

ARTICLE I

NAME

This organization shall be known as the Hillsboro-Deering Federation of Teachers, Local No. 2348.

ARTICLE II

PURPOSES

- Section 1: To secure full union rights for all employees eligible for membership.
- Section 2: To advance the economic, social, and political well being of the membership.
- Section 3: To promote the improvement of standards in the employment situation of the membership.
- Section 4: To encourage mutual understanding and cooperation among the membership.
- Section 5: To unify and strengthen the HDFT membership; enabling members to speak with a common voice on matters of concern before the Administration and School Board.
- Section 6: To promote the interests of citizens who are served by the membership.
- Section 7: To promote democracy and equality in the society at large.
- Section 8: To provide a progressively better educational opportunity for all children.

ARTICLE III

MEMBERSHIP

- Section 1: Membership in the Union shall be open to all eligible staff employed by the Hillsboro-Deering Cooperative School District.
- Section 2: No person is eligible for membership who is employed as supervisory personnel.
- Section 3: No person shall be denied membership on the basis of sex, race, national origin, religious or political belief, or social status.
- Section 4: A majority of the ballots cast shall determine election. In the absence of a majority the Elections Committee shall conduct a run-off election among the two candidates who have received the most votes for the office in question using the procedure specified in section 4.
- Section 5: Hillsboro-Deering professional staff wishing to join the Union shall complete a membership/dues deduction form. Membership shall be continuous until the member resigns, as outlined in the current contract. The HDFT treasurer is the appropriate officer to notify.
- Section 6: Membership shall have the right to vote at all general membership meetings and in elections pertaining to the organization, to hold office (after one full year as a member in good standing), to take part in activities connected with/sponsored by the organization, and to receive all benefits of the organization.

ARTICLE IV

ELECTION OF OFFICERS

- Section 1: The elected officers of the organization shall be a President, Vice President, Treasurer, and Secretary. Those elected shall assume office on July 1, following the election, and will serve for a period of two years.
- Section 2: All candidates for the office of President, Vice President, Treasurer, and Secretary shall have been a member in good standing for a period of 2 years. All candidates for position of Building Representative shall be a member in good standing for 1 year.
- Section 3: The Executive Board shall distribute a nomination form that lists the open positions at least two weeks prior to the General Spring Meeting. Nominations for office shall be made at the spring (March) membership meeting. Members receiving nomination for office must give their consent prior to having their name listed on the ballot.
- Section 4: Ballots shall be prepared in such manner as to ensure the secrecy of the ballots and shall be distributed no later than fifteen (15) days following the close of nominations.
- Section 5: In case of a vacancy in the office of President, the Vice President shall assume the duties of that office until a new election is held. A new election shall be held within thirty (30) school days unless said vacancy occurs within sixty (60) calendar days of the next annual election.
- Section 6: In case of a vacancy in the office of Vice President, Treasurer or Secretary, the President will nominate a replacement. The Executive Board shall consider said nomination, approving with a majority vote. The term for officers filling such vacancies will be until the next regular election.
- Section 7: Each building will be entitled to one representative. Representatives will be elected by the Union Membership of each building.

ARTICLE V

DUTIES OF OFFICERS

- Section 1: The **President** will:
- a. Be the presiding officer at all meetings of the membership, the Executive Board, and the Executive Council,
 - b. Be responsible for the ongoing administration of the organization,
 - c. Prepare the agenda for each Executive Board meeting ,
 - d. Be the spokesperson for this Association (HDFT),
 - e. Meet monthly with the Superintendent,
 - f. Attend School Board meetings as necessary,
 - g. Represent this local in its association and dealings with the NHFT and keep the Executive Board informed of the activities of NHFT and AFT,
 - h. Be the ex-officio member of all standing committees,
 - i. Appoint, with approval of the Executive Board, the chairs of all standing and special committees,
 - j. Receive, report and respond to correspondence of the organization,
 - k. Be one of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds,
 - l. Represent the organization before the public, community organizations, and the news media,
 - m. Be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies,

- n. Make an annual report to the membership of the organization,
- o. Be able to delegate the responsibilities of the office except where otherwise specified by the constitution
- p. Cast, where the Association is equally divided on votes, the deciding vote. On the secret ballot, the President shall have a vote as any other member,
- q. Serve on the Negotiations Committee.

Section 2: The **Vice President** will:

- a. Work closely with and assist the President as needed,
- b. Attend monthly Executive Board meetings,
- c. Attend School Board meetings as necessary,
- d. Perform other duties as delegated by the President or assigned by the Executive Board,
- e. Work with the Secretary to arrange membership meetings/socials,
- f. Assume the duties of the President in the event of the President's absence, illness, or death.

