

Annual Business Convention May 21, 2016

Aqua Turf Club Plantsville, Connecticut

BUSINESS



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Rules for Debate

- Fifteen (15) minutes for each topic of debate.
- Each person speaking will be limited to one and one-half (1½) minutes.
- To alternate between the affirmative and negative in each case.
- A speaker cannot yield to another.
- There can be no rebuttal by any speaker.
- Debate must be germane to the motion.
- Speaker must come to the microphone and identify himself/herself.

AFT Connecticut Sixty-eighth Annual Business Convention Saturday, May 16, 2015—The Aqua Turf

AFT Connecticut President Melodie Peters asked for a moment of silence in honor of Joe Mudry (an A&R member who passed away; Joe served as our Sergeant-at-arms for many conventions.)

Lori Pelletier, Chief Executive Officer of CT State AFL-CIO greeted delegates, and thanked them for their lobbying efforts in Hartford. She encouraged them to keep reaching out to legislators when asked. Lori presented a retirement gift to President Peters on behalf of the CT AFL-CIO.

President Peters introduced AFT NE Regional Deputy Director Barbara Pallazzo and welcomed her to our convention.

President Peters called the AFT Connecticut Business Convention to order at 9:25 a.m.

President Peters announced the appointment of Jim Ferguson as Parliamentarian, Mike Petosa and Bill Wolf as Sergeants-at-Arms, and Chris Frechette as Timekeeper.

Ron Greenier, Chair of the Credentials Committee, reported that the credentials for delegates from two locals were received after the deadline. M/S/V to seat those delegates. With those locals, this convention represents 44 locals present with a combined voting strength of 24,497. Therefore, we have a quorum. M/S/V to accept the Credentials Committee report.

President Peters introduced Lt Governor Nancy Wyman, who brought greetings from the State of Connecticut.

M/S/V to adopt the Rules for Debate:

- > Fifteen (15) minutes for each topic of debate.
- \succ Each person speaking will be limited to one and one-half (1½) minutes.
- > To alternate between the affirmative and negative in each case.
- > A speaker cannot yield to another.
- > There can be no rebuttal by any speaker.
- > Debate must be germane to the motion.
- > Speaker must come to the microphone and identify himself/herself.

M/S/V to accept the Minutes of 67th Convention

President Peters thanked Betsey Grady, Lindsey Ryan, Anna Mowrey, Jane Benoit, and Kristine Metcalf; kudos for a job well done every day, and especially in preparing for this event.

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President Peters introduced Lobbyist Jennifer Berigan, who reported on the status of legislation we've been following. She told the delegates to keep up the work; their voices are being heard in Hartford and need to continue to be heard.

Martha Shoemaker, Chair of Amendments Committee, spoke of the committee's work over the past several months, culminating in the proposals before the delegates. Martha thanked Office Manager Betsey Grady for her assistance, as well as Researcher Joe Bakanauskas for gathering materials for the Committee. Martha referred delegates to the prepared written report of the Committee (which all delegates also received prior to today and is attached to these minutes).

The committee (unanimously) recommends concurrence with the entire package of proposed amendments.

M/S/V to accept committee recommendation and amend the Constitution and Bylaws as proposed.

First Vice President Steve McKeever introduced Community Organizer Dan Durant who gave a brief presentation on Hartford Rising.

President Peters introduced AFT President Randi Weingarten, who brought greetings from Washington. Randi spoke about the contest for AFT Connecticut leadership, and asked the delegates, no matter the outcome, to come together following the election. Now is not the time for unions to be demonstrating diviseness to the outside; we don't need help in that arena. Randi also thanked President Peters for her service on behalf of our union.

M/S/V to recess to Jurisdictional Caucus meetings at 11:25 a.m.

(return from caucus meetings at 12:00 noon)

Credentials Committee Chair Ron Greenier reported that there are no changes to the report from first thing this morning. He also announced the results of the elections for Jurisdictional Vice Presidents in Caucus:

Patti Fusco--Vice President Teachers Negotiations Act Shellye Davis--Vice President Municipal Employees Relations Act Chuck Morrell--Vice President State Employees Relations Act Lisa D'Abrosca--Vice President NLRB

 $\ensuremath{\mathrm{M/S/V}}$ to affirm the action taken in caucus to elect these vice presidents.

Mr. Greenier announced the candidates for President, Second Vice President, and Secretary/Treasurer, all of whom have no opposition. He asked for a motion that the Secretary/Treasurer cast one ballot to elect these candidates.

M/S/V that the Secretary/Treasurer cast one ballot to elect:

Ian Hochadel—President Jean Morningstar—Second Vice President Ed Leavy—Secretary/Treasurer

Mr. Greenier announced the candidates nominated for First Vice President, John Brady and Steve McKeever. John Brady spoke on his own behalf and Martha Shoemaker spoke on behalf of Steve McKeever.

Mr. Greenier then announced the candidates nominated for the position of At-large Vice Presidents, and asked them to stand to so delegates could see them.

Mr. Greenier explained the voting process and asked ranking delegates to report to the Credentials Committee to pick up ballots when we recess.

M/S/V to recess to election and Awards Luncheon at 12:20 p.m.

