

**Constitution and By-Laws of the Longy Faculty Union,**

**Local TBA**

**AFT, AFT - Massachusetts, AFL-CIO**

Ratified on February 28, 2010

**LONGY FACULTY UNION,  
Local \_\_\_\_, AFT MASSACHUSETTS, AFL-CIO**

**CONSTITUTION AND BY-LAWS  
February 24, 2010**

**ARTICLE I  
NAME**

This organization shall be known as the Longy Faculty Union, Local \_\_\_\_, AFT Massachusetts, AFL-CIO, herein known as the "Union."

**ARTICLE II  
OBJECTIVES**

**Section 1.** To negotiate terms and conditions of employment for Union members.

**Section 2.** To bring all teachers and other workers into a relationship of mutual assistance and cooperation.

**Section 3.** To obtain for all teachers and other workers the rights to which they are entitled.

**Section 4.** To raise the standards of the teaching profession by securing the conditions essential to the best professional service such that the students may take a place in the artistic, social, political and economic life of the greater community.

**Section 5.** To promote the policy-making role of the teachers and the democratization of the school.

**Section 6.** To create and maintain an environment that recognizes the unique characteristics of musicians as lifelong learners, encouraging them in this process by honoring those self-referential qualities that lead toward their continued development as professionals, colleagues, and teachers.

**Section 7:** To respect, support, and embrace a variety of approaches to teaching.

**Section 8.** To promote the welfare of those students who come within the sphere of activity of this organization by providing the best education possible.

**Section 9.** To promote and respect the civil rights of all citizens.

**Section 10.** To eliminate prejudice in education in all its forms.

### **ARTICLE III MEMBERSHIP**

**Section 1.** Membership may include all faculty currently teaching, and who have a weekly average of at least three benefit units in one of the last two fiscal years, excluding all other employees, visiting faculty, administrators, confidential employees, office clerical employees, managers, guards and supervisors as defined in the National Labor Relations Act.

**Section 2.** No discrimination shall be shown toward members or applicants for membership because of race, age, color, sex, sexual identity, ethnicity, military service, religious faith, or political belief.

**Section 3.** Any member who fails to pay his/her dues shall be notified by letter by the Treasurer. After a short grace period, his/her name shall be removed from the records of the national office. The member may be reinstated upon the payment of back dues.

**Section 4.** A member may be expelled for acts detrimental to the Union upon the presentation of written charges signed by at least one-fourth of the total membership of the Union and approved by at least two-thirds of the Executive Board. The entire membership shall be notified by letter of the impending action at least seven days prior to the action. The member shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights by a two-thirds vote of the members present and voting for reinstatement.

**Section 5.** Teachers in public or private institutions outside the jurisdiction of this local may be admitted to membership until such time as a local is chartered in their jurisdiction. This admission to membership is offered as a courtesy and does not impose any representational obligations upon the Union, or grant local Union voting rights for those admitted to membership under this provision.

## **ARTICLE IV OFFICERS AND REPRESENTATIVES AT-LARGE**

**Section 1.** The following Officers and Representatives At-Large shall be elected biennially by the Union:

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Three Representatives At-Large

**Section 2.** Membership in good standing in the Union for at least one (1) year is required to hold office (except for the initial election held by the Union).

**Section 3.** Officers shall be installed at the annual membership meeting or at a special meeting or banquet held for this purpose.

**Section 4.** Nominations and elections shall be conducted according to the procedures in Article X of this Constitution.

## **ARTICLE V DUTIES OF OFFICERS AND REPRESENTATIVES AT-LARGE**

**Section 1.** The President shall preside at all meetings of the Union and of the Executive Board. S/he shall be ex-officio member of all committees. S/he shall represent the Union when and where necessary and shall sign all necessary papers and documents. S/he shall make a report at least once a year at the annual meeting to the Union. By virtue of office, the President shall be a delegate to conventions of affiliated bodies.

**Section 2.** The Vice-President shall perform all the duties of the President in the absence of that officer.

**Section 3.** The duties of the Treasurer shall be:

- a. To receive, record, and deposit in the name of the Union money from dues and all other sources.