Section 3: The **Treasurer** will:

- a. Pay NHFT and national AFT dues monthly,
- b. Receive, record, and deposit all dues monies and other income in the name of the organization.
- c. Maintain all financial records of the organization,
- d. Maintain accurate membership records,
- e. Attend monthly Executive Board meetings, providing the Board with a monthly report,
- f. Be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds,
- g. Perform other duties as delegated by the President or assigned by the Executive Board,
- h. Prepare annual audit for national AFT,
- i. Keep each Building Representative informed of their current membership,

Section 4: The **Secretary** will:

- a. Keep minutes at all Executive Board meetings, providing copies for the President and each member of the Executive Board to review prior to the next meeting,
- b. Maintain a copy of the HDFT Constitution and By-Laws,
- c. Have a copy of the Constitution, Contract Agreement, current membership list, as well as prior meeting minutes at each meeting,
- d. Maintain the non-financial files and records of the organization,
- e. Record and keep accurate minutes of the meetings of the membership, the Executive Board, and the Executive Council,
- f. Assist the President in handling the correspondence of the organization,
- g. Oversee the work of, and receive and certify the reports of the Elections Committee,
- h. Perform other duties as delegated by the President, or assigned by the Executive Board,
- i. Work with Building Representatives to set up voting as outlined in the Constitution.
- j. Work with the Vice President to arrange membership meetings/socials.

Section 5: The **Building Representatives** will:

- a. Attend Executive Board meetings.
- b. Ensure communication between Executive Board and members.
- c. Create and update onsite bulletin boards.
- d. Assist onsite staff with contract issues and concerns.
- e. Consult with onsite grievance representative to initiate any necessary grievance.
- f. Keep a list of current members as well as eligible non-members.

- g. Recruit eligible persons to membership.

ARTICLE VI

EXECUTIVE BOARD

- Section 1: The Executive Board shall be comprised of the elected officers: President, Vice President, Treasurer, and Secretary, as well as the Building Representatives.
- Section 2: The Chairman of the Executive Board shall be the President of the Federation.
- Section 3: The Executive Board shall meet monthly or at the call of the President, for the purpose of initiating, overseeing, or revising the program of the organization and to conduct other business of the organization that is within its authority.
- Section 4: The Executive Board shall establish the salary, benefits, and expense guidelines of any general officer employed by the organization.
- Section 5: Consistent with the approved budget, the Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment, and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute.
- Section 6: The Executive Board shall approve the chairperson and membership of any special committees of the organization.
- Section 7: The Executive Board shall report its transactions, including an annual Treasurer's report to the membership.
- Section 8: The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.
- Section 9: To perform other duties as required by this Constitution.

ARTICLE VII

GENERAL MEETINGS

- Section 1: The General Membership shall meet quarterly for the purpose of establishing the policies of the organization; receiving and reviewing the reports of the President, Executive Board, and Committees; taking appropriate action as specified in the Constitution; and initiating and taking other such actions as the body deems necessary.
- Section 2: There will be at least one "General Meeting" for the regular membership held quarterly on the third Thursday of the month during the school year. The time and place will be determined by the President. Other general meetings may be called at the discretion of the Executive Board.
- Section 3: Voting and General Meetings
- Only members in good standing may participate in voting at General Meetings.
 - A majority of the members present will determine any general Union decisions or any amendment to the Constitution.
 - Ballot vote, hand vote, or voice vote may be used.
 - Members will vote on any changes in dues.

ARTICLE VIII

COMMITTEES

- Section 1: The Executive Board on its own initiative, or at the direction or request of the membership, may establish special committees.
- Section 2: Each committee shall report committee actions to the Executive Board.

ARTICLE VIII

REVENUES

- Section 1: Dues shall be paid to the payroll deduction plan in accordance with the contract.
- Section 2: A membership/dues deduction form will be completed by each new member, and submitted to SAU #34 Payroll or to the HDFT Treasurer.
- Section 3: Members who work one half of the regular work week or less and retired teachers who wish to retain membership shall pay $\frac{1}{2}$ the regular dues.

ARTICLE X

AMENDMENTS

- Section 1: Amendments to these By-laws may be made by a voting in any General Meeting.
- Section 2: Members will be notified of proposed amendments to the Constitution within 2 weeks of a General Meeting.
- Section 3: A majority vote of the members present at such a meeting will adopt an Amendment.
- Section 4: The Executive Board will have the authority to adopt such further rules and regulations governing the Amendment as it will deem necessary.

ARTICLE XI

RULES OF ORDER

Robert's Rules of Order, Revised , shall govern this organization and all of its subordinate bodies in all not covered by this Constitution of this organization.

ARTICLE XII

AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO
- b. The New Hampshire Federation of Teachers of the American Federation of Teachers, AFL-CIO

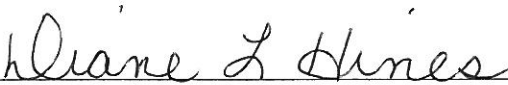
ARTICLE XIII

AVAILABILITY OF CONSTITUTION

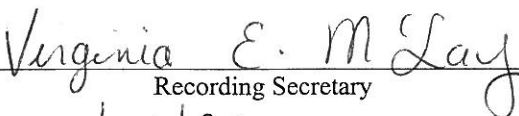
- Section 1: Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- Section 2: One copy shall be sent to the similar officer of each organization with which this organization is affiliated.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

NEWLY REVISED CONSTITUTION
OF
HILLSBORO-DEERING FEDERATION OF TEACHERS, LOCAL 2348
CORRECT AS OF
SEPTEMBER 2003

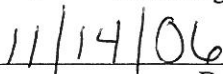
WE THE UNDERSIGNED ATTEST THAT THIS IS A TRUE COPY OF THE REVISED CONSTITUTION AND
BY-LAWS



President



Recording Secretary



Date