

## **Constitution and Bylaws**

### Article 1

#### Henniker Community School –Support Staff

The name of this organization shall be the Henniker Community School-Support Staff, Local # 6314 affiliated with AFT-NH, the American Federation of Teachers and the AFL-CIO.

### Article II

#### Objectives/Purpose

The purpose of this organization is to be:

- Section 1: To promote the professional, economic and social welfare of its members.
- Section 2: To secure for members all the rights and privileges to which they are entitled.
- Section 3: To unify and strengthen the membership; enabling members to speak with a common voice on matters of concern before the Administration and School Board.
- Section 4: To encourage active participation of all members in the solution of school issues/problems.
- Section 5: To promote the interests of citizens who are served by the membership.

### Article III

#### Membership

- Section 1: All persons are eligible for memberships who are employed as full or part time Para educators or school related support staff.
- Section 2: Any eligible employee wishing to join the Union shall complete a membership/dues authorization form. Membership shall be continuous until the member resigns in accordance with the provisions contained in the collective bargaining agreement.
- Section 3: No person shall be denied membership on the basis of sex, race, national origin, religious or political belief, sexual orientation or social status.

## Article IV

### Committees/Duty of Committees

Section 1: This Union shall have the following standing committees. The President shall appoint members to these committees.

- a. Negotiations Committee
- b. Organizing and Member Benefits Committee  
Develop programs and activities to encourage all eligible persons to join and participate in the local.
- c. Public Relations Committee  
Promote the local with the community.

Section2: The President and/or Executive Board may establish such other special committees as may be necessary.

## Article V

### Election of Officers

Officers shall be elected in alternating years beginning in June 2007.

Section 1: a. President and Secretary

b. Vice President and Treasurer

Section 2: The one year term shall begin in July. Elections shall take place at the Spring meeting.

Section 3: To be eligible for office a person must be a member in good standing of the organization for a period of one year prior to the date of the election.

Section 4: In the event that a vacancy occurs in an elected position, the President shall have the authority to appoint a replacement. In the event of a vacancy in the office of the President, there shall be a meeting of the Executive Board held for the purpose of electing a President and for any other offices which may have become vacant as a result of the election of a President.

## Article VI

### Rules of Order

Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the constitution and/or Bylaws and such standing rules as the general membership shall adopt.

## Article VII

### Duties of Officers

Section 1: The President shall be the Chief Executive Officer of the Labor Union. The President will:

- a. Preside over all meetings with a prepared agenda.
- b. Be the spokesperson
- c. Represent the Local in dealings with the AFT-NH
- d. Meet with District administration
- e. Attend School Board meetings as necessary
- f. Serve on Negotiations Committee
- g. Keep the Board informed of all communications and activities of AFT-NH
- h. Appoint committee members
- i. Attend related workshops and conferences as needed

Section 2: The Vice President shall work closely with the President.

- a. Preside in the absence of the President
- b. Attend monthly meetings including meeting with District administration and attending School Board meetings as necessary
- c. Serve on the Negotiations Committee
- d. Promote Public Relations; inform newspapers and others of pertinent activities and or news of interest
- e. Organize membership /promotional material with the help of the Secretary

Section 3: The Secretary shall:

- a. Maintain the non-financial files and records of the Local Union, including but not limited to the constitution and current membership list.
- b. Record and keep accurate minutes of meetings of the membership and Executive Board and provide them to the President and Executive Board for review prior to the next meeting.
- c. Assist the President in handling correspondence.
- d. Help coordinate meetings and social events with the President.
- e. Distribute monthly newsletter with direction/ guidance from the Vice President

Section 4: The Treasurer shall:

- a. Maintain accurate financial records and membership list.
- b. Receive monthly dues and deduction reports from payroll, deposit monies, balance accounts and pay bills for the Local including AFT-NH and AFT dues.
- c. Prepare audit for the AFT and collects data for tax returns.
- d. Attends Executive Board meetings and provides Board with financial reports.

## Article VIII

### Executive Board

Section 1: The Executive Board shall be comprised of the elected officers: President, Vice President, Secretary and Treasurer

Section 2: The functions of the Executive Board shall be:

- a. To interpret and enforce the Constitution and Bylaws
- b. To consider policy and make recommendations to the membership

- c. To be responsible for the management of the Union and to carry out the legislation and policies of the Union
- d. To attend workshops and training conferences when available
- e. To report transactions to the membership
- f. To act on expenditures as may be required
- g. To perform duties as required by this Constitution

## Article IX

### Membership Meetings

Section 1: The Executive Board shall hold at least 4 regular membership meetings during the school year. Meeting months shall be September, December, March and May/June. The time and place shall be determined by the President.

Section2: Special meetings of the membership may be called by:

- a. The President
- b. The Executive Board
- c. At the written request of 10 members in good standing

Section 3: Quorum

A quorum shall be defined as 25% of the membership.

Majority

A majority shall be defined as 50% plus one of the membership present and voting

## Article X

### Revenues

- Section 1: Members of the Union shall pay local dues as determined and set by the Executive Board. Dues shall be payable through payroll deduction in accordance with the contract.
- Section 2: All membership dues shall be recommended by the Executive Board and approved at a general meeting.
- Section 3: Dues of a new member shall be prorated. A membership/dues authorization form will be completed by the new member and submitted to the Treasurer.
- Section 4: The dues of this organization shall be equal to local dues plus mandated increases in required affiliation fees including, but not limited to, AFT-NH state federation and AFL-CIO state affiliation and insurance premiums.
- Section 5: All resignations from the Union must be in writing, addressed to the President of the Union and will be accepted in accordance with the collective bargaining agreement.

## Article XI

### Amendment

- Section 1: Amendments to these Bylaws may be made by the members of the Union.
- Section 2: Members will be notified of any proposed amendment in advance of the presentation of said amendment at a membership meeting.
- Section 3: A majority vote of the quorum of membership present at such a meeting will adopt an amendment.
- Section 4: The Executive Board will have the right to adopt such further rules and regulation governing the amendments as it will deem necessary.

## Article XII

### Availability of Constitution

- Section 1: Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers and AFT-NH.
- Section 2: One copy shall be sent to the similar officer of each organization with which this organization is affiliated.
- Section 3: The Secretary shall make available to any member of the organization

Adopted: 6 June 06

Secretary: Laure Bishop

