



# **Hartford Educational Support Personnel Constitution and By-Laws**

**AFSA, Local 82  
AFL-CIO  
Hartford, Connecticut  
Adopted 1990**

# Hartford Educational Support Personnel, AFL-CIO – Local 82

## CONSTITUTION

### Article I. Name

1. The name of the organization will be Hartford Educational Support Personnel, AFSA, Local 82, AFL-CIO, hereinafter referred to as HESP or the Union.

### Article II. AIMS

1. To exercise professional leadership on an organizational basis.
2. To consider problems, both individual and group, and to seek solutions through unified action.
3. To serve as a constructive force for the continuous improvement of systemwide support.
4. To promote professional unity among the members.

### Article III. Membership

1. All duly appointed employees in non-supervisory, non-certified positions, including all those in acting or long-term substitute positions, shall be eligible for membership in the Union and have voting powers.
2. All retired members of the Union shall automatically become honorary members. Honorary membership in the Union may be granted upon the recommendation of the Executive Board and a majority vote of the members present at a regularly scheduled membership meeting. Honorary membership does not give bearer the privilege of holding office or voting rights. They shall pay no dues and may be granted the privilege of discussion and debate and committee membership.

### Article IV. Dues

1. All members, except honorary members, shall be required to pay the annual dues as established in the By-Laws.
2. Dues shall be prorated for any newly appointed employee seeking membership during the course of the school year. member who do not pay dues  
what or their rights

## **Article V. Officers**

1. The officers of the Union shall be a President, Vice-President, Secretary, and Treasurer.
2. These officers shall be elected during the month of January every three years and shall take office after the meeting at which they are elected.
3. The President, Vice-President, and Treasurer shall be bonded.
4. Nomination of officers shall be made by a Nominating Committee of three members appointed by the President and approved by the Executive Board at least one month prior to the election of officers.

## **Article VI. Duties of Officers**

1. The President shall:
  - a. Preside at all general membership, building liaison and Executive Board meetings.
  - b. Administer all the affairs of the Union.
  - c. Execute policies of the Union as determined by the general membership and the Executive Board.
  - d. Be an ex-officio member of all committees except the Nominating Committee.
  - e. Appoint all committees not otherwise ordered subject to the approval of the Executive Board.
  - f. Appoint chairpersons to all committees subject to the approval of the Executive Board.
  - g. Sign all orders on the treasury when ordered to do so by the general membership or the Executive Board.
  - h. Be authorized to co-sign all checks.
  - i. Fill all vacancies where not otherwise provided for subject to the approval of the Executive Board.
  - j. Keep in contact with the Union and its affiliated locals and keep the Executive Board informed of the nature and progress of work being done by said bodies.
  - k. Be the representative to the Greater Hartford Labor Council, the Connecticut State Labor Council, and the AFL-CIO as an official delegate.

- l. Be the official representative to contact all other organizations.
    - m. Pursue all grievances when properly brought before him/her.
    - n. Transact such other business as may pertain to his/her office and which is necessary for the proper functioning of the Union.
    - o. Make the annual report at the April membership meeting.
    - p. Be in charge of all official statements to the press or media.
2. The Vice-President shall assist the President and learn the duties of that office. He/She shall assume the duties of the President in the absence or disability of the President. He/She shall be authorized to co-sign all checks in the absence of the President or Treasurer, and perform such other duties as may be assigned.
3. The Treasurer shall:
  - a. Receive all monies and collect all funds due the Union and deposit all said monies in the bank in the name of the Union.
  - b. Pay all bills duly authorized by the Executive Board.
  - c. Make financial reports at all regular Executive Board and general membership meetings. He/She shall make reports at special meetings when requested.
  - d. Make provisions for the annual audit of the books and records.
  - e. Be authorized to co-sign all checks.
  - f. Keep a true and accurate record of all monies received and paid out, supported by receipts and vouchers.
  - g. Also do such other duties as pertain to the office; and at the expiration of the official term of office turn over to the successor all monies, books and other properties of the Union that may be in his/her possession.
  - h. Arrange an appointment, upon written request of a member in good standing of the Union, so that the member may, within 2 weeks, examine the financial records of the Union in the presence of the Treasurer.
  - i. Prepare a budget.

