

CONSTITUTION

AMERICAN FEDERATION OF TEACHERS, AFL-CIO

ARTICLE 1

NAME

This organization shall be known as AFT Local 6214, PITTSFIELD TOWN EMPLOYEES.

ARTICLE II

OBJECTIVES

The purpose of this organization shall be:

Section 1. To secure full trade union rights for all employees who are 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 promote the interests of citizens who are served by the membership.

Section 6. To promote democracy and equality in the society at large.

ARTICLE III

MEMBERSHIP

- Section 1. All persons are eligible for membership who are employed as Administrative Assistant, Office Assistant(s), Building Inspector, Welfare Director, Ambulance Director, Assistant Ambulance Director, Paramedic(s), Emergency Medical Technician(s) Intermediate, Emergency Medical Technician(s), Superintendent of Public Works, Assistant Superintendent of Public Works, Public Works Equipment Operator(s), Public Works Laborer(s), Public Works Light Equipment Operator(s), Wastewater Facility Superintendent, Wastewater Facility Chief Operator, Wastewater Operator, Chief Of Police, Police Lieutenant, and Police Sergeant(s).
- Section 2. No person is eligible for membership who is employed as Town Administrator, Police Officers (full-time and part-time), Police Corporal, Police Administrative Assistant/Dispatcher, Animal Control Officer.
- 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 member may be expelled from the organization upon the bringing of written and signed charges by two or more members, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which the accused member shall have the right to examine and question the charges and be represented by a person of their choice. At the conclusion of the hearing a three-fourths vote of the Executive Board to the membership by requesting a vote at the next annual meeting or election. A simple majority of the members voting shall be sufficient to over-rule the decision of the Executive Board to expel.
- Section 5. A member shall automatically be dropped from the rolls of the organization upon being (2) months in arrears in the payment of their dues.

ARTICLE IV

ELECTION OF OFFICERS

Section 1. Every two years the organization shall elect the following officers:

- a. President
- b. Vice-President
- c. Secretary/Treasurer
- d. Grievance Committee Chairman

Section 2. 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 3. The Elections Committee shall conduct all general and special elections of the organization.

Section 4. The names of all candidates for office in AFT Local 6214, Pittsfield Town Employees shall be placed in nomination from the floor at the memberships' regular meeting. A person who is unable to attend the nomination meeting because of illness or working has seven (7) days from the nomination for office meeting to submit a petition containing the signatures of five (5) members in good standing for the office sought.

Section 5. The Elections Committee shall prepare and send ballots in such manner as to insure the secrecy of the ballot no later than fifteen (15) days following the close of nominations.

Section 6. 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 6.

Section 7. Successful candidates shall assume office within thirty (30) days of the conclusion of the election.

Section 8. With the exception of the President, or in case of a recall, all vacancies shall be filled by a majority vote of the Executive Board.

Section 9. A petition signed by ten (10) members stating specific grounds shall be sufficient to require the Elections Committee to conduct a re-call election of any officer specified in the petition under the procedures in Section 6. If an officer is recalled, the Elections Committee shall hold a special election under the procedures in Sections 5 and 6.

ARTICLE V DUTIES OF OFFICERS

Section 1. The President shall:

- a. be the presiding officer at all meetings of the membership, the Executive Board.
- b. shall be an ex-officio member of all standing committees except the Elections Committee,
- c. shall appoint, with the approval of the Executive Board, the chairs of all standing an special committees except the Elections Committee,
- d. shall be responsible for the ongoing administration of the organization,
- e. shall receive, report and respond to correspondence of the organization,
- f. shall 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,
- g. shall represent the organization before bodies of the employer, executive and legislative officials,
- h. shall represent the organization before the public, community organizations, and the news media,
- i. shall be, by office, a delegate to the Central Labor Council,
- j. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated subordinate bodies,
- k. shall make an annual report to the membership of the organization,

- m. shall be able to delegate the responsibilities of the office except where otherwise specified by the constitution.

Section 2. The Vice-President shall:

- a. assume the duties of the President in the event of the absence, illness, or death of the President,
- b. shall oversee and assist the Stewards in their duties,
- c. shall oversee the work of and receive regular reports from the Membership and Leadership Development Committees,
- d. shall perform other duties as delegated by the President or assigned by the Executive Board,
- e. shall co-sign financial instruments in the absence of the President or Treasurer.

Section 3. The Secretary/Treasurer shall:

- a. Maintain the non-financial files and records of the organization,
- b. be the custodian of the seal and charter of the organization,
- c. shall record and keep accurate minutes of meetings of the membership, the Executive Board,
- d. assist the president in handling the correspondence of the organization,
- e. oversee the work of, and receive and certify the reports of the Elections Committee,
- f. receive, record, and deposit all dues monies and other income in the name of the organization,
- g. maintain accurate membership records,
- h. issue membership cards and notices of delinquency,
- i. 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,

- j. maintain all financial records of the organization,
- k. arrange for an independent audit of the finances of the organization annually and make available same to the Executive Board, Stewards Council, and membership,
- l. transmit per capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated,
- m. oversee the work of and receive reports from the Finance Committee,
- n. perform other duties as delegated by the President or assigned by the Executive Board,
- o. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act.

