

Keene City Employees Union Constitution

ARTICLE I: NAME

The name of this organization shall be the Keene City Employees Union, AFT-NH Local #6288, AFT/AFL-CIO, of Keene, New Hampshire.

ARTICLE II: PURPOSES

- Section 1: To bring members together for mutual assistance and cooperation;
- Section 2: To promote the welfare of the membership;
- Section 3: To secure for the members all of the rights and privileges to which they are entitled;
- Section 4: To unify and strengthen the membership, enabling members to speak with a common voice on matters affecting their employment before the City Administration;
- Section 5: To represent members in collective bargaining.

ARTICLE III: MEMBERSHIP

- Section 1: Membership in this Union shall be open to full- and part-time employees of the City of Keene who are in a non-supervisory, non-confidential position and in accordance with the collective bargaining agreement.
- Section 2: Membership shall be continuous until the member resigns in accordance with the provisions contained in the collective bargaining agreement;
- Section 3: Membership shall carry the right to vote at all general membership meetings and in elections pertaining to the organization, to hold office, to take part in activities connected with/sponsored by the organization, and to receive all benefits of the organization;
- Section 4: Membership in this Union shall be made available to eligible employees without regard to nationality, race, creed, sex, age, handicap, sexual orientation, or political affiliation;
- Section 5: All resignations from the Union must be in writing, addressed to the Union President. (E-mail is acceptable). Members who use payroll deduction for payment of dues must also notify the City Finance Department, in writing, and the City shall confirm the resignation with the Union Treasurer upon receipt of said notice.

ARTICLE IV: REMOVAL OF MEMBERS

- Section 1: Charges against a member for action detrimental to the Union shall be preferred only by another member of this Union in writing to the President of the Union;
- Section 2: Within ten (10) days of the filing of such charges, the Executive Board shall appoint a Board of Peers consisting of three (3) members of this Union, and the secretary of the Union shall furnish the accused with a copy of the charges;
- Section 3: The Board of Peers shall fix a date for hearing the charges and shall notify both the accuser and the accused, in writing, of such date at least ten (10) calendar days prior to the hearing;

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- Section 4: At a hearing, both the accused and the accuser may produce witnesses in their behalf;
- Section 5: The Board of Peers shall furnish each party with a copy of its decision within thirty (30) days of the close of the record;
- Section 6: In case the charges are sustained, the Board of Peers shall reprimand, suspend, or expel the guilty party;
- Section 7: Within twenty (20) days of receipt of the Board of Peers' decision, either party may file with the Union President a notice of appeal to the Executive Board;
- Section 8: Within thirty (30) days of receipt of notice of appeal, the Executive Board shall review the record of the proceedings before the Board of Peers and shall approve or disapprove of the action of the Board of Peers;
- Section 9: The Union President shall advise both parties of the Executive Board's action immediately;
- Section 10: An expelled member may be readmitted to membership upon recommendation of the Executive Board and after payment of all fees, dues, and indebtedness owing to the Union;
- Section 11: Removal of an employee category from Union membership shall only be done after legal consultation;
- Section 12: Membership shall be open to eligible employees;
- Section 13: No member shall be responsible individually or personally liable for any of the debts or liabilities of the Union in excess of his or her proportion of the indebtedness authorized to be incurred by the Union in the Constitution;
- Section 14: In the event of failure and insolvency of the Union, a member may be required to pay any unpaid dues or installments which, pursuant to the Constitution, have become due from such member to the Union before such solvency.

ARTICLE V: OFFICERS/DUTIES

President: The President will be the Chief Executive Officer of the Union; He or she will preside at all membership and Executive Board meetings with a prepared agenda, be the spokesperson, represent the Union in dealings with the AFT-NH, meet with City administration, and attend meetings as necessary; He or she shall keep the Executive Board informed of all communication and activities of the AFT-NH and AFT, and attend related workshops and conferences; He or she shall serve as an ex-officio member of all standing committees, and shall serve as a co-signatory with the Treasurer on all financial investments and account controlled by the Union.

Vice-President: The Vice-President shall work closely with the President, preside in the absence of the President, attend all regularly-scheduled meetings - including meeting with City administration and attending quarterly meetings as necessary; He or she shall serve on the negotiation committee, promote public relations, and inform newspapers and others of pertinent activities and/or news of interest, organize membership promotion materials with

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help from the Secretary, plan membership meetings, and handle all details for said meeting to take place.

Secretary: The Secretary shall attend and record minutes of the membership and Executive Board meetings, provide copies for the President and each member of the Board to review before the next meeting, and provide copies for the membership at the quarterly meetings; He or she shall maintain a copy of the Constitution, current membership list, and meeting minutes and have them available at each meeting; He or she shall help coordinate meetings and socials with the Vice-President.

Treasurer: The Treasurer shall receive a monthly dues and deduction list from payroll, deposit monies, balance accounts, and pay bills for the Union - including the AFT-NH and AFT dues; He or she shall maintain financial records, membership lists while keeping each representative informed of the current membership, prepare monthly audit for the AFT, and collect data for tax returns; He or she shall serve as a co-signatory with the President on all financial investments and account controlled by the Union; He or she shall be responsible for the proper receipt and disbursement of Union funds, as authorized by the adopted budget; He or she shall attend monthly Executive Board meetings and provide the Board with a financial report.

Work Site Representative: Work Site Representatives shall attend quarterly membership meetings, ensure communication between members and the Executive Board, create and maintain bulletin boards; they shall assist staff with concerns and issues, initiate the grievance process, and maintain a list of current members.

