

**UNIVERSITY HEALTH PROFESSIONALS**

**LOCAL 3837** AFT/AFTCT/AFL-CIO

**CONSTITUTION**

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# **CONSTITUTION**

**REVISED**

~~April 21, 2018~~ January 22, 2019

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CONSTITUTION OF THE UHP LOCAL 3837

(Revised ~~April 13, 2018~~ January 22, 2019)

## **ARTICLE I. NAME**

This organization shall be known as University Health Professionals (UHP) Local 3837, AFT (American Federation of Teachers), AFT-CT (American Federation of Teachers-Connecticut) AFL-CIO; affiliated with the AFT Healthcare, AFT Public Employees, the Greater Hartford Labor Coalition (GHLC), and the Bristol Labor Federation (GBLF), and Eastern CT Area Labor Federation (Eastern CT ALF).

## **ARTICLE II. OBJECTIVES**

The objectives of the Local shall be:

- Section 1. To promote and protect the professional, social, economic welfare of the professional staff of the University of Connecticut Health Center.
- Section 2. To obtain for professional employees all of the rights and privileges to which they are entitled in a free society and to fight all forms of bias, due to age, race, creed, sex, and social, political, or economic status, national origin, or sexual orientation.
- Section 3. To promote the sound educational advancement of the professional employee of the University of Connecticut Health Center.
- Section 4. To improve standards for professional employees by promoting better preparation, encouraging relevant in-service training, and securing the working conditions essential to the best performance of the professional service.
- Section 5. To seek means for the improvement of the quality of health care available.

## **ARTICLE III. MEMBERSHIP**

- Section 1. Membership in the Local shall be open to all members of the professional staff of the University of Connecticut Health Center who have not been excluded from the Bargaining Unit.
- Section 2a. A member in good standing is defined as one who has authorized membership and has paid dues as stipulated in Article X and Article XVI, or Article III, Section 2b of this Constitution. Each member in good standing is entitled to one vote on any issue presented for consideration at a meeting of the Local or by a general mailing to the membership.
- Section 2b. Any member in good standing, who has left the Health Center to take a position with any of the organizations in Article I, shall maintain his/her status as a member in good standing. Annual dues shall be 1% of the average base salary of the Bargaining Unit.

Section 3. In jurisdictions where there is no local, any worker or Bargaining Unit member who has retired from the Health Center or who has been laid off or who is on an unpaid leave or who has left the Health Center for any reason may be admitted as Associate Member without voting rights or the right to hold office, but with the right to participate in benefits such as insurance, travel, discount programs, and local publications.

The dues for Associate Members shall be \$25.00 per year.

Section 4. No discriminations whatsoever shall ever be shown toward individual members or applicants for membership because of age, race, sex, religious faith, political acts or beliefs, or sexual orientation.

#### **ARTICLE IV. OFFICERS**

Section 1. The following Officers of the Local shall be elected triennially commencing March 2020 by an electronic or ballot vote of the membership: President, First Vice President, Recording Secretary, Treasurer, and Vice President for Political Activities, Vice President for Membership Activities, & Vice President for Communication~~s~~.

The following Officers shall be elected triennially commencing March 2019: Vice President Tier I, Vice President Tier II, Chief Steward, and Vice President for Community Outreach.

The actions of all Officers shall be subject to the approval of the Executive Committee.

No individual Officer shall hold more than one office.

Section 2. Membership in good standing is required to hold office. The Vice President Tier I must be a Tier I employee, the Vice President Tier II must be a Tier II employee, and the Chief Steward must be a Steward with super seniority.

Section 3. Nominations of Officers shall be submitted to the Elections Committee by February 1. The Elections Committee shall accept any nomination by written petition containing at least ten signatures of members in good standing. Notice shall be provided to the membership at least fifteen days prior to the Elections Committee meeting that nominations will be in order.

Notice of nominees accepted and election date shall be provided to the membership at least fifteen days prior to the date the election is held.

In in event that an Officer position receives no nomination, the new Executive Committee (beginning the following July 1st) shall appoint, at the first Executive Committee meeting by majority vote, a Member in Good Standing (that meets all criteria listed in Article IV, Section 2, if applicable) to the Officer position for the term of one year (ending June 30<sup>th</sup> of the following year). This Officer position will participate in the next regularly scheduled election, with the term being for two years beginning July 1st and ending June 30<sup>th</sup> two years later. The election for this Officer position will then return to its regularly scheduled election year.

