



Constitution

Of

HCRS UNAP Local 5051

Adopted January 3, 2006

ARTICLE I

NAME

This organization shall be known as the Health Care and Rehabilitation Services of Southeastern Vermont (HCRS), Local 5051.

ARTICLE II

OBJECTIVES

- Section 1.** To provide an effective collective bargaining representative.
- Section 2.** To improve the standards for HCRS employees by advancing economic status, maintain high quality preparation in basic education programs, encouraging and promoting continuing education, securing working conditions essential to the best performance of services and the most effective delivery of services.
- Section 3.** To promote the welfare of the health care and social service consumer by providing progressively better access to and utilization of health care resources in this country.
- Section 4.** To right all forms of bias due to race, creed, gender, age, sexual orientation , social, political or economic status, national origin or disability.
- Section 5.** To work for passage and retention of just laws, which will improve the climate for the employees of HCRS.

ARTICLE III

MEMBERSHIP

- Section 1.** All non-supervisory employees of HCRS are eligible for membership.
- Section 2.** Supervisory personnel shall not obtain membership. Members who are promoted to positions with the rank of supervisor automatically are removed from membership on the effective date of the promotion.
- Section 3.** No discrimination shall ever be shown toward individual members or applicants for membership because of race, creed, political activities or beliefs, gender, age, sexual orientation, economic status, national origin or disability.

ARTICLE IV

OFFICERS and REPRESENTATIVES

Section 1. The following officers shall be elected biennially in even numbered years by this union and will sit on the Council.

Chairperson
Vice Chairperson
Treasurer
Recording Secretary

Representatives

White River (1)
Springfield (1)
Brattleboro (1)
School Based Clinicians (4)
Substance Abuse Counselors (2)
Therapists (3)
RN (1)

Section 2. The Representatives shall be elected by their constituency groups.

Section 3. Membership in good standing for at least six (6) months is required to hold office except during the first three (3) years after the chartering of this local. All dues paying bargaining unit members shall be considered “members in good standing”.

Section 4. A Nomination and Election Committee shall be made up of interested non-candidates.

Section 5. Except for the first election of officers which will be held after the adoption of this constitution, elections shall be held by secret ballot during the month of June in even-numbered years beginning in the year 2008. Notice of the election shall be made by mail and received by the membership at least fifteen (15) days prior to the date of the election. A reasonable nomination period shall precede the election and candidates must declare their candidacy in writing. Candidates receiving plurality shall be elected. The Nominations and Election Committee installs candidates immediately upon certification of the election results.

Section 6. Term of office. Duly elected Officers and Representatives shall serve a two-year term.

Section 7. Vacancies. If a Representative position becomes vacant a special election shall be held by the constituency group members. The Vice Chairperson, Treasurer and Secretary positions will be filled by the Representative Council if they become vacant mid-term. The Chairperson position will be filled by the Vice Chairperson.

ARTICLE V
COMMITTEES

- Section 1.** The following special committees shall be active in this union.
(1) Audit Committee
(2) Nominations & Elections Committee
(3) Budget Committee
- Section 2.** The following standing committees shall be active in this union.
(1) Negotiating Committee
(2) Grievance Committee
- Section 3.** The chair of all committees shall be appointed by the Chairperson.

ARTICLE VI
THE COUNCIL

- Section 1.** The Council shall consist of the following:
(1) All elected officers.
(2) Representatives.
- Section 2.** The Council shall administer the policy of this Union. It 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 Council shall be chaired by the Chairperson of the Union.
- Section 4.** The time and place of the Council meetings shall be set by the Council.
- Section 5.** The Council shall have the power to employ all personnel including an executive secretary, clerical help, and other persons on a full or part-time basis as may be determined by the needs and finances of the Union.
- Section 6.** The Council 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; to borrow money for Union purposes at such rates of interest and terms and conditions as they may deem appropriate; 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 7.** The Council shall report its activities at each regular membership meeting.

ARTICLE VII
AFFILIATIONS

This organization shall be affiliated with the United Nurses and Allied Professionals.

ARTICLE VIII

DUTIES OF OFFICERS AND REPRESENTATIVES

- Section 1.** The Chairperson shall preside at all meetings of the Union and of the Council. The Chairperson shall be ex-officio member of all committees (except the Audit Committee), shall sign all necessary papers and documents, and represent the Union when and where necessary. The Chairperson shall make a report to the membership at least once each year summarizing the accomplishments of the Union and outlining plans for next year.
- Section 2.** The Vice Chairperson shall perform all duties of the Chairperson in the absence of that officer. In addition the Vice Chairperson will assist the Chairperson in handling matters of mutual concern to Union members.
- Section 3.** The Representatives are charged with the responsibility of ensuring that the collective bargaining goals of the Union are carried out on behalf of their constituent members. The duties of the Representatives shall be to be a member of the Council and represent their constituency in all of the activities engaged in by the Union at the direction of the Chairperson.
- Section 4.** The Recording Secretary shall issue all notices, shall answer correspondence to the Chairperson and the Council. The Secretary shall record the minutes of the Council and of general membership meetings.
- Section 5.** The duties of the Treasurer shall be:
- a. To receive, record, and deposit in the name of the Union all moneys from dues and all other sources.
 - b. To keep the membership roll, issue receipts, and delinquent notices.
 - c. To be Chairperson of the Budget Committee. He/she shall present a written report to all members once a year.
 - d. 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 Council for authorization.

ARTICLE IX

DUTIES OF COMMITTEE

A. SPECIAL COMMITTEES

- Section 1.** The Audit Committee shall audit the Treasurer's books and yearly Financial Report. The Treasurer and Chairperson are prohibited from serving on this committee.
- Section 2.** The Nominations and Election committee shall conduct all elections in accordance with this constitution.
- Section 3.** The Budget Committee shall prepare a budget for adoption by the membership at least one (1) month prior to the beginning of the next fiscal year. The fiscal year shall be July 1 through June 30.

B. STANDING COMMITTEES

Section 1. The Negotiating Committee shall survey the membership and prepare contract proposals. It shall negotiate the proposals with HCRS. The Negotiating Committee shall be composed of the bargaining unit Chairperson, Vice Chairperson, Recording Secretary, Treasurer and the Representatives.

Section 2. The Grievance Committee shall act on all grievances and determine whether or not a grievance is taken to arbitration. This Committee shall cause the grievance procedure to be widely publicized and understood.

ARTICLE X

MEETINGS

Section 1. The time and place of meetings shall be fixed by the Council. Special meetings will be fixed by the Council.

Section 2. There shall be at least two (2) membership meetings per year and additional membership meetings as needed.

ARTICLE XI

FINANCE

Section 1. Regular dues shall be equal to the amount of dues required by affiliates plus local dues.

Section 2. Additional finances may be obtained by various fund-raising activities.

ARTICLE XII

RULES OF ORDER

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. This constitution may be amended as follows:

The proposed amendment shall be read to the assembled members at a membership meeting and voted on by those present at the next membership meeting. A majority vote (show of hands) is necessary for their adoption.

Section 2. Bylaws shall be submitted at any regular membership meeting and read to the assembled members. A majority vote (show of hands) is necessary for their adoption.

ARTICLE XIV

AVAILABILITY OF CONSTITUTION

Copies shall be available for any member of this Union upon request to the Secretary.