

# **HFCC-SSA By-Laws**

**Adopted September 29, 2014**

## **Article 1 – Establishment of the By-Laws**

When a by-law is appended to this constitution it shall become a permanent rule for the conduct of the business of HFCC-SSA.

## **Article 2 – Amendments to the By-Laws**

- Section 1 A proposed amendment to the By-laws of this Constitution may be initiated by a majority vote of the Executive Board or by the Constitution Amendments Committee. Proposed changes must be submitted in writing to the HFCC-SSA President.
- Section 2 At least one (1) week prior to the vote the President shall provide the General Membership with written notification of the exact wording of the amendment(s) and the date(s), the time(s) and location(s) of voting.
- Section 3 The vote on the amendment(s) shall be included as an agenda item at the next General Membership Meeting, prior to voting.
- Section 4 Only Members in Good Standing shall be allowed to vote.
- Section 5 A two-thirds vote of all votes cast where a quorum has been reached at a General Membership meeting shall be necessary for the adoption of an amendment to the By-Laws.

## **Article 3 – Elections: Procedures and Responsibilities**

- Section 1
- a) The Election Committee shall, through official HFCC-SSA communication, inform the Membership of the date, location and time of the election.
    - Notification will be given no less than five (5) business days prior to the election.
    - Notification will be provided through HFCC email, the HFCC-SSA website, and on-site postings.
    - Election Day dates shall be determined as needed.
  - b) Voting will be held from 6:00AM – 5:00PM on Election Day.
    - Only votes cast within the open poll times shall be counted as valid.
  - c) For a candidate to be elected he/she must receive at least one (1) vote more than any other candidate running for the same office.
    - In the event of a tie vote, a run-off between the tie-vote recipients for the particular office will be held at the next regular meeting.
- Section 2 Ballot Security and Fair Elections Practices
- a) The Treasurer shall provide a list of Member in Good Standing.
  - b) The Elections Committee shall verify all eligible voters at the polling location through identification presented by each voter.
  - c) Voting shall be by secret ballot.

- d) The Election Committee shall:
- Write and publish campaign rules, which shall be subject to amendment by the Membership.
  - Count and certify all valid ballots and forward the results to the Executive Board at close of the election.
  - Secure ballots until the completion of the next HFCC-SSA election.
  - Have the option to enlist volunteer HFCC-SSA members to count ballots.

### **Article 4 – Ratification of the Collective Bargaining Agreement**

Section 1    Ratification Meeting

Upon completion of negotiations for a new contract:

- Copies of the tentative agreement shall be made available to all members of the bargaining unit at least forty-eight (48) hours prior to the beginning of the meeting to vote on the ratification of the proposed agreement.
- An informational meeting shall be held prior to voting.

### **Article 5 – Executive Board: Officers Eligibility and Duties**

Section 1    The Executive Board shall consist of a President, Executive Vice-President, 4 Vice-Presidents, Secretary and Treasurer.

Section 2    The President shall:

- Represent the HFCC-SSA and its Members when and where needed.
- Serve as a member of, and preside at, meetings of the Executive Board and General Membership meetings.
- Attend, or appoint a representative to attend, HFCC Board of Trustees meetings.
- Prepare agendas for Executive and General Membership meetings.
- Cast tie-breaking votes only.

Section 3    The Executive Vice President shall:

- Assist the President in carrying out his/her duties.
- Serve as a member of the Executive Board.
- Coordinate HFCC-SSA committees
- Act on behalf of the President when designated by the President.
- Be a voting member of the Executive Board.

Section 4    The Vice Presidents shall:

- Serve as liaisons between the Executive Board and their respective areas of the members that they represent.
- Serve as parliamentarians during all meetings
- Be voting members of the Executive Board
- Act as chairperson of the Grievance Committee for the members that they represent.

Section 5    The Treasurer shall:

- Keep a current membership list of all HFCC-SSA members.
- Identify all Members in Good Standing.
- Be responsible for the collection of all dues and assessments as determined by

the HFCC-SSA.

- Keep accurate records of all monies received and distributed by the HFCC-SSA.
- Prepare and submit quarterly financial reports for the HFCC-SSA to the membership.
- Prepare and submit required state and federal tax documents.
- Be a voting member of the Executive Board.

Section 6 The Secretary shall:

- Act as corresponding and recording secretary for both HFCC-SSA General Membership and Executive Board meetings.
- Reserve meetings and send notices via email to all members
- Keep a record of all official proceedings of the HFCC-SSA General Membership and the Executive Board meetings.
- Provide the membership with Meeting Minutes and other written reports as requested by the President.
- Provide all written correspondence for the HFCC-SSA membership and the Executive Board.
- Distribute an agenda for regular meetings to the general membership at least three (3) days before each meeting, via email and the HFCC-SSA website.
- Be a voting member of the Executive Board.

Section 7 Candidates running for Executive Board office must be members in good standing of the HFCC-SSA.

### **Article 6 – Dues and Assessments**

- a) A one-time initiation fee shall be assessed to all members of the HFCC-SSA.
  - The initiation fee shall be \$150.00
  - The initiation fee shall be paid within the first year of membership.
- b) Monthly dues shall be collected from each HFCC-SSA member.
  - Dues shall equal seventy-five percent (75%) of one hour's pay, bi-weekly.
  - Dues shall be collected bi-weekly in accordance with the HFCC-SSA pay schedule.
- c) A Member in Good Standing shall be defined as a member who is current in his/her dues payments.
- d) The Executive Board shall review dues assessments annually and make recommendations to the membership for any changes deemed necessary.
- e) Changes in the formula used to calculate dues before the end of the current contract must be approved at any regular meeting of the HFCC-SSA by a two-thirds (2/3) vote of the members present who are in good standing.