4. The Secretary shall keep accurate minutes of all regular, executive, and special meetings of the Union, kept accurate records of all amendments to the Constitution and have same available at all meetings, conduct the Union correspondence, and be responsible for notifying members of meetings. AT the end of the term of office he/she shall deliver to the incoming Secretary all minutes and other papers pertaining to his/her office. The Secretary will perform other duties as may be assigned and act as Parliamentarian to the Union.

#### **Article VII. Election of Officers**

1. The Nominating Committee shall seek qualified members of the Union and shall nominate candidates for the various offices of the Union. Interested members may submit their names to the Nominating Committee for consideration.
2. Others may be nominated for election by having their names placed in nomination at the December meeting at which the purpose of the meeting has been published beforehand.
3. All candidates nominated for office at the December meeting must respond in writing to the Secretary to accept or decline the nomination of office for which he/she is nominated.
4.
  - a. All Executive Officer of the Union shall be elected for a three year term of office.
  - b. Election of Officers shall take place in the month of January. The candidate receiving the highest number of votes for the office to which he/she was nominated shall take office at the close of the January meeting.
5. Written notice of the nomination of officers shall be sent to the membership prior to the January meeting. Nominations from the Nominating Committee will be listed on the left-hand side of the notice and nominations from the floor will be listed on the right-hand side of the notice. If there is more than one nominee for an office from the floor, the names shall be listed in alphabetical order.
6. In the event of a tie, a runoff election shall be taken at the January meeting.
7. All contested offices shall be decided by secret ballot.

#### **Article VIII. Vacancies**

1. The vacancy of the Presidency shall be filled by the Vice-President.
2. All offices below the Presidency shall be filled by appointment by the President subject to approval of the Executive Board.

## **Article IX. Removal and Recall**

1. Removal of an executive officer may be initiated by a member in good standing by circulating a petition, which states the alleged offense, among the membership and has been signed by at least fifty-percent (50%) of the membership in good standing.
2. Executive officers of the Union shall be subject to removal by a two-thirds (2/3) vote by secret ballot of the membership present at a special membership meeting for neglect of duty, malfeasance of office, unethical conduct or misappropriation of funds providing that notice of proposed removal has been submitted in writing at a previous meeting and was generally distributed among the membership at least two weeks prior to the meeting at which the vote for removal is to take place. A quorum for this meeting shall be a simple majority of the membership in good standing.

## **Article X. The Executive Board**

1. The Executive Board shall consist of President, Vice-President, Secretary, Treasurer, Grievance Chairperson, Personnel/Policies Chairperson, and 1(one) member-at-large selected by the President.
2. It shall be the duty of the Executive Board to obey the instructions of the membership as indicated at membership meetings or by referendum.
3. The Executive Board shall employ and discharge individuals as it deems necessary.
4. The Executive Board shall set the salaries of all employees and elected officials subject to the approval of a majority of the membership present and voting at a regularly scheduled meeting.
5. The Executive Board shall appoint such committees as it deems necessary.
6. The Executive Board shall interpret and enforce the Constitution and shall make no rulings in conflict with the Constitution. It shall report all such rulings to the membership at the next regularly scheduled membership meeting. If an interpretation of the Constitution is challenged, Roberts Rules of Order, Newly Revised, shall prevail.
7. A quorum of the Executive Board shall be a simple majority in order to conduct business.
8. The Executive Board shall have the power to carry on all the affairs and business of the Union, including, without limitation, the power to do, on its own, any of the following:
  - a. To employ attorneys and counselors to advise the Executive Board and/or the membership on all matters pertaining to its business and affairs. This shall not be limited by (b) below.
  - b. To make contracts and incur liabilities, not to exceed five thousand dollars per item, which may be appropriate to enable it to accomplish any or all of its purposes. (Any item in excess of \$5,000 shall be referred to the general membership for approval.)

