

HUDSON FEDERATION OF TEACHERS
CONSTITUTION

Amended 2006

BY-LAWS
OF
THE HUDSON FEDERATION OF TEACHERS

ARTICLE I

DUES

Section 1. The regular annual dues of the Federation shall be determined at the general membership meeting.

Section 2. Members who work half the regular work week or less, retired teachers who wish to retain membership, and full-time paraprofessionals shall pay $\frac{1}{2}$ (one-half) the regular dues. Full-time paraprofessionals may be subject to a surcharge to cover full cost of membership due to the American Federation of Teachers if this group charges the Federation a full membership amount.

Section 3. The dues year shall be from September 1 through August 31.

Section 4. Dues may be paid through authorized payroll deduction or by check to the Treasurer of the Federation.

Section 5. An eligible person hired after the start of the school year shall pay dues on a pro-rated basis.

ARTICLE II

MEETINGS

Section 1. The Executive Committee shall meet at least four times through the calendar year.

Section 2. After more than two unexcused absences, members of Executive Committee will have their stipends lowered by a per meeting rate for each absence.

ARTICLE III

AMENDMENT

Section 1. The By-Laws may be amended by a majority of the members present at any regular meeting providing notice of the contemplated change has been announced at a previous meeting.

ARTICLE IV

ANNUAL AGENCY FEE

Section 1. The amount of the agency fee which non-member employees are required to pay according to the agreement between the Hudson Federation of Teachers and the Hudson School Board will be determined by the Federation.

Section 2. Any member of the bargaining unit may appeal the agency fee deduction.

Section 3. The steps for agency fee appeal are as follows:

- a. The fee payer shall send a letter of complaint to the HFT Executive Committee within 30 days after the start of the School year.
- b. The Executive Committee will review the complaint and respond with a decision within 30 days of receipt.
- c. At the time of the complaint, any monies that the agency

fee payer objects to will be placed in a special interest-bearing escrow account until the issue is settled. (The money in question cannot be used by the Federation until the issue is resolved.)

- d. To appeal the decision by the Executive Committee, a letter must be sent to the Federation within 45 (forty-five) days from the date of denial.
- e. Final appeal will be presented to an impartial neutral party acceptable to both parties. If there is no agreement on a neutral party, the issue will be submitted to the American Arbitration Association.
- f. The escrow account shall terminate and the fund or portion thereof shall be distributed:
 1. according to the terms of an arbitration award,
 2. according to the terms of a mutually agreeable settlement between the Federation and the objector,
 3. according to a final judgement, including any appeals,
 4. upon abandonment of the objection as evidenced for example, by the objector's failure to advance to the next step of the procedure or otherwise communicate his or her intention at a necessary point in the procedure.

ARTICLE V

ELECTIONS AND VOTING

Section 1. An Election Committee of volunteers shall be established. There will be two representatives from each school except Library Street and H.O.Smith who will have one each.

- a. The Committee will set the time and place of the 5 day election.
- b. The Committee will generate and distribute ballots.
- c. The Committee will maintain a member checklist for voting and initialing as members vote.

Section 2. The Election Committee will implement the established voting procedures.

- a. Elections will be held on 4 (four) consecutive school Days. Voting will end 30 (thirty) minutes after the end of the standard teacher day on the fifth day.
- b. Ballots shall be provided to members.
- c. There shall be no absentee ballots.
- d. After initialing a member checklist, members will place the ballot in a sealed box or envelope.
- e. Ballots will be brought to an Executive Committee meeting for counting by the Election Committee. The results will then be certified.

ARTICLE I

NAME

This organization shall be known as the Hudson Federation of Teachers, Local No. 2263.

ARTICLE II

OBJECTIVES

The purpose of this organization shall be:

Section 1. To bring teachers into relations of mutual assistance and cooperation.

Section 2. To obtain for them the rights to which they are entitled.

Section 3. To raise the standards of the teaching profession by securing the conditions essential to the best professional service.

Section 4. To promote such a democratization of the schools as will enable them better to equip their pupils to take their places in the industrial, social, and political life of the community.

Section 5. To promote the welfare of the children of the nation by providing progressively better educational opportunity for all.

ARTICLE III

MEMBERSHIP

Section 1. Certified employees of the public school district including teachers, nurses, other health professionals, full time paraprofessionals, guidance counselors, and media specialists are eligible for membership.

Section 2. No discrimination shall be shown towards members or applicants for membership because of race, religious faith, political activities or beliefs, gender, or sexual orientation.

Section 3. A member may be expelled for acts detrimental to the Federation upon presentation of written charges signed by at least one-fourth of the total membership and approved by at least three-fourths of the Executive Committee. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of the members present vote to reinstate.

ARTICLE IV

OFFICERS

Section 1. The following officers shall be elected biannually by this Federation beginning with the 2006 elections: President, Vice President, Treasurer, and Secretary.

Section 2. Membership in good standing for at least one year is required to hold office.

Section 3. Nominations for office will consist of a nomination petition containing the signature of at least ten (10) members.

Section 4. Vacancies in any of these offices shall be filled by a majority vote of the Executive Committee.

