

CONSTITUTION & BYLAWS

ARTICLE 1

NAME

The name of this organization shall be the Hudson School District Secretaries, Local #6260, affiliated with the New Hampshire Federation of Teachers, the American Federation of Teachers and the AFL-CIO.

ARTICLE II

OBJECTIVES/PURPOSE

The purpose of this organization shall be:

Section 1. To promote the professional, economic, and social welfare of its membership.

Section 2. To secure for them all of 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 membership who are employed as full and part time secretarial staff.

Section 2. Any eligible employee wishing to join the Union shall complete 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, or social status.

ARTICLE IV

COMMITTEES, DUTY OF COMMITTEES

Section 1: This Union shall have the following standing committees:

- a. Negotiations Committee

Section 2: The President and/or Executive Board may establish such other special committees as may be necessary.

ARTICLE V

ELECTION OF OFFICERS

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

- a. President
- b. Vice-President
- c. Secretary/Treasurer

Section 2: The two year cycle shall begin in April 2005. The elections shall take place at the General 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 President, there shall be a meeting of the executive board and building representatives held for the purpose of electing a President and any other offices, which may have become vacant as a result of the election of a President.

ARTICLE VI

RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the constitution and By-Laws 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 Union. The President will preside over all meetings with a prepared agenda. Be the spokesperson, represent the local in dealings with the NHFT, meet with district administration, and attend school board meetings as necessary. Serve on the negotiations committee. Keep the Board informed of all communication and activities of the NHFT and AFT. Appoint committee members. Attend related workshops and conferences as needed.

Section 2. The Vice-President shall work closely with the President, preside in the absence of the President, attend monthly meetings including meeting with district administration and attending school board meeting as necessary. Serve on the negotiations committee, promote public relations, and inform newspapers and other of pertinent activities and/or news of interest. Organize membership promotion materials with the help from the secretary/treasurer. Plans membership meetings with building representatives and handles all details for the meeting to take place.

Section 3. The Secretary/Treasurer shall:

- a. keep minutes of all board meetings, providing copies for the President and each member of the board to review before the next meeting. Maintains a copy of the constitution, By-Laws, and current membership list and meeting minutes and has them available at each meeting. Helps coordinate meetings and social events with the President.
- b. Receive monthly dues and deduction reports from payroll, Deposit monies, balance accounts and pays bills for the local including the NHFT and AFT dues. Maintains financial records, membership lists while keeping each building representative informed of the current membership. Prepares audit for the AFT, and collects data for tax returns. Attends board meetings and provides the board with a financial report.

ARTICLE VIII

EXECUTIVE BOARD

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

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

- a. To meet at least once quarterly
- b. To interpret and enforce the Constitution and By-Laws
- c. To consider policy and make recommendations to the membership
- d. To be responsible for the management of the Union and to carry out the legislation and policies of the Union.
- e. To develop workshops and training conferences for building representatives
- f. To report its transactions to the membership.
- g. To act on expenditures as may be required
- h. To perform duties as required by this constitution

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 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.

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 a copy to any member of the organization.