

NASHUA PUBLIC LIBRARY EMPLOYEES, LOCAL 4831, CONSTITUTION

ARTICLE I. Name

The name of this organization shall be Nashua Public Library Employees, Local 4831, American Federation of Teachers, Federation of Public Employees, AFL-CIO.

ARTICLE II. Purposes

The purposes of this organization shall be:

1. To advance the standards of its members' employment;
2. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
3. To promote the participation of its members in the operational decisions affecting their employment;
4. To promote the welfare and well-being of its members;
5. To promote mutual assistance and cooperation with other organizations with which it is associated;
6. To promote the aims and objectives of the Nashua Public Library Employees, Local 4831; the Northern New England Council/AFT; and the American Federation of Teachers.
7. To expose and fight all forms of racism and discrimination;
8. To promote the unity and strength of its members; and
9. To work for the advancement of education and knowledge and the improvement of information-access opportunities for all.

ARTICLE III. Affiliations

This organization shall affiliate with the Nashua Central Labor Council, the Northern New England Council/AFT, the American Federation of Teachers, and the AFL-CIO.

ARTICLE IV. Membership

Section 1. There shall be the following membership categories: active and special.

a. Active: All employees, inclusive of those on leave, of the Nashua Public Library shall be eligible for membership except for the Director, Assistant Director, Administrative Secretary, and Library Pages.

Members shall include Library Community Services Coordinator, Library Exhibits Coordinator, Maintenance Supervisor, Librarian II, Business/Municipal Librarian, Reference Librarian, Library Assistant I, Library Assistant II and Library Assistant III, Security Guard, Office Assistant, Custodian, Library Assistant, Library Book Processor, Janitor, and Library Ethnic Coordinator.

Membership shall be continuous until the member leaves the employ of the Nashua Public Library, resigns, or is suspended from the Nashua Public Library Employees, Local 4831. Term of membership shall be from July 1 of a given year through June 30 of the following year.

b. Special: Special membership in this organization shall be open to employees who have retired.

Membership shall be obtained and good-standing shall be maintained only through the payment of all required dues.

Section 2. The general membership shall act on recommendations of the Executive Committee; set policy for the organization; suspend and reinstate members; and set dues for the organization.

Section 3. Members may be suspended from this organization for actions detrimental to the organization, provided that written charges shall be presented at a previous membership meeting and notice of such action is included in the call of the meeting. Any member so

charged will have the right and opportunity to reply to such charges at a membership meeting before a final vote is taken. A two-thirds vote of the members present shall be necessary to suspend a member. A suspended member may be reinstated by a two-thirds vote of a membership meeting.

Section 4. An active member who retires shall be admitted as an AFT special member eligible to participate in AFT benefit programs such as insurance, travel, and discount buying services.

ARTICLE V. Dues

Section 1. Active. The dues shall be as determined by the membership of Local 4831, AFT, FPE, plus current NNEC/AFT; AFT; and AFL-CIO dues and fees.

Section 2. The local portion of these dues may be changed by a majority vote of the general membership after reasonable notice of the intention to vote on such questions, or by majority vote of members in a membership referendum.

Section 3. Dues may be paid either through payroll deductions or directly to the Treasurer. Dues paid directly to the Treasurer must be paid in full by July 1 of the fiscal year.

ARTICLE VI. Officers

Section 1. The officers of Nashua Public Library Employees, Local 4831, shall be a President, Vice President, Secretary and Treasurer.

Section 2. Duties of the President.

The President shall:

- a. Be chief executive officer of the Nashua Public Library Employees, Local 4831.
- b. Administer all affairs and execute all policies, resolutions, and directives of the organization.
- c. Preside at all meetings of the Executive Committee and general membership.
- d. Represent the organization with all external groups.
- e. Serve as chief delegate to AFT, NNEC, NHFT, and AFL-CIO conventions.
- f. Serve as chief delegate to the Nashua Central Labor Council.

- g. Appoint and establish the function of all committees with the approval of a majority of the Executive Committee.
- h. Call regular and special meetings of the Executive Committee and the general membership.
- i. Serve as an ex-officio member of all committees, except the Elections Committee.
- j. Keep the Executive Committee informed of Nashua Public Library Employees, Local 4831, business.
- k. Formulate an agenda for all meetings of the Executive Committee and general membership.
- l. Fulfill such other duties as the office requires and as are consistent with this constitution.

