Proposed By-laws
Hampstead Employee Organization

Hampstead Hospital Chapter 6, Local 1984, SEIU
As Revised on February 16, 1999
Revised and Adopted on May 20, 1999

Jurisdiction
The Hampstead Employee Organization shall include all bargaining unit members as defined in the Contract with Hampstead Hospital, East Road, Hampstead, NH.

Local Affiliation
The Hampstead Employee Organization shall be affiliated with Local 1984 as Chapter 6.

Meetings
The employee organization shall hold at least one meeting each quarter. The meetings are open to all bargaining unit members. The business of the employee organization shall be conducted at these meetings. Decisions will be decided by majority vote unless otherwise stated in the by-laws.

All bargaining unit members that are current with payment of membership dues may vote. Bargaining unit members who chose to pay the Agency fee may not vote. Such members may participate in all activities of the employee organization unless otherwise restricted by these by-laws.

Annual Meetings and Elections
Annual meetings shall be held in April.

All elected positions shall be presented for vote at the Annual meeting. There shall be a write-in blank for each position on the ballot

Resolutions may be included on the ballot. The resolution may include proposed changes to these by-laws.

Nominations for all positions will be made at the preceding meeting.

It is expected that the officers will prepare the slate of nominees. However, any qualified member may prepare a full or partial slate for posting one month prior to the elections.

The President shall appoint an election committee to collect and count ballots. The work of this committee shall be open to all members. Ballots may be distributed before the election to all bargaining unit members and may be cast via mail in sealed envelop. The qualified member
casting such vote shall place his/her signature on the exterior of the sealed envelop. Mail-in ballots must be received by the close of polls. Any ballots received after the close of polls shall not be counted. Counting ballots shall be done as part of the annual meeting and shall be done in view of all members present.

There shall be no intimidation to force members to vote in a particular fashion. There shall be no intimidation of members to participate in elections. Members may chose to not participate in elections. An election may be challenged by any qualified member in writing to the Executive Director of the Local.

The time and place of elections will be posted on each unit one month before the meeting. As required by the Local 1984 constitution, the Secretary

...shall notify the Executive Director of the Association as to the time and place of meetings and a copy of the minutes of such meetings shall be submitted to the Executive Director no later than seven (7) days after said meeting.

Article V, Section 4(b) SEA Constitution

As required by the Local

If the chapter president does not call the required meetings of the chapter before the month of April, a majority of the officers of the chapter may call a special meeting of the chapter to transact chapter business and to prepare for the annual meeting in April.

Article V, Section 4(f) SEA Constitution

Resolutions

All matters of business will be presented as resolutions. The minutes will include considered resolutions, associated vote counts, and whether or not the resolution was passed. Copies of minutes shall be available to any member upon request to the Secretary one week following a employee meeting.

Officers:

The employee organization shall elect a president, vice president, secretary, and treasurer as officers. It is encouraged that members will not hold concurrent positions. It is encouraged that the officers will be distributed over the units.

As required by the Local

(a) Officers shall be elected from the chapter membership annually. Officers so elected shall be installed at the annual meeting. All such officers shall be members in good standing. All officers and councilors [local representatives] may succeed themselves.

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(b) Each chapter shall elect officers at its annual meeting, said officers to take office immediately following the meeting.

(c) The secretary of each chapter shall send the names of the officers elected to the Executive Director of the Association, within seven days following such election.

(d) Should a vacancy occur in any office, such vacancy shall be filled for the unexpired term by the chapter at its next regular meeting, or at a special meeting called for the purpose.

(e) The chapter president shall be a delegate to the [Local] convention.

Officers will be elected by majority vote at the annual meeting. Officers may likewise be removed by majority vote. This meeting will be open to the general membership and will be announced by written notice posted on each unit one week prior to the meeting.

All qualified members of the bargaining unit may vote. Officers selected and/or removed will necessarily be documented in the minutes and reported to the Executive Director of the Local within seven days following such election.

These positions will receive compensation as determined by majority vote of the membership at an open meeting of the employee organization.

