

HUCTW Constitution

Preamble

We, the clerical and technical workers of Harvard University, have joined together to form a strong Union. The strength of our Union lies in the desire and ability of each member to view our work lives not only as a responsibility to our workplace, but also as an opportunity to contribute to the economic and personal well-being of our coworkers. Our Union is firmly rooted in the idea that talking and listening to each other with respect and kindness is the best way to ensure participation. We build our Union by knowing and caring about each other's lives and issues and we are strengthened by the unity that develops from our trust.

As part of our responsibility to our workplace and society at large, we will form a coalition with other Harvard unions and give our support to other unions that need our solidarity. We have a commitment to further strengthen our union by working to organize all interested non-union workers at Harvard.

This constitution reflects our commitment to encouraging employee involvement as a basis for fair and effective representation.

Article I. Name and Affiliations

Section 1. The name of this organization will be the Harvard Union of Clerical and Technical Workers, Local Union no. 3650 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Section 2. The Harvard Union of Clerical and Technical Workers (HUCTW) will be affiliated with District Council Number 93 of the American Federation of State, County and Municipal Employees (AFSCME) and the Massachusetts state organization of the AFL-CIO.

Article II. Membership and Dues

Section 1. All employees of Harvard University are eligible for membership in HUCTW, subject to the requirements of the AFSCME International Constitution. Staff of HUCTW and staff of AFSCME International or Council 93 assigned full or part-time to HUCTW are eligible for membership.

Section 2. Application for membership will be made by signing a membership card. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 3. The monthly membership dues will be the minimum dues as established in the International Constitution. Those dues will be allocated and increases will be calculated in accordance with the International and Council 93 constitutions.

Section 4. Any person who is paying dues through a system of regular payroll deduction will, for so long as such person continues to pay through such deduction method, be considered a member in good standing. Otherwise, membership dues shall be payable monthly in advance to the local Secretary-Treasurer, and in any event shall not be paid

later than the 15th day of the month in which they become due. Any member who fails to pay dues on or before 15th day of the month will be considered delinquent. The membership of any member who fails to pay dues for two consecutive months will stand suspended.

Section 5. Any member who has been suspended may be reinstated by payment of all delinquent dues, without any additional reinstatement fee.

Section 6. Members on paid leaves of absence or short-term disability will be considered members in good standing as long as they pay dues.

Article III. Campus-Wide Officers and Executive Board

Section 1. The officers of HUCTW will be a president, a vice president, a recording secretary and a secretary-treasurer. They will be elected for a term of 3 years.

Section 2. Duties of Officers

A. The President will:

- i) preside at all HUCTW and Executive Board meetings.
- ii) be a member of all internal union committees except the Elections Committee.
- iii) countersign all checks drawn against the funds of the local.
- iv) report periodically to the membership regarding the progress and standing of HUCTW and regarding the President's official acts.
- v) be a member of the University-wide Joint Council.
- vi) be the first HUCTW delegate to the AFSCME International and Council 93 conventions.

B. The Vice-President will:

- i) assist the President in the work of the President's office.
- ii) in the absence of the President preside at all meetings and perform all duties otherwise performed by the President.
- iii) upon approval by the Executive Board be authorized to act as co-signer of checks drawn on the local funds in place of either the President or the Secretary-Treasurer.
- iv) be the second HUCTW delegate to the AFSCME International and Council 93 conventions.

C. The Recording Secretary will:

- i) keep a record of the proceedings of all membership meetings and all Executive Board meetings.
- ii) carry on the official correspondence of HUCTW.
- iii) be the third HUCTW delegate to the AFSCME International and Council 93 conventions.

D. The Secretary-Treasurer will:

- i) receive and receipt for all monies of HUCTW.
- ii) deposit all money so received in the name of HUCTW in a bank or banks insured by the FDIC or FSLIC selected by the Executive Board. Money so deposited will be withdrawn only by checks signed by the President and the Secretary-Treasurer.

- iii) prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the Executive Board.
- iv) prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer.
- v) keep an accurate record of receipts and disbursements and submit to the Executive Board a monthly operating statement of the financial transactions of HUCTW for the previous month.
- vi) act as custodian of all properties of HUCTW.
- vii) give a surety bond for an amount to be fixed by the Executive Board of HUCTW at the expense of HUCTW and through the International Union.
- viii) see that any financial reports required by the International Union constitution to be submitted to the International Union are submitted in accordance with the International Union constitution.
- ix) be the fourth HUCTW delegate to the AFSCME International and Council 93 conventions.