ARTICLE VI

EXECUTIVE BOARD

- Section 1. The Executive Board shall meet monthly or at the call of the President, or at the call of two (2) or more of its members, 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 2. The Executive Board shall employ all professional, technical, clerical, and support staff of the organization.
- Section 3. The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.
- Section 4. The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.
- Section 8. The Executive Board shall issue regular reports, including an annual report to the membership.

ARTICLE VII

COMMITTEES

- Section 1. The committees of the organization can be but not limited to:
a) Benefits, b) Contract Development, c) Elections, d) Finance, e) Grievance, f) Leadership Development, g) Legislation, h) Membership, i) political Education, j) Professional Development, k) Publications, 1) Public Relations, m) Social.
- Section 2.a The Chair and the four members of the Elections Committee shall be elected ever two years by the membership,
- b. Should a member of the Elections Committee seek general office, they shall resign from the Committee and be replaced promptly by the vote of the membership.
- Section 3. Upon appointment by the President and approval by the Executive Board, committee chairs shall have one month to select committee members and present their names to the Executive Board for approval.
- Section 4. Within one month of formation, each committee shall present its annual program of action to the Executive Board and the membership.
- Section 5. The Contract Development Committee shall conduct research, surveys, hearings, and other activities which shall assist the organization in its collective bargaining, or similar, programs.
- Section 6. The Elections Committee shall conduct and supervise all elections and referenda of the organization.
- Section 7. The Finance Committee shall assist the Executive Board in the preparation of the annual budget, and shall identify, and with the approval of the Executive Board, pursue activities to generate revenues for the good and welfare of the organization.
- Section 8. The Grievance Committee shall maintain records of grievances and their disposition; shall be responsible for the processing of grievances and disputes and, shall make decisions regarding disputes to be taken to arbitration or civil remedy. The grievant may appeal these last decisions to the Executive Board.

- Section 9. The Leadership Development Committee shall identify the training needs of the organization's officers, committee Members, and staff and develop or locate the resources needed to meet those needs.
- Section 10. The Legislation Committee shall be responsible for monitoring government actions that may affect the membership and develop appropriate responses to such action in cooperation with affiliated organizations.
- Section 11. The membership Committee shall develop programs and activities which shall cause all eligible persons to join and participate in the organization.
- Section 12. The Committee on Political Education shall secure voluntary contributions to support the political work of the organization; screen and recommend endorsement of candidates for local, state and federal office to the membership; and develop programs to promote the registration of persons to vote and to support the election of candidates.
- Section 13. The Professional Development Committee shall identify the work related needs of the membership, and develop programs and activities which meet said needs.
- Section 14. The Publications Committee shall design, produce and distribute a regular printed communication to the membership; a regular bulletin for officers, and committee chairs; and, other printed material for the organization as necessary.
- Section 15. The Public Relations Committee shall present the views of the organization on both a regular and special basis to the print and electronic media, other labor and community organizations, and the general public.
- Section 16. The Social Committee shall conduct activities which promote the social well being of the membership, are attractive to potential members, and promote community among organized labor and in the society at large.

ARTICLE VIII

MEMBERSHIP MEETINGS

- Section 1. The Executive Board shall determine the time and place, and give forty-five (45) days notice, of the annual membership meeting.
- Section 2. Special meetings of the membership may be called by:
- a. the Executive Board,
 - c. the petition of twenty-five (25%) per cent of the members.
- Section 3. The membership meeting shall be the supreme policy making body of the organization.
- Section 4. The membership meeting shall have the right to initiate referenda, which shall be conducted by the Elections Committee.

ARTICLE IX

REVENUES

- Section 1. Members of the organization shall pay dues as determined and set by the membership of Local 6214. Dues shall be payable through the payroll deduction plan in accordance with the contract.
- Section 2. Special assessments for specific purposes may be levied by a two-thirds (2/3) vote of the membership at a membership meeting. A notice requesting a vote on a special assessment shall be posted 15 days before the membership meeting on the special assessment.

ARTICLE X

AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO;
- b. The New Hampshire Federaiton of Teachers;
- c. The New Hampshire AFL-CIO;
- d. The appropriate Central Labor Council(s) of the American Federation of Labor-Congress of industrial organizations.

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 or the By-Laws of this organization.

ARTICLE XII

AMENDMENT

- Section 1 Any member of the organization may present a proposed amendment to the Executive Board. The Executive Board shall notify the membership of the proposed amendment no later than fourteen (14) days prior to the next annual membership meeting.
- Section 2. Two-thirds (2/3) of those members present and voting at the annual membership meeting shall be required for passage of the amendment.

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.

Approved 3/27/13