Awards Lunch included the following recognitions:

AFT Connecticut Staff Recognition

Teri Merisotis, Member Mobilization Coordinator 20 years 15 years Greg Kotecki, Field Representative Ben Wenograd, Field Representative 15 years

Local Anniversary Citations

Middletown Federation of Teachers #1381 55 years 55 years Wethersfield Federation of Teachers #1371 45 years Waterford Federation of Classroom Teachers #2038 20 years WCMH United Employees #5099

Joseph H. Soifer Award

Mary Consoli accepted on behalf of recipient Kathy Lechner

Phyllis H. Kornfeld Golden Achievement Award--Ruth Cion

Unionist of the Year—Shellye Davis

George C. Springer Scholarship recipient Lisa Underwood New Britain Fed. of Paraprofessionals #2407

Sakinah Abdulsalam is the daughter of Abdulsalam Yusoff, a UHP Local 3837 member

President's Award recipient David Cicarella

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The remaining Business of the Convention is the announcement of election results. Most delegates left; others gathered in the registration area to wait for the Credentials Committee to finish tallying the ballots.

At approximately 3:40 p.m. Credentials Committee Chair Ron Greenier announced the tentative results of the ballot counting, noting that the results are not official until they are verified at the AFT Connecticut Office on Monday.

Executive Vice President John Brady defeats Steve McKeever

At-large Vice Presidents—top 18 vote getters:

Tit-large vice i residents—top to vote getters.				
Dennis J. Bogusky	David Hayes	Donna R. Maronde		
Dave Cicarella	Andrea Johnson	Harry Rodriguez		
Joanne Chapin	Tom Kuroski	Jim Romano		
John DiSette	Kristen Malloy	Kathy Sanner		
Frank Gionfriddo**	Bruce Levine Mellion	Martha Shoemaker		
MaryAnn Goggin	Laila A. Mandour	Mary Symkowicz		

M/S/V to adjourn the Business Convention at 3:44 p.m.

^{**} Final, official vote tally conducted at the office on May 18 showed a discrepancy in totals which affected the outcome. Erin Benham actually received 58 more votes than Frank Gionfriddo, moving her total votes within the top 18. Gionfriddo was not elected; Benham is the eighteenth at-large VP.

Amendment to the AFT Connecticut Constitution submitted by the Executive Committee

Article IV- Officers, Section 4

The President, Executive Vice President, and First Vice President shall be full-time salaried employees.

Amended to read:

The President, Executive Vice President, and First Vice President shall be full-time salaried employees.

a. Any officer can, with the approval of the President and the Executive Committee, take a voluntary reduction in hours with prorated benefits and salary. Healthcare and eye benefits will remain at 100%.

Amendment to the AFT Connecticut Constitution Bylaws submitted by SVFT and recommended for adoption by the Delegate Assembly

Current Article V- Budget and Audit

Section 1 In even numbered years the Finance and Budget Committee shall prepare and present a two-year budget to the Executive Committee for recommendation to the Delegate Assembly. The Delegate Assembly has the duty to recommend a budget to the Business Convention.

Section 2 All AFT Connecticut locals paying per capita tax on less than its entire dues-paying membership shall be subject to suspension by the Executive Committee. The Executive Committee may require a local to produce proof of membership where reason exists to believe such local is violating this provision. If the local shall fail or refuse to produce such proof on request, the Executive Committee shall order an audit of the local. Cost of said audit may be assessed to the local at the discretion of the Executive Committee.

Article 5 is amended to say:

Section 1 The Finance and Budget Committee shall prepare and present a one year budget to the Executive Committee for recommendation to the Delegate Assembly. The Delegate Assembly has the duty to recommend a budget to the Business Convention.

AFT Connecticut Resolution on Climate Change

WHEREAS, climate change threatens the lives and livelihoods of working people in Connecticut, the United States, and the world,

And Whereas, Labor is compelled to take a leading role in addressing this local, national, and global threat,

And Whereas, The Connecticut AFL-CIO has launched the Connecticut Roundtable on Climate and Jobs, an innovative partnership with Connecticut's labor, environmental, and religious groups, which advocates for public policies that address urgent concerns about climate change while creating good-paying jobs right here in our state,

And Whereas, The Roundtable has successfully encouraged the state of Connecticut to establish a new Governor's Council on Climate Change,

And Whereas, The Roundtable has successfully worked with labor, environmental, religious, consumer, and other constituencies to fight for state energy policies that create jobs and protect the climate,

And Whereas, The Labor Network for Sustainability, in collaboration with the Roundtable, released a report laying out a plan to realize our climate protection goals while creating more jobs with lower energy costs than current state plans, that recommends benchmarks on greenhouse gas reductions, transition to renewable energy sources, investments in public transport systems, good, stable jobs in a growing climate protection sector and jobs for skilled workers in the construction trades, all with union representation or a neutral path to organizing, and protection for all workers and communities that may be adversely affected by climate policies,

THERFORE be it resolved, that AFT Connecticut endorses the ongoing work of the Connecticut Roundtable on Climate and Jobs,

And Therefore be it resolved, that we support the work of the Governor's Council on Climate Change to realize Connecticut's climate protection targets,

And Therefore be it resolved, that we encourage the widest discussion and consideration of the recommendations of the report on climate and jobs of the Labor Network for Sustainability and the Connecticut Roundtable,

And Therefore be it resolved, that we urge the Governor's Council on Climate Change to develop and implement such a detailed jobs plan as part of their comprehensive climate change action plan,

And Therefore be it resolved, that we re-affirm and remind all parties that workers and their families are important stakeholders on the issue of climate change. The Governor's Council on Climate Change must ensure that labor unions are fully represented in climate policy deliberation.