Section 4. Electronic or paper ballots shall be prepared by the Elections Committee stating, in alphabetical order, the names of each candidate in descending order of office. Information on the ballots shall be limited to each candidate's name and position sought.

Officer elections shall be held between February 15 and April 30 commencing in 2006.

Electronic/online balloting will be available online for 5 working days, a 24-hour period each day, during election dates determined by the Elections Committee. For members unable to vote online, paper absentee ballots will be made available for ten business days (Monday through Friday, 9 a.m. to 5 p.m.) commencing one week prior to start of electronic/online voting.

If the Elections Committee opts to use paper ballots to collect votes instead of electronic/online balloting, the balloting shall be made available for 3 working days during the election dates determined by the Elections Committee. For elections by paper ballots, absentee ballots will be made available for 5 business days prior to paper ballot voting.

Voting locations and times will be determined by the Elections Committee and then approved by Executive Committee.

The candidates receiving the most number of votes cast shall be declared elected. In the event of a tie of the top vote getters, a runoff election between them will be held no later than 60 days following the original election.

## **ARTICLE V. DUTIES OF OFFICERS**

Section 1. **President:** The President shall have general executive control of the Local, shall preside at all meetings and shall perform such other duties as usually pertain to this office. The President shall delegate specific responsibilities to individuals and issue-related ad hoc committees in pursuance of the purpose of the Local. The President shall represent the Local with the University administration and University governing bodies. The actions of the President shall be subject to the approval of the Executive Committee. The President shall also serve as a delegate to any council, conference or convention that allows representation of union locals.

Section 2. **First Vice President:** The First Vice President, in the absence or disability of the President, shall become Acting President assuming for the time, the functions, duties and prerogatives of said office.

The First Vice President shall serve as a voting member of all committees. The First Vice President shall be responsible for maintaining the internal structure and organization of the local and for all duties delegated by the President.

The First Vice President shall also be responsible for coordinating collective bargaining activities including grievances and negotiations in cooperation with the Chief Steward.

Section 3. **Recording Secretary:** The Recording Secretary shall attend to all correspondence incident to the workings of the Local, shall conduct such correspondence as may be necessary, including return of ballots, electronic or paper, or petitions. The Recording Secretary also shall keep an accurate record of all meetings; shall keep on file a list of all members of the Local; shall keep a file of all correspondence and records pertinent to the Local; shall keep all ballots, electronic or paper, from elections of officers and delegates on file for one year.

The Recording Secretary shall certify Delegate credentials and submitted resolutions, and shall chair the Elections Committee.

Section 4. **Treasurer:** Shall supervise the collection of dues/fees and act as custodial of all monies in the possession of the Local; shall keep accurate records of all receipts and disbursements; shall keep office expenditures; shall process payroll for the Office Staff and Officers; shall have access and review bi-weekly time reports of all released Officers; shall disburse the funds as directed by the Local, and shall report current budget and audit information at the Annual UHP Business Convention or by appointment at the request of any member.

The Treasurer shall also serve as Chair of the Finance Committee and the Investment Committee.

In addition, the Treasurer shall serve as non-voting Chair of the Compensation Sub-Committee.

Section 5. **Vice President for Communication:** Shall be responsible for coordinating the internal and external communication of the Local, including, but not limited to, the newsletter, flyers and mailings.

Section 6. **Vice President for Membership Activities:** Shall be responsible for coordinating professional issues for the Local, social activities, good & welfare, benefit packages and new employee orientations.

The Vice President for Membership Activities shall serve as Chair of the Social Committee and the Scholarship Committee.

Section 7. **Vice President for Political Activities:** Shall coordinate the political activities and legislative activities of the Local. He/she shall also work with other locals, elected officials and community organizations to further our legislative program. He/she shall be the Chief Delegate to all affiliated Labor Councils. The Vice President for Political Activities shall serve as Chair of the Legislative and Political Activities Committee (LPAC) of the Local.

Section 8. **Vice President Tier I and Vice President Tier II:** shall chair the respective standing committees, be responsible for coordination of activities of the Union Representative Assembly, and insuring that issues of respective constituent groups are addressed within the local union structure.