Section 3. Duties of the Vice President.

- a. In the President's absence, the Vice President shall assume the duties and responsibilities of the President and shall perform such other duties as the President may designate.
- b. In the event of a vacancy in the office of President, the Vice President shall assume the office of President for the remainder of the unexpired term.

Section 4. Duties of the Secretary.

The Secretary shall:

- a. Keep a true and accurate record of all meetings of the Executive Committee and general membership.
- b. Copy and distribute such minutes to appropriate members.
- c. Send reports, notices and agendas of all meetings of the Executive Committee and general membership to the proper persons.
- d. Take care of all correspondence received and sent by Nashua Public Library Employees, Local 4831.
- e. Keep a complete mailing list of all members.
- f. Do such secretarial work as requested by the President or Executive Committee.

Section 5. Duties of the Treasurer.

The Treasurer shall:

- a. Be responsible for the administration and management of the general funds of the Nashua Public Library Employees, Local 4831.

- b. Be responsible for the Nashua Public Library Employees, Local 4831, membership drives.
- c. Receive and transmit dues for the local, state, and national organizations.
- d. Prepare an annual budget for the coming year, and a financial statement at the close of the year for publication to all members.
- e. Administer the Nashua Public Library Employees, Local 4831, checking and savings accounts.
- f. Keep accurate and complete records of all financial transactions in accordance with recognized accounting procedures.
- g. Prepare a monthly report for the Executive Committee on the state of the Nashua Public Library Employees, Local 4831, finances.
- h. Expend and deposit monies as directed by the Executive Committee and general membership.
- i. Enforce the Nashua Public Library Employees, Local 4831, rules and procedures regarding fiscal matters.

Section 6. Term of office.

Duly elected officers shall serve for two years, except for founding officers, whose terms may exceed the two-year period by not more than six months. Those elected shall assume office on the first of July in odd-numbered years.

Section 8. Vacancies.

- a. If the office of President becomes vacant, the Vice President shall assume the office of President.
- b. If any other office becomes vacant, it shall be filled by election of the Executive Committee until the next election is held by the general membership.

Section 9. Compensation.

Officers and officials of Nashua Public Library Employees, Local 4831, shall receive financial compensation as determined by the general membership.

Section 10. Removal from office.

Upon receipt of a petition signed by twenty-five percent (25%) of the membership that an officer has been grossly negligent in his or her prescribed constitutional duties, the Executive Committee shall call a special meeting for consideration of the question of

removal from office of the officer so charged. Such petition shall clearly specify the alleged negligence. The officer(s) so charged shall have a reasonable opportunity to answer all allegations prior to any further action being taken by the membership. It shall take a two-thirds majority vote of the total general membership for the office to be declared vacant. Such vote shall be by secret ballot.

ARTICLE VII. Executive Committee

Section 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Stewards, and chairpersons of the standing committees. The immediate past president shall be a non-voting member of the Executive Committee for one year after leaving office.

Section 2. Duties of the Executive Committee.

The Executive Committee shall:

- a. Administer the policy of the Nashua Public Library Employees, Local 4831, as set by the general membership at regular membership meetings.
- b. Make policy recommendations to the general membership for their consideration.
- c. Act on policy matters for the organization between meetings of the general membership.
- d. Oversee all publicity and public relations.
- e. Approve the annual budget.
- f. Provide for an annual audit of the treasurer's records.
- g. Act on all recommendations submitted by the president for committee appointments as set out under Article VI-2g of this constitution.
- h. Act upon expenditures as may be required.
- i. Oversee the administration of the collective-bargaining agreement.

Section 3. The Executive Committee shall report its activities at each regular membership meeting.

ARTICLE VIII. Stewards

Section 1. Stewards shall be elected by the members in good standing of the Nashua Public Library Employees, Local 4831.

Section 2. The duties and responsibilities of Stewards shall be to:

- a. Attend all Executive Committee and general membership meetings.
- b. Act as the liaison between the Executive Committee and members.
- c. Call meetings whenever necessary for the purpose of considering Nashua Public Library Employees, Local 4831, business.
- d. Distribute all appropriate information received from the local, state and national organizations.
- e. Present the concerns and requests of members to the Executive Committee and/or the Library Administration.
- f. Keep an up-to-date membership list of all members.