John Brady, AFT CT Executive VP

lean Morningstar, AFT CT Filst VP

AFT Connecticut Resolution on Community Engagement

WHEREAS, communities and the institutions and people that serve them are inextricably bound; and

WHEREAS, the AFT Connecticut and its members both serve and are a part of the communities in which they live and work; and

WHEREAS, for AFT Connecticut, community is defined not just by our members' workplaces or by geographic boundaries but by the values we share with the many people who come together in pursuit of common goals; and

WHEREAS, we seek to ensure that our communities thrive, not simply survive; toward that end, we work to create access to quality healthcare and public education; promote safe neighborhoods; good jobs and the access to them; mutual respect among individuals and groups; and a commitment to shared responsibility for the well-being of the whole community; and

WHEREAS, no community can flourish unless its children are well educated, healthy, safe and provided for; and

WHEREAS, no public education system, healthcare system or other public service can flourish without the engagement and support of the immediate and broader communities they serve and in which they exist; and

WHEREAS, AFT Connecticut understands the power of collective voice and collective purpose:

RESOLVED, that AFT Connecticut commit itself to strengthening its ties at the national, state and local levels to the communities in which we live and work and invite them to make the same commitment to our affiliates at every level; to become full partners with them in shaping and building the institutions that serve our communities and help shape our children's futures; and

RESOLVED, that AFT Connecticut make common cause with our communities by working as partners to build and support strong, vital and vibrant neighborhoods and communities that help make possible for all our children success in schools, success in careers and success in life.

John Brady. AFT CT Executive VP

Jean Morningstar, AFT CT First VP

AFT Connecticut Resolution on Member Engagement

WHEREAS, we are proud members of the American labor movement, and we understand that collective action gives us the power to ensure justice, fairness and opportunity for all;

and WHEREAS, our union has stood on the side of social justice, fighting racial discrimination, advocating for school desegregation, advocating for equal pay and rights for women, defending the rights of those with disabilities, and securing bargaining protections for gay and transgender workers;

and WHEREAS, today, 30,000 members strong, the AFT Connecticut is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students and patients, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do;

and WHEREAS, we are fighting a battle of immense proportions that threatens to destroy all we and others in the labor movement have worked for. This battle is ultimately over who holds the power in our economy and our democracy. It is a battle to reclaim the promise of America;

and WHEREAS, to combat those who wish to undermine unions, we must strengthen the bond with all members. We must show them that workers are the union. We must engage in a collective conversation about the challenges we face, the aspirations we have and the strategies we must implement. We must create the collective will and shared avenues for our members, along with community partners, to fight those obstacles and reach those aspirations:

RESOLVED, that our union will double the number of member activists to 10 percent, triple the number of members who engage in any union activities to 70 percent, and reach out and speak to 100 percent of our members, with the goal of being member driven;

and RESOLVED, that we will be accountable to each other—activists and leaders on the local and state levels—to achieve these goals;

and RESOLVED, that the AFT Connecticut's officers and the Executive Committee, in consultation with our Local leaders, will put forward a strategic action plan that honors and allows for the different conditions and needs of each local;

and RESOLVED, that AFT Connecticut will support this recommitment, to our members, to our families, to our communities and to our ideals in every way possible;

and RESOLVED, that we look forward to taking what was to be—as the Louisiana Association of Business and Industry called it—a "fatal spear through the heart" of labor and transforming that into a revival of the soul of this union, our members. Our soul, our heart, our courage and our power lie with our members and our communities, and always have. Through this journey of engaging with our members and potential members across Connecticut, we will honor and build on the proud history of our union, counter the forces attacking our democracy and our labor movement, and continue to reclaim the promise of America for all of us.

John Brady, AFT CT Executive VP

ean/Morningstar, AFT CT First VP

AFT Connecticut Resolution on Teacher Leaders

Whereas the passage of ESSA is an opportunity for us to take the lead, or be subject to someone else leading:

And whereas it is time for us to take charge of our narrative;

And whereas Teachers must be empowered to be effective;

And whereas we are stronger when we speak with a united, informed and empowered voice;

And whereas teachers should not have to leave the classroom and become an administrator in order to be a "teacher leader;"

And whereas Teaching is a profession and not a stepping stone to a profession;

And whereas being a Paraprofessional is an honored profession deserving of a leadership role in the educational community;

Therefore, be it resolved that we are committed to assisting Teachers and Paraprofessionals in being autonomous, empowered leaders in our classrooms and the educational community;

And therefore, be it resolved that we are committed to supporting Paraprofessionals wishing to become Teachers but also those wishing to remain in the classroom as Paraprofessionals;

And therefore, be it resolved that we are committed to the belief that leadership opportunities should be available to educators without them needing to leave the classroom.

And therefore, be it resolved that in order to support our dedicated educators, AFT Connecticut supports the goals of the AFT Leaders Program.

John Brady, AFT CT Executive VP

Jean Morningstar, AFT CT First VP

AFT Connecticut Resolution on Teacher Diversity

WHEREAS, AFT Connecticut believes that our nation is strengthened and enriched by its broad and deep diversity; and

WHEREAS, the history and present policies of the AFT Connecticut demonstrate a commitment to diversity; and

WHEREAS, the diversity in the Connecticut teaching population often does not reflect the diversity of the student population.