- b. To keep the membership rolls and issue membership cards, receipts, and delinquent notices.
- c. To forward all per capita dues and current membership lists to the national office of the American Federation of Teachers and to other affiliated organizations in order to keep this Union in good standing at all times. Special care should be taken to insure that per capita tax through June 30th be sent to the national office no later than fifteen days prior to the opening date of the national convention to make sure that the delegates from this Union may be seated.
- d. To be Chair of the Budget Committee.
- e. To present a written report to the Executive Board quarterly and to all members at the annual meeting.
- f. To keep adequate records available at all times for the Executive Board and the Budget Committee.
- g. To pay all bills, retaining vouchers or invoices for the same. Bills presented to the Treasurer for payment must bear the signature of the member incurring the expense and must be countersigned by the President. All checks must have both the President's and the Treasurer's signatures.
- h. To ensure that all federal, state and other reports are filed in a timely and accurate manner.

**Section 5.** The duties of Secretary shall be:

- a. To issue all notices including notices of meetings and special meetings.
- b. To answer all correspondence at the direction of the President and Executive Board, and to report all correspondence to the President and the Executive Board.
- c. To be the custodian of the seal and charter of the Union.
- d. To record and communicate the minutes of the Executive Board and general membership meetings to the membership.
- e. To assist the Treasurer in maintaining membership rolls, and issuing membership cards and receipts.

- f. To investigate all applications for membership and to present them, with recommendations, at any meeting of the Union.

**Section 6.** The duties of the Representatives At-Large shall be:

- a. To attend all Executive Board meetings during the Academic Year and perform other duties as assigned by the President or Executive Board.

## **ARTICLE VI**

### **EXECUTIVE BOARD**

**Section 1.** The Executive Board of this Union shall consist of the following:

- a. Four elected officers (President, Vice-President, Treasurer, Secretary)
- b. Three elected Representatives At-Large

**Section 2.** The Executive Board shall administer the policy of the Union set by the membership at membership meetings. The Executive Board shall have the power to act for the good of the Union in emergency situations where policy cannot be set by the membership.

**Section 3.** The Chair of the Executive Board shall be the President of the Union.

**Section 4.** The Executive Board shall meet once per month from September through June. The time and place of the Executive Board meetings shall be set by the Executive Board and shall be communicated to the membership.

**Section 5.** The Executive Board shall have the power to employ all personnel including officers, clerical help and other persons, as may be determined by the needs and finances of the Union.

**Section 6.** The Executive Board shall have the power to make contracts and incur liabilities, which may be appropriate to enable it to accomplish any or all of its purposes, with the approval of the membership.

**Section 7.** The Executive Board shall report its activities at each regular membership meeting.

**Section 7.** Three (3) members of the Executive Board present shall constitute a quorum.

## **ARTICLE VII COMMITTEES**

**Section 1.** The following committees will, as necessary, be active in this Union:

- a. Negotiating
- b. Budget
- c. Communications
- d. Grievance
- e. Nominations-Election
- f. Scholarship
- g. Committee on Political Education (COPE)
- h. Additional ad hoc committees as determined by the Executive Board

**Section 2.** The President shall serve as Chair of the Negotiating Committee. The Treasurer shall serve as Chair of the Budget Committee. The Chair and members of other committees shall be appointed by the President with the consent of the majority of the Executive Board. Committees must be comprised of members in good standing.

## **ARTICLE VIII DUTIES OF COMMITTEES**

**Section 1.** It shall be the duty of the Negotiating Committee to prepare and substantiate all collective bargaining proposals.

**Section 2.** It shall be the duty of the Budget Committee to prepare a budget for adoption by the membership, to audit the books of the Union and review the Treasurer's annual report. The Budget Committee shall present their yearly report to the membership in writing.

**Section 3.** It shall be the duty of the Communications Committee to plan and execute a dynamic program to insure the growth and vitality of the Union. It shall prepare and send, on a regular basis, messages and other

information to the members, and as necessary to other faculty. The Communications Committee will also assist the Secretary as needed.

**Section 4.** It shall be the duty of the Grievance Committee to receive all written grievances and to take appropriate action.

**Section 5.** It shall be the duty of the Nominations-Elections Committee to be responsible for conducting elections as appropriate and consistent with the provisions of Article X of this Constitution.

**Section 6.** If activated, it shall be the duty of the Scholarship Committee to work to raise funds in support of the scholarship(s) offered by the Longy Faculty Union, Local \_\_\_\_\_, AFT Massachusetts, AFL-CIO.