Section 3. Term of office.

Duly elected Stewards shall serve a one-year term. Those elected shall assume office on the first day of July.

Section 4. Removal from office.

Upon receipt of a petition signed by two-thirds of the membership that the steward(s) be replaced, the Executive Committee shall declare the position vacant.

Section 5. Vacancies.

If a Steward position becomes vacant, the Executive Committee shall call a special meeting within twenty (20) days for the purpose of electing a new steward.

ARTICLE IX. Delegates to State and National Conventions

Section 1. The Nashua Public Library Employees, Local 4831, may send delegates to the Nashua Central Labor Council, the New Hampshire AFL-CIO convention, the AFT/NNEC convention, and the convention of the American Federation of Teachers.

Section 2. Delegates may be instructed by the membership at a regular membership meeting how to vote on particular questions at conventions and meetings. Delegates so instructed shall be obligated to comply with such instructions.

Section 3. Except as may otherwise be provided, delegates shall be elected in the manner outlined in the respective constitutions of the above organizations and in accordance with Article XII. (Nominations and Elections) of this constitution.

ARTICLE X. Standing Committees

Section 1. Subject to nomination by the President and the approval of the Executive Committee, there shall be chairpersons of the following standing committees (See VI-2g):

Membership; Negotiations; Publicity and Public Relations; Grievance; Legislative; Political Action; Social.

Section 2. Duties of Standing Committees:

a. The Membership Committee shall plan and execute a dynamic program to insure the growth and vitality of the organization.

b. The Negotiations Committee shall function as the negotiating team of the Nashua Public Library Employees, Local 4831. This committee shall enter into and conduct all necessary negotiations needed to negotiate a contract between the Nashua Public Library Employees, Local 4831, and the Nashua Public Library Board of Trustees.

c. The Publicity and Public Relations Committee shall seek to develop public understanding of the purposes and programs of the Nashua Public Library Employees, Local 4831; the values and importance of access to information; and, in cooperation with the Administration, the philosophy and programs of the Nashua Public Library.

d. The Grievance Committee shall act on all grievances submitted in writing to the Executive Committee.

e. The Legislative Committee shall consider recommendations of the national office, the state/regional federations and the local pertaining to all levels of government. It shall study proposed legislation which may affect the federation. It may initiate recommendations. It may present the record of government officials.

f. The Political Action Committee shall coordinate Nashua Public Library Employees, Local 4831, efforts in local elections; coordinate VOTE-COPE campaigns; study pending state legislation; and promote activities leading to the passage of desirable legislation. It shall keep members informed of all political activities.

g. The Social Committee shall arrange such programs and entertainments and perform such duties as the local may direct.

ARTICLE XI. Duties of Special Committees

Section 1. The Budget Committee shall prepare a budget for adoption by the Executive Committee. It shall also recommend dues for adoption by the membership at least one month prior to the beginning of the next fiscal year. The fiscal year shall be July 1 through June 30.

Section 2. The Audit Committee shall audit the treasurer's books and yearly treasurer's report at the close of each fiscal year. The committee shall present its yearly report to the membership at the next scheduled meeting.

Section 3. The Elections Committee shall set an election date prior to June 15 and set forth the rules of conduct and procedures for the election, subject to the approval of the Executive Committee; prepare official ballots; and tabulate and publish all results.

Section 4. The Bylaws Committee shall prepare bylaws including such matters as dues, meetings, procedures, and amendments of the bylaws for ratification by the membership.

ARTICLE XII. Nominations and Elections

Section 1. Nominations.

a. Each member shall be given reasonable opportunity to nominate candidates for office and delegates to conventions.

b. Notice of the offices to be filled, the right to make nominations, and the time, place and proper form for submission of nominations shall be mailed to each member's last known home address at least fifteen (15) days prior to the nominations meeting.

c. Nominations for office and convention delegates shall be made at a general membership meeting to be held between April 15 and May 31 or by petition signed by ten (10) members in good standing submitted to the Elections Committee before the close of business at the membership meeting called for receiving nominations.

d. All candidates for elected office must be members in good standing for a period of one year prior to being nominated. During the first three years after the chartering of this local, candidates must be members in good standing.

