



*A Union of Professionals*

**Community Health United (CHU)  
AFT Local 5222**



**ARTICLE I**

**NAME**

This organization shall be known as Community Health United, Local #5222, AFT Vermont, AFT, AFL-CIO.

**ARTICLE II OBJECTIVES**

**The purpose of this organization shall be:**

**Section 1.** To secure full trade union rights, including the rights to exclusive recognition and collective bargaining, for all employees who are eligible for membership.

**Section 2.** To advance the economic, social, and political well-being of the membership.

**Section 3.** To promote the improvement of standards in the employment situation of the membership.

**Section 4.** To encourage mutual understanding and cooperation among the membership.

**Section 5.** To promote the interests of community members who are served by the membership.

**Section 6.** To promote the effectiveness and quality of the institutions in which our members work.

**Section 7.** To promote democracy, equality, and trade unionism in the society at large.

**Section 8.** To promote the public physical, mental, and dental health of the community.

**ARTICLE III MEMBERSHIP**

**Section 1.** All employees of Community Health Centers of Burlington who are not supervisors or managers are eligible for membership in this organization.

**Section 2.** No person shall be denied membership, nor shall this organization ever discriminate against individual members or applicants for membership on the basis of race, creed, sex, sexual orientation, gender identity, disability, social, political, economic status, or national origin.

**Section 3.** Discipline of members.

- a. A member may be disciplined by the organization for actions contrary to this Constitution or to the interests of the union or its membership. Such action may only be initiated by the bringing of written and signed charges to the Executive Board by two or more members of the local; these charges must include a specific and detailed accounting, including any documentation, of the allegations against the member.

- b. Upon the receipt of such charges, the Executive Board shall cause a preliminary investigation to be conducted in order to determine whether the charges against the member have merit. In addition, at this time, the Executive Board shall give a copy of the charges to the accused member.
- c. Following the preliminary investigation, the Executive Board shall vote on the question of whether a disciplinary hearing should be held. If a majority of the Executive Board votes to hold a hearing, the member shall be given at least ten (10) days written notice of the hearing.
- d. At a disciplinary hearing, the accused member shall have the right to be represented by a person of his or her choice, and shall have the right to question the charges and present evidence and witnesses to support their defense. At the conclusion of the hearing, a two-thirds (2/3) vote of the Executive Board shall be required for discipline. If a member of the Executive Board has brought the charges against the member, that Board member shall recuse him/herself from the vote.
- e. A disciplined member may appeal the decision of the Executive Board to the membership by requesting a vote at the next regular meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to discipline.

**Section 4.** A member in good standing is defined as a member who is current in payment of dues to the organization. A member who is more than 30 days delinquent in dues payment shall be considered to be a member in bad standing, and shall be promptly notified of such status. A member shall be removed from membership in this organization, with notice, following three months of dues nonpayment, unless a plan to pay back dues is made and approved by both the Executive Board and the member.

#### **ARTICLE IV ELECTION OF OFFICERS**

**Section 1.** Elections shall be conducted in accordance with the AFT Constitution and the standards set out by the Labor-Management Reporting and Disclosure Act (LMRDA).

**Section 2.** Officers and At-large Executive Board Members shall serve for a term of two (2) years. The organization will elect the following officers:

- a. Co-President (support staff)
- b. Co-President (licensed staff)
- c. Co-Grievance Chair (Licensed Staff)
- d. Co-Grievance Chair (Support Staff)
- e. Secretary
- f. Treasurer
- g. Member Engagement Chair
- h. At-large Executive Board Members\*

\*At-large Executive Board Members

Riverside (4)

- 2 licensed staff representatives.
- 2 support staff representatives.

South End (2)

- 1 licensed staff representative.
- 1 support staff representative.

Good Health (2)

- 1 licensed staff representative.
- 1 support staff representative.

Winooski (1)

- 1 representative, either licensed or support staff.

Essex (1)

- 1 representative, either licensed or support staff.

Champlain Islands (1)

- 1 representative, either licensed or support staff.

Pearl St./ Safe Harbor (Clinic)/ Medical Respite (1)

- 1 representative, either licensed or support staff.