**Section 7.** If activated, it shall be the duty of the Committee on Political Education (COPE) to raise funds for, and to oversee the political education activities of the Longy Faculty Union.

## **ARTICLE IX AFFILIATIONS**

**Section 1.** This Union shall maintain affiliation with and whenever possible send delegates to the following organizations' functions:

- a. The American Federation of Teachers. All delegates and alternates to the national convention of the American Federation of Teachers shall be elected by a majority of the members voting. The President and Secretary shall certify the election and forward the credentials of all elected delegates and alternates to the national office as soon as possible, but no later than fifteen days prior to the opening date of the convention. The Union must send the list of certified delegates by registered or certified mail. The delegates shall confer with the Treasurer to make sure that the per capita dues for June have been sent to the national office at least fifteen days before the convening of the national convention. The election of delegates and alternates to the national convention shall be conducted according to Article X of this Constitution.
- b. AFT Massachusetts. Delegates shall be elected according to Article X of this Constitution.

- c. The Massachusetts State AFL-CIO. Delegates shall be elected according to Article X of this Constitution.
- d. The Greater Boston Labor Council. The delegates to the local labor council shall be elected according to Article X of this Constitution.

**Section 2.** All delegates shall make reports to the Executive Board on all meetings attended.

**Section 3.** The Union, to the best of its ability, shall be active in affairs of affiliated organizations.

**Section 4.** Delegates to affiliated organizations shall meet the same requirements as those set for officers of this Union.

**Section 5.** Every reasonable effort shall be made by this Union to pay legitimate receipted expenses of delegates to meetings and conventions of affiliated organizations.

## **ARTICLE X ELECTIONS**

All elections for Constitutional Officers, Representatives At-Large, and delegates to affiliated organizations shall be conducted biennially in accordance with the following procedures:

**Section 1.** Notice of nominations and elections shall be mailed via US Postal Service to the last known home address of each member of the Union in order that it may be received at least fifteen (15) days prior to the due date of nominations and at least thirty (30) days prior to the election. Said notice shall contain the due date for nominations and the date, time, and place for the election. Said notice shall also explain the nomination procedure.

**Section 2.** Any Union member who has been a member in good standing for one (1) year (excepting the initial Union election) is eligible to be nominated for Union Officer or Representative At-Large.

**Section 3.** The President shall appoint a Nomination-Election Committee. This Committee shall seek candidates for office, present the slate of nominees, prepare the ballot, and conduct Union elections. No candidate for any office shall serve on this committee or participate in any of the activities of this committee.

**Section 4.** Nominations may be made by petition signed by ten members of the Union and the candidate or by voice at a special meeting called for the purpose of nominations or by written declaration of candidacy signed by the candidate. Prior to each election, the Nominations-Election Committee shall determine from the preceding which process it will follow and shall publish the procedure in a written notice mailed to each Union member's home. All members of the Union shall have the opportunity to nominate candidates for office. The willingness of the nominee to serve as an Officer or Representative At-Large shall be verified by the person nominating, prior to the nomination being made.

**Section 5.** All Union members in good standing shall be eligible to vote in the elections.

**Section 6.** The biennial election shall be held during the month of May. The election shall be by secret ballot. Balloting may be done by mail ballot or at a specific meeting called for the purpose of voting in May. The Nominations-Election Committee shall determine from the preceding the process it will follow and shall publish the procedure in the written notice mailed to each member's home.

**Section 7.** The Chair of the Nomination-Election Committee shall publish the results in writing over his/her signature and communicate them to the membership. The ballots, the tally sheets, the notice of nomination and election, the notice of election results and the names of Nomination-Election Committee members shall be kept under the charge of the Chair for one (1) year following the election and thereafter turned over to the Secretary for archival purposes.

**Section 8.** Elected Officers, Representatives At-Large and delegates to affiliated organizations shall be installed upon election.

**Section 9.** All vacancies during a term of elective office, other than that of President shall be filled by members appointed by majority vote of the Executive Board, subject to approval of the membership. A vacancy in the office of President shall be filled by the Vice-President. The then vacant Vice-President position shall be filled as stated above. Any Officer or Representative At-Large who fails to carry out the duties of office or who is not present for three consecutive meetings without notifying the President may be removed by a majority vote of the Executive Board.

