 this notification. The Elections Committee shall issue its written opinion regarding the objections no later than seven (7) days after receipt of such objections, notifying members and the signatories to the objection by First Class mail to their last known address. If there are no challenges, the vote results stand.
- e. The Bylaws will be updated by the Secretary within fourteen (14) days of the publication of the vote results. The date of the vote shall be the official date of ratification.
- f. The updated Bylaws will be sent to all appropriate parties within fourteen (14) days of that update.

## **Article IX: Discipline of Members**

### *Section 1. Procedure for Charges*

A member may be disciplined by the organization for actions contrary to these Bylaws or to the interest of the union or its membership. The procedure for disciplining a member is as follows:

- a. Two or more members in good standing must prepare a written and signed accounting of the charges, including any documentation. These charges must be of a specific, recent action/incident or documentation of a criminal charge of which the accused member(s) has been found guilty, which is relevant to their office/position. As an example, an embezzlement charge is relevant to the office of President or Treasurer; a perjury charge is relevant to a steward, etc.

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- b. A signatory to the charges must submit these written and signed charges to an elected officer or the chair of the Executive Board by First Class mail to the appropriate office. They may also deliver them in person, in addition to delivering them by First Class mail.
- c. Upon a receipt of such charges, the member who receives the charges shall convene a meeting of the Executive Board within five (5) days and shall notify the accused member. This notification shall include a copy of the charges in which the names of all parties have been redacted.
- d. By the fifth (5<sup>th</sup>) day following receipt, the Executive Board shall meet to confer on the merit of the charges to determine if a disciplinary hearing should be held.
- e. If a majority of the Executive Board votes to hold a hearing, a neutral location and a reasonable time and date shall be selected by consensus. This date must be within ten (10) days of the merit determination. The intent of this clause is to allow a speedy hearing to allow for the least harm to the reputation of either party. If some obstruction exists (such as a scheduled break or midterms/finals week), the Executive Board can choose a later date, within thirty (30) days. However, they must balance the weight of this obstruction with the risk of harm that may come without a speedy hearing.
- f. The Executive Board must notify all named members of the hearing time, date, and location, and of all hearing procedures, within three (3) days by the quickest possible method and by First Class Mail. Quickest possible method means by email, telephone, or in person, to allow the fastest notification to allow preparation for this hearing.

## *Section 2: Procedure for Hearing*

The procedure for the disciplinary hearing is as follows:

- a. All parties will meet at the pre-determined time and place, as outlined in the notification. Two-thirds (2/3) of Executive Board members must be present for a quorum. One additional member, who is not a member of the Executive Board, must be appointed by an elected officer to take notes and/or otherwise record the proceedings.
- b. The accused member(s) have the right to be represented by a steward, or they may speak for themselves. This member or their representative shall have the right to question the charges, and to present evidence and witnesses to support their defense. If there are multiple accused members, they may choose to be heard separately or together. If the accused member(s) fails to appear in person or by a representative, the charges will be upheld, and judgement determined.
- c. The signatories to the charges have the right to rebut the defense presented by the accused member(s) or their representatives. The signatories have the right to appear by themselves or by their representative but are not required to do so. However, a failure to appear is a de facto waiver of their right to rebut the defense presented by the accused member(s) or their representatives.
- d. Members of the quorum have the right to question all evidence and/or witnesses.
- e. After both sides have been heard, the Executive Board will vote by voice to discipline or to dismiss. A vote will be called for each accused member. The vote shall be determined by a simple majority.
- f. If the charges are upheld, the Executive Board must determine the disciplinary action. This action should be determined by consensus, but if no consensus should be reached, a simple majority shall determine the action(s). If different actions accrue equal votes, a runoff vote will be held. Multiple actions can be chosen.
- g. All parties to the hearing and any elected officers not present shall be notified of the hearing determination and judgement by First Class mail to their last known addresses.

## *Section 3. Disciplinary Action*

The available disciplinary actions are as follows:

- a. Suspension of all voting rights for 1, 3, or 6 months.

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- b. Suspension of position for 1, 3, or 6 months, while retaining voting rights unless selected additionally.
- c. Revocation of position, while retaining voting rights unless selected additionally.
- d. Revocation of the right to act as a steward, while retaining office and/or voting rights unless selected additionally.
- e. Revocation of the right to hold office, while retaining the right to act as a steward and/or voting rights unless selected additionally.
- f. Revocation of membership.

## **Article X: Affiliations & Records**

### *Section 1. Affiliations*

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO, to whom the union will send delegates whenever possible;
- b. The Kansas Association of Public Employees, dba AFT-Kansas, to whom the union will send representatives, whenever possible;
- c. The State American Federation of Labor-Congress of Industrial Organizations (AFL-CIO); and
- d. The appropriate Central Labor Council(s) of the AFL-CIO.

### *Section 2. Records*

Copies of this document and all subsequent amendments shall be submitted to the following:

- a. The office of AFT-Kansas;
- b. The office of the Secretary-Treasurer of the American Federation of Teachers;
- c. Each similar officer of each organization with which this organization is affiliated; and
- d. Any unit member who requests the same.

## **Article XI: Rules of Order**

Robert's Rules of Order, Newly Revised, shall govern this organization and all its subordinate bodies in all matters not expressly covered by these Bylaws.

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