Safe Harbor (Administrative) (1)

- 1 representative, either licensed or support staff.

Dental (1)

- 1 representative, either licensed or support staff.

**Section 3.** The Elections Committee shall conduct all general and special elections and referenda of the organization.

- The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Board. The Elections Committee shall elect its chair.
- Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Board.

**Section 4.** The Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election by email and posted on our bulletin boards.

**Section 5.** The nomination of candidates for office shall be conducted as follows:

- Nominations may be made via email to the Elections Committee or from the floor at the membership meeting in January.
- Members nominated to run for office must affirmatively accept their nomination.
- The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

**Section 6.** The Election Committee shall notify all members of the election date and the candidates for offices.

**Section 7:** The Executive Board for CHU shall conduct nomination and election procedures for officers on a rotating basis in order to maintain institutional knowledge while offering the opportunity for new members to take leadership positions within our union. Officers and At-Large Executive Board Members elected or appointed mid-term shall complete that term. The seats shall be for two (2) year terms and begin on March 1st of each year.

On even years	Licensed Staff Co-President, Licensed Staff Co-Grievance Chair, Secretary, Member Engagement Chair
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On odd years	Support Staff Co-President, Support Staff Co-Grievance Chair, Treasurer
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**Section 8.** The Elections Committee shall conduct an election for officers in the month of February. The vote may be conducted electronically. The majority of the ballots cast shall determine the outcome of the election. If the election is uncontested, the Elections Committee may recommend that the single nominees are granted the position absent a formal election.

**Section 9.** In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.

**Section 10.** Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

**Section 11.** The election results will be published and distributed to the membership within thirty (30) days of the count. All election materials, including the ballots, will be kept in a secure location for one (1) year.

**Section 12.** Successful candidates shall assume office within thirty (30) days of the conclusion of the election.

**Section 13.** With the exception of the President, or in case of a recall, the Executive Board will have the power to fill vacancies, by appointment, in its membership until the next general election of officers.

**Section 14.** A petition signed by forty-five percent (45%) of the membership, and alleging constitutional violations, fiduciary breaches or acts clearly detrimental to the union, shall be sufficient to require the Executive Board to vote on whether to conduct a recall election of the officer identified in the petition. The officer subject to recall and any Executive Board member signing the petition shall not vote on the question of a recall election. If a majority of the Executive Board approves a recall election, the Elections Committee shall supervise the recall election.

## ARTICLE V DUTIES OF OFFICERS

**Section 1.** The Co-Presidents shall:

- A. be the presiding officers at all meetings of the membership and the Executive Board;
- B. be ex-officio members of all standing committees except the Elections Committee;
- C. appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- D. be the principal executive officers of the organization;
- E. receive, report and respond to correspondence of the organization;
- F. supervise all employees of the organization;
- G. be two of the responsible financial officers of the organization and shall be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- H. represents the organization before bodies of the employer, executive and legislative officials;
- I. represents the organization before the public, community organizations, and the news media;

- J. be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- K. be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- L. make an annual report to the organization's membership; and
- M. be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

**Section 2.** The Grievance Co-Chairs

- A. assume the duties of the President in the event of the absence, illness, or death of the Co-Presidents perform other duties as delegated by the President or assigned by the Executive Board; and
- B. co-sign financial instruments in the absence of the Co-Presidents or Treasurer.
- C. work with executive committee members and stewards to enforce the contract.

**Section 3.** The Secretary shall:

- A. maintain the non-financial files and records of the organization;
- B. be the custodian of the seal and charter of the organization;
- C. record and keep accurate minutes of meetings of the membership and the Executive Board;
- D. assist the President in handling the correspondence of the organization;
- E. oversee the work of, and receive and certify the reports of, the Elections Committee;
- F. perform other duties as delegated by the President, or assigned by the Executive Board;
- G. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act; and
- H. where appropriate, a local may merge the offices and duties of the Secretary and Treasurer.

