

Constitution and By-Laws
of the
Council of School Officers, Local #4
American Federation of School Administrators, AFL-CIO
Preamble

The American Federation of School Administrators (AFSA), AFL-CIO, and this Council were established in order to unite all those eligible for membership to achieve the highest goals in education; maintain and improve standards, benefits and conditions for a personnel without regard to color, race, sex, background or national origin; obtain job security; protect seniority and merit; cooperate with all reasonable organizations in education and to promote our democratic society by supporting every effort to enhance full educational opportunities to every child and student in our nation.

I. Name

This organization shall be known as the Council of School Officers, Local #4, American Federation of School Administrators, AFL-CIO. The office of the Council shall be in the District of Columbia.

II. Principles

We hold as a sacred principle that professional public school employees, above all others, shall set a good example as faithful public servants, performing their duties to the public with honor to themselves, to the school system, and their organization. We hold a liberal education for all people to be preeminent goal for the common good. To achieve this goal, we have resolved to encourage and stimulate our members to take an active interest in the civic affairs of their country and the District of Columbia in order that they can work and vote intelligently and effectively for this goal.

III. Purpose

1. To represent its members individually and collectively, in matters concerning salaries, working conditions and educational policies, and all other areas which relate to the administration and supervision of schools and shall assist members in matters concerning their welfare; as well as, to provide a liaison between non-principal members and the LEA to ensure representation in matters concerning workplace compensation in a fair and impartial manner.
2. In matters concerning negotiations and collective bargaining, the CSO shall be the sole bargaining agent for all its members.
3. To promote the improvement of the District of Columbia Public Schools.

IV. Constitution of AFSA

The Rules and Regulations of the American Federation of School Administrators, ALF-CIO, are and shall be the governing rules and regulations of this Council. Any provision in this Constitution that is inconsistent and in violation of the aforesaid Rules and Regulations of the Constitution shall be void and of no effect.

V. Communication

All communication, official and unofficial, shall be executed via electronic means unless requested by a member in writing.

VI. Membership

1. Membership in this Council shall be open to any School Officer who is currently employed in, or is retired from, a position as a School Officer in the District of Columbia Public Schools, where such position is included in the bargaining unit of any collective bargaining agreement between the Council and the governing body of the District of Columbia Public Schools.
2. Dues paying members who are actively employed shall have the right to vote on all matters to come before the Council. Retired members shall have the right to vote in the election of officers and all other business coming before the Council, except matters affecting the negotiation or administration of the collective bargaining agreement unless the matter under consideration directly affects retired school Officers, provided, however, if a retired member is elected to any office in the Council as set forth below, they shall, while holding such office, be eligible to vote on all matters as if they were an actively employed member.
3. The dues of this Council shall be as follows:
 - a) Dues paying members who are actively employed shall pay a bi-weekly fee.
 - b) Retired members in good standing shall pay an annual fee.
4. All dues for actively employed members are by payroll deduction or directly remitted to the union by the individual member. A member who is delinquent in dues for 60 days shall be notified in writing. A delinquent member shall be dropped from the rolls if they are delinquent for 90 days.

VII. Officers

1. The officers of this Council shall consist of:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer
 - e) Executive Committee of the Board
 - f) Executive Board
2. The President, Vice President, Secretary, and Treasurer shall each be elected by and from the regular membership at large. These offices shall constitute the Executive Committee of the Board.
3. The Executive Board shall consist of the principal officers referred to in Paragraph 2 above, plus 16 additional members comprised as follows:
 - a) One member who shall be a Senior High Principal
 - b) One member who shall be a Senior High Assistant Principal
 - c) One member who shall be a Middle School/Educational Campus Principal
 - d) One member who shall be Middle School/Educational Campus Assistant Principal
 - e) One member who shall be an Elementary School Principal
 - f) One member who shall be an Elementary School Assistant Principal
 - g) Three retired officers
 - h) Seven members who shall hold positions as Administrative and Supervisory Officers [which term is to include all School Officers in positions covered in the bargaining unit other than those listed in a) through h) above, not to exceed 2 in any title/category].
4. Each of the officers of the Council shall be elected for a 4- year term, and shall be eligible for reelection without limitation.

5. To be eligible for election for President and Vice President, an individual who is nominated must be a dues paying member in good standing for a period of twelve consecutive months prior to the month of nomination for said offices, and must be retired from DCPS at the time they take office.
6. To be eligible for election for any other office except President and Vice President in the Council, an individual who is nominated must be a dues paying member in good standing for a period of twelve consecutive months prior to the month of nomination for said office, and must be eligible to hold the office if elected.
7. In the event that an officer of the Council shall, during their term of office, change the position they hold in the school system to one which no longer entitles them to membership in the Council, their office shall be declared vacant, and said office shall be filled in accordance with Article IX of this Constitution.