WHEREAS, the public school teaching force continues to experience a low level of male teachers, decreasing from 31 percent in 1986 to the current level of 16 percent; and

WHEREAS, there is a need for a committed, focused effort to ensure that the diversity of the teacher/PSRP population keeps pace with the changing demographics and needs of students:

RESOLVED, that AFT Connecticut affirms its strong support to reclaim the promise of Teacher/PSRP Diversity; and

RESOLVED, that AFT Connecticut shall maintain and expand its working relationships with local, state and national organizations that share a commitment to a diverse teacher and PSRP workforce to develop, execute and sustain a program that addresses the entire pathway to teaching, which includes the core components of recruitment, preparation and retention; and

RESOLVED, that AFT Connecticut encourages its local affiliates to work with their local teacher and PSRP recruitment partners, especially historically black colleges and universities, Hispanic-serving institutions, and minority-serving institutions to promote diversity in local recruitments efforts; and

RESOLVED, that the AFT Connecticut encourages its local affiliates that represent paras and other school employees to develop a career ladder for members to become teachers; to equip them with the information, tools and skills that increase their ability to teach students from diverse racial, ethnic, cultural and national backgrounds; and

RESOLVED, that AFT Connecticut support and encourage its local affiliates to support PSRP to Teacher, Classroom to Colleague, and Diversity Recruitment.

John Brady, AFT CT Executive VP

Jean Morningstar, AFT CT, First VP

ROBERT'S RULES AT A GLANCE

May Interrupt Speaker	Yes No No Yes Yes	Y es No No No No No	N N N N N N N N N N N N N N N N N N N
Required Vote	Majority Majority Majority Decision of Chair Decision of Chair	Majority decision of Chair 1/4 † Majority Majority Majority 2/3	Majority Majority Majority 2/3 2/3 Majority Majority Majority Majority
Amendable ?	Yes-T Yes-T Yes-T No No	22 2222	Yes No No No Yes-T Yes No No No No No No No No No No No No No
Debatable?	Yes-T No Yes No No	22 2222	Kes
Second Required	Yes Yes Yes No No	Yes No Yes No Yes Yes	Yes Yes Yes Yes Yes Yes Yes Yes
Purpose	To arrange time of next meeting To dismiss the meeting To dismiss the meeting for a specific length of time To make a personal request during debate To force consideration of a postponed motion	To reverse the decision of the chairman To correct a parliamentary error or ask a question To verify a voice vote To suppress action To consider its parts separately To modify or withdraw a motion To take action contrary to standing rules	To repeal previous action To consider a defeated motion To consider tabled motion To defer action To force an immediate vote To modify freedom of debate To defer action For further study To modify an amendment To modify a motion To suppress action
Motion	24. Fix Time for Reassembling 23. Adjourn 22. To Recess 21. Rise to a Question of Privilege 20. Call for the Orders of the Day	 19. Appeal a Decision of the Chair 18. Rise to a Point of Order or Parliamentary Procedure 17. To Call for a Roll Call Vote 16. Object to the Consideration of a Question 15. To Divide a Motion 14. Leave to Modify or Withdraw a Motion 13. To Suspend the Rules 	12. To Rescind 11. To Reconsider 10. To Take From the Table 9. To Lay on the Table 8. Previous Question 7. To Limit or Extend Debate 6. To Postpone to a Certain Time 5. To Refer to a Committee* 4. To Amend an Amendment* 3. To Amend* 2. To Postpone Indefinitely
Туре	bəgəlivir	InstrabionI	Subsidiary

*No. 5 should include: 1. How Appointed? 2. The Number 3. Report When? Or to What Standing Committee T - Time *Nos. 3 and 4 by: 1. Inserting 2. Adding 3. Striking Out 4. Substituting 5. Striking Out and Inserting †'A Vote required by AFT Constitution

AFT-CT Policy Book

Membership and Structure Committee 2015-16

The following members were instrumental in creating this policy book for AFT-CT.

Jan Hochadel-President

John Brady-Executive Vice President

Jean Morningstar-First Vice President

Ed Leavy-Secretary/Treasurer

Martha Shoemaker-Chairperson of Membership Structure

Chuck Morrell

Shellye Davis

Donna Maronde

Erin Benham

Harry Rodriquez

John Disette

Kristen Malloy Scanlon

Patti Fusco

Tracey Acquarulo

Dennis Bogusky

Mission Statement

With passion and integrity, we are creating a way forward for the labor movement in CT. Our unwavering dedication to economic, educational, and social justice provides a collective voice for workers and their families. We organize, educate, and empower our members while protecting rights, wages and benefits.

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Financial Policies

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AFT Connecticut

Investment Policy Statement

Introduction

The statement of Investment Policy has been adopted by the Executive Committee of AFT Connecticut to provide guidelines for the investment of funds held by the organization.

For the purposes of managing investment risk and to optimize returns within acceptable risk parameters, the funds held will be divided into three separate investment pools. The process for determining the dollar amount in each pool is set forth in the "Procedures" section of this document. The three investment pools shall be called the "Operating Reserve Fund," the "Emergency Reserve Fund," and the "Endowment Fund."

Procedures

- 1. The following procedures will be followed to ensure the investment policy statement is consistent with the current mission of AFT Connecticut and accurately reflects the current financial condition:
 - A. This investment policy shall be reviewed annually by the Chair of the Finance and Budget Committee for any necessary revisions.
 - B. Recommendations for any revisions or modifications will be made by the Chair of the Finance and Budget Committee to the Executive Committee for approval.
- 2. The following procedure will be used to determine the dollar amounts to be placed in the Emergency Reserve Fund and the Endowment Fund. Dollars not specifically designated for the Emergency Reserve Fund or Endowment Fund will be restricted to investments designated in the "Investment Guidelines" for the Operating Reserve Fund.
- 3. It is anticipated that from time to time the services of a Financial Advisor may be sought to manage portions of AFT Connecticut funds. The following procedure shall be followed to engage a new or replace a current Financial Advisor. The same procedure shall apply for both individually managed accounts and mutual funds (with exception of money market mutual funds).
 - A. The Financial Advisor will recommend the hiring or replacing of a money manager to the Chair of the Finance and Budget Committee.
 - B. The Chair of the Finance and Budget Committee will review the candidate(s) with the Finance and Budget Committee, which will then make a recommendation to the Executive Committee, which shall have final approval.

