

Move to amend the GFT Bylaws to include Article II, A., 5. COPE By-laws

ARTICLE 1 – Name

This committee shall be known as the GFT Committee on Political Education (COPE).

ARTICLE 2 – Statement of Principles

The Principles of GFT COPE are:

Section 1. Excellence

To support and strengthen the commitment of members, citizens, and government to excellence in education and public service.

Section 2. Understanding

To encourage our members to comprehend the functions of government and political processes and understand political issues, especially as these affect our members.

Section3. Activism

To promote and strive for improvement of education and public service by encouraging and stimulating our members to take a more active part in elections (voting) and governmental affairs affecting education and public service; and identifying and supporting candidates who espouse such positions.

Section 4. Organize

To assist our members in organizing themselves for more effective political action.

Section 5. Labor

To assist members to understand and support the broad range of Labor issues.

Section 6. Action

To engage in any suitable activities to achieve the principles stated above.

ARTICLE 3 – Responsibility

COPE is charged with the Following Responsibilities

Section 1. Conduct Candidate Interviews

Interview candidates or their surrogates for Local and Federal Public office when deemed appropriate and pursuant to Article VIII of these Bylaws.

Section 2. Recommend Candidates

Make recommendations to the GFT Executive Council regarding candidates pursuant to Article IX of these Bylaws; and the support thereof.

Section 3. Recommend COPE Expenditures

Make recommendations for expenditures from the GFT COPE Fund pursuant to Article XI of these Bylaws.

Section 4. Recommend Legislative Agenda

Recommend a Legislative Agenda to the GFT Executive Council.

Section 5. Plan

Develop and recommend a budget and Plan for the GFT COPE for political action and COPE Fund expenditures.

Section 6. Report to Members

Report to members on an annual basis the activities of the GFT COPE Board as outlined in Article XIV Section 4.

Section 7. Serve as Liaisons to Units

Each member of the GFT COPE Board shall regularly communicate activities, principles, and responsibilities to their own Unit.

Section 8. Perform Other Duties

Any additional responsibilities delegated by the GFT Executive Council, and the GFT President.

ARTICLE 4 – COPE Board

Section 1. Authority

- (a) COPE is a standing committee of the GFT Executive Council.
- (b) The COPE Board is regulated by Bylaws as adopted and modified by the COPE Board and approved by the GFT Executive Council.

- (c) The COPE Board is charged with:
 - 1. Implementation of the principles, responsibilities, and duties set forth in these Bylaws.
 - 2. The stewardship of the GFT COPE Fund.
 - 3. The stewardship of GFT COPE activities for political action.
 - 4. The implementation of such other duties as are given it by the GFT Executive Council.

Section 2. Membership

- (a) The COPE Board shall consist of five (5) members.
- (b) Members of the COPE Board are appointed by the GFT President and approved by the GFT Executive Council; from the GFT Members in good standing.
- (c) The President of GFT shall serve as an ex-officio member of the COPE Board.
- (d) Membership of the COPE Board must remain GFT members in good standing.
- (e) If the number of COPE Board members in good standing drops below five (5) the GFT President shall appoint GFT members in good standing to fill COPE Board position(s) as outlined in (a) and (b) above.
- (f) Unit Chair Persons shall make the GFT President aware of members no longer in good standing, and request their removal from the COPE Board member list.

Section 3. Length of Appointments

- (a) The officers of the COPE Board shall serve for a term that corresponds with that of the office of the GFT Executive Council.
- (b) The members of the COPE Board shall serve at the pleasure of the GFT Executive Council.
- (c) COPE Board members are terminated if she or he has missed three consecutive COPE meetings and has not communicated to the chair, a co-chair, or staff that she or he will be absent.
- (d) If terminated, reappointment of the member to the COPE Board shall not be considered until the following year.

Section 4. Frequency of Meetings

- (a) The COPE Board shall meet at least quarterly.

- (b) The COPE Board may also meet as deemed necessary by the COPE Board Chairperson.

ARTICLE 5 – Officers of the COPE Board

Section 1. Chair

- (a) The Chair shall be a member of the COPE Board in good standing.
- (b) The Chair is appointed by the GFT President.
- (c) If the GFT President so chooses, she or he may appoint Co-chairs to the GFT COPE Board.
- (d) Duties of the Chair or Co-chairs
 1. Serve as presiding officer and chair for COPE Board meetings as a voting member.
 2. Approve the agenda prior to the meetings.
 3. Send agenda and membership list to the COPE Board.
 4. Authorize expenditures in between meetings pursuant to Articles X and XI of these Bylaws.
 5. Perform other duties designated by the GFT President.
 6. Initiate activities consistent with the principles, responsibilities, and duties in accordance with these Bylaws.

