

TIMBERLANE TEACHER'S ASSOCIATION

TTA

CONSTITUTION AND BY-LAWS

(REVISED AND AMENDED MAY 2002)

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CONSTITUTION AND BY-LAWS **(Amended May, 2002)**

Article I - NAME

- Section 1: The name of this organization shall be the Timberlane Teachers Association, (TTA), Local 4796, 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 TTA 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 this membership 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 eligible professional staff employed by the Timberlane School District.
- Section 2: Timberlane professional staff wishing to join the Union shall complete a membership/dues deduction form. Membership shall be continuous until the member resigns, as outlined in the Agreement in Article 12.6.2 The TTA treasurer is the appropriate Association officer to notify.
- Section 3: Membership shall have 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.
- * as building representative after one full year as a member in good standing
- * as TTA officer after 2 full years as a member in good standing

- Section 4: Membership will have the right to approve and support stipends for the Executive Board members.
- Section 5: Part time employees (at least 1/2 time) are eligible to be members.

Article IV - MEETINGS

- Section 1: There will be at least one "General Meeting" for the regular membership meeting during the school year. The time and the place will be determined by the President. Other general meetings may be called at the discretion of the Executive Board.
- Section 2: Voting at General Meetings
- a. Representatives from the NHFT will review and approve process.
 - b. The Building Representatives shall verify membership status of all those voting. All ballots will be tabulated and the outcome made public within 48 hours of the close of the polls.
 - c. A voice vote may be used.
 - d. At the conclusion of the voting, the building reps shall count and record voting ballots. All ballots will be stored at the NHFT office for 30 days.
 - e. Members will vote on any changes in dues and stipends.
- Section 3: A special membership meeting of this Union may be called by the President, a majority of the Executive Board, or upon written request of 25 members in good standing.

Article V – STANDING AND SPECIAL COMMITTEES

- Section 1: This Union shall participate the following committees:
- a. Membership Committee
 - b. Evaluation Committee
 - c. Merit Committee
 - d. Negotiations Committee
 - e. Public Relations
 - f. Election Committee
- Section 2: Committees will be formulated as needed per the Memorandums of Understanding outlined in each newly negotiated contract agreement.
- Section 3: The President may appoint special committees as may be necessary to conduct the affairs of the local.

Article VI - ELECTIONS

Section 1: Nominations

- a. The Executive Board shall distribute a nomination form that lists the open positions at least two weeks prior to the General Spring Meeting. Nomination forms will be given to each TTA member by building representatives. Those nominees may appear as a slate of officers or as individual nominations. Completed nomination forms will be returned to the Executive Board through the building reps, after receiving consent from the nominee.
- b. Nominations may also be made from the floor at the General Spring Meeting, providing that the prior consent of the nominee is obtained.

Section 2: Voting for Elected Positions

- a. Election of TTA officers and building representatives will be held in each school building after the nominations are completed at the General Spring Meeting. Building reps will personally deliver and collect ballots from members. (Ballots will not be left in teacher's room for example.)
- b. Elections shall be held by secret ballot and a majority of those voting shall elect.
- c. Voting ballots will be deposited in a sealed Ballot box.
- d. The Election Committee shall count the ballots. Candidates will not be involved in counting. Members are welcome to attend.
- e. Results will be posted in each building after tally is complete.
- f. All ballots will be stored at the NHFT office for 30 days.

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

- Section 1: The elected officers of this organization shall be a President, Vice President, Treasurer, and Secretary.
- Section 2: Said officers and building representatives will be elected within a week of the General Spring Meeting.
- Section 3: Those elected shall assume office July 1st following the election.

- Section 4: All candidates for the office of President, Vice President, Treasurer, and Secretary shall have been a member in good standing for a period of 2 years. All candidates for position of building representative shall be a member in good standing for 1 year.
- Section 5: In case of a vacancy in the office of President, the Vice President shall assume the duties of that office until a new election is held. A new election shall be held within thirty (30) school days unless said vacancy occurs within sixty (60) calendar days of the next annual election.
- Section 6: In case of a vacancy in the office of Vice President, Treasurer or Secretary, the President will nominate a replacement. The Executive Board shall consider said nomination, approving with a majority vote. The term for officers filling such vacancies will be until the next regular election.