AFT Connecticut

Operating Reserve Fund

Purpose

The purpose of the Operating Fund is to provide sufficient cash to meet the financial obligations of AFT Connecticut in a timely manner.

Investment Objectives

The Investment objectives of the Operating Reserve Fund are:

- 1) Preservation of Capital;
- 2) Liquidity; and
- 3) To optimize the investment return within the constraints of (1) & (2) above.

Investment Guidelines

Allowable Investments

The Financial Advisor shall be authorized to invest the AFT Connecticut Operating Reserve Fund as follows:

- 1) Federally insured Certificates of Deposit not to exceed \$100,000 including interest at commercial banks or savings and loan institutions
- 2) Money Market Funds
- 3) Interest bearing checking accounts in federally insured banks and savings and loans not to exceed federally insured amounts
- 4) Direct obligations of the U.S. Government, its Agencies and instrumentalities
- 5) Agency Discount Notes; and
- 6) Repurchase agreements with institutions whose senior debt rating is rated double A or better by Standard & Poor's and/or Moody's or where physical delivery of the collateral is made to a third party custodian.

Maturity

The maturities on investment for the Operating Reserve Fund shall be limited to 6 months or less.

Reporting

The Financial Advisor shall prepare the following reports for presentation by the Treasurer or their designee on a quarterly basis to the Executive Committee.

- 1) Schedule of investments
- 2) Interest income year to date
- 3) Current yield

AFT Connecticut

Emergency Reserve Fund

Purpose

The purpose of the Emergency Reserve Fund is to meet expenses occurring as a result of unanticipated activities, improve the return on funds held for expenditure over the next one to five years, and to manage investment risk.

Investment Objectives

The investment objectives of the Emergency Reserve Fund are:

- 1) Preservation of Capital;
- 2) Liquidity; and
- 3) To optimize the investment return within the constraints of 1 and 2 above.

Investment Guidelines

Allowable Investments

The Financial Advisor shall be authorized to invest the AFT Connecticut Emergency Reserve Fund as follows:

- 1) Federally Insured Certificates of Deposits not to exceed \$250,000 including interest at commercial banks or savings and loan institutions;
- 2) Money Market funds
- 3) Direct obligations of the U.S. Government, its agencies and instrumentalities;
- 4) Agency discount notes; and
- 5) Mutual funds consisting of a portfolio of adjustable and floating rate securities.

Maturity

The Emergency Reserve Fund shall adhere to the following maturity guidelines: Average maturity or duration of the Fund shall be three years or less.

Reporting

The AFT Connecticut Treasurer shall prepare the following reports for presentation on a monthly basis to the Finance and Budget Committee:

- 1) Schedule of investments
- 2) Interest income year to date
- 3) Current yield

AFT Connecticut

Endowment Fund

Purpose

The purpose of the AFT Connecticut Endowment Fund is to help facilitate long-term financial stability of the organization by providing an alternative funding source.

Objectives

The objectives of the Fund should be pursued as a long-term goal designed to maximize the returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The greatest concern should be long-term appreciation of the assets and consistency of total portfolio returns. Recognizing that short-term market fluctuations may cause variations in the account performance, the expectations of the account will be to achieve the following objective over a 3 year moving time period:

The Fund will achieve a net of fees average annual total rate of return that is at least three (3) percentage points greater than the annual rate of inflation as measured by the Consumer Price Index (CPI) by investing in a diversified portfolio of approved investments. Actual returns should exceed the expected about half the time.

Understanding that long-term positive correlation exists between performance volatility (risk) and expected returns in the securities markets, we have established the following short-term objective:

The portfolio should be invested to minimize the likelihood of low negative total returns, defined as one year return worse than negative 10%. It is anticipated that a loss greater than this will occur no more than one out of ten years.

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Investment Guidelines

The management of the Fund should be consistent with the Prudent Man Rule, which states:

When investing, trustees shall faithfully exercise sound discretion. They are to observe how individuals of prudence, discretion and intelligence manage their own assets, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income, as well as the probable safety of capital to be invested philosophy of investing. Appropriate due diligence should be performed to ascertain the credit quality and investment merits of the selected securities.

Performance of the Fund should be measured on a three year to five year basis and monitored at least quarterly.

Under normal economic conditions, the Fund's asset allocation should be invested in the following manner:

Asset Category	Min. weight	Target weight	Max. weight
Fixed Income Fund	20	40	50
Equity	20	50	70
Cash	0	10	20

Approved Investments

- Money Market Instruments
- Mutual Funds Fixed Income and Equity Bonds
- 0 Common Stocks
- 0 Certificates of Deposits

- US Government Obligations
- Investment Grade Corporate
- Preferred Stocks
- Institutional Money Market funds

Performance Reporting

The Fund will be evaluated bi-annually on a total return net of fees basis. Returns will be compared to:

- 1) Consumer Price Index plus 3%
- 2) Three month Treasury Bill Index plus 4%
- 3) An index comprised of 50% of the S&P 500 index and 50% of the Lehman Intermediate Govt./Corp index

Comparisons will show results for the latest quarter, year to date and since inception. The report will be prepared by the Investment Consultant and will be presented to the Investment Committee.

Distributions

AFT Connecticut may take income distributions from the Fund on either a quarterly or annual basis. Income distributions cannot exceed 50% of annual income. Annual income is defined as accumulated interest, dividends, capital gains distributions, and capital appreciation.