## **ARTICLE XI MEMBERSHIP MEETINGS**

- Section 1.** A regular membership meeting shall be held a minimum of three (3) times a year at a time and place to be determined by the Executive Board.
- Section 2.** The Executive Board shall meet prior to each regular membership meeting.
- Section 3.** The President may call a special membership meeting. A special meeting shall be called by the President upon request by the Executive Board or upon receipt of a written request for such a meeting signed by ten (10) members of the Union. All members shall be given written notice at least two (2) days prior to any special meeting, except in case of an emergency.
- Section 4.** Any Union member who is a member in good standing may attend membership meetings.
- Section 5.** A quorum shall consist of twenty-five percent (25%) of the Union membership, or 6 members, whichever is greater.
- Section 6.** If no membership quorum is present, the Executive Board, a quorum of which must be present as indicated in Article VI, Section 7, may act in lieu of membership at the membership meeting.
- Section 7.** If there is no elective presiding officer present, the membership may elect a Chair until the presiding officer is present.

## **ARTICLE XII FINANCES**

- Section 1.** The dues of the Union shall not exceed the sum of the per capita dues paid to the AFT National, AFT Massachusetts, Massachusetts AFL-CIO, Greater Boston Labor Council, AFT insurance, and local dues:
- Local dues shall be set by majority vote of members present at any General Membership meeting providing that notice of any proposed change in dues has been announced at least one month prior to the General Membership meeting.
- Section 2.** One dollar per member per month shall be set aside annually, to be used as a militancy and defense fund. The Executive Board shall exercise control over the militancy and defense fund.

**Section 3.** No other expenditures outside the budget shall be made, nor agreements entered into involving the funds of this Union, unless by vote of the membership; except that in case of emergency, the President with the approval of the Executive Board may direct the expenditure of such sums as necessary for the good of the membership provided that such sum does not exceed five hundred dollars (\$500.00).

**Section 4.** Bills presented to the Treasurer for payment must bear the signature of the member incurring the expense and must be countersigned by the President. All checks must have both the President's and the Treasurer's signatures.

**Section 5.** If the scholarship committee is activated, the Union may annually set aside a sum of money to be awarded as a scholarship(s) to be called the Longy Faculty Union Scholarship Fund. The amount, the conditions of granting the scholarship(s) and the selection of award recipients shall be decided by the membership of the Union.

### **ARTICLE XIII RULES OF ORDER**

**Section 1.** Roberts Rules of Order, Revised, shall govern all cases not covered by this constitution or the by-laws of the Union.

### **ARTICLE XIV AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

**Section 1.** This Constitution and the By-Laws thereof may be changed or amended at any regular membership meeting by a two-thirds vote of the members present, provided that the proposed amendment has been communicated to all members at least fifteen days before the vote on the amendment is taken.

### **ARTICLE XV AVAILABILITY OF THE CONSTITUTION**

**Section 1.** Three copies of this Constitution and all future amendments shall be submitted to the national office of the American Federation of Teachers and the AFT Massachusetts office.

**Section 2.** Each Union Officer and Representative At-Large shall be given a copy of this Constitution.

**Section 3.** Copies of this Constitution shall be available for any member upon request to the Secretary.

**Section 4.** Copies of this Constitution shall be made available to affiliated organizations upon request.

## **ARTICLE XVI RATIFICATION OF CONTRACT**

**Section 1.** For the convenience of the membership, the Negotiating Committee shall schedule at least two informational meetings to report on any tentatively agreed contract prior to ratification. Written summaries of the terms and conditions of any tentatively agreed contract shall be available at the informational meetings.

**Section 2.** Members of the Union will vote on the ratification of a tentatively agreed contract. Five days notice shall be provided to those who are eligible to vote on ratification as to the process of ratification.

**Section 3.** A contract shall be considered ratified when a majority of those members voting, vote in favor of ratification.

### **ORDER OF BUSINESS AT REGULAR MEMBERSHIP MEETING**

- a. Call to Order
- b. Minutes of Previous Meeting
- c. President's Report
- d. Treasurer's Report
- e. Reports of Committee Chairs
- f. Reports of Labor Delegates
- g. Correspondence
- h. Unfinished Business
- i. New Business
- j. Adjournment

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_