

# **Newfound Teachers' Union, AFT Local #6557, AFT-NH, AFL-CIO**

## **CONSTITUTION**

### **ARTICLE I - NAME**

The name of this organization shall be the Newfound Teachers' Union, AFT Local #6557, AFT-NH, AFL-CIO, affiliated with the American Federation of Teachers-NH (AFT-NH) and the American Federation of Teachers (AFT).

### **ARTICLE II - OBJECTIVES**

The objectives of this organization shall be:

Section 1: To promote the professional, economic, and 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 and strengthen the teaching profession and to secure and maintain working conditions necessary to support teaching as a profession including salaries, benefits, retirement, tenure, and all working conditions promoting the quality of life for our members and their families.

Section 4: To unify and strengthen the Membership; enabling Members to speak with a common voice on matters of concern before the Administration, School Board and in our communities.

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 democracy, equality and unionism in the society at large.

Section 8: To advocate for a quality educational opportunity for all children.

### **ARTICLE III - MEMBERSHIP**

Section 1: All full-time and part-time professional employees including but not limited to teachers, guidance counselors and nurses employed by the Newfound Area School District and as certified by the NH Public Employee Labor Relations Board in Decision Number 2015-146 on June 30, 2015, and as may be subsequently amended, shall be eligible to join the Union.

Section 2: Any eligible employee wishing to join the Union shall complete a membership/dues authorization form and can do so at any time. Membership shall be continuous until either the Member resigns union membership in writing to the Union Treasurer between the June 1<sup>st</sup> and June 30<sup>th</sup> window period or terminates employment.

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 as may be necessary.

Section 5: 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 6: 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/Public Relations
- d. 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 keep the Executive Board informed of all 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/Public 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.

Section 6: The Social Committee shall recommend social activities to the Executive Board and Membership and assist in the implementation of these activities in order to promote a sense of community within the organization.

Section 7: 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. The Negotiations Committee shall be comprised of representation from all grade 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. Election of the President and Secretary will take place in those years ending in odd numbers. Election of the Vice President and Treasurer will take place during even numbered years. Terms of office shall begin immediately upon election. The election cycle shall begin in May, 2016.

Section 3: A majority of the ballots cast shall determine the election. In the absence of a majority of those voting, 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.

Section 5: Nominations for office will be made by members submitting his/her name in accordance with procedures mailed to members in accordance with the AFT Constitution. The Executive Board shall notify the Members of open positions. Members nominated for office from the floor 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 may be added if deemed necessary by the Executive Board. Building Representatives will be elected for a one (1) year term by the Union Membership. 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 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, nominating process, and election date as well as 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 and the Executive Board,
- b. Be responsible for the ongoing administration of the organization,
- c. Prepare the agenda for each Executive Board and General Membership meeting,
- d. Be the spokesperson for the Union (NTU),
- e. Meet monthly with the Superintendent or as frequently as may be necessary,
- 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,

- h. Be the ex-officio Member of all standing committees,
- i. Appoint members of all standing and special committees,
- 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. Attend Executive Board and Membership meetings,
- c. Attend School Board meetings as necessary,
- d. 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,
- e. Attend current leadership and other such training recommended by AFT-NH,
- f. Assume the duties of the President in the event of the President's absence, illness, or unavailability, and
- g. 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. Attend monthly Executive Board meetings, providing the Board with a monthly financial report,
- f. 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,
- g. Perform other duties as delegated by the President or assigned by the Executive Board,
- h. Attend current leadership and other such training recommended by AFT-NH,
- i. Prepare annual audit in accordance with guidelines recommended by AFT, and
- j. Keep each Building Representative informed of current building Membership,

Section 4: The **Secretary** will:

- a. Keep minutes at all Executive Board and Membership meetings, providing copies for the President and each Member of the Executive Board to review prior to the next meeting,
- b. Maintain a copy of the NTU Constitution.
- 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 meetings at least every other month or 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,
- c. Create and update onsite Union bulletin boards,
- d. Distribute information as provided by the Executive Board,
- d. Assist Members with issues and concerns,
- e. 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,
- f. Attend current leadership and other such training recommended by AFT-NH,
- g. 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
- h. 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 meet at least every other month with the Building Representatives which can occur during the monthly Executive Board meeting,
- c. To interpret and enforce the Constitution.
- 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 two (2) regular Membership meeting during the school year. The time and place shall be determined by the President. Other membership meetings shall be scheduled 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 ten-percent (10%) 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 NTU shall be equal to the local annual dues amount determined by the Executive Board, plus mandated increases in required affiliation fees, including the AFT, AFT-NH, AFL-CIO local and state affiliates and insurance premiums. The dues categories shall be as established by AFT.

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 21<sup>st</sup>.

Section 3: 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 4: The local dues shall be automatically increased should the State or National dues increase as required by the AFT Constitution.

Section 5: 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;
- b. The American Federation of Teachers-NH (AFT-NH), AFL-CIO;
- c. The Local AFL-CIO Labor Assembly – Delegates shall be elected at the regular annual election of Officers, when such organization comes into being; and
- d. The New Hampshire AFL-CIO labor body – Delegates shall be elected at least one month before the state labor convention at a regular Membership meeting, when such organization comes into being.

## **ARTICLE XII - AMENDMENT**

Section 1: Amendments to this Constitution may be made by a majority of the Members of the Union.

Section 2: Members will be notified of proposed amendments in advance of the presentation of the amendment at a Membership 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 - 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 Constitution or By-Laws of the American Federation of Teachers.

Approved by the Membership on: May 16, 2010

Certified by: 

Secretary  
Newfound Teachers' Union, AFT #6557, AFT-NH, AFL-CIO

Dated: 9/29/10