

**Classified Staff Union at UMass/Boston
CSU/MTA/NEA
By-Laws**

Article I - Name

The name of this organization shall be the Classified Staff Union at the University of Massachusetts Boston, hereinafter referred to as the "CSU".

Article II - Purpose

The purpose of the CSU shall be to negotiate, submit for approval, and enforce collective bargaining contracts for its members; to improve the working conditions and economic well-being of its members; to protect and advance the interests of its members; to gain recognition of the importance of the classified staff in the functioning of the University of Massachusetts Boston; and to support public higher education in the Commonwealth.

Article III – Membership Eligibility and Rights

Section A - Eligibility:

1. Membership in the CSU is open to any member of the bargaining unit as defined in the collective bargaining agreement.
2. Membership shall be available to those who pay the prescribed dues; to be a member in good standing, all dues must be current.
3. No person otherwise eligible for membership in the CSU shall be denied membership because of race, gender, color, creed, national origin, sexual orientation, age, marital status, disability, economic status, veteran status, political affiliation/beliefs, or membership/non-membership in any group or organization.
4. Members of the CSU shall be members of the Massachusetts Teachers Association and the National Education Association.

Section B - Rights:

Every member in good standing shall have the right to:

1. Attend CSU membership meetings and participate in the leadership of the CSU.
2. Vote in all elections and on all business at membership meetings.
3. Serve on CSU committees.
4. Be a candidate for both elective and for appointive CSU office, subject to the nomination procedure and membership requirements for each post, as specified in these by-laws.
5. Make recommendations and proposals or to criticize the activities of CSU officers or committees.

Article IV - Dues

Section A - Members of the CSU pay dues via payroll deduction that are then disbursed by the CSU Treasurer to the local (Classified Staff Union), the state affiliate (Massachusetts Teachers Association), and the national affiliate (National Education Association).

Section B - The dues rates of the Massachusetts Teachers Association and the National Education Association are determined by those organizations' established procedures. The local dues rate is set by the CSU.

Article V – Executive Board

Section A - The elected Executive Board shall consist of a President, Vice-President, Treasurer, Secretary, Communications Officer, and two (2) Members at Large. It shall be the governing authority of the CSU.

Section B - The Executive Board shall:

1. Be responsible for the management of the CSU and shall carry out the policies of the CSU as directed by the membership and in accordance with the CSU by-laws.
2. Adopt an annual budget for the operation of the CSU, based on a fiscal year of July 1 through June 30.
3. Recommend and institute a proposed dues rate after conducting an open hearing on the matter.
4. Have the power to employ staff for the operation of the CSU office and adopt personnel policies for said staff.
5. Establish ad hoc committees guided by a specific charge.
6. Have the authority to declare a vacancy on the Executive Board and direct the Elections Committee to conduct an election to fill said vacancy so long as one of the following criteria has been met:
 - a. Two-thirds (2/3) of the Executive Board must determine that there is a vacancy due to an Executive Board member's:
 - i. resignation,
 - ii. incapacitation, which shall be defined as the inability of the Executive Board member to perform the responsibilities of his/her position on a consistent basis for the duration of his/her term
 - iii. loss of status as a member in good standing, or
 - iv. three unexcused absences from Executive Board meetings.

Section C - The President shall:

1. Be the executive officer and official spokesperson for the Union.
2. Be the official liaison between the CSU and the University; however, the President may designate another officer to act on his/her behalf in specific instances.
3. Be the chief liaison between the CSU and the MTA and NEA.
4. Preside over meetings of the Executive Board and of the general membership.
5. With the advice and consent of the Executive Board, appoint members to or fill vacancies of all local standing committees.
6. With the advice and consent of the Executive Board, make recommendations for appointments to University committees and boards.
7. Determine, with the concurrence of the Executive Board, the regular meeting dates and times of the Executive Board.
8. Be the official liaison between the Executive Board and the CSU's employee(s).

9. Keep the Executive Board informed of all important matters pertaining to the MTA and NEA.
10. Be a member, ex officio, of all committees.

Section D - The Vice-President shall:

1. Act as the executive officer of the CSU in the absence of the President.
2. Become President if the presidency becomes vacant between the regular biennial elections of officers.
3. Represent the CSU as executive officer when requested to do so by the President.
4. Be a member, ex-officio, of all committees.
5. Have signatory power, when such is delegated to him/her by the President.
6. Assist the President by carrying out tasks delegated to him/her by the President.
7. Be the officer that all committee heads report to.

