

**BY-LAWS
OF
THE DOVER TEACHERS' UNION**

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ARTICLE 1 DTU	1
ARTICLE II OBJECTIVES	1
ARTICLE III MEMBERSHIP	1
ARTICLE IV OFFICERS	2
ARTICLE V COMMITTEES	3
ARTICLE VI THE EXECUTIVE BOARD	3
ARTICLE VII AFFILIATIONS	4
ARTICLE VIII DUTIES OF OFFICERS	4
ARTICLE IX DUTIES OF OPTIONAL COMMITTEES	5
ARTICLE X FINANCE	6
ARTICLE XI MEMBERSHIP MEETINGS	6
ARTICLE XII RULES OF ORDER	6
ARTICLE XIII AMENDMENT	6
ARTICLE XIV AVAILABILITY OF BYLAWS	6
ARTICLE XV DUES	7
ARTICLE XVI CONTRACTUAL VOTING	7

ARTICLE I
DTU

This organization shall be known as the Dover Teachers' Union, NEA-NH, NEA. Hereinafter, Union.

ARTICLE II
OBJECTIVES

The purpose of this organization shall be:

- Section 1 To bring teachers and other educational personnel into an association of mutual assistance and cooperation.
- Section 2 To protect the working rights of educators.
- Section 3 To advocate for equitable compensation for members.
- Section 4 To create an environment of open communication among the membership.
- Section 5 To promote quality learning and educational opportunities for all students.

ARTICLE III
MEMBERSHIP

- Section 1 Certified employees of the public school district as defined by the collective bargaining agreement are eligible for membership. Members who pay their dues are considered in good standing.
- Section 2 Supervisory personnel as defined by the collective bargaining agreement shall not obtain membership. Members who are promoted to these positions, automatically are removed from membership on the effective date of the promotion.
- Section 3 Teachers in public or private institutions outside the jurisdiction of the local may be admitted to membership until such time as a local is chartered in their jurisdiction.
- Section 4 No discrimination shall ever be shown toward individual members of applicants for membership because of sex, race, religious faith, gender preference, political activities, or belief.
- Section 5 A member may be expelled after being dismissed by the district with Due Cause or for violation of NEA's "Code of Ethics of the Education Profession" upon presentation of written charges signed by at least ¼ of the total membership and approved by at least ¾ of the Executive Board. 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 if a majority of all members present vote to reinstate.

Section 6 Any member who fails to pay dues shall be dropped from the rolls and their names removed from the records at the National Office. The member may be reinstated upon payment of an applicable fee.

Section 7 All members in good standing may volunteer to a one year term as a building representative. Building representatives are intended to be active leaders in the union and their building with a focus toward open communication. To be considered for consecutive terms, representatives must attend at least five (5) executive board meetings throughout the school year and run a minimum of two (2) ten minute meetings. Another expectation is for representatives to participate in NEA-NH sponsored activities and trainings.

ARTICLE IV OFFICERS

Section 1 The following officers shall be elected biennially by this Union:

1. President – on even years
2. Vice President – on odd years
3. Treasurer – on even years
4. Secretary – on odd years

Any filled vacancies shall be until the next scheduled election.

Section 2 In order to hold office, membership in good standing for at least one year is required.

Section 3

*The President shall announce openings at the April Executive Board Meeting.

*Notice of openings shall be communicated at least fifteen (15) days prior to the May membership meeting.

*Nominations shall be accompanied by petitions containing at least five (5) signatures of members in good standing.

Section 4 a. Ballots shall be prepared and delivered to each member in good standing 15 (fifteen) days following the nomination meeting.

b. The ballots shall be returned to the Secretary no later than 15 (fifteen) days from the date originally sent to members. The candidate receiving a plurality of at least 40% (forty percent) of the votes cast shall be declared elected. If the plurality of 40% (forty percent) is not obtained, a run-off election of the two receiving the most votes shall be held according to the above procedure.

Section 5 Members will be notified of the results within five (5) school days.

Section 6 Officers shall be installed at the regular membership meeting annually in June

Section 7 Vacancies in any office shall be filled by the Executive Board.

Section 8 An officer may be removed from office upon presentation of written charges signed by at least $\frac{1}{4}$ of the total membership and approved by at least $\frac{3}{4}$ of the Executive Board. The officer shall have the right to appeal the decision to the membership at the following membership meeting and shall be reinstated with full rights if a majority of all members present vote to reinstate.