Section 3. Executive Board

A. An Executive Board will be the governing body of HUCTW except when meetings of the local union are in session. The Executive Board will consist of the officers, and Regional Representatives.

B. All matters affecting the policies, aims and means of accomplishing the purposes of HUCTW not specifically provided for in this constitution or by action of the membership at a meeting will be decided by the Executive Board.

C. The Executive Board may establish internal Union committees and designate their members after requesting nominations from organizing committees. Internal Union committees will report on their activities at meetings of the Union.

D. The Executive Board will cause to be made, at least annually, an audit of the finances of HUCTW by a Certified Public Accountant, and will report to the membership on the results of that audit.

E. The Executive Board will maintain contact with other HUCTW bodies, including Organizing Committees, Union members of Joint Council and Problem Solving Teams, Union Representatives, and members of internal Union committees.

F. Unless otherwise stated, union representatives on joint Union/University committees defined in agreements with the University will be appointed by the Executive Board after soliciting recommendations from appropriate elected representatives. Individuals may also recommend themselves for those positions through any Union member that holds an elected position.

G. In consultation with local safety representatives, the Executive Board will appoint from among safety representatives those who will sit on the campus-wide Health and Safety Committee.

H. The Executive Board will direct a special election to fill vacancies of elected positions where more than 2 years remains in a term. All other vacancies will be filled by appointment by the Executive Board after soliciting recommendations from appropriate Organizing Committees, Union Representatives, and Union members of local Joint Councils.

Section 4. Executive Board Meetings

A. The Executive Board shall meet at least once a month, at a regularly scheduled time.

B. Special meetings of the Executive Board may be called by the President. The Recording Secretary will call a special meeting of the executive board upon petition of a majority of the Executive Board filed with the Recording Secretary.

C. Three days notice must be given to reschedule regularly scheduled meetings or to schedule a special meeting.

D. A majority of the Executive Board will constitute a quorum.

Article IV Regional Representatives and Bodies

Section 1. Representatives to the Executive Board will be elected from five Regions of the campus, each encompassing several Units. One Executive Board representative will be elected for every 350 bargaining unit employees in the following five regions.

· Central Region: VP for Administration, VP for Finance, VP for Alumni Affairs, OIT, UHS, VP for Government, Community and Public Affairs, President's Office

· Medical Area Region: HMS, HSPH, HSDM, NERPRC

· Professional School Region: HBS, HLS, KSG, HGSE, GSD, HDS, Radcliffe

· FAS Arts Region

.FAS Sciences Region

Section 2. The term of office for Regional Representatives to the Executive Board will be two years, except that in the initial election, half will be elected for a one-year term and half for a two-year term.

Section 3. There will be regularly scheduled meetings within each region, at which members of the Executive Board will report on its activities. Informal discussion meetings will occur frequently within every unit or department.

Section 4. Joint Councils, Local Problem Solving Teams and Health and Safety Committees or Representatives will be established in every Unit, subject to agreement on the appropriate Units within the University Joint Council.

Section 5. Organizing Committees

A. Members of Organizing Committees will include volunteers who are members in good standing.

B. An Organizing Committee will meet regularly to coordinate communication and events within each Unit. In Units which contain distinct or separate departments, Organizing Committees may meet by department.

Section 6. Union Representatives

A. Union Representatives will be elected by Unit for a term of one year in the proportion of one Representative for every 35 bargaining unit employees. In Units which contain distinct or separate departments Union Representatives will be elected by department, at the discretion of the Election Committee. Union Representatives will not be elected separately from departments with fewer than 20 bargaining unit employees, except by determination of the Executive Board.

B. Union Representatives will serve as a source of information for co-workers and be readily available to all employees in area. They will be involved directly with co-workers in problem-solving and will be trained in problem-solving processes. They will be a first contact for co-workers with questions or problems and will attend Union meetings in the Unit or department. They will be members of the Organizing Committee with all attendant responsibilities.

