

Timberlane Support Staff Union, AFT Local #6530, AFT-NH, AFL-CIO

CONSTITUTION & BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Timberlane Support Staff Union, AFT Local #6530, AFT-NH, AFL-CIO, affiliated with the American Federation of Teachers-NH (AFT-NH) and the American Federation of Teachers.

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

- Section 1: To promote the professional, economic, and social well-being of its Membership.
- Section 2: To secure for them all of the rights and privileges to which they are entitled.
- Section 3: To promote the improvement of standards in the employment situation of its Members.
- Section 4: 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 5: To encourage active participation of all Members in the solution of school issues/problems and the strengthening of this organization.
- Section 6: To encourage mutual understanding and cooperation among the Membership.
- Section 7: To promote the interests of citizens who are served by the Membership.
- Section 8: To promote democracy, equality and unionism in the society at large.
- Section 9: To provide a progressively better educational opportunity for all children.

ARTICLE III - MEMBERSHIP

- Section 1: All full-time and part-time support staff employees employed by the Timberlane Regional School District and as certified by the NH Public Employee Labor Relations Board in Decision Number 2013-173 shall be eligible to join the Union. Other support staff employees in the District shall also be eligible for Membership if officially added to the NH PELRB certification.
- Section 2: Any eligible employee wishing to join the Union shall complete a membership/dues authorization form. Membership shall be continuous until the Member resigns in accordance with the provisions contained in the Collective Bargaining Agreement.
- Section 3: No person shall be denied Membership on the basis of sex, race, national origin, religious, disability, sexual orientation, political belief, or social or economic status.
- Section 4: Cases of Membership status not covered in Sections 1 and 2 shall be referred to the Executive Board. The Executive Board shall determine status, subject to ratification by majority vote of the Membership.

Section 5: Supervisors, Administrators or Managers shall not be eligible for Membership.

Section 6: Discipline of Members:

- a. A Member may be disciplined up to including expulsion by the organization for acts detrimental to the Union upon presentation of written charges to the Executive Board signed by five (5) or more Members. These charges must include a specific and detailed accounting, including any documentation, of the allegations against the Member. If a Member of the Executive Board is either the accused or filed charges, he/she shall recuse himself/herself from all proceedings and discussions in this matter as a Member of the Executive Board.
- b. Upon receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the Member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused Member.
- c. Following the preliminary investigation, the Executive Board shall vote on whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the accused Member shall receive at least ten (10) calendar days notice.
- d. At the disciplinary hearing, the accused Member may have a person of his or her choice represent them, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline.
- e. A disciplined Member may appeal the decision of the Executive Board to the Membership by requesting a vote at the next regular meeting. A simple majority of the Members voting shall be sufficient to overrule the decision of the Executive Board.

Section 7: A Member in good standing is defined as a Member who is current in payment of dues to the organization. A Member who is more than 30 days delinquent in dues payment shall be considered to be a Member in bad standing, and shall be promptly notified of such status. A Member shall be removed from Membership in this organization, with notice, following three (3) months of dues non-payment, unless a plan to pay back dues is made and approved by both the Executive Board and the Member.

Section 8: 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.

ARTICLE IV - COMMITTEES

Section 1: This Union shall have the following standing committees:

- a. Negotiations
- b. Elections
- c. Community Relations/Political Education (C.O.P.E.)
- d. Organizing and Membership
- e. Social

Section 2: The President, with notification to the Executive Board, may establish such other special committees as deemed necessary.