Section E - The Secretary shall:

1. Keep accurate and timely minutes of all meetings of the Executive Board and of the general membership, to be approved at the subsequent meeting.
2. With the assistance of the CSU's employee(s), maintain general office files and assist the President with CSU correspondence when requested.
3. Submit information, when required, to the Massachusetts Teachers Association.

Section F - The Treasurer shall:

1. Hold the funds of the CSU and disburse them in accordance with the approved budget.
2. Determine the depositories for all incoming funds.
3. Prepare financial statements monthly and quarterly for the Executive Board, and semi-annually for the general membership.
4. Keep accurate accounts of receipts, disbursements and withdrawals.
5. Designate, with the approval of the Executive Board, an Assistant Treasurer from the Executive Board.
6. Sign all disbursements and withdrawals; countersign, with either the President or Assistant Treasurer, any disbursements or withdrawals greater than \$200.
7. Take the appropriate action to ensure the delegate entitlements to the MTA Annual meeting and the NEA Representative Assembly are in order.
8. File a payroll deduction plan with the MTA annually.
9. Periodically initiate an independent audit of the CSU's financial records.
10. Keep accurate records of the membership of the Union.
11. Submit to the MTA, when required, the names and addresses of all members and all those electing to pay agency service fee in lieu of membership dues.
12. Regularly report changes in membership to the Executive Board and the MTA.

Section G - The Communications Officer shall:

1. Send communications/information to the membership either electronically or via hard copy.
2. Create and maintain a CSU website.

3. Greet new employees at orientation and talk to them about signing up for the union.
4. Answer general inquiries from members.

Section H - The Members at Large shall:

1. Be responsible for the following, as determined by the Executive Board:
 - a. Liaison between the Executive Board and Stewards.
 - b. Coordination of special projects.
 - c. Coordination of committees.
2. Report to the Executive Board on a monthly basis with regard to their assignments.

Section I - Terms of Office

1. The President, Vice-President, Treasurer, Secretary, and Communications Officer shall be elected in the regular biennial election to a two year term and shall not in any case hold the same office for more than five consecutive years, including any partial term due to a vacancy filled by a special election.
2. Members at Large shall serve two year terms and may be reelected with no restriction on the number of consecutive years which may be served.
3. Regular elections of the Executive Board shall be held in November of odd-numbered years.
4. Terms of regularly elected officers and members at large shall begin January 1st.
5. Terms of officers and members at large elected in a special election to fill vacancies on the Executive Board shall commence at the next regularly scheduled Executive Board meeting and shall extend only for the duration of the unexpired term.

Article VI – Stewards and Stewards’ Council

Section A – Stewards

Stewards are self-selecting. In the CSU, any member in good standing who desires to be a steward may become one after getting the signatures of five fellow CSU members and successfully completing steward training.

Section B - Stewards’ Duties

Stewards represent the CSU in numerous ways, including, but not limited to, representing members for grievances and providing information to and receiving feedback and inquiries from the membership.

Stewards shall:

1. Attend regular meetings of the Stewards’ Council.
2. Become knowledgeable about the CSU's collective bargaining agreement and by-laws in order to be able to adequately represent and educate bargaining unit members regarding their rights and duties.
3. Act as liaison between the membership and the elected leadership via the Stewards’ Council and/or the Executive Board.

Section C - The Stewards' Council

1. The Stewards' Council shall be a forum for:
 - a. Steward training.
 - b. General discussion of problems raised by members or stewards.
 - c. Development of resolutions to problems brought to the attention of the Council by members and stewards.
 - d. Formation of policy recommendations by stewards for consideration by the Executive Board.
 - e. Ensuring the continued education of stewards with regard to the CSU's collective bargaining agreement, these by-laws and the purposes of the CSU.
2. All stewards shall be members of the Stewards' Council.
3. One Executive Board Member at Large shall serve the Stewards' Council to advise, assist, inform, and act as liaison between the Stewards' Council and the Executive Board.
4. The Stewards' Council shall create a governing document to submit to the Executive Board.
5. The Stewards' Council shall elect a chairperson from among its members annually.
6. The Stewards' Council may elect a Chief Steward and an Assistant Chief Steward from among its members annually.