- c. To borrow money (not to exceed \$5,000 per item) for Union purposes at such rates of interest and term and conditions as the Executive Board may determine.
9. The Executive Board shall meet monthly. Special meetings of the Executive Board may be called at any time at the discretion of the President or at the request of four members of the Executive Board. Adequate notice of such meetings shall be given to all members of the Executive Board.

#### **Article XI. Amendments**

1. Proposed amendments to this Constitution may be submitted in writing by the Executive Board or by ten members in good standing.
2. Proposed amendments must be submitted to the President (Executive Board) in writing at least 15 days prior to the regularly scheduled membership meeting at which the proposed amendment is to be acted upon.
3. Proposed amendments must be distributed in writing to the membership 5 school days prior to the membership meeting at which the proposed amendment is to be acted upon.
4. This Constitution shall be amended by a two-thirds (2/3) vote of the members present and voting at the membership meeting at which the proposed amendment is acted upon.
5. The Constitution shall be provided to new members. Amendments shall be distributed to all members within two weeks of an affirmative vote on the amendment.

#### **Article XII. Ratification**

1. This Constitution and By-Laws shall be declared adopted upon an affirmative vote of two-thirds (2/3) of the members present and voting thereon at a meeting not less than 10 school days after copies hereof have been made available to all members in good standing or upon an affirmative vote of two-thirds of the members voting in a referendum held not less than 10 school days after copies hereof have been made available to all members in good standing.
2. This Constitution and By-Laws shall be effective immediately upon its ratification and shall supplant any and all previous Constitutions and By-Laws.

#### **Article XIII. Committees**

1. Standing Committees of the Union shall include:
  - a. Personnel/Policies  
This committee will interpret areas, such as, working conditions, leaves and all related contract/policy matters.

*Other Committees*

- b. **Public Relations**  
This committee shall provide information to keep the membership informed as to current developments and events taking place in the Union, maintain a telephone committee for rapid communication among members of the Union, and will also act as Cheer Committee for the membership.
- c. **Grievance**  
The Grievance Committee shall oversee and coordinate the contract enforcement efforts for the Union members.
- d. **COPE (Committee of Political Education)**  
This committee will be responsible for interviewing political candidates and making endorsements for support of candidates subject to approval of the Executive Board.

- 2. The Nominating Committee shall consist of three members of the Union who are selected at an Executive Board meeting prior to the December nominating meeting.
- 3. The President shall have power to appoint any committee as needed subject to approval of the Executive Board.
- 4. All committees shall meet at the call of the President, Chairperson, or a majority of the members of the committee. A report on all actions taken shall be made to the Executive Board and then to the members at the next following meeting. A majority of the members of the committee shall be required for a quorum.
- 5. Each standing committee will be appointed for at least a two-year period.

**Article XIV. Meetings**

- 1. There shall be at least five regular meetings including a nominating meeting in December and meeting in January.
- 2. All members shall be notified in writing of all general membership meetings 10 school days prior to the meeting.
- 3. Special meetings may be called at the discretion of the President and/or Executive Board or on the request of 15 members in good standing.
- 4. Official business may be transacted in the presence of a quorum which shall consist of 12 members in good standing.
- 5. The order of business at each regularly scheduled membership meeting shall be:
  - 1) Roll call of the Executive Board
  - 2) Reading of the minutes of the previous meeting
  - 3) Report of the Treasurer
  - 4) Communications and bills

- 5) Report by Delegates
- 6) Reports by Committees
- 7) Unfinished business
- 8) New business
- 9) Adjournment

Roberts Rules of Order, Newly Revised, shall be considered the authority in all cases not covered by this Constitution or By-Laws.

#### **Article XV. Conventions**

1. The President or his/her designee shall have the privilege of attending all conventions as an official delegate of the Union and shall act as the Chairperson of the delegation.
2. Upon notification of conventions, the Executive Board will review the number of delegate votes available, the funds available and the membership will vote on who, other than the President or designee, will attend.
3. The total number of votes assigned the Union shall be distributed as equally as possible throughout the delegation.
4. Delegates to conventions will vote in accordance with the instructions of the membership.