- Section 3: Each committee shall recommend an annual program of action to the Executive Board. The Membership will be kept informed of all committee meetings and activities.
- Section 4: The Elections Committee shall conduct and supervise elections of the organization. If a Member of the Elections Committee is a candidate for Office, he/she shall recuse himself/herself from the Committee for the duration of said election.
- Section 5: The Community Relations Committee shall establish an ongoing program of outreach to community members in an effort to educate the community about this organization and participate in programs or activities beneficial to the community and Membership. The Committee on Political Education (C.O.P.E.) shall be responsible for monitoring state, local and federal government actions which may affect the Membership. This Committee is also available to support the political and legislative work of the organization and affiliates, educate Members on the importance of issues to Members, and support the election of candidates at the local, state and national level who support the interests of the organization, its Membership and the people they serve. This Committee shall seek voluntary contributions to support the political work of the organization, screen candidates at the local, state and national level for endorsement by the Executive Board.
- Section 6: The Organizing and Membership Committee shall assist the Vice-President in implementing programs to recruit and retain Members and encourage participation of Members in the activities of the organization.
- Section 7: The Social Committee shall recommend social activities for the Membership and assist in the implementation of these activities in order to promote a sense of community within the organization.
- Section 8: The Negotiations Committee shall be responsible for surveying the Membership in preparation for negotiations, prepare Contract proposals and attend negotiations sessions with the School Board. Initial negotiations proposals of the organization may be presented to the Executive Board and Building Representatives for review and input. The Negotiations Committee shall be comprised of representation from the preschool and/or kindergarten programs, elementary, middle and high school levels and not to exceed five (5) Members including the President unless there has been a vote of the Executive Board to do so. Negotiating Committee Members shall complete current training as offered by AFT-NH in order to be eligible to serve on the Negotiating Committee. The President shall chair the Negotiating Committee and be the liaison with the AFT-NH office and other necessary external resources.

ARTICLE V - ELECTION OF OFFICERS

- Section 1: The Membership shall elect the following officers:
- a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
- Section 2: Officers will be elected for not less than two year terms of office except for the organization's initial election of Officers. Election of the President and Secretary will take place in those years ending in odd numbers. The initial organizational term of office for President and Secretary shall expire on June 30, 2017. Election of the Vice President and Treasurer will take place during even numbered years. Terms of office begin on July 1st of the year elected and expire on June 30th of the election year for said office. The election cycle shall begin in April, 2014. The Elections Committee shall conduct elections not sooner than thirty (30) days after the nomination meeting in the Spring.

- Section 3: A majority of the ballots cast shall determine the election. In the absence of a majority, the Elections Committee shall conduct a run-off election among the two candidates who have received the most votes for the office in question. There shall be at least a fifteen (15) day notice to Members announcing the date(s) time(s), and location of the run-off election.
- Section 4: To be eligible for office a person must be a Member in good standing of the organization for at least one (1) year.¹
- Section 5: Nominations for office will be made from the floor at the Spring General Membership meeting. The Executive Board shall notify the Members of open positions at least two weeks prior to the Spring General Membership meeting. Members nominated for office must be present to accept nomination.
- Section 6: Each building will be entitled to at least one (1) Building Representative. Additional Building Representatives per building can be added for every 12 employees covered by the Collective Bargaining Agreement. Building Representatives will be elected for a one (1) year term by the Union Membership of each building. Election for Building Representatives shall be conducted by the Election Committee at the same time as election of Officers.
- Section 7: In the event that a vacancy occurs in an elected position, the President shall have the authority to appoint a replacement with the approval of the Executive Board until the next annual meeting is held. In the event of a vacancy in the office of President, the Vice-President shall assume the duties until the next annual meeting.
- Section 8: Sixty (60) days prior to the date of the election, the Election Committee shall be responsible for notifying all Members in good standing of the open positions for election, date of nominating meeting in the Spring and election date(s) in the following month and procedures relating to the nomination and election process. Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act.
- Section 9: Officers and Building Representatives shall be required to attend available training provided through AFT-NH. Failure to attend such training may be cause for removal unless appropriate arrangements are made.