- Section 9. **The Chief Steward:** shall chair the Steward Committee and direct the duties of the Stewards. He/she shall coordinate all activities concerning grievances and negotiations in cooperation with the First Vice President.
- Section 10. **Vice President for Community Outreach:** Shall chair the Community Outreach Committee and be responsible ~~be responsible~~ for promoting the interests of UHP to community organizations and businesses.
- Section 11. All outgoing Officers will turn over all files, records, and materials to the President, who shall be responsible for turning them over to the new Officers. The election for Officers will take place at the meeting following the meeting where a vacancy announcement is made, and as outlined in Article IV.
- Section 12. Vacancies: The Executive Committee shall be empowered to fill temporarily an unexpired term of six months or less of an elected Officer or any Delegate term by a majority vote of its membership. A membership meeting for nominations of the office shall be held no later than thirty days subsequent to a longer than ~~6-months~~ vacancy. The election for Officers shall follow the procedure outlined in Article IV.
- Section 13. Transition of Officers: When the position of President and/or First Vice President changes hands, the incoming Officer will be offered one week of Union release before taking office, to ensure a seamless transition for the membership.

When the position of Treasurer or Chief Steward changes hands, the incoming Office will be offered two day's Union release before taking office, ~~the to~~ ensure a seamless transition for the membership.

## ARTICLE VI. COMMITTEES

For those standing committees that do not have a Constitutional Chairperson, the Chairpersons and Recording Secretaries shall be elected in the following manner: Nominations shall be solicited at a regular meeting of the committee in July of the even numbered years. Election shall be by a simple majority of the next regular meeting of the committee. The term shall be for (2) two years.

The following committees shall be active in this Local, and each shall be composed of members in good standing only.

- Section 1. Steward: To discuss and manage grievances and related problems on a regular basis. ~~This~~ committee shall consist of all stewards. The Chief Steward shall serve as Chair of this committee.
- Section 2. Health & Safety: To monitor the work environment and to seek to improve working conditions.
- Section 3. Bargaining Committee: To receive recommendations from the membership at large regarding Desirable Contract provisions to advise the Negotiating Team of the wishes ~~and~~ needs of the membership. The **NEGOTIATING TEAM** shall be composed of a limited number of persons selected from the membership of the Bargaining Committee.



- Section 4. Legislative and Political Activities Committee (LPAC): To inform and train the membership about issues of political activity and legislation.
- Section 5. Social Committee: To have fun and bring the membership together in situations other than those related to work in order to develop and promote a sense of community.
- Section 5a. Scholarship Committee: To develop criteria, read and rate scholarship applications, determine number and amount of scholarships to be awarded based of available/ allocated budget.
- Section 6. Finance Committee: To develop a proposal for each annual budget of the organization. The Organization's elected Treasurer shall serve as chair of this committee.
- Section 6a. A standing sub-committee of the Finance Committee will be the Compensation Sub-Committee. The non-voting Chairperson will be the Treasurer. Any Officer may participate as a non-voting member of the Sub-Committee.
- The Sub-Committee will be responsible for periodic review of all Officer and Delegate Compensation, benefits and reimbursable and fixed expenses allocation. This sub-committee ~~M~~akes recommendations to the Executive Committee.
- Section 7. Tier II: To provide Tier II employees a forum to express specific concerns about their working Conditions in addition to the UHP Contract.
- Section 8. Tier I: To provide Tier I employees a forum to express specific concerns about their working conditions in addition to the UHP Contract.
- Section 9. Elections Committee: The Elections Committee shall be appointed by the Elections Committee Chair with concurrence of the UHP Executive Committee. It shall be comprised of voting members in good standing who are not seeking office, and should seek to be representative of all candidates seeking office. UHP Office Staff will be assigned to assist the Elections Committee Chair.
- Section 10. Community Outreach Committee: The Community Outreach Committee will be responsible for working toward the goals of promoting the interests of UHP to community organizations, local politicians and other organizations that also help give back to the community ~~organizations that also help give back to the community~~ and are also willing to work to help support UHP when needed.
- Section 11. Any committee formed which serves the special interests of only a specific segment of the union membership can claim membership of at least 10% of the total unit membership is eligible to be a standing committee as long as it continues to represent at least 10% of the total unit membership.
- Section 12. A committee shall become a standing committee by simple majority vote by secret ballot of the Executive Committee membership present at a regular or special meeting provided that notice of the proposed change of status has been submitted, in writing, to the Executive Committee at least four weeks in advance of the meeting. Notification of a proposed change of status shall be distributed to the membership by the Corresponding Secretary, with the notice of a meeting at least two weeks in advance. A quorum for such a meeting shall consist of 20% of the membership in good standing. Passage requires a simple majority vote of those present.

## **ARTICLE VII UNION REPRESENTATIVE ASSEMBLY**

There shall be established a Union Representative Assembly, composed of members in good standing only, whose function shall be to advise the Executive Committee of the views of the constituent areas.