Section 2. Secretary

- (a) The Secretary shall be a member of the COPE Board in good standing.
- (b) The Secretary shall be elected by the COPE Board at the first COPE Board meeting.
- (c) Duties of the Secretary
 1. Record attendance of those at the COPE Board meetings, including the presiding officer.
 2. Determine quorum at the COPE Board meetings.
 3. Take minutes of the COPE Board meetings.
 4. Record motions taken at COPE Board meetings.
 5. Produce an electronic version of the minutes for distribution.
 6. Maintain, with staff, the roster of COPE Board members in good standing.
 7. Preside over the COPE Board meetings when no Chair or Co-Chair is present.

8. Report out at each COPE Board meeting any members who have missed 3 consecutive meetings without notification and who are therefore being removed from the COPE Board for non-attendance at COPE meetings.
9. Report out at each COPE Board meeting any members who have missed 2 consecutive meetings without notification.

Section 3. Treasurer

- (a) The Treasurer shall be a member of the COPE Board in good standing.
- (b) The Treasurer shall be elected by the COPE Board at the first COPE Board meeting.
- (c) Duties of the Treasurer
 1. Serve as financial officer of the COPE Board.
 2. On a monthly basis, provide the COPE Board with the financial status of monies and accounts delegated to the stewardship of the COPE Board pursuant to these Bylaws and/or at the direction of the GFT Executive Council.
 3. Function as a signatory to GFT- COPE checks.
 4. Function as a signatory for campaign finance reports with the Guam Elections Commission.
 5. Coordinate with staff in the preparation and signing of reports and checks.
 6. Forward onto the GFT Executive Council the relevant financial information regarding recommendations made by the COPE Board.
 7. Serve as liaison between the COPE Board and the GFT Audit Committee and provide all necessary documents for the Audit Committee to function pursuant to Article XIV, Section 3 of these Bylaws.
 8. Ensure that disbursements recommended by the COPE Board and approved by the GFT Executive Council pursuant to these Bylaws are made in a timely efficient manner.
 9. Employ all due diligence to ensure that disbursements made on behalf of COPE are done so in accordance with Guam and Federal election laws.

Section 4. Vacancies of Officers

- (a) If an officer of the COPE Board resigns or otherwise becomes unable to perform the duties of his or her office, the GFT President shall appoint a

COPE Board member to fill that vacancy subject to the approval of the GFT Executive Council.

ARTICLE 6 – COPE Board Meeting

Section 1. Notice of Meetings

- (a) Meetings of the COPE Board shall be called by the Chair or a Co-chair with at least 72 hours written notice to the COPE Board Members.
- (b) Meeting notices shall be distributed to the COPE Board, the GFT Executive Council, and all GFT Unit Chairpersons.

Section 2. Quorum

- (a) A quorum shall consist of at least three (3) members.
- (b) Ex-officio COPE Board members shall qualify for the purposes of constituting a quorum.

Section 3. Minutes

- (a) Minutes shall be distributed to the COPE Board, the GFT Executive Council, and all GFT Unit Chairpersons. Minutes will also be available upon request to any interested member, pending verification of status as a member in good standing.
- (b) Minutes shall be considered for approval at a subsequent COPE Board meeting.
- (c) The COPE Board has the right to revise, extend, edit, and amend minutes by a two thirds (2/3) vote of the votes cast.

ARTICLE 7 – Parliamentary Procedures

Section 1. Roberts Rules of Order

All meetings of the GFT COPE Board shall be governed by Roberts Rules of Order, Newly Revised, unless otherwise provided by these Bylaws.

ARTICLE 8 – Candidate Interviews

Section 1. Authority

Pursuant to Article III, Section 1 of these Bylaws and by sanction of the GFT Executive Council, the COPE Board is charged with interviewing candidates or their designated surrogates for Guam and Federal office.

Section 2. Interviews Open to Members

Candidate Interviews are open to all GFT members in good standing.

Section 3. Notice to Attend

Whenever possible GFT members who plan to attend candidate interviews shall provide prior notification to the COPE Board or staff; this is in order to accommodate needs for physical space and food.

Section 4. Prior Notice of Interviews

- (a) Whenever possible, prior notice of candidate or surrogate interviews shall be given to the COPE Board, the GFT Executive Council and Unit Chairpersons.
- (b) Whenever possible, updates to the interview list will be communicated to the COPE Board, the GFT Executive Council Unit Chairpersons and other attendees.