**ARTICLE V
COMMITTEES**

Section 1 The following committees may be activated by the president with the approval of the Executive Board:

- | | |
|--------------------------|-------------------------------|
| 1. Membership Committee | 6. Legislation Committee |
| 2. Negotiation Committee | 7. Political Action Committee |
| 3. Publicity Committee | 8. Social Committee |
| 4. Grievance Committee | 9. Budget Committee |
| 5. Education Committee | 10. Bylaws Committee |

Section 2 Chairperson of each of any standing or special committees shall be appointed by the President with the consent of the majority of the elected officers and must be a member in good standing.

Section 3 Members of each committee shall be appointed by the chairperson of each committee with the consent of the President.

**ARTICLE VI
THE EXECUTIVE BOARD**

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

1. All elected officers
2. Chairperson(s) of standing committees
3. All building representatives
4. The immediate past President shall be eligible to serve two (2) years (one term) after the expiration of his/her final term of office.

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

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

Section 4 a. The time and place of the Executive Board meetings shall be set by the president.

b. The Executive Board shall meet at least four (4) times per year. Additional meetings may be held at the discretion of the President or by a petition at the discretion of the President or by a petition of 1/3 of the members of the Executive Board

Section 5 The Executive Board shall have the power to:

a. employ any personnel including on full or part-time basis as may be determined by needs and finances of the Union.

b. make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purposes: to borrow money for Union purposes at such rates of interest and terms and conditions as they may determine; to issue notes, bonds, and other obligations by mortgage, pledge, or deed of trust of all or any of its property and income.

Section 6 The Executive Board shall report its activities at each regular membership meeting.

ARTICLE VII AFFILIATIONS

Section 1 This Union shall maintain affiliation with and whenever possible send delegates to the appropriate organizations, such as the National Education Association (NEA) and the National Education Association of New Hampshire (NEA-NH)

Section 2 All delegates shall make written reports to the Executive Board of meeting attended.

Section 3 Every reasonable effort shall be made by this Union to pay legitimate expenses of delegates to meetings and conventions of affiliated organizations.

Section 4 Delegates to affiliated organization shall meet the same requirements as officers of this local (must be a member in good standing of this Union for at least one year).

ARTICLE VIII DUTIES OF OFFICERS

Section 1 The President shall: preside at all meetings of the Union and of the Executive Board, be an ex-officio member of all committees, sign all necessary papers and documents, represent the local when and where necessary, and make a report to the membership at least once each year summarizing the accomplishments of the Union and outlining plans for the next year.

Section 2 The Vice President shall: perform all duties of the President in the absence of that officer, serve on the negotiating committee, prepare the agenda with the president and distribute to all Executive board members, and serve as Membership Chair by keeping the membership roll, provide up-to-date membership rosters, coordinate active membership recruitment, and act as a liaison with both the School Department and NEA NA regarding membership issues.

Section 3 The Secretary shall: issue all notices, answer correspondences at the direction of the President and shall report outside correspondence to the President and the Executive Board, be the custodian of the bylaws of the Union, and record the minutes of the Executive Board and of general membership meetings. The Secretary shall keep members updated by regular communication.

Section 4 The duties of the Treasurer shall be:

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

b. To issue receipts and delinquent notices.

- c. To be the chairperson of the Budget Committee and present a written report to all members once a year.
- d. To keep adequate records available at all times for the Executive Board, and present a monthly report.
- e. To pay all bills authorized by the adopted budget, retaining voucher or invoice for same. Expenses not authorized in the budget must be presented to the Executive Board for authorization.

