

**Recommended by Executive Board for Approval by General Membership**

**CONSTITUTION AND BY-LAWS**

**Article I - NAME**

- Section 1: The name of this organization shall be the Oyster River Paraprofessional and Support Staff (ORPASS) Union, Local 6213, affiliated with the New Hampshire Federation of Teachers, the American Federation of Teachers, and AFL-CIO.

**Article II - PURPOSES**

- 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 problems.
- Section 5: To transact and execute all business commonly transacted by similar non-profit corporations and permissible under the laws of the state of New Hampshire.

**Article III - MEMBERSHIP**

- Section 1: Membership in the Union shall be open to all paraprofessionals and food service workers employed by the Oyster River Co-Operative School District.
- Section 2: Oyster River paraprofessionals and food service workers wishing to join the Union shall complete a membership/dues deduction form. 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: Part time employees are eligible to be members.

**Article IV - MEETINGS**

- Section 1: There shall be at least one regular membership meeting during the school year. The time and the place will be determined by the President.
- Section 2: A special membership meeting of this Union may be called by the President, a majority of the Executive Board, or upon written request of 10 members in good standing.
- Section 3: Quorum: A quorum shall be defined as twenty-five percent of the membership. A majority shall be defined as fifty-percent plus one of the membership present and voting.

**Article V - COMMITTEES, DUTY OF COMMITTEES**

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

- a. Negotiations Committee
- b. Election Committee

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

## **Article VI - ELECTIONS**

Section 1: Nominations

- a. Nominations may be made from the floor immediately prior to the election of each officer, provided the prior consent of the nominee is obtained. An individual must be present to be nominated and elected.

Section 2: Voting

- a. Elections for officers shall take place every three years. The three-year cycle will begin in April, 2005. The elections shall take place at the General Spring Meeting.
- b. The Election committee shall conduct the voting.
- c. The Election Committee shall distribute and collect all ballots. All ballots will be tabulated and the outcome shall be made public forthwith.

Section 3: Vacancies

In the event 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 VII - 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 VIII - OFFICERS/DUTY OF OFFICERS**

President:

The President will 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 negotiation committee. Keep the Board informed of all communication and activities of the NHFT and AFT. Appoint committee members. Attend related workshops and conferences.

Vice President:

Work closely with the President, preside in the absence of the President, attend monthly meetings including meeting with district administration and attending school board meetings as necessary. Serve on negotiation committee, promote public relations, and inform newspapers and others of pertinent activities and/or news of interest. Organize membership promotion materials with help from the secretary. Plans membership meetings with building representatives and handles all the details for said meeting to take place.

**Treasurer:**

Receive monthly dues and deduction list from payroll. Deposits monies, balances 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 monthly audit for the AFT, and collects data for tax returns. Attends board meetings and provides the board with a financial report.

**Secretary:**

Keep minutes at 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, current membership list and meeting minutes and has them available at each meeting. Helps coordinate meetings and socials with the Vice President.

**Building Representatives:**

Attend meetings of the board upon request; insure communication between members and board. Create and maintains bulletin boards. Conducts building level meetings, assist staff with concerns and issues. Initiate grievance process. Maintain list of current members and meet with Vice President upon request. Each building will be required to have at least one representative. Representatives will be appointed by the executive board.

### **Article IX - EXECUTIVE BOARD**

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

**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 (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 the policies of the Union.
- e. To develop workshops and training conferences for all building representatives.
- f. To report its transactions to its membership.
- g. To act on expenditures as may be required.
- h. To perform other duties as required by this Constitution.

### **Article X - REVENUES**

**Section 1:** Members of the organization shall pay dues as determined and set by the Executive Board. Dues shall be payable through the payroll deduction plan in accordance with the contract.

**Section 2:** The President, Vice President, Treasurer, and Secretary shall be exempt from dues.

**Section 3:** Dues of new members shall be prorated. A membership/dues deduction form will be completed by the new member, and submitted to the Treasurer, as well as a copy given to the building rep for their file.

**Section 4:** All resignations from the Union must be in writing, addressed to the President of the Union and will be accepted in accordance with Article VI, Section D of the collective bargaining agreement

### **Article IX - AMENDMENTS**

- Section 1: Amendments to these By-laws may be made by a majority of the members of the Association.
- Section 2: Members will be notified of proposed amendments in advance of the presentation of the amendment at a membership 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 amendments, as it will deem necessary.

#### **Article XI - RATIFICATION**

- Section 1: This Constitution shall be declared adopted upon the affirmative vote of 2/3rds of the members present and voting thereon at a meeting held where copies will be distributed to members.
- Section 2: This Constitution will be effective immediately upon its ratification and will replace any and all other Constitutions and By-laws.

#### **Article XII - AVAILABILITY OF CONSTITUTION**

- Section 1: Copies of this Constitution will be given to all members of the Oyster River paraprofessionals and support staff.
- Section 2: A copy of this Constitution will be submitted to the NHFT.
- Section 3: Three copies of this Constitution will be submitted to the national office of the American Federation of Teachers. All future amendments will be submitted, as they become a part of this Constitution.