ARTICLE VII - DUTIES OF OFFICERS

- Section 1: The **President** will:
- a. Be the presiding Officer at all meetings of the Membership, the Executive Board, and the Executive Board with Building Representatives,
 - b. Be responsible for the ongoing administration of the organization,
 - c. Prepare the agenda for each Executive Board, Executive Board with Building Representatives, and General Membership meeting,
 - d. Be the spokesperson for the Union (TSSU), or delegate another individual,
 - e. Meet monthly with the Superintendent,
 - f. Attend School Board meetings as necessary,
 - g. Represent this local in its association and dealings with AFT-NH, AFT, AFL-CIO and keep the Executive Board and Membership informed of the activities of AFT, AFT-NH and AFL-CIO, or delegate another individual,
 - h. Be the ex-officio Member of all standing committees,

¹ For initial election of Officers to be considered a Member in good standing a candidate shall have been a Member for a period of not less than three (3) months.

- i. Appoint the chairs of all standing and special committees with the approval of the Executive Board,
- j. Receive, report and respond to correspondence of the organization,
- k. 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 that per capita payments are accurate and made in a timely fashion,
- l. Represent the organization before the public, community organizations, and the news media,
- m. Be, by office, a delegate to the convention of the American Federation of Teachers, AFT-NH and meetings or conventions of its affiliated subordinate bodies,
- n. Make an annual report to the Membership of the organization,
- o. Be able to delegate the responsibilities of the office except where otherwise specified by the Constitution,
- p. Cast, where the Union is equally divided on votes, the deciding vote. On the secret ballot, the President shall have a vote as any other Member,
- q. Attend current leadership and other such training recommended by AFT-NH, and
- r. Chair the Negotiations Committee.

Section 2: The **Vice-President** will:

- a. Work closely with and assist the President as needed,
- b. Be responsible for the implementation of the Membership and organizing program and Chair the Organizing and Membership Committee,
- c. Attend Executive Board, Executive Board with Building Representatives and General Membership meetings,
- d. Attend School Board meetings as necessary,
- e. Be, by office, a delegate to the convention of the American Federation of Teachers, AFT-NH and meetings or conventions of its affiliated subordinate bodies,
- f. Attend current leadership and other such training recommended by AFT-NH,
- g. Serve on the Negotiations Committee,
- h. Assume the duties of the President in the event of the President's absence, illness, or unavailability, and
- i. Perform other duties as delegated by the President or assigned by the Executive Board,

Section 3: The **Treasurer** will:

- a. Pay AFT-NH and national AFT dues monthly and notify AFT-NH of Membership changes and updates on a monthly basis,
- b. Receive, record, and deposit all dues monies and other income in the name of the organization,
- c. Maintain all financial records of the organization,
- d. Maintain accurate Membership records,
- e. Provide the Executive Board with a monthly financial report,
- f. Attend Executive Board, Executive Board with Building Representatives and General Membership meetings,
- g. 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,
- h. Perform other duties as delegated by the President or assigned by the Executive Board,
- i. Attend current leadership and other such training recommended by AFT-NH,
- j. Prepare annual audit in accordance with guidelines recommended by AFT, and
- k. Keep each Building Representative informed of current building Membership,

Section 4: The **Secretary** will:

- a. Keep minutes at all Executive Board, Executive Board with Building Representatives and General Membership meetings, providing copies for the President and each Member of the Executive Board and Building Representatives when applicable to review prior to the next meeting,
- b. Maintain a copy of the TSSU Constitution and By-Laws,
- c. Have a copy of the Constitution, Collective Bargaining Agreement, current Membership list, as well as prior meeting minutes at each meeting,
- d. Maintain the non-financial files and records of the organization,
- e. Assist the President in handling the correspondence of the organization,
- f. Attend current leadership and other such training recommended by AFT-NH, and
- g. Perform other duties as delegated by the President, or assigned by the Executive Board.