AFT Connecticut may borrow assets from the Fund. Terms of the loan will be determined by the AFT Connecticut Finance and Budget Committee and approved by the AFT Connecticut Executive Committee.

No income distribution or loan shall be made from the Fund, except under extraordinary circumstances, until total Fund assets had exceed three hundred fifty thousand dollars (\$1,000,000) for a minimum period of four consecutive calendar quarters.

Both income distributions and Fund loans must have prior approval of the AFT Connecticut Executive Committee and cannot invade Fund donor contributions.

Investment Policy Changes

Changes to the Fund's investment policies must have prior approval from the AFT Connecticut Executive Committee.

Investment Committee

The AFT Connecticut Investment Committee shall consist of no less than three and no more than five committee members. With an Investment Committee of three individuals, at least one of the committee members must not be an AFT Connecticut Executive Committee member. With an Investment Committee of five, at least two committee members must not be AFT Connecticut Executive Committee members. Individual members must be approved by the AFT Connecticut Executive Committee.

Building and Grounds

Use of AFT Connecticut Building and Equipment

- It shall be AFT Connecticut policy to encourage cooperation, collaboration and support for efforts consistent
 with the stated purposes and goals of AFT Connecticut. This includes actions taken to support initiatives of
 AFT Connecticut.
- AFT Connecticut offices and facilities may be used for these purposes provided prior permission is granted by
 the AFT Connecticut President or his/her designee. Before granting such permission, the AFT Connecticut
 President will obtain assurances that the activity will be properly supervised, the facilities will be secure and the
 offices will be left in the same condition in which it was found.
- * Please refer to Appendix A on page 30 for Facility Guidelines form

Smoking

Smoking will not be allowed in the AFT Connecticut building or the entrance way.

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Technology

Proposed Policy on Computers and Technology

Objective

AFT Connecticut recognizes that use of the Internet and e-mail has many benefits and can make workplace communication more efficient and effective. Therefore, employees are expected to use the Internet and e-mail systems appropriately. Unacceptable use of the Internet and e-mail can place AFT Connecticut and others at risk. This policy outlines the AFT Connecticut guidelines for acceptable use of the Internet and e-mail.

Scope

This policy must be followed in conjunction with other AFT Connecticut policies governing appropriate workplace conduct and behavior. AFT Connecticut complies with the provisions contained within collective bargaining agreements with its employees, and all applicable federal, state and local laws as they concern the employer/employee relationship. Nothing contained herein should be construed to violate any of the rights or responsibilities contained in such collective bargaining agreements or laws.

Use Guidelines

AFT Connecticut has established the following guidelines for employee use of the organization's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

- 1. All technology provided by AFT Connecticut, including computer systems, communications networks, organization-related work records and other information stored electronically, is the property of the AFT Connecticut and not the employee. In general, use of the organization's technology systems and electronic communications should be job-related and not for personal convenience.
- 2. Employees may not use AFT Connecticut's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
- 3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on AFT Connecticut or be contrary to its legitimate business interests; and any illegal activities—including piracy, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

- 4. Copyrighted materials belonging to entities other than AFT Connecticut may not be transmitted by employees on the organization's network without permission of the copyright holder. Employees must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
- 5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending e-mail to thousands of users.)
- 6. To prevent contamination of AFT Connecticut technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the appropriate software. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the AFT Connecticut President or designee.
- 7. Every employee of AFT Connecticut is responsible for the content of all text, audio or image files that he or she places or sends over the company's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. AFT Connecticut's identity is attached to all outgoing e-mail communications, which should reflect the federation's values and appropriate workplace language and conduct.
- 8. E-mail and other electronic communications transmitted by AFT Connecticut equipment, systems and networks are not private or confidential, and they are the property of AFT Connecticut. Therefore, AFT Connecticut reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
- 9. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the organization.
- 10. Employees are expected to report malfunctions of technology and accidental exposure to inappropriate materials, websites, etc. to the President or designee.

AFT Connecticut's Right to Monitor and Consequences for Misuse

All organization-supplied technology, including computer systems, equipment and organization-related work records, belongs to AFT Connecticut and not to the employee. Employees understand that AFT Connecticut may routinely monitor use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such company property.

Because all the computer systems and software, as well as e-mail and Internet connections, are the property of AFT Connecticut, all AFT Connecticut policies apply to their use and are in effect at all times. Any employee who abuses the AFT Connecticut-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws, or collective bargaining agreements.

Questions Regarding the Use of AFT Connecticut Technology

If you have questions regarding the appropriate use of AFT Connecticut electronic communications equipment or systems, including e-mail and the Internet, please contact the AFT Connecticut President or designee.

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Personnel

Staff Involvement in Elections Policy

- AFT Connecticut employees, that is, those persons who are not elected officers who are paid salaries by the State Federation to perform specific functions, shall refrain from all activities related to the election of AFT Connecticut officers.
 - Elections are defined as officer elections and any other elections called to fill a vacancy thereto.
 - Election activities shall include endorsement, publicity, financial contributions. The State
 Federation acknowledges the local unions' prerogative to define criteria for membership and
 delegates; therefore, casting a vote in an AFT Connecticut election is not included on the list of
 prohibited activities.
- 2. AFT Connecticut employees shall have the right to respond to specific charges against them raised during the course of a campaign.

Operations

Policy on Organizing

AFT Connecticut is committed to organizing — internally and externally. Our strength as a union stems from the number of members we have and the active participation of those members. Because we lose members through attrition, times change, working conditions change and perceptions of members change, we must be continually organizing. Moreover, in the current economic climate, we are under attack in both the public and private sector. Our ability to successfully respond to these attacks and continue to move forward for our members and for social change depends on constantly organizing.

