

UTD INTEREST CAUCUS

POLICIES AND PROCEDURES

The following requirements shall apply to each sponsored Internal Interest Caucus of the United Teachers of Dade:

Each Internal Interest Caucus shall be certified by the Secretary/Treasurer of the United Teachers of Dade annually. The forms for such certification shall be provided by the office of the Secretary/Treasurer. All requests for certification shall be received in the office of the Secretary/Treasurer prior to October 1 of each year.

a) All members of any United Teachers of Dade Internal Interest Caucus must be members in good standing of United Teachers of Dade or UTD Retired Teachers Chapter.

b) Each Internal Interest Caucus shall have an official list of duly elected officers which shall be submitted to the office of the Secretary/Treasurer of the United Teachers of Dade with its annual request for certification. The presidents of each Internal Interest Caucus shall serve as the designated liaison to the UTD Staff liaison selected by the United Teachers of Dade. All Presidents and Officers shall be elected annually in the month of September prior to submission of certification documents. Notice of the date and time of the election shall be forwarded to the Secretary/Treasurer no less than 10 days before the election or according to the caucus by-laws, whichever is greater.

c) Upon submission of application for its annual certification, each Internal Interest Caucus shall submit a petition attached to the certification form signed by at least twenty-five (25) Internal Interest Caucus members. The Internal Interest Caucus application shall include its current membership list including names, phone numbers and e-mail addresses.

d) Each Internal Interest Caucus shall annually provide and attach a copy of its constitution and/or a written statement of the goals or purpose of the Internal Interest Caucus (or notification that no changes have been made to such documents since the last annual application). Language indicating support of UTD shall be included in the constitution or written statement of goals. The goals and purposes of each Internal Interest Caucus shall be compatible with the goals and principles of the United Teachers of Dade, although UTD may not support the goals of each Internal Interest Caucus. Membership in all Internal Interest Caucuses must be open to all members of UTD and UTD Retired Teachers Chapter.

e) Each Internal Interest Caucus shall be responsible for its actions and conduct and shall not act in a manner inconsistent with the constitution and bylaws of the UTD or with these policies and procedures.

f) Any events or activities that an Internal Interest Caucus wishes to publicize must be submitted to the communications department through the UTD Staff liaison for distribution to the media or UTD members. Internal Interest Caucuses are part of UTD and cannot speak on behalf of the organization unless preapproved or appointed by the President of UTD. This includes all forms of media contact including written, electronic, broadcast, and all other forms of communication.

g) Each Internal Interest Caucus shall have an official name that shall be used on all distributed and posted communication, literature and publications. All communications, literature or publications must display the official name of the Internal Interest Caucus and include the following disclaimer: “The opinions, views and statements expressed by (Author’s Name) of (Name of Internal Interest Caucus) in this communication do not necessarily reflect those of the United Teachers of Dade. All printed materials should reflect the union “bug”, i.e. printed by a union printer.

h) Upon scheduling of any events or meetings, the UTD Staff liaison should be notified of the time, place and purpose of said event at least five (5) days in advance. All regular meetings of the caucus shall be held at the UTD offices.

i) An Internal Interest Caucus which is not acting in a responsible manner or which acts inconsistent with UTD's constitution and by-laws or these policies and procedures may be refused annual certification or be recommended for de-certification upon action of the United Teachers of Dade Executive Board. An Internal Interest Caucus denied certification has the right to present its case to the UTD Executive Board prior to said board taking such action. All actions of the Board in this regard will be final, not subject to appeal.

j) An Internal Interest Caucus may not engage in any external political activities whatsoever including but not limited to endorsing or working for candidates. Further, an Internal Interest Caucus may not become involved in any internal UTD political activities regarding any UTD election, voting, charges, or other similar actions.

k) An officer of an Internal Interest Caucus may be removed by the UTD Executive Board for actions inimical to the best interests of the organization.

l) The purpose of Internal Interest Caucuses is to promote the interests of UTD members. Such Internal Interest Caucuses are part of the UTD organization

Adopted on 8/14/2017 by the UTD Executive Board.