Section 2. Elections.

a. Elections shall be by secret ballot. Only those members in good standing may vote.

b. The election shall take place prior to June 15. The election balloting shall be held at a time and place designated by the Elections Committee.

c. Election shall be by majority of those members voting. In the event that no individual receives a majority of the votes cast, a runoff election shall be held between the two individuals receiving the greatest plurality of votes cast for that office. In the event of a tie, a new election shall be held. Runoff and tie-breaking elections shall be held within ten (10) working weekdays of the original election day.

Section 3. Except as may otherwise be provided, convention delegates shall be elected for all conventions occurring during the two years. A member in good standing may be a candidate for election as a delegate to any or all of the conventions.

Section 4. Written notice announcing the time and place of elections shall be mailed to each member's last known home address at least fifteen (15) days prior to the election. This notice may be combined with the notice of nomination and mailed in accordance with Article XII-1b of this constitution.

Section 5. The Secretary shall preserve all election records, including ballots, for a period of one year.

Section 6. The Elections Committee shall post the results of the election prominently in each building.

Section 7. The Elections Committee is a special committee appointed in accordance with Article VI-2g of this constitution. No candidate for office may serve on this committee.

ARTICLE XII. General Membership Meetings

Section 1. Regular meetings.

a. There shall be a regular meeting of the Nashua Public Library Employees, Local 4831, at least two times during the fiscal year.

b. Meetings will be held prior to the twenty-first (21st) day of the month. At the beginning of each fiscal year each member shall receive a schedule of regular meeting dates and places.

Section 2. Special membership meetings may be called by the President, by a majority of the Executive Committee, or by petition of twenty-five percent (25%) of the membership.

Section 3. All members shall be given at least three days' notice of regular membership meetings and a one-day notice of a special membership meeting. Notice of a special meeting shall contain the question(s) to be considered.

Section 4. Quorum.

a. A quorum for all regular and special meetings shall consist of one-quarter (25%) of the membership.

b. A quorum for all committee meetings shall be a majority of those serving on that committee, not including ex-officio members.

ARTICLE XIV. Protection of Rights of Members

Section 1. Every member in good standing of this organization shall have equal rights and privileges to nominate candidates, to hold office, to vote in elections or referendums, to attend membership meetings, and to participate in deliberations and voting upon the business of the organization.

Section 2. No member may be fined, suspended, expelled or otherwise disciplined (except for nonpayment of dues) by this organization unless such member has been served with

written specific charges, given reasonable time to prepare a defense, and afforded a full and fair hearing.

Section 3. This organization shall show no discrimination toward any individual or group of individuals on the basis of sex, race, color, national origin, religion, lawful political or employees' organization affiliation, age, marital status, sexual preference or non-disqualifying physical disability, or on any basis prohibited by law.

Section 4. Members shall have the right to appeal actions of the Nashua Public Library Employees, Local 4831, to the Executive Committee and ultimately to the general membership.

ARTICLE XV. Ratification of Collective-Bargaining Agreements

Section 1. Approval or disapproval of any collective-bargaining agreement with the Nashua Public Library Board of Trustees shall be determined by a majority vote of the general membership of this organization at a membership meeting specifically called for that purpose.

Section 2. Three days' notice of a ratification meeting must be given to the members.

ARTICLE XVI. Amendments

Section 1. An amendment to this constitution may be proposed by:

- A. A majority of the Executive Committee; or
- B. No fewer than twenty-five percent (25%) of the membership.

Section 2. A proposed amendment must be posted in a conspicuous place in each building and distributed to each member at least five work days prior to the ratification vote.

Section 3. An amendment must be ratified by a two-thirds vote of the members present at a regular or special meeting.

ARTICLE XVII. Finance

The fiscal year shall be from July 1 through June 30.

ARTICLE XVII. Parliamentary Authority

Roberts Rules of Order, Revised, shall govern in all cases not covered by this constitution or by the bylaws of this Local.

ARTICLE IX. Availability of Constitution

Section 1. Three copies of this constitution and all future amendments shall be submitted to the American Federation of Teachers.

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. Copies shall be available for any members of this Local upon request to the Secretary.

The Constitution was adopted _____, 19_____.

Nashua Public Library Employees, Local 4831

Signed: _____
President

Attest: _____
Secretary