Officer: President

The President shall as required by the Local...

appoint a committee of three qualified chapter members to audit the financial records of the chapter.

A written report, on forms prescribed by the Association, shall be made by this committee at the annual meeting of the Chapter in April. A copy of this report, signed by all three members of this committee and counter signed by the Chapter president and treasurer, shall be mailed to the Executive Director of the Association no later than seven (7) days after said meeting.

The president of the Association may request the records of a Chapter treasurer be submitted to the Board of Directors at any time for the purpose of auditing such records.

Article V, Section 4(b) SEA Constitution

Officer: Vice President
The Vice President shall assume the duties of the President when the President is not available. It is encouraged that the Vice President be associated with a different unit than the President. The Vice President may assume the task of membership coordinator.

**Officer: Treasurer**

The Treasurer is responsible for the financial affairs of the employee organization. In consultation with the Local, the Treasurer will oversee 1) the employee organization bank accounts 2) the dues split between the employee, Local, and National organizations, 3) the dues split between full and agency membership.

The Treasurer will maintain accurate record of the quarterly dues rebates of the Local to the Chapter.

A financial report will be made at each Council meeting. The content of this report will be determined by the Council.

The position of Treasurer may be held by the Secretary.

**Officer: Secretary**

The Secretary will maintain the minutes of the meetings. These minutes will be completed and available to each qualified member within one week following each meeting. The minutes will be submitted to the next business meeting for approval and/or revision.

The position of Secretary may be held by the Treasurer.

**Stewards**

A steward upon request of an employee may attempt to informally resolve a problem of the employee. If informal resolution is not accomplished the steward may upon request of the employee initiate a formal grievance. No steward is required to process a grievance.

A bargaining unit employee may chose to process his/her grievance alone without the assistance of a Steward and/or Councilor and/or the employee organization. In such cases when Arbitration is sought by the individual, that individual is responsible for direct contact with the Local.

The Council shall support all grievances of bargaining unit members through arbitration in cases in which the health and safety of employees and/or patients are in jeopardy and in matters of Contract violation. This, in particular, includes matters of discipline.

**Unit Safety Council**

Members of the Unit Safety Council will be appointed by the President.
It is intended that all units will be fairly represented on the Council. It is intended that a sufficient number of Council members will be appointed such that a Council member will be scheduled on each unit on each shift.

Bargaining unit members are encouraged to provide copies of Staffing Incident Reports to their member of the Unit Safety Council. Copies of such reports will be forwarded to the President and presented to the membership at meetings the Employee Organization.

In addition, council members may informally resolve problems at the time of their occurrence with immediate interaction with the shift supervisor and/or other manager.

Advise of Council members is expected to be consistent with the Contract. Patient and staff safety should be a priority. Councilors should expect management to deal fairly with members. For example, floating to other units should be shared equally among staff and new staff should expect to receive adequate orientation when floated to a new unit.

Council members will assist members with initiating grievance proceedings when informal resolution of problems fail. It is expected that a Steward and/or Officer will become involved when informal resolution of problems fail and that the Steward and/or Officer will assist with preparation of the formal statement of problem as required by the Contract and will insure compliance with Contractual time requirements.

**Contract Committee**

The Contract Committee shall consist of a Negotiation Team and an Advisor Board.

A member of the Advisory Board of the Contract Committee may be appointed as an alternate member of the Negotiation Team in the event that a Unit=s representative on the Negotiation Team is unable to attend a meeting of the Negotiation Team with Management.

**Resolution of October 21, 1998**

The Negotiation Team will participate in the face-to-face negotiations with management. The Negotiation Team will consist of one qualified member from each unit.

If the Negotiation Team reaches an impasse they shall call a meeting of the Advisor Board for guidance. The Advisor Board will consist of one qualified member from each unit, one qualified member from the Social Workers, one qualified member from the TRs, and the Officers.

The Negotiation Team shall not conduct secret sessions with management unless authorized. Authorization will consist of a resolution adopted at a meeting of the employee organization. This meeting will be open to the general membership. The announcement of such meetings be posted on each unit one week prior to the meeting.