AFT Connecticut supports the AFT Organizing Model adopted to enhance organizing effectiveness.

The decision to attempt to organize a particular unit will be determined by the President and Director of Organizing with **notification to** the Executive Committee.

The following criteria will be considered:

- 1. the size of the prospective unit
- 2. the interest of the unit members
- 3. the compatibility of the prospective unit with other constituent groups in AFT Connecticut
- 4. geography and density
- 5. community assessment
- 6. the projected time and cost of organizing

AFT Connecticut Strikes Policy

AFT Connecticut supports the right of <u>all</u> employees to bargain collectively, including the right to strike and will work continually to protect this right. Strikes should not be entered into without overwhelming support of members of the bargaining unit, support of affiliates, clear articulation of the issues and a clear understanding of what is needed for a victory.

- AFT Connecticut will support the local and its members in the following ways:
- 1. AFT Connecticut will maintain an open line of communication with all interested parties.
- 2. AFT Connecticut will mobilize available support including support from other locals and unions, and will provide, through the use of AFT Connecticut attorneys, legal advice.

Policy on AFT Connecticut Assistance in CB Elections

Collective Bargaining Elections in Bargaining Locals

Defending An AFT Connecticut Local

Bargaining locals will be aware of window periods and set up alert systems to monitor actions of potential challengers. Whenever the local receives information of a possible challenge by a raider union, the president of that local will inform the assigned AFT Connecticut Field Representative and the AFT Connecticut President or his/her designee. The AFT Connecticut President will promptly inform the AFT. A meeting will be held, including but not limited to the local president, assigned AFT Connecticut Field Representative and the AFT Connecticut President and/or his/her designee to assess the local's strengths and weaknesses and the severity of the challenge and to discuss a program for a campaign which would include staff assistance and support. The potential for outside help, including assistance from other affiliated unions or coalitions will also be considered as part of the assessment.

AFT Connecticut will designate appropriate staff to provide technical advice and assistance to the campaign and to keep AFT Connecticut President and/or his/her designee apprised of developments. The AFT Connecticut Staff will advise on matters of AFT Connecticut policy as they relate to campaign issues. Questions of total campaign financing and staff assistance shall be referred to the AFT Connecticut President by the local president. With the assistance of the AFT Connecticut Staff, the local shall develop a collective bargaining election campaign budget that will be sent to the AFT Connecticut President prior to initiating any Labor Board or election processes.*

The AFT Connecticut President will discuss with the AFT all pertinent information related to the campaign and together review what AFT Connecticut and AFT resources are needed and how they can be provided.

The local is responsible for making timely assessments, submitting a budget and sending a completed AFT election report and a financial report along with copies of receipts to the AFT Connecticut President within 60 days after the election. The AFT Connecticut will reimburse the local according to its policy and approved budget and submit a request to AFT for similar action.

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^{*} In exceptional circumstances, a vote of the Executive Committee may be required.

Policy for Guest Attendance at Executive Committee Meetings

- The AFT Connecticut Constitution defines the Executive Committee composition as the President, the Vice Presidents, and the Secretary/Treasurer. Therefore, a "guest" shall be defined as any person who is not an officer of AFT Connecticut.
- Attendance at all regular meetings of the Executive Committee is open to local officers, members, and persons invited by the President and/or his/her designee who need to be present for a particular agenda item.
- Guests <u>may observe</u> but not participate in discussion and/or debate unless recognized by the presiding officer. <u>They are asked to sit away from the table.</u>

Committee Meals Policy

	The following are guidelines that Committee Chairs should follow for provision of sustenance to the	
	committees:	
1.	AFT Connecticut office should be notified of all committee meetings, time and place.	
2.	Committee chair must have approval of the cost of the meeting from the President or his/her designee before expending funds.	
3.	Committee chair is responsible for making arrangements, once authorized, through the appropriate AFT Connecticut support staff.	
4.	Fifteen dollars (\$15.00) per person is the limit for meeting (food and beverage).	

POLICY DEVELOPMENT

As AFT Connecticut develops policies and procedures for our organization, it is appropriate to establish guidelines for policy creation and approval. The Policy Development Policy establishes procedures and documentation requirements for all policies of AFT Connecticut.

Policy Development - Policy

- I. AFT Connecticut shall develop and maintain policies and procedures to meet the changing needs of the organization and to ensure compliance with the AFT Constitution, AFT Connecticut Constitution, resolutions of their respective conventions and federal, state, and local laws.
- II. The Executive Committee shall oversee the development and modification of, and shall have the authority to adopt organizational policies and procedures. All proposals and suggestions for policies and procedures shall be directed to the Membership and Structure Committee to oversee the review and recommendation process.
- III. Led by the Membership and Structure Committee, the development, modification, review, and approval process of organizational policies and procedures shall involve a collaborative effort. In drafting organization policies and procedures, all Executive Committee members—and staff, when appropriate—shall have access to the draft and an opportunity to participate in this process at all stages of policy development. Legal counsel may be consulted as necessary.
- IV. Policies and procedures go into effect upon Executive Committee approval unless a specific effective date is noted in the policy.
- V. Any changes in procedures shall not violate or contradict the intent of any associated organizational policy, or collective bargaining agreement with AFT Connecticut staff.
- VI. A policy and any accompanying procedure shall be presented together; neither shall be considered in isolation during the approval process.
- VII. If the AFT-CT President acts on matters of urgency and believes there is a need for more specific policy or direction, he/she shall notify the Membership and Structure Committee and the Executive Committee of the actions taken and recommend consideration for policy and procedures through an expedited process.