ARTICLE 9 – Recommendations for Candidate Endorsements

Section 1. Authority

Pursuant to Article III, Section 2 of these Bylaws and by sanction of the GFT Executive Council, the COPE Board recommends endorsements and support of Guam, and Federal candidates to the GFT Executive Council.

Section 2. Endorsement Process

There are six (6) steps to a GFT endorsement of a candidate

- (a) An appropriate candidate requests consideration for an interview.
- (b) The COPE Board considers candidates' voting history (if one exists).
- (c) The COPE Board considers candidates' questionnaire responses.
- (d) The COPE Board interviews the candidates or their surrogates.
- (e) The COPE Board, by two-thirds (2/3) of the votes cast, recommends a candidate.
- (f) The GFT Executive Council shall consider the COPE Board recommendations at its next meeting.

Section 3. Request for an Interview

- (a) Interviews are to be initiated by the COPE Board Chair once given authority to do so by the COPE Board and to set the COPE Board agenda pursuant to Article V, Section 1(d)1 of these Bylaws.
- (b) Requests, to the COPE Chair or Co-Chairs, for candidate interviews may also be made by:
 - 1. A COPE Board member
 - 2. A GFT Executive Council member
 - 3. A GFT Unit Chairperson
 - 4. Any GFT member in good standing

Section 4. Voting Records

- (a) Whenever possible, recommendations for endorsement and support shall be made on the basis of each candidate's voting record regarding:
 - 1. Education
 - 2. Public services
 - 3. Workers' rights
- (b) Recommendations and support shall be made without regard to party affiliation.

Section 5. Questionnaires.

- (a) Whenever possible, candidate questionnaires will be distributed to all candidates in races the COPE Board intends to consider for recommendation and support.
- (b) Questionnaires will be representative of the concerns of all of the GFT constituencies.
- (c) Questionnaire will be appropriate to the type and level of the office sought.
- (d) In the case of Federal candidates, whenever possible, the COPE Board will work with AFT National for information and questionnaire.
- (e) Completed questionnaires will not be posted on the GFT website.

Section 6. Interview Format

- (a) Interviews for the COPE Board will be formatted by the Chair or designee
- (b) Format will be based on:

1. The number of candidates or surrogates likely to be interviewed
2. The number of members who plan to attend
3. The physical space of the room
4. Time restrictions

Section 7. Recommendation Criteria for National Candidates

- (a) Whenever possible, candidate recommendations and support shall also be based upon two of the following:
 1. A candidate's voting record
 2. Responses to the GFT COPE questionnaire
 3. A COPE Board interview
- (b) Any recommendations by COPE requires a two-thirds (2/3) approval of the votes cast by COPE Board members.
- (c) Recommendations will take into consideration the endorsements of the AFL-CIO and AFT National.
- (d) Recommendations for political endorsement and support shall be sent to the GFT Executive Council for final approval.
- (e) This process does not preclude the COPE Board from making recommendations for referenda, campaign committees, or independent expenditures.

Section 8. Recommendation Criteria for Guam Candidates

- (a) Whenever possible, candidate recommendation and support for Guam office will take into consideration the endorsements of other labor organizations, and shall be based on two or more of the following:
 1. A candidate's voting record
 2. A COPE Board interview
 3. Responses to the GFT local questionnaire
 4. Current membership in GFT
- (b) Any recommendations by COPE requires a two-thirds (2/3) vote of the votes cast by COPE Board members.
- (c) Recommendations for political endorsement and support shall be sent to the GFT Executive Council for final approval.
- (d) This process does not preclude the COPE Board from making recommendations for local referenda, campaign committees, or independent expenditures.

Section 9. Final Approval of Recommendations

- (a) No recommendation for the endorsement of a candidate is legitimate or final until it is approved by the GFT Executive Council.
- (b) After the COPE Board makes a recommendation, the GFT Executive Council shall consider the COPE Board recommendation at its next meeting.
- (c) Whenever possible, due to the time sensitive nature of campaigns, the GFT Executive Council shall conduct as necessary a teleconference to consider recommendations.

ARTICLE 10 – COPE Expenditures

Section 1. Authority

- (a) Pursuant to Article III, Section 3 of these Bylaws and by sanction of the GFT Executive Council, the COPE Board recommends expenditures from the COPE Fund for support and political education.
- (b) Any recommendations by COPE requires a two-thirds (2/3) vote of the votes cast by COPE Board members.