- Section 1. Union Representatives will be elected by the members in their areas in April of the odd numbered years for a two~~-~~year term beginning May 1.
- Section 2. In the event of a vacancy, nominations can be taken at any time from the area, and elections held.
- Section 3. The Vice President Tier I and the Vice President Tier II shall be the Co-Chairs of the Union Representative Assembly.

## **ARTICLE VIII. THE EXECUTIVE COMMITTEE**

Section 1. The Executive Committee of the Local shall consist of the following:

- President
- First Vice President of Collective Bargaining
- Vice President for Membership Activities
- Vice President for Political Activities
- Vice President of Communications
- Recording Secretary
- Treasurer
- Vice President Tier I
- Vice President Tier II
- Chief Steward
- Vice President for Community Outreach

- Section 2. The Executive Committee shall administer the policy of this Local as set by the Local in situations where they cannot be set by the membership.
- Section 3. The Chairperson of the Executive Committee shall be the President of the Local.
- Section 4. The Executive Committee shall have the power to employ all personnel including an executive secretary, clerical help and other persons, on full or part-time basis, as may be determined by needs and finances of the Local.
- Section 5. The Executive Committee shall have the power to make contracts and incur liabilities which may be appropriate to enable it to accomplish any or all of its purpose; to borrow money for Local purposes at such rates of interest and conditions as they may determine; to issue notes, bonds, and other obligations, and to secure any of its obligations by mortgage, pledge, or deed of trust of all or any of its property and income.
- Section 6. The Executive Committee shall report activities at each regular membership meeting.

Section 7. The Executive Committee shall meet regularly during the year.

All items brought before the Executive Committee for action will be adopted by a majority of those present and voting.

Section 8. A quorum shall consist of a simple majority of this committee. On any action item requiring a vote of the Executive Committee for adoption, any two Executive Committee members may request the item be subject to a Super Majority vote of the entire Executive Committee. A Super Majority vote requires support by two-thirds of the entire Executive Committee. Super Majority votes will be by roll call and may be executed in person, by phone, or other verifiable communication methods, and individual votes recorded in the Minutes.

Section 9. The Executive Committee shall exercise prudent fiscal management of the Union treasury and assets, shall adopt an annual budget, and conduct an audit at least every year. Budget and audit information shall be made available at the Annual Business Convention.

## **ARTICLE IX. MEETINGS**

Section 1. The Executive Committee shall meet regularly at a designated time and place. Meetings are open for observation purposes to the members-at-large and may, upon initiation, address the Committee.

Minutes, including attendance records of all meetings, shall be available to any member upon request.

Section 2. Not less than two regular meetings of the Local shall be held each year. All meetings will have a notification of least 15 days. One of these meetings shall be the Annual Business Convention, which shall take place between February 15 and April 30 each year.

Section 3. Special meetings of the Local or special meetings of the Executive Committee may be called at any time by order of the President, by petition of five or more members of the Executive Committee, or by petition of twenty-five or more members of the Local or to all members of the Executive Committee for a special meeting of the Executive Committee.

Special meetings for the purpose of providing information to the membership which do not allow for petition of at least 15 days in advance will be posted on the UHP Website, UHP Facebook Page, Flyers on the designated Bulletin Boards, scheduled Informational Tables and through Union Representatives.

Section 4. The President and/or the Executive Committee may call emergency meetings at any time.

**ARTICLE X. REVENUES**

- Section 1. A member shall automatically lose rights when in arrears for more than two weeks. A member shall automatically be reinstated at such a time as he/she is no longer in arrears.
  
- Section 2. Any Bargaining Unit member shall have the right to object to the expenditures of a portion of his dues money/agency fee for activities or causes primarily political in nature. The approximate proportion of dues/fees spent for political purposes shall be determined by the Treasurer. The member may perfect his objection by individually notifying the Treasurer of his objection by registered or certified mail; provided however, that such shall be timely during the fourteen days following each annual notice in the Alliance of a call for Agency Fee objections. This notice occurs annually after the auditor’s report is received. The dues percentage shall be reimbursed. An objection may be continued from year to year by individual notification given during each annual fourteen day period. If an objecting individual is dissatisfied with the approximate proportional allocation made by the Treasurer, or the disposition of his objection by the Treasurer, he may appeal directly to the Executive Committee.