Section 5: The **Building Representatives** will:

- a. Attend Executive Board with Building Representatives meetings every month and any additional meetings as requested by the President,
- b. Ensure communication between Executive Board and building Members,
- c. Promptly inform the President of Member questions, concerns and issues arising within the building,
- d. Create and update onsite Union bulletin boards,
- e. Distribute information as provided by the Executive Board,
- f. Assist Members with issues and concerns,
- g. Keep a list of current Members as well as eligible non-members, current copy of the Collective Bargaining Agreement and Membership forms, information regarding benefits for non-members, new Members and current Members,
- h. Assist in the ongoing Membership and organization plan,
- i. Attend current leadership and other such training recommended by AFT-NH,
- j. Conduct building meetings when requested by the President or designee, and coordinate the timing of building meetings with President or designee; the President or designee may attend any and all building meetings, and
- k. Other such duties as may be assigned by the President or Executive Board.

ARTICLE VIII - EXECUTIVE BOARD

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

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

- a. To meet at least once monthly,
- b. To strive to meet every month with the Building Representatives,
- c. To interpret and enforce the Constitution and By-Laws,
- 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 policies of the Union,
- f. To attend workshops and training conferences,
- g. To report its transactions to the Membership,
- h. To act on expenditures as may be required,
- i. Prepare an annual budget to be approved by the Membership,
- j. To receive and respond to inquiries from Building Representatives in a timely fashion,
- k. To review and consider all grievances in a timely fashion in order to meet Contract deadlines prior to filing of the grievance and make decisions regarding whether or not a case proceeds to arbitration, and
- l. To perform duties as required by this Constitution.

ARTICLE IX - MEMBERSHIP MEETINGS

Section 1: The Executive Board shall hold at least three (3) General Membership meetings during the school year. The time and place shall be determined by the President.

Section 2: Special meetings of the Membership may be called by:

- a. The President;
- b. The Executive Board; or
- c. At the request of 20 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. In the event a quorum is not attained and a proposed action, if not taken, would cause harm to the Union, a majority shall be a majority of those present and voting.

ARTICLE X - REVENUES

Section 1: The dues of the TSSU shall be equal to the local annual dues amount determined at a General Membership meeting, plus mandated increases in required affiliation fees, including the AFT, AFT-NH, AFL-CIO local and state affiliates and insurance premiums.

Section 2: Dues shall be payable through payroll deduction in accordance with the Collective Bargaining Agreement unless a Member chooses to pay dues in full for the upcoming year on or before September 1st.

Section 3: All Member dues shall be recommended by the Executive Board and approved at a General Membership meeting.

Section 4: Dues of new Members shall be prorated. A membership/dues authorization form will be completed by the new Member and submitted to the Treasurer.

Section 5: The local dues shall be automatically increased should the State or National dues increase as required by the AFT Constitution.

Section 6: All resignations from the Union must be in writing and submitted in accordance with the procedures in the Collective Bargaining Agreement.

ARTICLE XI - AFFILIATIONS

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO, officers shall be delegates to this convention unless others are elected;
- b. The American Federation of Teachers-NH (AFT-NH), AFL-CIO, officers shall be delegates to this convention unless others are elected;
- c. The Local AFL-CIO Labor Assembly, officers shall be delegates to this convention unless others are elected; and
- d. The New Hampshire AFL-CIO labor body, officers shall be delegates to this convention unless others are elected.

ARTICLE XII - AMENDMENT

- Section 1: Amendments to these by-laws must be approved by a majority of the Members of the Union present and voting at a General Membership Meeting.
- Section 2: Members will be notified of proposed amendments in advance of the presentation of the amendment at a General Membership meeting.
- Section 3: The Executive Board will have the authority to adopt such further rules and regulations governing the amendments, as it will deem necessary.

ARTICLE XIII - AVAILABILITY OF CONSTITUTION


- Section 1: Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- Section 2: One copy shall be sent to the similar officer at AFT-NH and each organization with which this organization is affiliated.
- Section 3: The Secretary shall make available a copy to any Member of the organization.

ARTICLE XIV - RULES OF ORDER

Roberts Rules of Order, Revised, shall govern in all cases not covered by this Constitution, or in the By-Laws of this Federation or the American Federation of Teachers.

Approved by the Membership on: June 1, 2015

Certified by:



TSSU Secretary

Dated:

10/15/15