C. Union representatives from all sections of the University will meet together on a regular basis.

Section 7. Joint Councils

A. Union participants on Joint Councils will be elected for a term of two years. Three union participants and two alternates will be elected from each Unit.

B. Union members of Joint Councils will meet regularly with an administrative team from the Unit to discuss policy and planning issues in the workplace, as described in the Agreement. They will meet regularly with co-workers to discuss Joint Council activities, and will be members of the Organizing Committee with all attendant responsibilities.

Article V. Meetings

Section 1. Meetings of HUCTW will be held at least twice a year. The purpose of those meetings will be to hear reports from the President, from the Executive Board, and from internal and joint Union/University committees. There will also be opportunities for members to offer and discuss new business.

Section 2. The President or the Executive Board may call a special meeting. Members of HUCTW may call a special meeting by filing a petition with the Executive Board with at least 250 signatures of members, including at least 50 signatures from each of 3 out of 5 Regions.

Section 3. Timely notice of all regular and special meetings will be distributed or mailed to members.

Section 4. The quorum for regular or special meetings of HUCTW will be 10% of the membership.

Section 5. Robert's Rules of Order, Revised shall be the guide in all cases to which they are applicable and in which they are not inconsistent with this constitution.

Section 6. Childcare will be provided at all membership meetings.

Article VI. Eligibility, Nominations, and Elections

Section 1. To be eligible for elected office a member must be in good standing for at least 6 months immediately preceding the election, except in the initial election.

Section 2. An Election Committee will be established by the Executive Board and will have general responsibility for the conduct of elections in accordance with the Elections Code of the AFSCME International Constitution and this constitution. No member of the Elections Committee may be a candidate for office.

Section 3. Nominations for all elected offices will be submitted in writing to the Elections Committee within the 15-day nominating period prescribed in the Elections Code of the AFSCME International Constitution. Nominees will have the opportunity to decline.

Article VII. Miscellaneous

Section 1. All HUCTW activities and business are subject to the provisions of the AFSCME International Constitution and the AFSCME Council 93 Constitution.

Section 2. Strike Vote

A. At a special meeting (called as described in Article V), a majority of members may vote to take a strike vote at a subsequent regular or special meeting.

B. A decision to strike will require a 2/3 majority vote of members at that subsequent meeting.

Section 3. Amending the Constitution

A. This constitution may be amended, revised, replaced or otherwise changed by one of the following methods:

i) by a 2/3 vote of the members voting, providing proper and adequate notice of the proposed amendment has been given to all members.

ii) by a majority vote if an amendment is first proposed at a regular or special meeting and then read and voted upon at a subsequent meeting.

B. Amendments to this constitution will take effect only upon written approval of the International President.

PREAMBLE

Former wording:

"We, the clerical and technical workers of Harvard University, have joined together to form a strong Union. The strength of our Union lies in the desire and ability of each member to view our work lives not only as a responsibility to our workplace, but also as an opportunity to contribute to the economic and personal well-being of our co-workers. Our Union is firmly rooted in the idea that talking and listening to each other with respect and kindness is the best way to ensure participation. We build our Union by knowing and caring about each other's lives and issues and we are strengthened by the unity that develops from our trust.

This constitution reflects our commitment to encouraging employee involvement as a basis for fair and effective representation. "

Amendment:

Add:

"As part of our responsibility to our workplace and society at large, we will form a coalition with other Harvard unions and give our support to other unions that need our solidarity. We have a commitment to further strengthen our union by working to organize all interested non-union workers at Harvard."

ARTICLE V (MEETINGS)

Amendment:

Add:

Section 6 "Childcare will be provided at all membership meetings."

ARTICLE VII, SECTION 3.A (AMENDING THE CONSTITUTION)

Former Wording:

"This constitution may be amended, revised, replaced or otherwise changed by one of the following methods:

- i) by a 2/3 vote of the members voting **in a special election directed by the Executive Board** providing proper and adequate notice of the proposed amendment has been given to all members.
- ii) by a majority vote if an amendment is first proposed at a regular or special meeting and then read and voted upon at a subsequent meeting."

Amendment:

Delete bold text.

ARTICLE IV, SECTION 6 (UNION REPRESENTATIVES)

Amendment:

Add as Section F:

"Union representatives from all sections of the University will meet together on a regular basis."