VIII. Duties of Officers

1. The President

The President and Vice President shall be full – time, paid officers of the Council. The position of Vice President, according to salary shall be assessed at eighty percent (80%) of the President’s salary. The President and Vice President’s salaries and expense allowance shall be determined and adjusted from time to time by vote of the Executive Board. They shall have the duty and responsibility of chief executive and administrative officers of the Council. With the approval of the Executive Board, the President shall appoint all Committees of the Council and shall be an ex-officio member of all Committees. The President, or their designee, shall call and preside at all meetings of the membership and of the Executive Board and at such meetings; they shall have the right to vote only in case of a tie. The President and the Vice President shall handle, or shall supervise the handling of all grievances under the collective bargaining agreement (subject to provisions of Article XII of this Constitution) and shall report to the membership at each meeting the types grievances that have been handled since the prior meeting. The President shall co-sign, with the Treasurer, all checks issued by the Council for the payment of its expenses. In the event the Treasurer or President is unavailable to sign checks the Vice President shall co-sign as a second signature. The President has the right to obligate the Union and act as signatory.

2. The Vice President

The Vice President shall render services as described in Article VIII and offer such assistance as may be necessary to assist the President. The Vice President and the President shall serve as the official spokespersons in all matters pertaining to the Council. They shall perform the duties of the President in their absence, and if there is a vacancy in the office of President, they shall preside until the expiration of the President’s current term. The Vice President has the right to obligate the Union and act as signatory.

3. The Secretary

The Secretary shall keep minutes of all meetings of the membership and the Executive Board. The Secretary shall provide each member a copy of the minutes from the previous Executive Board meeting. They shall keep, or cause to be kept, all records and correspondence of the Council.

4. The Treasurer

The Treasurer shall collect all monies due the Council, and deposit all funds of the Council in such banks as the Executive Board shall determine. They has have the authority to sign checks along with the President (or Vice President in either absence). They shall maintain, or cause to be maintained proper records of the finances of the Council and shall submit a financial report to the Executive Board on the financial condition of the Council. They shall see that the Council remains in good standing with AFSA and with the Metropolitan Washington Council. It is the Treasurer's responsibility to ensure all Federal, State, and Local tax and business obligations are monitored and filed in a timely manner. The Treasurer has the right to obligate the Union and act as signatory.

5. The Executive Board

The Executive Board shall supervise and direct the management of the Council subject to such directions and policies as any be established by the membership. The Board shall establish its own time for meetings, but such meetings will be held no less than quarterly. Seven members of the Board, or their alternates, shall constitute a quorum for the transaction of business. Special meetings may be called by the President or the Vice President. In emergencies, where action must by taken before a meeting a can be convened, the President may poll the members of the Executive Board by telephone, video conferencing, or other electronic means. In such cases, any action taken will be recorded in the minutes of the next regular or special meeting of the Executive Board. The Executive Board shall have the power to call before it any officer or Committee chairperson for clarification of any subject it deems advisable. The Executive

Board shall approve all appointments by the President to the Contract Negotiations Team.

6. Compensation for Officers Other Than the President and Vice President

Upon recommendation of the President and the Executive Board, the membership may fix compensation for any officer of the Council, not regularly paid by the Council where such officer is called upon to perform duties of behalf of the Council which the membership determines warrants compensation over and above what the officer is being paid in the performance of his regular duties as an employee of the school system.

IX. Expulsion of Members or Removal of Officers

1. A member may be expelled from the Council, or an officer may be removed from office only for egregious conduct, and only after a fair hearing before the Executive Board. The Executive Board will act as a trial committee to hear any charges brought against a member or an officer. The accused member shall have the right to representation by counsel at their own expense. The call for removal from office shall occur within 15 work days after the facts for cause are known to the Executive Committee of the Board. The President or Vice President shall preside at the hearing unless they are the accused. If any member of the Executive Board is the accuser or the accused, they shall not participate in the vote of the Executive Board.
2. Any decision of the Board in such a case may be appealed to AFSA. Pending appeal, the decision of the Executive Board shall be in effect.

X. Vacancies in Office

1. In the event of a vacancy in the office of the President, the Vice President shall assume such office until the regular election is held. If the Vice President is unable to assume the office of the President, the vacancy shall be filled in the same manner by the Secretary, and if they are not available, by the Treasurer.
2. Vacancies in the office of the Vice President, the Secretary, and the Treasurer shall be filled by the Executive Board until an election to fill the vacancy is held, such election to be within sixty days, unless a general election is scheduled within six months of the occurrence of the vacancy. Any and all vacancies of the Executive Board shall be filled in the same manner. In making temporary appointments to the Executive Board, the Executive Board shall select School Officers in the classification of the Executive Board Member position was vacated.