ARTICLE IX
DUTIES OF OPTIONAL COMMITTEES

- Section 1 The Membership Committee shall plan and execute a dynamic program to insure growth and vitality of the Union. It shall present a report to the Executive Committee. The Vice President shall be chair.
- Section 2 The Negotiation Committee shall consist of the President, Vice-President, and adequate representation of the membership by members in good standing with the approval of the Executive Board.
- Section 3 The Publicity Committee shall help prepare and distribute the business of the DTU. This committee shall be chaired by the secretary and shall include any other members in good standing.
- Section 4 The Grievance Committee shall act on all grievances submitted in writing to the Executive Board. It shall present to the Executive Board a procedure for handling grievances. This committee shall cause the procedure to be publicized as widely as possible.
- Section 5 The Education Committee shall study and report on best practices in teaching by other districts or as recommended by the NEA.
- Section 6 The Legislation Committee shall consider recommendations of the NEA, the State Association, and the local pertaining to all levels of government. It shall study proposed legislation which may affect the Union and the schools. It may present recommendations to the Executive Board.
- Section 7 The Political Action Committee shall meet as needed in concert with the Legislation Committee and Executive Board to activate community involvement in order to affect change at local and state levels of government. Any budget for this committee shall be separate from regular DTU monies.
- Section 8 The Social Committee shall arrange such programs and entertainment and perform such duties as the local may direct.
- Section 9 The Budget Committee shall perform such duties as directed by the treasurer. It may present a report to the Executive Board.
- Section 10 The Bylaws Committee shall meet annually to review the bylaws and make recommendations for the spring membership meeting with voting to occur in the fall.

ARTICLE X
FINANCE

- Section 1 The regular annual dues of this Union shall be set at the annual Spring meeting.
- Section 2 Membership dues will be consistent with the NEA NH dues policy including ¼, ½, and new teacher discounts of 40% (forty percent) and first year, 20% (twenty percent) for second year teachers, and 100% (one hundred percent) for each teacher after the second year. Agency fees shall be determined by NEA NH.
- Section 3 Additional finances may be obtained by various fund raising activities.

ARTICLE XI
MEETINGS

- Section 1 The time and place of meetings shall be fixed by the President and Vice President.
- Section 2 There shall be at least one meeting held per year. Additional meetings may be held at the discretion of the President or by a petition of 10% (ten percent) of the members.
- Section 3 A quorum shall consist of 12% (twelve percent) of the membership.

ARTICLE XII
RULES OF ORDER

- Section 1 Robert's Rules of Order, Revised, shall govern in all cases not covered by this constitution or by the By-Laws of this local.

ARTICLE XIII
AMENDMENT

- Section 1 The bylaws may be amended by a majority of the members present at any regular meeting provided notice of contemplated change(s) has been announced at a previous membership meeting.

ARTICLE XIV
AVAILABILITY OF BYLAWS

- Section 1 Copies of these bylaws and all future amendments shall be submitted to the National Education Association-New Hampshire.
- Section 2 Copies shall be made available to other affiliated organizations upon request.
- Section 3 Copies shall be available to any member of this Union upon request to the Secretary.

ARTICLE XV
DUES

Section 1 The dues year shall be from September through June.

Section 2 Dues may be paid directly to the Treasurer or by payroll deduction.

ARTICLE XVI
CONTRACTUAL VOTING

Section 1 a. Information shall be distributed at clarification meetings at 2:45 and 3:45 as needed (usually in the spring of contractual years). During said meeting, only questions pertaining to clarification of changes will be allowed. A debate meeting will be held as soon as practical after the vote to promote communication and inform the agenda for the next negotiations cycle.

b. In the event that a vote is taken and there is new information that affects the Collective Bargaining Agreement that includes salary, benefits, or article amendments, a second clarification meeting and new vote shall be held.

Section 2 a. Any member who is in good standing shall be eligible to be a building voting official. Voting officials must be pre-approved by the Executive Board. All Executive Board members shall automatically be considered voting officials.

b. When voting is taking place, the Election Official and at least one other member in good standing must be present or voting is canceled. Building specific membership rosters will be used to verify the identity of members in good standing prior to casting ballots. At the end of each day's vote, votes will be collected in a sealed envelope that is signed by the Election Official(s) and any member who was present. The membership roster and sealed ballots are to be held in a secure place off the premise.

c. Voting will be held for thirty (30) minutes immediately after the second clarification meeting as well as up to three other times over the course of the next five (5) school days in individual schools. Members may cast ballots in accordance to a one member, one vote policy.

d. Absentee ballots must have prior approval from the Executive Board and will be considered on a case by case basis.

Section 3 Voting shall occur for a minimum of thirty (30) minutes outside the contractual day as defined by the Collective Bargaining Agreement.

Section 4 a. Ballots will be counted with Election Officials from each school present.

b. Voting results shall be reported to the membership within forty-eight (48) hours of the last voting day.