**Section 4.** The Treasurer shall:

- A. receive, record and deposit all dues monies and other income in the name of the organization;
- B. maintain accurate membership records;
- C. issue membership materials and notices of delinquency;
- D. be one of the responsible financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
- E. maintain all financial records of the organization;
- F. arrange for an independent audit of the finances of the organization annually and make same available to the Executive Board and membership;
- G. transmit per-capita payments on a regular basis to the Secretary- Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the organization is affiliated;
- H. oversee the work of and receive reports from the Finance Committee;
- I. perform other duties as delegated by the President or assigned by the Executive Board;
- J. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and

K. where appropriate a local may merge the offices and duties of the Secretary and Treasurer.

**Section 2.** The Member Engagement Chair shall:

- A. lead or coordinate union orientations at new employee orientations;
- B. oversee the work of and receive regular reports from the Organizing and Leadership Development Committees;
- C. perform other duties as delegated by the President or assigned by the Executive Board; and
- D. co-sign financial instruments in the absence of the Co-Presidents or Treasurer.

**ARTICLE VI EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of:

<b>Executive Officers</b>	<b>Seats At Large</b>
Co-President (support staff) Co-President (licensed staff) Co-Grievance Chair (Licensed Staff) Co-Grievance Chair (Support Staff) Secretary Treasurer Member Engagement Chair	Riverside (4) <ul style="list-style-type: none"> <li>● 2 licensed staff representatives.</li> <li>● 2 support staff representatives.</li> </ul> South End (2) <ul style="list-style-type: none"> <li>● 1 licensed staff representative.</li> <li>● 1 support staff representative.</li> </ul> Good Health (2) <ul style="list-style-type: none"> <li>● 1 licensed staff representative.</li> <li>● 1 support staff representative.</li> </ul> Winooski (1) <ul style="list-style-type: none"> <li>● 1 representative, either licensed or support staff.</li> </ul> Essex (1) <ul style="list-style-type: none"> <li>● 1 representative, either licensed or support staff.</li> </ul> Champlain Islands (1) <ul style="list-style-type: none"> <li>● 1 representative, either licensed or support staff.</li> </ul> Pearl St./ Safe Harbor (Clinic)/ Medical Respite (1) <ul style="list-style-type: none"> <li>● 1 representative, either licensed or support staff.</li> </ul> Safe Harbor (Administrative) (1) <ul style="list-style-type: none"> <li>● 1 representative, either licensed or support staff.</li> </ul> Dental (1) <ul style="list-style-type: none"> <li>● 1 representative, either licensed or support staff.</li> </ul>

**Section 2.** The Executive Board shall meet monthly, or at the call of the President, or at the call of two (2) or more of its members, for the purpose of initiating, overseeing or revising the program of the organization and to conduct other business of the organization that is within its authority. A quorum for the Executive Board shall be

one-half of its members.

**Section 3.** The Executive Board shall determine the agenda for all Membership Meetings.

**Section 4.** The Executive Board shall be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.

**Section 5.** The Executive Board shall approve the chairperson and membership of all standing and special committees of the organization, except the Elections Committee, and receive regular reports from such committees.

**Section 6.** The Executive Board shall be responsible for adherence to and enforcement of the Constitution and By-Laws of the organization.

**Section 7.** The Executive Board shall issue regular reports, including an annual report, to the membership.

**Section 8.** Three unexcused absences from an Executive Board meeting within a year, counted from the date of assumption of office, shall be grounds for an Executive Board member's suspension and/or replacement.

**Section 9: Filling Vacancies on the Executive Board**

With the exception of the office of the President, the Executive Board will have the power to fill vacancies in its membership until the next general election of Executive Board members, consistent with this Constitution and Bylaws;"

- A. The Executive Board shall receive the nomination for a vacant Executive Board position.
- B. The member who was nominated will be notified of the nomination and will state if they accept or reject the nomination.
- C. The member will be asked to attend the next regular Executive Board meeting to present their reasons for seeking appointment to the Executive Board position.
- D. The Executive Board will go into Executive Session to consider the nomination before a motion is made during the regular session to approve a nomination.

## **ARTICLE VII COMMITTEES**

**Section 1.** The Executive Board, either on its own initiative, or at the direction of the Membership Meeting, may establish special committees.

**Section 2.** The President, with the approval of the Executive Board, shall appoint all committee chairs and committee members.