The **Contract Committee** may prepare recommendations on Local staff services related to past and future contract negotiations and present such recommendations to the Local Board of Directors, and that this committee may request that SEIU provide mediation assistance in resolving current and future contract disputes with Local 1984.

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Resolution of October 21, 1998

The **Contract Committee** shall prepare a proposed contract in final form with the exception that proposed text changes and other explanatory text be set forth in bold italics;

This proposed contract shall be presented to the membership at an open meeting of the chapter before the start of negotiations and the expiration of the contract. At this meeting, changes to the proposed contract may be made by majority vote of the membership.

The proposed contract as modified by the membership shall be the starting proposal from the negotiation team to management.

The proposed contract as negotiated between the Hospital and the Union representatives, shall be likewise presented to the membership for a ratification vote in final form with the exception that proposed text changes and other explanatory text shall be set forth in bold italics. It is the intent of this motion that change of the bold italics to regular text and removal of the explanatory text will result in a final version of the contract ready for signing.

Resolution of December 16, 1998

There shall be no agreement(s) between the Union and Hospital that are not part of the explicit text contained in the Contract or side-letter to the Contract.

Resolution of December 16, 1998

Any regularly scheduled meeting which involves collective bargaining issues shall include at least two members of the Negotiation Team of the Contract committee.

Resolution of February 16, 1999

**Local Services Committee**

A **Local Services Committee** be formed to compare the value of services received from Local 1984 to the value of dues paid, that this committee shall consist of the officers and members of the existing committees, that this committee may prepare recommendations on Local staff services and present such recommendations to the Local Board of Directors, and that this committee may seek assistance of and consult with SEIU and take other action to insure that reasonable value is received for dues paid.

Resolution of October 21, 1998

**Nomination Committee**

A **Nomination Committee** be set up to prepare a slate for the 1999 Negotiation Team, that the election for the next Negotiation Team be held at the December 1998 chapter meeting
and that an Advisory Board be appointed following the vote, and that the Contract Committee shall consist of the Negotiating Team and the Advisory Board.

Resolution of October 21, 1998

Grievance Committee

A Grievance Committee be formed to oversee grievance and arbitration procedures, that this committee shall consist of the stewards and officers, that this committee shall take necessary action to insure prompt and fair grievance resolution, that this committee shall review the past failure of management to respond to a call for arbitration and shall take necessary action, that this committee may prepare recommendations on Local staff services related to grievance and arbitration procedures and present such recommendations to the Local Board of Directors.

Resolution of October 21, 1998

Membership Committee

The Membership Committee may request that Local 1984 reduce dues to reach parity with public sector dues and request that Local staff assume the task of distributing the dues authorization forms, and that this committee may prepare recommendations on Local staff services related to membership procedures and present such recommendations to the Local Board of Directors.

Resolution of October 21, 1998

Unless otherwise directed the Local staff shall refer any contact by management back to Chapter leadership and that Local staff shall not engage in independant negotiations with management.

Resolution of February 16, 1999

Finance/Audit Committee

It is agreed that a Finance/Audit Committee be set up with the hope of one person from each unit with 3 out of the 5 responsible for auditing the books yearly. Steve Longbook, treasurer, to chair this committee.

Resolution of July 24, 1998

The Finance Committee review accounting and reporting procedures by the local, that this committee may prepare recommendations on Local staff services related to dues accounting and reporting procedures and present such recommendations to the Local Board of Directors, that this committee may request that Local staff correct its calculation of local dues, set up an accurate accounting system for dues collection and provide the chapter with correct, complete,
timely and verifiable reports, and that this committee may request that SEIU assign a monitor to oversee local accounting/reporting procedures for our chapter.

Resolution of October 21, 1998

The report on the division of Local 603 funds be submitted to the Finance committee for review, recommendations, and approval.

Resolution of October 21, 1998

It is agreed that a post office box shall be set up. There will be two key holders: the President and the Secretary.

Resolution of July 24, 1998

It is agreed that the checking account shall have a maximum balance of $500 with the requirement of two out of five signatures. It is agreed that savings account shall contain the remaining money with requirement of three out of five signatures to transfer money to checking account after executive council approval.