Article VII - Committees

Section A - There shall be standing committees having the specific functions outlined below. They shall have a minimum of three (3) members, unless otherwise specified, selected to represent both the facilities and clerical employees when feasible and shall be appointed by the President with the advice and consent of the Executive Board. The Executive Board may organize from the membership of the CSU special committees and task forces for special activities and specific tasks.

Section B - Each committee shall elect a chairperson from its members.

Section C - Each standing committee shall meet regularly. Special meetings may be called by the chairperson. No non-unit employee or other non-member may attend CSU committee meetings without the approval of the Executive Board.

Section D - Each committee shall choose a secretary, whose position may rotate among members, to record the activities of the committee. The chairperson shall be responsible for filing a committee report after each committee meeting. The chairperson shall prepare an annual written report to be published as part of the Annual Report to the Membership.

Section E - The President shall forward to the Chancellor, with the approval of the Executive Board, the names of members to represent the CSU on University committees and statewide committees.

Section F –

1. Standing committees are:

Negotiating Committee
Labor/Management Committee
Union/Management Safety Committee
Sick Leave Bank Committee
Professional Development Committee
Job Classification Committee
Elections Committee

2. The **Negotiating Committee** shall negotiate with the employer on hours, wages and working conditions for all employees in the bargaining unit and shall prepare proposals, subject to approval and amendment by the Executive Board, to be placed before the employer. The Negotiating Committee shall be composed of representatives from the Executive Board and the Stewards' Council as well as from the membership at large. Negotiations in progress shall be reported to the Executive Board on a regular basis. The Negotiating Committee shall prepare and submit its reports and recommendations to the membership at a ratification meeting upon reaching a tentative agreement on all matters under negotiation. Procedures for ratification shall be in accordance with the provisions of Chapter 150E of the Massachusetts General Laws.
3. **Labor/Management Committee** shall be comprised of six (6) members: three (3) representing the campus administration and three (3) representing the CSU. Such representatives shall be appointed respectively by the CEO and the CSU President. In addition, the CEO shall designate the chairperson for the local campus administration and the CSU shall designate its chairperson. The purpose of said Committee shall be to discuss matters of mutual concern to the campus and the CSU. There shall be four (4) meetings per year, unless mutually agreed otherwise, with the position of chairperson alternating between the campus administration and the CSU. Both parties may submit items for the agenda to the chairperson at least two (2) weeks in advance of any scheduled Committee meetings. The agenda shall be distributed one (1) week in advance of any scheduled Committee meetings. It is understood that said Committee shall not discuss pending grievances and shall have no power to negotiate, alter or amend the terms of the current collective bargaining agreement.
4. The **Union/Management Safety Committee** shall be composed of twelve (12) members, six (6) representing the college administration and (6) representing the CSU. The CSU shall select one representative from each of the following areas of campus: Facilities, Library, Science Building, Campus Center, Administration Building/Clark Center, and Wheatley/McCormack as its representatives. Such Committee may reduce their number by mutual agreement. The purpose of the Committee shall be to promote a safe, clean and wholesome environment, the development of safety programs and procedures and shall focus attention on any injuries which have resulted and would serve to alter or revise any such programs or procedures. There shall be at least four (4) meetings of the Committee each year. Additional meetings shall be arranged at the request of either party. Any health and safety issues which cannot be resolved by the local

level Safety Committee may be referred by mutual agreement of both parties to the Board Level Labor/Management Committee for discussion.