Policy Development - Procedures

I. Stage One – Initiation and Development

Any officer, executive committee member, or organizational entity (e.g. standing committees, local boards) may propose the need for a new policy or procedure or the modification of an existing policy. All such proposals shall be made using the Policy Development/Design Documentation found in Appendix B on page 31.

II. Stage Two – Membership and Structure Committee Review

The Membership and Structure Committee shall review, consider and make a recommendation on the proposed policy and/or procedure.

III. Stage Three – Policies/Procedures Prepared for Executive Committee

The Membership and Structure Committee shall send the proposed policy, with Committee recommendations, to the AFT Connecticut President for placement on the agenda of the next regularly scheduled Executive Committee meeting.

IV. Stage Four – Policy Approval

The proposed policy and/or procedure shall be presented to the Executive Committee for final approval. The Executive Committee shall either:

- (a) approve the proposed policy as written;
- (b) approve the proposed policy with nominal changes; or
- (c) send the proposed policy back to the Membership and Structure Committee with recommendations.

With Executive Committee approval, the proposed policy shall become effective immediately (or as specified by the proposed policy). All local presidents will be notified of the newly-adopted policy or procedure through electronic mail, and said notification will be reported to the Delegate Assembly at their next scheduled meeting.

Appendix

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EACH GROUP OR ORGANIZATION THAT RESERVES MEETING ROOM IS RESPONSIBLE AT ALL TIMES FOR FOLLOWING THESE PROCEDURES.

FACILITY GUIDELINES

- Normal business hours are 8:15a.m. to 5:00p.m. M-T; 8:15am to 4:20pm on Fridays (arrangements may be made for other times)
- After conclusion of the meeting/function, the facilitator will make sure that *all* exterior doors are locked and secured and lighting is turned off.
- It is the responsibility of the group using the facilities to leave the space as they found it (cleaning supplies will be provided). FAILURE TO COMPLY WITH THIS REQUEST MAY RESULTIN A CLEAN-UP FEE OF \$50.00.
- Audio visual technology and extension cords are available for use upon request.
- AFT Connecticut will be reimbursed for any and all damages caused to the facilities and/or the equipment therein.
- The group assumes all responsibility and liability for the requested use and agrees to defend, indemnify and hold AFT Connecticut harmless from any and all loss, damage or injury to any person or property arising from use of the facilities.

Accepted by:	
signature	date
title	Organization
G:IAFT CT\Programs and Policies\Use Fo	acilities Guidelines Form.doc

Revised 3-14-16

Appendix B

Policy Development/Design Documentation

Policy Title

Enter the exact name for the proposed new policy, or the existing policy being submitted for modification.

Effective Date

If the proposed policy is to have an effective date different from the approved date, enter the effective date. If no effective date is specified, the effective date will be the same as the approval date. No newly adopted or modified policies will be applied or enforced retroactively.

I. Purpose

This section will provide the rationale for the policy. Questions to consider when writing the purpose section:

- Are the objective(s) of the policy clearly stated?
- Does it reflect the mission, values, and strategic directions of AFT Connecticut?
- Are any applicable legal and/or regulatory mandates being addressed by the policy?
- What conflicts or problems are being addressed by the policy?
- Does the policy address financial, operational, and/or technological needs?

II. References

This section lists related laws, regulations and policies. Questions to consider when writing the references section:

- Does it cite applicable authority (federal and state laws, organizational policies, etc.)?
- Should any current organizational policies be read in conjunction with this policy? If so, are policy references cited with full policy title, URL or copy?
- Are legal references cited completely (full name of the law, year, etc?) and URL provided where available?

III. Definitions

This section defines the key terms of the policy. For consistency, when drafting or reviewing a proposed policy, the Membership and Structure Committee should check for prior usages of specific terms and follow the meaning of the terms. Questions to consider when writing the definitions section:

- Does it define new, uncommon and/or specialized terms?
- Does it define terms that can have different meanings in different contexts?
- Does it list terms in alphabetical order?
- Are terms italicized, followed by a colon and defined with a complete sentence? (e.g. *Term*: The definition of the terms goes here.)

IV. Policy

This section contains the statement of policy. The *policy statement is the governing principle, plan, or understanding that guides the action.* **It states what we do, but not how**. Questions to consider when writing the policy statement section:

- Does it accomplish the purpose of the policy?
- Does it clearly articulate what the policy is and what it is to accomplish?
- What is the scope of the policy?
- Does this section contain only policy (not procedures)?
- Are the responsibilities for entities or individuals clearly stated?
- Is the policy section consistent with the applicable laws, regulations and policies listed in the reference section?

V. Procedure

This section prescribes the means of implementing and complying with the policy. **Procedures articulate how the policy will be implemented.** Questions to consider when writing the procedure section:

- Is it consistent with the policy statement section?
- Does it contain the specific actions or steps needed to comply with the policy?
- Does it contain implementation plans and dates for policies that require a phased implementation?
- Are procedural requirements reasonable?
- Does this section contain only procedures (not policy)?
- Is the procedure section consistent with the applicable laws, regulations and policies listed in the reference section?

VI. Documentation

This section prescribes the means of documenting compliance with procedures. Questions to consider when writing the documentation section:

- Is it consistent with the procedure statement section?
- Does it contain the specific documents needed to comply with the procedures?
- Are documentation requirements reasonable?
- Is the documentation section consistent with the applicable laws, regulations and policies listed in the reference section?