ARTICLE V

BUILDING REPRESENTATIVES

Section 1. There shall be one building representative for each school to a maximum of two. The building representative shall be elected by a majority of the votes cast by the members in each school.

Section 2. Nominations for building representative shall be accompanied by petitions containing at least ten (10) signatures of members of the building.

Section 3. Any building representative vacancy shall be filled by the Executive Committee.

Section 4. Building representatives shall have the following duties and responsibilities:

- a. to recruit new members.
- b. to protect the collective bargaining contract by being knowledgeable about its provisions.
- c. to attend to all grievances in a timely manner.
- d. to keep membership informed.
- e. to post notices and distribute materials.
- f. to support Union policy and to foster unionism.

ARTICLE VI

COMMITTEES

Section 1. The following committees may be active as necessary in this Federation:

- a. Grievance Committee
- b. Negotiations Committee
- c. Scholarship Committee
- d. Any other committee as needed

Section 2. The chairman of each committee shall be appointed by the President with the consent of the other elected officers.

Section 3. Members of each committee may be appointed by the chairman of the committee with the consent of the President.

ARTICLE VII

THE EXECUTIVE COMMITTEE

Section 1. The Executive Committee of this Federation shall consist of the following:

- a. All elected officers
- b. Building Representatives

Section 2. The Executive Committee shall administer the policy of this Federation as set by the membership. It shall have the power to act for the good of the Federation in emergency situations where policy cannot be set by the membership.

Section 3. The chairman of the Executive Committee shall be the President of the Federation.

Section 4. The time and the place of the Executive Committee meetings shall be set by the President with the consent of the majority of the Executive Committee. This information will be made available to the membership.

Section 5. The Executive Committee shall have the power to make contracts and incur liabilities which may be appropriate and necessary to enable it to accomplish any or all of its purposes.

Section 6. The Executive Committee shall report its activities in the minutes of its meetings. The President shall also report its activities at each regular membership meeting.

Section 7. The Executive Committee shall have the power to employ personnel, including clerical, financial, or administrative, full or part-time, as needed.

ARTICLE VIII

AFFILIATIONS

Section 1. This Federation shall maintain affiliation with and whenever possible send delegates to the following organizations:

- a. The American Federation of Teachers.
- b. American Federation of Teachers – New Hampshire

Section 2. Every reasonable effort shall be made to pay the expenses of delegates to meetings and conventions of affiliated organizations.

ARTICLE IX

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Federation and the Executive Committee. The President shall be an ex-officio member of all committees, shall sign necessary documents, and represent the Federation in all matters. The President shall report the accomplishments of the Federation and future goals at least once a year.

Section 2. The duties of the Vice President shall be to assist the President in the execution of Federation business and to perform the duties of the President in the absence of that officer.

Section 3. The Secretary shall issue notices, handle correspondence at the direction of the President and the Executive Committee. The

Secretary shall record, maintain, and disseminate the minutes of the Executive Committee and the general membership meeting, and assist the Treasurer with member records as needed.

Section 4. The Treasurer shall perform the following duties:

- a. Receive, record, and deposit in the name of the Federation all monies.
- b. Keep a membership roll.
- c. Forward all per capita dues and membership lists to the AFT and NHFT.
- d. Present a financial report to all members at least once a year.
- e. Keep adequate records and make them available to the Executive Committee.
- f. Pay all bills authorized by the Executive Committee.

ARTICLE X

DUTIES OF COMMITTEES

Section 1. The Grievance Committee shall prepare a procedure for handling grievances. This procedure will be provided to members.

Section 2. The Negotiations Committee will prepare contract proposals based on input from the membership. The committee will negotiate these proposals with the employer.

Section 3. The Scholarship Committee will establish a procedure for the awarding of scholarship monies. The committee will select a worthy recipient based on the established criteria and procedure.

Section 4. Additional committees which are created will be given scope and direction from the Executive Committee.

ARTICLE XI

MEETINGS

Section 1. There shall be not fewer than 2 (two) regular membership meetings during the school year. The time and place will be determined by the President and the Executive Committee.

Section 2. A special general membership meeting of the Federation may be called by the President, a majority of the Executive Committee, or upon written request of a quorum of the membership of the Federation. A quorum shall consist of ten (10) percent of the total membership.

ARTICLE XII

RULES OF ORDER

Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution or the By-Laws of this local.

ARTICLE XIII

FINANCES

Section 1. Regular dues shall be fixed by a majority vote of the members present at any regular meeting providing notice of the contemplated dues change has been announced.

Section 2. Increases in the per capita dues imposed by the AFT or AFT-NH will be automatically added to the yearly dues with notice to the membership of these changes.

Section 3. Additional finances may be obtained by various fund raising activities.

ARTICLE XIV

AMENDMENT

Section 1. This Constitution may be amended as follows:

The proposed amendments shall be submitted at any regular membership meeting and read to the members. A 2/3 (two-thirds) vote of the members at the meeting shall be sufficient to adopt the amendment(s).

ARTICLE XV

AVAILABILITY OF THE CONSTITUTION

Section 1. Three copies of this Constitution and all future amendments shall be submitted to the National Office of the AFT.

Section 2. Copies shall be made to other affiliated organizations upon request.

Section 3. Copies shall be made available for any member of this Federation upon request to the Secretary.