#### **Article XVI. Budgets and Audits**

1. The budget shall be prepared by the Treasurer and adopted by the Executive Board and general membership during the first regularly scheduled membership meeting of the fiscal year.
2. It shall be the responsibility of the Executive Board, upon assuming office to arrange for the annual audit of financial records of the organization.
3. The fiscal year for the Union shall be from January 1 to December 31.

#### **Article XVII. Ratification of Contract**

1. A meeting of the Union shall be held to consider ratification of a new contract. Notice of such a meeting shall be publicly announced at least three (3) days prior to the meeting.
2. A quorum for ratification of a contract shall be 15 members.
3. Only motions pertaining to contract ratification may be discussed.
4. A majority vote of those present and voting shall be required to ratify a proposed contract.

5. The vote for ratification must be by secret ballot and said ballots must be given out by checkout lists.
6. Any "Memorandum of Understanding" or other agreement made with the Hartford Board of Education that permanently changes the contract must be approved in the same way as the original contract.

**Article XVIII. Indemnification**

All officers of the Union shall be indemnified against suit in the pursuit of the carrying out of their official responsibilities as officers of the Union.

# BY-LAWS

## Article I. Compensation of Officers'

At the present time there will be no compensation.

## Article II. Officers' Reimbursable Expenditures

1. Officers will be reimbursed for out-of-pocket expenditures made while conducting union business, subject to approval by the Executive Board.

## Article III. Dues

1. Annual dues for all members, except honorary members, shall be one percent (1%) of their salary.
2. Dues shall be paid by payroll deduction on a ten-month basis.
3. Assessments may be levied by the Executive Board with the consent of the membership at a duly-called membership meeting.

## Article IV. Affiliation

1. The Hartford Educational Support Personnel, AFL-CIO, Local 82, shall maintain affiliation with the Greater Hartford Labor Council, the Connecticut State Labor Council, the Connecticut Federation of School Administrators (CFSA), and the American Federation of School Administrators (AFSA).
2. Representatives to these organizations, except for the President, shall be appointed at a regular membership meeting.

## Article V. Amendments

1. Proposed amendments to these By-Laws may be submitted in writing by the Executive Board or by 10 members in good standing.
2. Proposed amendments must be submitted to the President in writing at least 10 school days prior to the regularly scheduled membership meeting at which the proposed amendment is to be acted upon.
3. Proposed amendments must be distributed in writing to the membership 5 school days prior to the membership meeting at which the proposed amendment is to be acted upon.
4. These By-Laws shall be amended by a majority vote of the members present.

**This Constitution and By-Laws shall be in effect immediately upon ratification.  
Date of approval: December 11, 1990**

# AMENDMENTS

## By-Laws

### Article I. Compensation of Officers'

We amend the By-Laws Article I to compensate Executive Board officers on a quarterly basis retroactive July 1, 1996. The compensation is as follows:

Yearly Amounts of:

President	\$400
Vice President	\$200
Treasurer	\$300
Secretary	\$200

### Article II. Officers' Reimbursable Expenditures

1. The Executive Board will reimburse officers for out-of-pocket expenditures made while conducting Union business, subject to approval.

### Article III. Dues

1. Annual dues for all members, except honorary members, shall be one per cent (1%) of their salary.
2. Dues shall be paid by Payroll deduction on a ten-month basis.
3. Assessments may be levied by the Executive Board with the consent of the membership at a duly called membership meeting.

### Article IV. Affiliation

1. The Hartford Educational Support Personnel, AFL-CIO, Local 26, shall maintain affiliation with the Greater Hartford Labor Council, the Connecticut State Labor Council, the Connecticut Federation of School Administrators (CFSA), and the American Federation of School Administrators (AFSA).
2. Representatives to these organizations, except for the President, shall be appointed by a regular membership meeting.

### Article V. Amendments

1. Proposed amendments to these By-Laws may be submitted in writing by the Executive Board or by 10 members in good standing.

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