Attendance: Officers are expected to attend and participate in all regularly-scheduled meetings. The president or vice-president must be notified as soon as possible if an officer's attendance is not possible.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board shall be comprised of the Union's elected officers, to include: President, Vice-President, Secretary, Treasurer, and Work Site Representatives;

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

- a) To meet at least once biannually;
- b) To interpret and enforce the Constitution and Bylaws as they may be adopted;
- 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 all Work Site Representatives;
- f) To report its transactions to the membership;
- g) To act on expenditures as may be required;
- h) To perform other duties as required by this Constitution.

Section 3: Work Site Representatives:

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- a) Each building will be entitled to at least one representative;
- b) Representatives will be elected by the Union membership;
- c) The election of a Work Site Representative will depend upon the number of members located at a site and those members' need for representation;
- d) Work Site Representatives shall be volunteers, and shall be voted upon by the membership.

ARTICLE VII: ELECTIONS

Section 1: The AFT Constitution requires that elections of local union officers shall be conducted in accordance with the standards developed under Title IV of the Landrum-Griffin Act. The Labor-Management Reporting Disclosure Act, "LMRDA" (also known as the Landrum-Griffin Act) is a federal law adopted in 1959, with subsequent amendments, that regulate unions.

In order to be in compliance, you need to do the following at a minimum:

Each member must receive 15 days advance notice of the procedures and deadlines to file as a candidate for office AND 15 days notice of the date, time, and place of the election. You can combine this information in one notice.

The information must be mailed to the member's last known home address. It is not sufficient to email hand-deliver or post the notices. Voting for Union officers must be done by secret ballot.

Election Procedures Highlights:

- In contested elections candidates must be allowed to have observers at polling places and during counting of ballots.
- No union funds or resources can be used to support any candidate.
- The Union should comply with all reasonable requests to disseminate campaign material.
- Candidates have the right to inspect, not copy, membership lists at least once in the 30 days prior to the election. No one candidate can have preferential access to the membership list.
- All election documents (including the membership list in effect during the election) and ballots should be stored safely for a period of one year.
- No campaigning within a polling area.

Elections for local union officers must be held at least every three (3) years.

Section 2: An election committee will be chosen by the general membership during an election year.

Section 3: Nominations for officers will be held at a regular quarterly member meeting. A Notice of Nominations will be sent to members to announce the beginning of elections. If you are unable to attend Nominations, you may still be nominated; in this case you must submit a written acceptance of the nomination addressed to the Election Committee. A Notice of Election can be combined with the Notice of Nominations. The notice of election shall contain the election date, the polling place and the time of elections.

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Elections will be done by secret ballot and ballots will be counted by the election committee.

Section 4: To be eligible to vote a member must be paid up in dues. Dues may be paid on Election Day.

ARTICLE VIII: RULES OF ORDER

Section 1: Robert's Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution, the Bylaws, and such standing rules as the general membership shall adopt.

ARTICLE IX: MEETINGS

Section 1: Meetings of the Union's membership shall take place bi-annually, once in April and once in October at a location and time that will be announced at least one week before the meeting.

Section 2: A quorum shall be comprised of at least seven (7) members present, of which two (2) are officers;

Section 3: Additional meetings may be called at the discretion of the President;

Section 4: Copies of meeting minutes shall be made available at the member meetings, to be picked up upon entering the room.

ARTICLE X: COMMITTEES

Section 1: The members of the Negotiation and Grievance committees shall be voted on by the Union members.

Section 2: Members of other committees (e.g., By-Laws, Fundraising, Polling, Health Insurance Review, and Safety) shall be volunteers who are voted upon by the membership at a quarterly meeting.

Section 3: Committees may be formed or dissolved as necessary by a vote of the membership at a quarterly meeting.

ARTICLE XI: REVENUES

Section 1: The dues of the KCE shall be determined at a general membership meeting by majority vote. Dues shall be payable through the payroll deduction plan in accordance with the contract.

Section 2: The President, Vice-President, Treasurer, and Secretary may be exempt from dues.

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- Section 3: Dues of new members shall begin upon the initial pay period from the time they join. A membership/dues deduction form will be completed by the new members and submitted to the Treasurer.
- Section 4: Dues shall be subject to each contract and AFT-NH and AFL-CIO requirements.
- Section 5: A change in dues, outside of mandated increases in required affiliation fees, (including the AFT, AFT-NH, AFL-CIO local and state affiliates and insurance premiums); will be determined by a majority vote of the membership.

ARTICLE XII: AMENDMENTS

- Section 1: Amendments to this Constitution may be made by a majority of the members of the Union;
- Section 2: Members will be notified of proposed amendments within two (2) weeks of the presentation of the amendment at a membership meeting;
- Section 3: Once a quorum has been established, 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 XIII: RATIFICATION

- Section 1: This Constitution shall be declared adopted upon the affirmative vote of 2/3rd of the members present and voting thereon at a meeting held not less than two (2) weeks after the copies hereof have been distributed to members;
- Section 2: This Constitution shall be effective immediately upon its ratification and shall replace any and all other Constitutions and Bylaws.

ARTICLE XIV: AVAILABILITY OF CONSTITUTION

- Section 1: Copies of this Constitution will be given to all members of the Keene City Employees Union;
- Section 2: A copy of this Constitution will be submitted to the AFT-NH
- Section 3: Three copies of this Constitution will be submitted to the national office of the American Federation of Teachers;
- Section 4: All future amendments will be submitted to the national office of the American Federation of Teachers as they become a part of this Constitution.

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Sheryl Beckta

Sheryl Beckta, President

10/8/14

Date

Jeanette Casna

Jeanette Casna, Secretary

10/8/14

Date