5. The **Sick Leave Bank Committee** will consist of three CSU members and three members from Administration. The committee will develop Sick Leave Bank procedures and an application form and report back to the CSU within 90 days on their progress. Once approved and implemented, the Sick Leave Bank committee will administer the Sick Leave Bank by reviewing applications and voting on whether to approve them. Sick Bank Committee members will be handling confidential information and will adhere to strict confidentiality on members' behalf.
6. The **Professional Development Committee** consists of four employees each from Administration and CSU. As of March 23, 2006 this committee now has \$6,000 for training and development and will receive an additional \$3,000.00 in the last year of the contract. The Professional Development Committee will do a needs assessment of the CSU membership to survey the types of training needed. After the results of the assessment, the Committee will make the arrangements for appropriate training sessions and options for the CSU membership.
7. The **Job Classification Committee** consists of four CSU members who will work with members of Administration to review the current classification system for Classified Staff jobs on campus. The Committee will be looking at job categories, **not individual reallocations**. This Committee will make recommendations on job classifications for the UMass Boston campus.
8. The **Elections Committee** shall be comprised of five members appointed by the Executive Board to serve a two year term. Members may be reappointed. The Elections Committee shall function separately and independently of any CSU board, council or committee. No member of or candidate for the Executive Board or chairperson of the Stewards' Council may serve on the Elections Committee.
9. The Elections Committee shall ensure that all nominations and elections are conducted to provide the fullest possible participation by the members and enable members to choose freely the leadership of the CSU; therefore, the Committee shall:
 - a. Issue a call for nominations at least ten (10) working days prior to the nomination deadline.
 - b. Open nominations at a general membership meeting whenever appropriate.
 - c. Ensure that the nomination period is open for not fewer than ten (10) working days.
 - d. Establish and maintain nomination and election procedures.
 - e. Be responsible for verifying said nominees are members in good standing.
 - f. Ensure that no member is a nominee for more than one office in any local election.
 - g. Publish the names of and information about each candidate for elective office prior to the balloting period.
 - h. Conduct secret balloting on all matters provided for in these by-laws.

- i. Ensure that absentee ballots are available for all elections and ratification votes.
- j. Conduct ratification voting in accordance with the provisions of Chapter 150E of the Massachusetts General Laws.
- k. Conduct all elections in November where not otherwise specified.
- l. Count ballots within forty-eight (48) hours after the balloting deadline.
- m. Prepare a written report certifying the election results and the vote totals and forward it to the Executive Board which shall publish said report for distribution to the membership no later than ten (10) working days following the counting of the ballots and certification of the election.
- n. Conduct elections for delegates to the MTA Annual Meeting and the NEA Representative Assembly in accordance with their requirements.
- o. Not certify as elected any candidate who receives fewer than two (2) votes in any internal election.
- p. Publish proposed initiative petitions, referenda and constitutional amendments for distribution to the membership prior to the balloting period.

Article VIII - Affiliation

Section A

No person shall be admitted to or be continued as an active member in the CSU who is not also a member of the Massachusetts Teachers Association and the National Education Association.

Section B

The CSU shall submit annually to the Massachusetts Teachers' Association:

- 1. A list of its officers and their addresses.
- 2. The names and addresses of all members.
- 3. A statement setting forth all amendments or changes to its by-laws during the preceding year.

Article IX - Meetings

Section A - Executive Board Meetings

- 1. The Executive Board shall meet regularly as determined by the Executive Board.
- 2. Special Meetings:
 - a. Any three members of the Executive Board may request special meeting.
 - b. Special meetings of the Executive Board shall be called when the nature of business is of sufficient urgency that postponement of such business will have a substantial impact on the members or the timely action of the Executive Board is required prior to the next regularly scheduled Executive Board meeting. Any request for a special meeting shall be presented to the President who shall schedule such meetings at the earliest opportunity for a majority of the Executive Board to be present.
- 3. A simple majority of its membership shall be considered a quorum of the Executive Board.

Section B - General Membership Meetings

1. When possible, there shall be membership meetings on a monthly basis. Agendas will be available approximately 5 days before.
2. All CSU officers and stewards shall, whenever possible, attend general membership meetings.
3. Special meetings of the membership may be held at the call of the President, by a majority vote of the Executive Board or upon written request to the Executive Board from five percent (5%) of the membership. Items of business to come before a special membership meeting must be stated in the request and circulated to the membership and business shall be limited to those items.

Section C – Rules

1. The Executive Board and membership meetings shall be conducted according to Robert's Rules of Order, Revised.

Article X – Amendments to the By-Laws

The by-laws of the CSU may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting of the CSU provided that copies of the proposed amendments have been sent to all members at least two calendar weeks prior to the membership meeting.

Amendments may be introduced by the President, by a majority vote of the Executive Board, or upon written request to the Executive Board from five percent (5%) of the membership.

Article XI – Rights

Nothing contained herein shall be construed to deny or restrict the rights of any unit member under applicable laws or regulations of the Commonwealth of Massachusetts or other applicable provisions of state or federal law.