**Section 3.** Each committee shall present its annual program of action to the Executive Board and the Membership Meeting.

**Section 4.** The Elections Committee shall conduct and supervise all elections of the organization.

**Section 5.** The Bargaining Team shall seek representation from each bargaining unit within the local membership. The composition of the bargaining team shall be determined by the Executive Board and put to a membership vote ahead of each new negotiation with the employer for a successor agreement. For MOUs that

occur between successor agreements, the Executive Board has the authority to serve as the negotiating team.

- A. Nominations and elections will follow procedures outlined in the Bylaws.
- B. The President of Local will serve as the Negotiating Committee Chairperson
- C. The purpose of the committee will be to negotiate contracts.

## **ARTICLE VIII MEMBERSHIP MEETINGS**

**Section 1.** The legislative power of the organization shall be vested in the Membership Meeting. Unless otherwise stipulated in the Constitution, action items and elections shall require a simple majority of votes cast in the Membership Meeting. The Membership Meeting shall approve the annual budget; shall receive and approve committee reports, including the required annual financial report or audit; and shall develop and vote on resolutions to guide the policy of the organization.

**Section 2.** The Membership Meeting shall meet quarterly at a predetermined time and place, or more or less often as approved by the majority vote of assembled members in the regularly constituted Membership Meeting.

**Section 3.** Quorum for the Membership Meeting shall be ten percent (10%) of total membership of the organization.

**Section 4.** Special meetings may be called by the President (or acting President), by a majority of the Executive Board or by petition to the Executive Board of fifteen percent (15%) of the members in good standing. The notice of the special meeting and the agenda shall be circulated to all members at least seven (7) days in advance of the meeting. Items not included on the agenda for the special meeting will not be addressed. All special meetings shall be adequately advertised and conducted according to the provisions of this Constitution.

## **ARTICLE IX REVENUES**

**Section 1.** The dues of this organization shall be 1% of salary.

**Section 2.** The local union will be responsible for collecting agency fees and shall adopt procedures consistent with local, state and federal law, AFT Vermont Constitution and By-Laws, and AFT Constitution and By-Laws.

## **ARTICLE X AFFILIATIONS**

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers AFL-CIO. Whenever possible, Community Health United will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution, or any member of the Executive Board may be considered a delegate.
- b. AFT Vermont. Whenever possible, the union will send delegates to the state federation's convention. Delegates will be elected by procedures consistent with Article IV of this Constitution, or any member of the Executive Board may be considered a delegate.

## **ARTICLE XII AMENDMENT**

**Section 1.** Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this Constitution to the Secretary, who shall notify the membership of the proposed amendment no later than thirty



(30) days prior to the next Membership Meeting. Alternatively, a majority of the Executive Board may vote to present a proposed amendment to the members at the next Membership Meeting. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all members a reasonable time prior to the Membership Meeting at which the amendment will be introduced and discussed.

**Section 2.** A quorum for any meeting at which constitutional amendments are to be considered and adopted shall consist of forty (40) percent of the membership of the organization.

**Section 3.** The membership shall vote on all amendments to the Constitution.

- a. Following the membership meeting at which the proposed amendment was introduced, the Election Committee will hold a (secret ballot) vote on the amendment at the next Membership Meeting.
- b. In the alternative, following the membership meeting at which the proposed amendment was introduced, a special membership meeting for the purpose of voting on the proposed amendment may be called by the Executive Board. The special meeting shall be conducted in accordance with the terms of Article VIII, Section 4.
- c. The Elections Committee will tally the results. Two-thirds (2/3) of the membership present at the meeting shall be required for passage of the amendment.

## ARTICLE XIII AVAILABILITY OF CONSTITUTION

- Section 1. Three copies of this Constitution and all subsequent amendments shall be submitted to the office of the Secretary-Treasurer of the American Federation of Teachers.
- Section 2. One copy shall be sent to the similar officer of each organization with which this organization is affiliated.
- Section 3. The Secretary shall make available upon request a copy to any member of the organization.

This constitution was adopted by the membership on February, 2023

Signed:

*(local name) (president)*

Attest:

*(secretary)*