

CONSTITUTION AND BY- LAWS

Article I *NAME*

Section 1: This organization shall be known as the Farmington School Custodians Union. Local 6212, affiliated with the New Hampshire Federation of Teachers, the American Federation of Teachers, and AFL-CIO.

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 promote the professional, economic, and social well being of the membership.

Section 3: To unify and strengthen the membership; enabling members to speak with a common voice on matters of concern before the Administration.

Section 4: To promote the improvement of standards in the employment situation of the membership.

Section 5: To encourage mutual understanding and cooperation among the membership.

Section 6: To encourage respect and kindness to fellow workers, Administration, Faculty and students.

Section 7: To transact and execute all business commonly transacted by similar organizations and permissible under laws of the State of New Hampshire.

Article III *MEMBERSHIP*

Section 1: All persons are eligible for membership who are employed as Custodians/Maintenance support staff of the Farmington School District.

Section 2: No person shall be denied membership on the basis of sex, race, national origin, marital status, religious or political belief and social status.

Section 3: Farmington School District Custodians/Maintenance support staff 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 4: Membership shall carry the right to vote at all general membership meetings and 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 5: Part time employees are eligible to be members.

Article IV
COMMITTEES, DUTY OF COMMITTEES

Section 1: The standing committees of this union shall be:

- a). Negotiations Committee.
- b). Fund raising Committee.
- c). Election Committee.

Section 2: The Executive Board on its own initiative may establish special committees.

Section 3: The role of the negotiations committee will be to assist the organization in its collective bargaining with the School Board and Superintendent.

Section 4: The role of the Fund Raising committee will be to initiate fund raising events to be held annually.

Section 5: The Election Committee shall conduct and supervise all elections.

Section 6: Within one month of formation each committee shall present its annual program of action to the Executive Board.

Section 7: Committee members shall be appointed by the President. With the exception of the negotiations committee. Which must be elected.

Article V
ELECTIONS

Section 1: Every three years the organization shall elect the following officers:

- a). President
- b). Vice - President
- c). Secretary/ Treasurer
- d). Negotiations Committee

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

Section 3: Nominations.

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

Section 4: Voting.

- a). Elections for Officers shall take place every three years. The three year cycle will begin in July 2003. The election shall take place at the general summer 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 5: 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 the 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.

Article VI
DUTY OF OFFICERS

President:

- a). The President Shall be the Chief Executive Officer.
- b). Shall preside all meetings with a prepared agenda.
- c). Be the spokesperson, represent the local in dealings with the NHFT.
- d). Meet with district administration and attend school board meetings as necessary.
- e). Serve on the negotiation committee.
- f). Keep the board informed of all communication and activities of the NHFT and AFT.
- g). Attend related workshops.
- h). Circulate a monthly newsletter to all members notifying them of union activities and upcoming events.
- i). Assist staff with concerns and issues.
- j). Initiate the grievance process.
- k). 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.

Vice-President:

- a). Shall work closely with the President.
- b). Shall preside in the absence of the President.
- c). Attend meetings, including meetings with district Administration.
- d). Attend School Board meetings as necessary.
- e). Serve on the negotiation Committee.
- f). Shall co-sign financial instruments in the absence of the President or Treasurer.
- g). Attend related workshops.
- h). Assist the President with the grievance process.

Secretary/Treasurer:

Secretary:

- a). Shall record and keep minutes of meetings of the membership and Executive Board.
Providing copies for the President and Vice-President.
- b). Assist the President in handling the correspondence of the organization.
- c). Maintains a copy of the Constitution and By-Laws, current membership list and meeting minutes and has them available at each meeting.
- d). Helps coordinate meetings.

Treasurer:

- a). Receive monthly dues and deduction list from payroll.
- b). Deposits monies, balances accounts and pays bills for the local including the NHFT and AFT dues.
- c). Maintains financial records.
- d). Prepares monthly audit for the AFT, and collects data for tax returns.
- e). Attends Executive board meetings and provides a financial report.
- f). Shall 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.

Article VII
EXECUTIVE BOARD

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

Section 2: The function of the board shall be:

- a). To meet at least 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 policies of the Union.
- e). To report its transactions to its membership.
- f). To act on expenditures as may be required.
- g). To perform other duties as may be required by this constitution

Article VIII
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. (An Introduction to Robert's Rules of Order will be provided to the membership).

Article IX
MEETINGS

Section 1: There shall be one regular membership meeting during the calendar year.
The time and place will be determined by the President.

Section 2: A special membership meeting of this Union may be called by the President, Vice-President, or upon a written request of one third (1/3) of the Membership.

Section 3: Quorum: A quorum shall be defined as one third (1/3) of membership.
A majority shall be defined as fifty percent plus one of the membership present and voting.

Article X REVENUES

Section 1: Members of the organization shall pay dues. Dues shall be payable through the payroll deduction plan in accordance with the contract.

The Dues Amount Shall be established by the Executive Board.

Section 2: 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 to the President to be put on file.

Section 3: 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 of the collective bargaining agreement.

Article XI AMENDMENTS

Section 1: Amendments to these By-Laws may be made by a majority of the members..

Section 2: Members will be notified of proposed amendments within 2 weeks of the presentation of the amendments at a membership meeting.

Section 3: A majority vote of the members present 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 RATIFICATION

Section 1: This Constitution shall be declared adopted upon the affirmative vote of 1/3 rd of the members present and voting thereon at a meeting held not less than 2 weeks after the copies hereof have been distributed to the members.

Section 2: This Constitution will be effective immediately upon its ratification.

Article XIII AVAILABILITY OF CONSTITUTION

Section 1: Copies of this Constitution will be given to all members of the Farmington School Custodians Union.

Section 2: A copy of this Constitution will be given to the NHFT.

Section 3: Three copies of this Constitution will be submitted to the National Office of the American Federation of Teachers. All further amendments will be submitted as they become a part of this Constitution.

APPROVED: APRIL 25, 2003

**Constitution and By-Laws
Amendment to Article V and Article VI**

ELECTIONS

Section 1: Every three years the organization shall elect the following Officers:

- a). President
- b). Vice - President
- c). Secretary/Treasurer
- d). Negotiations Committee
- e). Buildings Representative

Article VI

DUTY OF OFFICERS

Buildings Representative:

- a). Shall attend all meetings of the Executive Board and General Membership.
- b). Assist Staff with concerns and issues
- c). Initiate grievance process with the President.
- d). Shall maintain open communication with management.
- e). Recruit new members
- f). Shall maintain open communication with the President and Vice- President.

Amended - 2003

Farmington