

# **CFT POLICY ON CHAPTER MEETINGS**

CFT/ACPSOP Chapters are made up of the CFT members at each school and office building. Our union cannot be effective unless our chapters at each work site are strong and active.

Chapters must:

- Elect Building Reps.
- Discuss important issues facing the school or the union membership at the school and make plans for unified action.
- Ensure that members' contractual rights are respected and enforced.
- Convey members' views on current issues to CFT Area Coordinators, officers and Executive Council.
- Cultivate cooperative relationships with other unions with members at the school or work site.

In order to fulfill these roles and duties, it is necessary for CFT Chapters (i.e. members) at each school to meet periodically.

CHAPTERS SHOULD MEET MONTHLY, BUT EACH CFT CHAPTER SHALL MEET AT LEAST TWICE DURING THE SCHOOL YEAR. ONE MEETING SHOULD BE HELD IN SEPTEMBER TO ORGANIZE FOR THE SCHOOL YEAR AND COMPLETE ANY NECESSARY BUSINESS. A SECOND MEETING SHALL BE HELD IN MARCH OR APRIL TO ORGANIZE ELECTIONS FOR CFT BUILDING REPRESENTATIVE AND TEACHER BUILDING COMMITTEE FOR THE FOLLOWING SCHOOL YEAR, AND TO CONDUCT ANY OTHER BUSINESS. THE CFT BUILDING REPRESENTATIVE SHALL BE RESPONSIBLE FOR CALLING THESE TWO MEETINGS AND SERVING AS CHAIRPERSON. MORE FREQUENT, I.E. MONTHLY MEETINGS, ARE ENCOURAGED.

UPON REQUEST, BR'S SHALL BE REIMBURSED FOR REFRESHMENTS BOUGHT FOR CHAPTER MEETINGS PROVIDED THE BR'S SEND A RECEIPT FOR THE REFRESHMENTS PURCHASED AND AN AGENDA FOR THE CHAPTER MEETING TO THE DIRECTOR OF ORGANIZATION.

*Recommended by CFT Executive Council 9/3/92  
Approved by Membership September 9/9/92*