Section 2. Accounts

The COPE funds shall be kept in a separate, segregated, non-interest bearing account.

Section 3. Compliance

The COPE shall only make expenditures that are in compliance with Guam and Federal election laws.

Section 4. Residence

The COPE Fund checkbook and records will be maintained in the GFT office in accordance with Guam and Federal laws.

Section 5. Limitations

- (a) Whenever possible, and in accordance with Guam and Federal laws, COPE political action contributions shall be limited to contributions to candidate's committees, campaign committees, and independent expenditures appropriately registered with the Guam Elections Commission or the Federal Elections Commission.

- (b) Contributions to any appropriate party listed in Article X, Section 5(a) hereof may not exceed the maximum contribution allowed by Guam or Federal election laws.

Section 6. Income

- (a) Contributions to the COPE Fund shall be made from voluntary contributions from GFT members.
- (b) Other legal sources pursuant to Guam election law as are also acceptable.

Section 7. Disbursements

The GFT Executive Council may take action for disbursements upon the recommendations of the COPE Board. The following methods are also acceptable:

- (a) Upon
 1. Approval or authorization of a majority of the GFT Executive Council, and
 2. Notification of the COPE Board
- (b) By the GFT President and the COPE Committee Chair or Treasurer, when all of the following conditions are met:
 1. The amount does not exceed \$500.00 per request and
 2. The next GFT Executive Council meeting will not be timely as to the request
 3. Members of the COPE Board and GFT Executive Council are notified by the co-chair involved of the expenditure in a timely fashion

ARTICLE 11 – GFT COPE Fund

Section 1. Authority

Pursuant to Article III, Section 3 of these Bylaws, and by sanction of the GFT Executive Council, the COPE Board is charged with recommending expenditures from the COPE Fund to the GFT Executive Council; which unless otherwise specified herein shall have final authority on expenditures.

Section 2. Limitations

- (a) The GFT COPE Fund resources shall be utilized for the sole purposes of:
 1. Communication with members regarding legislative and electoral information.

2. Communicating with the public in advocacy of GFT membership
3. Contributions from GFT COPE Fund shall not be made to campaign or candidate committees without the prior approval of the GFT Executive Council; as set forth herein.

Section 3. Income

- (a) Contributions to the GFT COPE Fund shall be made from segregated contributions from GFT members; designated for this fund.
- (b) No other funds shall be used as income for this Fund.

Section 4. Disbursements

The GFT Executive Council may take action for disbursements upon the recommendations of the COPE Board. The following methods are also acceptable:

- (a) Upon
 1. Approval or authorization of a majority of the GFT Executive Council and
 2. Notification of the COPE Board
- (b) By the GFT President and the COPE Committee Chair or a Co-chair, when all of the following conditions are met:
 1. The amount does not exceed \$500.00 per request and
 2. The next GFT Executive Council meeting will not be timely as to the request
 3. Members of the COPE Board and GFT Executive Council are notified by the co-chair involved via email of the expenditure in a timely fashion

ARTICLE 12 – Compliance

Section 1. Legal

The COPE Board shall comply with all Guam and Federal election laws

Section 2. GFT Articles and By-Laws

The COPE Board shall comply with all requirements of the GFT Corporate Articles and By-laws.

Section 3. GFT COPE Bylaws

The COPE Board shall comply with all requirements of these Bylaws.

ARTICLE 13 – Finances

Section 1. Operational Costs

The operational costs of the committee shall be borne by GFT.

Section 2. Fiscal Year

The fiscal year of the COPE budget shall begin October 1 and end September 30 of each calendar year.

ARTICLE 14 – Audits and Reports

Section 1. GFT COPE Fund Audit

An independent audit of the GFT COPE Fund shall be conducted annually by the Audit Committee.

Section 2. Audit Committee

- (a) The GFT President will identify candidates for the Audit committee.
- (b) The Audit Committee shall be appointed by the GFT Executive Council and made up of three (3) GFT members in good standing who do not serve on the GFT COPE Board or the GFT Executive Council.
- (c) The Audit Committee shall consult with the COPE Board Treasurer, GFT Treasurer, and any other party the Audit Committee deems appropriate to collect the information needed to conduct an independent audit.
- (d) The Committee shall write a final report to be included in the annual report referenced in Article XIV, Section 4 of these Bylaws.

Section 3. Annual Report

- (a) The Annual Report shall be provided to the GFT members at the GFT Annual Convention which includes the audit and the previous year's activities of the COPE Fund.
- (b) The annual report shall include an account of the previous year's activities of COPE's political action activities.