

Hillsborough Town Employees, AFT Local # 3912, AFT-NH, AFL-CIO
CONSTITUTION AND BY-LAWS

Article I - NAME

Section 1: The name of this organization shall be the Hillsborough Town Employees, AFT Local # 3912, AFT-NH, AFL-CIO affiliated with AFT-NH, 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 Town Administration and Selectmen and with other governmental entities such as the NH Legislature.

Section 4: To encourage active participation of all members in the solution of town matters.

Section 5: To actively promote efficient and quality public services in the Town of Hillsborough.

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 eligible full and part-time employees as certified by the New Hampshire Public Employee Labor Relations Board and employed by the Town of Hillsborough.

Section 2: Hillsborough Town Employees wishing to join the Union shall complete a membership/dues deduction form. Membership shall be continuous until the member resigns or provides notification 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 take part in activities connected with and sponsored by the organization, and to receive all benefits of the organization. In order to run for an officer or building representative position, a member must be a member in good standing for at least six months preceding the election.

Section 4: Part time employees are eligible to be members and enjoy all of the privileges of membership contained in Section 3 above.

Article IV - MEETINGS

Section 1: There shall be at least four (4) regular membership meetings during the calendar 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 5 members in good standing.

Section 3: Quorum: A quorum shall be defined as fifty percent (50%) of the membership. A majority vote 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. Elections Committee
Candidates for office shall not be eligible to serve on the elections committee.
- c. Membership/Social Committee/Community Activities
This Committee will be responsible for distributing information regarding member benefits and arranging for activities to promote the Union in the community and membership activities.
- d. Legislative and COPE (Committee on Political Education) Committee

Section 2: Special committees can be established by the President and/or Executive Board.

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 year during the month of April. The cycle will begin in April, 2012. Terms for officers shall be as follows: President, two (2) years; Vice-President, one (1) year; Secretary/Treasurer, two (2) years; and Steward, one (1) year.
- b. The elections shall take place at the General Membership Meeting in April. Members must be present to vote.
- c. The Election Committee shall conduct the voting.
- d. The Election Committee shall distribute and collect all ballots. All ballots will be tabulated and the outcome shall be made public forthwith.
- e. Election procedures shall be conducted in accordance with the AFT constitution.

Section 3: Vacancies

In the event a vacancy occurs in an elected position, the President shall have the authority to appoint a replacement subject to the approval of the Executive Board. In the event of a vacancy in the office of President with more than one year to fill in the remaining term, there shall be a general membership meeting 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. In the event of a vacancy in the office of the President with less than one (1) year to fill in the term, the Vice-President shall assume the duties of President for the remainder of the term.

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 and be responsible for setting the agenda. Be the spokesperson, appoint standing and special committees, represent the local in dealings with AFT-NH, AFT and AFL-CIO, meet with district administration, and attend selectmen meetings as necessary. Serve on negotiations committee. Keep the membership informed of all communication and activities of AFT-NH, AFL-CIO and AFT. Attend related workshops and conferences.

Vice President:

Work closely with the President, preside in the absence of the President, and attend monthly meetings including meeting with town administration and attending selectmen meetings as necessary. The Vice-President will work on special assignments as deemed necessary.

Secretary/Treasurer:

Receive monthly dues and deduction list from payroll. Deposits monies, balances accounts and pays bills for the local including the AFT-NH and AFT dues. Maintains financial records, membership lists while keeping the Executive Board informed of the current membership. Prepares monthly financial report for the Executive Board and an annual audit for the AFT and AFT-NH, and collects data for tax returns. Attends monthly board meetings and provides the board with the financial report.

Keep minutes at all board meetings, providing copies for the president and each member of the board to review before the next meeting. Assists the President with the preparation of the agenda and materials. Maintains a copy of the constitution, By-Laws, and meeting minutes and has them available at each meeting. Notifies members of general and special membership meetings and distributes agendas to members. Helps coordinate meetings and socials with the Vice President.

Steward:

Attend monthly meetings of the board; insure communication between members and board. Create and maintains bulletin boards. Conducts worksite meetings as necessary, assist employees with concerns and issues. Initiate grievance process. Keep the President informed of all issues and concerns of the membership. Maintain list of current members and does initial outreach to new employees regarding the union.

All Executive Board members shall attend training provided by AFT and AFT-NH as soon as available after their election.

Article IX - EXECUTIVE BOARD

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

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

- a. To meet monthly
- b. To interpret and enforce the Constitution and By-laws (as they may be adopted).
- c. To enforce the collective bargaining agreement.
- d. To consider policy and make recommendations to the membership.
- e. To be responsible for the management of the Union and to carry out the legislation and the policies of the Union.
- f. To report its transactions to its membership.
- g. To act on expenditures as may be required.
- h. To review and consider grievances and make the final decision as to whether or not a grievance shall proceed to arbitration.
- i. To respond to member concerns and complaints.
- j. To perform other duties as required by this Constitution.

Article X - REVENUES

Section 1: Members of the organization shall pay annual dues as determined and set at the general membership meeting in April of each year. Dues shall be payable through the payroll deduction plan in accordance with the contract.

Section 2: New employees shall begin paying dues on the weekly amount and not required to pay the annual amount. A membership/dues deduction form will be completed by the new member, and submitted to the Treasurer.

Section 3: All resignations from the Union must be in writing, addressed to the Treasurer of the Union with thirty (30) days notice.

Section 4: The total dues amount shall be automatically increased when there is an increase in the state or national dues. This amount cannot be offset by local dues per the AFT Constitution.

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 within 2 weeks 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.

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 Hillsborough Town Employees.

Section 2: A copy of this Constitution and any subsequent amendments will be submitted to AFT-NH and AFT. The Secretary shall attest to the copy by affixing their signature and dating the document.

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.

Effective April 3, 2012

Attested to by:



Secretary / Treasurer of the Hillsborough Town Employees



Dated