Resolution of July 24, 1998

It is agreed that paper work be filled out to obtain tax ID number for savings account and checking account if necessary to obtain and open new checking account with savings.

Resolution of July 24, 1998

It is agreed that a Certificate of Authority be prepared for accounts with the Fleet bank with required signatures, names and titles.

Resolution of July 24, 1998

It is agreed that all payments by the organization shall be limited to ordinary and necessary expenses incurred on behalf of the organization;

That cash shall not be presented to individuals to cover expenses before they have been incurred and thereby shift the burden of accounting for said expense to said individual;

That receipts shall be presented to the Treasurer who shall verify that the amount is limited to ordinary and necessary expenses incurred on behalf of the organization;

That all receipts shall be accompanied by a Paid-out Request form as per Local 1984 policy;

That the Treasurer shall verify that such expense has been sanctioned by resolution at an open and regularly scheduled meeting of the organization and that the budget category has sufficient funds; and

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That without such authorization and fund availability the Treasurer shall not make payment.

Resolution of May 20, 1999

It is agreed that monies in excess of expenses at the end of each year shall be set aside for use A) to prepare for the hardships of contract negotiation, B) to promote training of Union leaders, C) to develop professional training programs in the mental health area for our members, and D) to facilitate establishment of like organizations in the mental health market.

Resolution of May 20, 1999

Union/Management

The Union/Management committee will meet as needed in order to informally resolve problems with management. It is expected that a summary report of Staffing Incident Reports will be submitted to management via this committee.

An employee may chose to submit problems to this committee prior to or in place of submitting a formal grievance. However, this committee does not have the authority to resolve formal grievances. This Committee does not have the authority to substitute its process for that of Arbitration.

If the situation should occur that the Hospital uses a decision of this committee as the Hospital=s response to a grievance and if this response is not acceptable to the grievant, then the grievant may proceed to the next level of the grievance process.

The critical questions which the grievant is encouraged to address are 1) what are the Contract violations, 2) what health and safety issues are involved, 3) what are the facts, and 4) what are fair remedies for resolution of the problem.

No bargaining unit member shall met with management to seek resolution of a grievance without authorization of the grievant. A grievant may chose to attend any meeting at which his/her grievance is discussed. No agreement may be made with management regarding resolution of a grievance without authorization of the grievant.

Payment of Dues

Bargaining unit members are encouraged to sign voluntary payroll deduction authorization cards in order to pay either the membership dues or the agency fee. If a bargaining unit member chooses to not sign said authorization he/she is expected to make quarterly payment of either membership dues or the agency fee.

The Membership Coordinator shall include in his/her status report members 1) who are through their 90 day probation period and 2) who are in arrears. Such bargaining unit members shall be sent a letter within one week of the employee meeting notifying them that they are in arrears and that an enforcement notice will be filed with the Hospital if payment is not made in full within two weeks.
If dues remain in arrears after said two weeks the Chief Steward shall proceed with enforcing the Contract by calling for suspension with cause of said employee until either membership dues or the agency fee is paid in full.

**Local 1984 Councilors**

Representatives to the Local 1984 business meetings, Local Councilors, shall be elected at the annual meeting of the employee organization. The number of Councilors will be set by the Local and currently is one for every 20 members of the employee organization.

**Acceptance and Modifications**

These by-laws shall be considered accepted when approved by a majority of qualified members at a meeting of the employee organization subject to the approval of the Board of Directors of the Local. As required by the Local

Chapters shall adopt their own by-laws, including election procedures, subject to the approval of the Board of Directors of the Association. A copy of such by-laws shall be filed with the Executive Director of the Association.

**Article V, Section 8(b) SEA Constitution**

Modifications of these by-laws shall require approval by a majority of qualified members at a meeting of the employee organization subject to the approval of the Board of Directors of the Local.

A copy of these by-laws and/or modifications shall be filed with the Executive Director of Local 1984.

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Bylaws adopted May 20 1999

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