

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

**CONSTITUTION AND BY-LAWS**  
Weare Educational Support Staff , AFT-NH  
AFT Local 6349 AFL-CIO.

**Article I – WEARE EDUCATIONAL SUPPORT STAFF**

Section 1: The name of this organization shall be the Weare Educational Support Staff , Local 6349, affiliated with the 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 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.

Section 6: To support the public school system in Weare.

**Article III - MEMBERSHIP**

Section 1: Membership in the Union shall be open to all paraprofessionals and support staff employed by the Weare School District.

Section 2: Weare paraprofessionals and 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 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 two (2) regular membership meetings 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
- c. Membership Committee

Section 2: Special committees may be established by the President.

Section 3: The President shall appoint members of committees.

### **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. Elections shall take place every year starting in 2008. On even numbered years, elections for President and Secretary will be held. In odd numbered years elections will be held for Vice-President and Treasurer. Building representatives will be elected every two years starting in 2008. Elections shall take place at the Annual Spring Meeting. Terms of office shall begin on July 1<sup>st</sup> following the election.
- b. The Election committee shall conduct the voting and shall establish procedures for the conduct of the election. At a minimum, members shall receive at least fifteen (15) days notice of the date and time of the election and procedures for nomination and election. These notices shall be mailed to the member's home address.
- 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. In the event of a vacancy in the office of President and there is more than a year left in the term of office, an election shall be held within forty-five (45) days of the vacancy.

## **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 at all meetings with a prepared Agenda. Be the spokesperson, represent the local in dealings with the AFT-NH, meet with district administration, and attend school board meetings as necessary. Serve on negotiations committee. Keep the Board informed of all communication and activities of the AFT-NH and AFT. 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 negotiations 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 AFT-NH and AFT dues. Maintains financial records, membership lists while keeping each building representative informed of the current membership. Prepares annual audit for the AFT, and collects data for tax returns. Attends board meetings and provides the board with a monthly financial report and current membership list.

### **Secretary:**

Keep minutes at all board meetings, providing copies for the president and each member of the board to review before the next meeting and be responsible for assisting in the dissemination and production of the monthly communication to the membership. 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 Executive Board; 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 elected by the membership in the respective buildings.

## **Article IX - EXECUTIVE BOARD**

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

- Section 2: The functions of the Executive Board shall be:
- a. To meet at least monthly.
  - 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 recommended by the Executive Board and approved by the membership. Dues shall be payable through the payroll deduction plan in accordance with the contract. Dues and increases to said dues for AFT-NH , AFT and AFL-CIO will be automatically added to any local dues amounts established.
- 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 the collective bargaining agreement

### **Article IX - AMENDMENTS**

- Section 1: Amendments to the Constitution and By-laws may be made by two-thirds of the members of the local.
- Section 2: Members will be notified of proposed amendments in advance of the presentation of the amendment at a membership meeting.
- Section 3: A two-thirds vote of the members present at such a meeting provided there is a quorum 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 Weare Educational Support Staff.

Section 2: A copy of this Constitution will be submitted to the AFT-NH. All future amendments will be submitted as they become part of this Constitution.

Section 3: A copy of this Constitution will be submitted to the national office of the American Federation of Teachers and the State Federation, AFT-NH. All future amendments will be submitted, as they become a part of this Constitution.

Adopted by Membership on June 12, 2007

Diana Hume President

Secretary, Weare Educational Support Staff

AFT Local #6349, AFT-NH, AFL-CIO

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Vice President