**ARTICLE XI. AFFILIATION**

This Local shall be affiliated with, and participate actively in:

- 1. The American Federation of Teachers
- 2. The American Federation of Teachers-Connecticut
- 3. The Connecticut State AFL-CIO
- 4. The Greater Hartford Labor Coalition
- 5. The Bristol Labor Federation
- 6. Eastern CT Area Labor Federation

## **ARTICLE XII. AMENDMENTS**

- Section 1. This Constitution may be amended at the Annual Business Convention, or at a Special Meeting called for the purpose of amending the Constitution. Either a vote of 2/3 of the Executive Committee or a petition signed by 150 members in good standing is required to call a Special Meeting. For the Business Convention, or a qualified Special Meeting, notification of the meeting date, time and location and proposed amendment(s) shall be distributed to the membership by the Recording Secretary at least 2 calendar weeks in advance of the scheduled date of the meeting.
- Section 2. A quorum for such a meeting shall consist of 4% of the membership in good standing.

## **ARTICLE XIII. REMOVAL AND RECALL**

- Section 1. Executive Officers of the Local shall be subject to removal for neglect of duty, malfeasance of office, immoral or unethical conduct or misappropriation of funds by a two-thirds vote by secret ballot of the membership present at a special membership meeting, provided that notice of the proposed removal has been submitted in writing to the Executive Committee or Union Representative Assembly 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.
- Section 2. 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 twenty percent of the membership in good standing.
- Section 3. A committee chairperson shall be subject to removal for neglect of duty, malfeasance of Office, immoral or unethical conduct, or misappropriation of funds, a two-thirds vote by secret ballot of the committee membership present at a special meeting, provided that notice of the proposed removal has been submitted writing to the Executive Committee and was generally distributed among the committee 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 three-quarters of the committee membership.
- Section 4. Removal of a committee chairperson may be initiated by a committee member by circulating a petition, which states the alleged offense, among the committee membership and has been signed by at least fifty percent of the committee membership.
- Section 5. A Union Representative can be removed by simple majority of people in their area by written petition citing reasons for removal.

**ARTICLE XIV. PROCEDURE**

*Robert's Rules of Order, Revised* shall govern procedure in all cases to which they are applicable and in which they are consistent with the Constitution of the Local.

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**ARTICLE XV. AVAILABILITY OF CONSTITUTION**

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

Section 2. Copies shall be made available to other affiliated organizations upon request.

Section 3. Each member shall receive a copy of the Constitution, and any amendments or revisions.

**ARTICLE XVI. DUES**

1. The regular annual dues of UHP Local 3837 shall be 1% of a member's base salary, plus any increase in individual per capita tax to affiliated organizations after July 1, 1983.
2. The minimum yearly dues shall not be less than the affiliation dues. Part-time employees shall pay in proportion to their percent employed, based on their employment authorization.
3. The maximum yearly dues shall be set at the 1988-89 base salary of \$39,000 and shall be indexed annually according to bargaining unit increases.
4. The dues year shall be from July 1 through June 30.

## **ARTICLE XVII. DELEGATES**

Delegate elections shall take place between February 15 and April 30 each year at sites to be announced in advance of the elections.

Balloting shall take place at sites to be announced in advance of the elections. Balloting will take place for a 24-hour period at the ~~UCONN~~-UConn Health. Other sites and times shall be determined by the Elections Committee.

For members with reasonable justification of unavailability on Election Day, absentee ballots will be made available for at least fifteen days before the election and must be returned by 5:00 p.m. the day before the election.

1. Only members in good standing may be nominated or elected as Delegates to the AFT Convention, AFTCT Convention, Connecticut State AFL-CIO Convention, AFT-CT Executive Council, the Greater Hartford Labor Coalition, the Greater Bristol Labor Federation Council, Eastern CT Area Labor Federation.
2. Delegates shall be elected by the following procedure:
  - a. Notice of the right to make a nomination shall be given a prominent place in a Local publication and/or bulletin boards.
  - b. All names in nomination shall be submitted to the Elections Committee by February 1.
  - c. Written notice announcing the time and place of election of delegates must be mailed to each member at least fifteen days prior to the election.
  - d. The election shall be by secret ballot.
  - e. Determination and allocation of all expenses shall be determined by the Executive Committee prior to the election.
  - f. Delegate selection will be ranked in order of total votes received.
  - g. The President shall be the Ranking Delegate.
  - h. After the election of Delegates, the Executive Committee shall have the right to appoint Delegates from among the members in good standing to fill any remaining vacancies.

## **ARTICLE XVIII. ORDER OF BUSINESS**

The order of business at all meetings of the membership shall be as follows:

- Call to Order
- Minutes of the Previous Meeting
- President's Report
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Good & Welfare
- Adjournment