XI. Elections

1. The President shall appoint a Nominations and Election Committee, comprised of a maximum of ten dues paying members of the Council in good standing.
2. The Committee shall meet and issue a call for nominees from the general membership and shall prepare a proposed list of qualified nominees for each of the open positions. Such list shall be distributed to the membership no less than thirty days before the date set for the election. Within fifteen days before the date set for the election any dues paying member in good standing may submit in writing to the committee additional nominations for any office, provided that each such nomination is supported by the signature of at least one hundred members. The committee will examine all additional nominations received and determine the qualifications of the nominee and of the members supporting the nomination. Within seven days of the election the Committee will submit to the membership in writing a final slate of nominees for all open offices.
3. The election meeting will be chaired by the Chairman of the Nominations and Election Committee. Elections will be held through electronic ballots. The results will be tabulated and certified through the program selected by the Executive Board for the Council of School Officers. In the event that there are more than two three candidates for any office, and no candidate garners at least 40% of the votes cast, a run off election shall be held between the three candidates with the majority votes.
4. Once the results have been officially tabulated and certified, the successful candidates shall be installed and authorized to perform their duties. (Refer to section 6 below)
5. Subsequent elections of the Council shall be held every two years with the election to be in May. The same procedures will be followed as are set forth above, except that the Nominations and Election Committee will be appointed by the President at the January Executive Board meeting in the year in which the election is held. Installation of officers will be at the June

meeting, and the new officers will assume their duties as of July 1st of the same year.

6. Election of the following offices will take place after completion of the current 3- year term to serve a 4-year term.
 - a) Vice President
 - b) Treasurer
 - c) Senior High Principal
 - d) Middle School/Educational Campus Assistant Principal
 - e) Elementary Assistant Principal
 - f) All members who shall hold positions as Administrative or Supervisory Officers (which term is to include all School Officers in positions covered in the bargaining unit other than those listed above) not to exceed two in any category.
7. After two (2) years, Election of the following offices will take place to serve a 4-year term.
 - a) President
 - b) Secretary
 - c) Senior High Assistant Principal
 - d) Middle School/Educational Campus Principal
 - e) Elementary Principal
 - f) All Retired RepresentativesSee Addendum 1

8. Transitions

In cooperation, the outgoing Executive Board members and the outgoing President or designees shall hold a meeting with the newly elected board members and officers. This meeting should be held no later than 30 days after the elections. All transition business should be completed by August 1st.

XII. Meetings

1. The Executive Board shall meet monthly, except in July and August unless otherwise called by the President and/or two (2) members of the Executive Committee of the Board.
2. Special meetings of the membership or the Executive Board may be called by the President or two (2) Executive Committee of the Board members. In such cases, notice of the meeting shall be distributed at least three (3) days prior to the date of the meeting, and the notice shall advise the members or Executive Board of the purpose of the meeting.
3. Special meetings of the membership may be requested with a written request of, at least, 50 signatures and a proposed agenda, provided that notice has been sent to the President within 10 working days of the proposed meeting.
4. General body meetings will be held in the fall and the spring of each academic year.
5. Electronic Meetings: all or some of the general membership or Executive Board meetings shall be authorized to be held through electronic means so long as all members are provided access to the electronic platform.

XIII. Contract Negotiations

1. Whenever the Council negotiates with the governing body of the District of Columbia Public Schools with respect to the collective bargaining agreement, the Council will be represented by a team. The team will consist of the President, the Vice President and five (5) additional members. The President, with the approval of the Executive Board may retain such outside professional assistance as they deem necessary to assist in the negotiations.
2. When a contract has been negotiated with the governing body of the District of Columbia Public Schools, it shall be submitted to the Executive Board for recommendation to the membership. No contract shall be effective until it has been approved by a majority vote of the membership present and voting at a regular or special meeting of the Council.

XIV. Delegates

1. The delegates of this Council to the Metropolitan Washington Council, AFL-CIO, shall be the President and the Vice President. If additional delegates are required or permitted, they will be appointed by the President with the approval of the Executive Board.
2. Delegates to conventions held by AFSA or its successor shall be the President, Vice President, Secretary, and Treasurer. If additional delegates are required or permitted under Article VIII, Section 3, Rules and Regulations of AFSA, or similar rules of its successor, they shall be elected by the membership. Guidelines for such an election are to be established by the Executive Board in conjunction with AFSA Rules and Regulations.

XV. Adoptions and Amendments

1. This Constitution shall become effective upon the adoption by the vote of two-thirds of the Council's members at a regularly scheduled or special meeting called for by the purpose of the adoption. Voting members must be dues paying members in good standing.
2. Upon adoption, it will supersede any existing Constitution or By-Laws of the Council.
3. To alter, amend, or rescind any provision of this Constitution after its adoption, the proposed change must be submitted to the membership in writing and read at the next official meeting of the Council at which time a two-thirds vote is required of the regular members in good standing.

XVI. Parliamentary Procedures

Procedures not specifically provided for shall be governed by the Roberts Rules of Order Newly Revised in its latest edition.

Addendum 1

In order to preserve historical and institutional knowledge and to maintain continuity of Union business practices, all elected officials will have a 4-year staggered term beginning in 2024. The Vice President and Treasurer will run in 2024 and President and Secretary will run in 2026. This transition will require that half of the Executive Board serve an extended 2-year term. See Article XI Section 7.