Article IX – DUTY OF OFFICERS

Section 1: The President will:

- a. Be the Chief Executive Officer of the Union
- b. Preside at all meetings.
- c. Prepare the agenda for each Executive Board meeting.
- d. Prepare agenda for General Meetings.
- e. Be the spokesperson for this Association (TTA)
- f. Meet monthly with the Superintendent and Assistant Superintendent of Schools.
- g. Attend School Board meetings as necessary.
- h. Represent this local in its association and dealings with NHFT. Keep the executive Board informed of the activities of NHFT and AFT.
- i. Appoint all committee chairpersons, not otherwise provided for, subject to the approval of the Executive Board.
- j. Receive reports from all committee chairpersons at appropriate intervals, sharing report/updates at monthly Executive Board meetings.
- k. Cast, where the Association is equally divided on votes, the deciding vote. On the secret ballot, the President shall have a vote as any other member.
- l. Attend related conferences and workshops.
- m. Serve on the Negotiations Committee.
- n. Fulfill such other duties as may be required by the position.

Section 2: The Vice President will:

- a. Work closely with and assist the president as needed.
- b. Be the presiding officer in the absence of the President
- c. Attend monthly Executive Board meetings.
- d. Attend monthly meetings with the Superintendent along with the President.
- e. Attend School Board meetings as necessary.
- f. Serve on Negotiations Committee
- g. Promote Public Relations of this Association, informing news paper and others of pertinent activities and other news of interest. (in old constitution)
- h. Organizes membership promotion and materials with the help of the secretary.
- i. Along with Secretary, plans General Membership meeting place and other details.
- j. Fulfill such other duties as may arise.

Section 3: The Treasurer will:

- a. Receive monthly dues from Payroll, along with bi-monthly dues deduction list.
- b. Deposits monies, balances accounts, pays all bills of this Association (TTA).
- c. Pays NHFT and national AFT dues monthly.
- d. Prepares annual operating budget in conjunction with the President and Executive Board.
- e. Prepares annual audit for national AFT.
- f. Collects data needed for tax returns and brings to tax preparer.
- g. Maintains financial records, provides copies for the TTA files yearly.
- h. Attend monthly ExecutiveBoard meetings, providing the board with a month;y report.
- i. Keeps membership list up-to date, working with the Secretary.
- j. Keep each building representative informed of their current membership.

Section 4: The Secretary will:

- a. Keep minutes at all Executive Board meetings, providing copy copies for the President and each member of the Executive Board to review prior to the next meeting.
- b. Maintain a copy of the TTA Constitution and By-Laws.
- c. Have a copy of the Constitution, Contract Agreement, current membership list, as well as prior meeting minutes at each meeting.
- d. Along with the Vice President, arranges membership meetings/socials.
- e. Along with Vice President and building representatives, sets up voting as outlined in the Constitution.

Article X - EXECUTIVE BOARD

Section 1: The Executive Board shall be comprised of the elected officers, - President, Vice President, Treasurer and Secretary, as well as theBuildingRepresentatives. The Immediate past president shall serve as a member of the Board for a period of one year.

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

- a. To meet at least once a month. The yearly calendar of monthly E-board meetings, the General Meeting, as well as other dates of planned business will be set forth at the beginning of the school year. A copy of this schedule will be given to all E-board members.
- b. To respond to member concerns, acting upon issues as necessary.
- c. To act as the Grievance Committee, since each building's representatives are trained in the Grievance procedure by NHFT yearly.

- d. To interpret and enforce the Constitution and By-laws (as they may be adopted).
- e. To consider policy and make recommendations to the membership.
- f. To be responsible for the management of the Union and to carry out the legislation and the policies of the Union.
- g. To develop workshops and training conferences for all building representatives, drawing upon resources such as the NHFT and AFT.
- h. To report its transactions to its membership.
- i. To act on expenditures as may be required.
- j. To perform other duties as required by this Constitution.

Section 3: Representatives:

- a. Each building will be entitled to at least one representative. Representatives will be elected by the Union membership of each building in the ratio of 30:1 or a fraction thereof.

Section 4: Role of Building Representatives:

- a. Attend monthly Executive Board meetings
- b. Insure communication between Executive Board and members.
- c. Create and up-date bulletin boards.
- d. Conduct building level TTA meetings.
- e. Assist staff with issues and concerns.
- f. Initiate the Grievance process.
- g. Keep a list of current members, as well as eligible non-members.

Article XI - REVENUES

Section 1: Dues shall be paid through the payroll deduction plan in accordance with the contract.

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, who will give a copy to the President. The building representative will be informed of membership changes.

Article XII - 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 to the Constitution within 2 weeks of a general 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 XIII - 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 not less than 2 weeks after the copies hereof have been 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 XIV - AVAILABILITY OF CONSTITUTION

- Section 1: Copies of this Constitution will be given to all members of the TTA
- 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.