

**Classified Staff Union at UMass/Boston
CSU/MTA/NEA
By-Laws
Amended November
2016**

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 any rights or privileges of membership based on sexual orientation, gender, 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 with regards to the activities of the CSU, its officers, or committees.

Article IV – Dues

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

Section B – The dues rates of the Massachusetts Teachers Association and the National Education Association are determined by the membership of those organizations through established procedures. The local dues rate is set by a majority vote of the CSU membership at the local’s Annual Membership Meeting.

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 a proposed dues rate prior to the Annual Meeting 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:
 1. resignation
 2. 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
 3. loss of status as a member in good standing, or
 4. 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 special 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 the appointment of CSU representatives 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 office 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 except the Judiciary and Elections Committees.
11. In the absence of the Treasurer, sign all disbursements and withdrawals; countersign, with either the Treasurer or Assistant Treasurer, any disbursements or withdrawals greater than \$200.00.

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, except the Judiciary and Election 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.
8. In coordination with the Treasurer,
 - a. Keep accurate records of the membership of the Union
 - b. 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.
 - c. Regularly report changes in membership to the Executive Board and the MTA.

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 employees(s) maintain general office files and assist the President with CSU correspondence when requested.

3. Submit information, when required, to the Massachusetts Teachers Association in coordination with the Vice President.
4. Coordinate with Communication officer on CSU Social Media.

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, withdrawals, and electronic transactions.
5. Designate, with the approval of the Executive Board, an Assistant Treasurer from among the members of the Executive Board.
6. Sign all disbursements and withdrawals; countersign, with either the President or Assistant Treasurer (if designated), any disbursements or withdrawals greater than \$200.00.
7. Take the appropriate action to ensure that the delegate entitlements to the MTA Annual meeting and 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. Constantly maintain funds on deposit equal to 80% of one year's expenses.
11. In coordination with the Vice President,
 - a. Keep accurate records of the membership of the Union.
 - b. 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.
 - c. Regularly report changes in membership to the Executive Board and the MTA.
- 13.

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 and social media.
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 two Members at Large shall,:

1. Coordinate special projects, as determined by the Executive Board.
2. Coordinate committees, as delegated by the President.
3. Act as liaisons for the Executive Board, as needed.

Section I – Terms of Office

1. The President, Vice-President, Treasurer, Secretary, Communications Officer, and Members at Large shall serve two year terms and may be reelected

- without restriction on the number of consecutive years that may be served.
2. Regular elections of the Executive Board shall be held in November of odd-numbered years.
 3. Terms of regularly elected officers and Members at Large shall begin January 1st.
 4. 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 are self-selecting. Any CSU 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 grievance training.

Section B – Stewards’ Duties

1. All stewards shall:
 - A. Represent members in/for grievances.
 - B. Be knowledgeable about the CSU collective bargaining agreement and by-laws in order to be able to adequately represent and educate bargaining unit members regarding their rights and duties.
 - C. Attend regular meetings of the Stewards’ Council
 - D. Attend all CSU membership meetings.
2. By majority vote of the Steward’s Council, a steward may be dismissed for the following reasons:
 - A. Incapacitation, which shall be defined as the inability of the Steward to perform his/her duties on a consistent basis for the duration of his/her term
 - B. Loss of status as a member in good standing, or
 - C. Three unexcused absences from the Stewards Council [and or general membership meetings?] in the course of twelve consecutive months.

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. Changes to the Stewards' Council Governing Document shall be submitted to the Executive Board for approval.
4. [Select three/four representatives to the Negotiating Committee?]

Section D –Stewards' Council Chairperson, Chief Steward, and Secretary

1. The Stewards' Council shall elect a Chairperson, a Chief Steward, and a Secretary from among its members biennially. Elections shall be held in even numbered years.
2. The Stewards' Council Chairperson shall
 - a. Call meetings of the Stewards' Council and distribute an agenda and minutes from the previous meeting in advance of the meeting
 - b. Preside over meetings of the Stewards' Council
 - c. Perform other duties as agreed to by the Stewards' Council
 - d. [Serve on the Negotiating Committee?]
3. The Stewards' Council Secretary shall be responsible for taking Steward Council meeting minutes and taking attendance at such meetings.
4. The Chief Steward shall
 - a. Oversee steward training
 - b. Oversee grievance tracking
 - c. [Serve on the Negotiating Committee and Bargaining Team]

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 unless otherwise designated by the By-Laws.

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 meeting without the approval of the Executive Board.

Section D – Each committee shall choose a secretary, whose position may rotate among members, to record attendance and the activities of the committee. The chairperson shall be responsible for filing a committee report after each committee meetings. 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 and
Bargaining Team
Labor/Management Committee
Union/Management Safety Committee
Sick Leave Bank Committee
Professional Development Committee
Job Classification Committee
Elections Committee
Judiciary Committee

2. The **Negotiating Committee** shall be composed of representative from the Executive Board and Stewards' Council as well as from the membership at large. The Negotiating Committee shall solicit feedback from the entire membership regarding issues and concerns related to the CSU Contract, and discuss proposed changes to be presented to the employer during contract bargaining. It shall elect several of its members to serve on the **Bargaining Team**. The Negotiating Committee shall continue to support the efforts of the Bargaining Team to secure an acceptable contract. The Bargaining Team shall select a chair and secretary and 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. 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. The **Labor/Management Committee** shall be comprised of six (6) members: Three (3) representing the campus administration and three (3) representing the CSU. Such representative 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 Committee meetings. The agenda shall be distributed (1) week in advance of any scheduled committee meetings. It is understood that said Committee shall not 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, Wheatley/McCormack, ISC, Parking, and University Hall 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, at the development of safety programs and procedures and shall focus attention on all injuries which have resulted and would serve to alter or revise any such programs or procedures. There shall be at least four (4) meeting of the Committee each year. Additional meetings shall be arranged at the request of either party. All 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 (3) CSU members and three (3) members from Administration. The Sick Leave Bank committee will administer the Sick Leave Bank by reviewing applications and voting on whether to approve them in accordance with the procedures outlined in the contract as well as policies developed by the committee in accordance with the contract. 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 (4) employees each from Administration and CSU. The Professional Development Committee shall regularly assess the needs of the CSU membership and survey the types of training desired. The Committee will make the arrangement for appropriate training sessions and options for the CSU membership.
7. The **Job Classification Committee** consists of four (4) CSU members who shall regularly consult with the membership and work with members of Administration to review the current classification system for Classified Staff jobs on campus. The Committee shall assess job categories, not individual reallocations. The Committee will make recommendation on job classifications for the UMass Boston campus.
8. The **Elections Committee** shall be comprised of five (5) members appointed by the Executive Board to serve a tow year term. Members may be reappointed. The Election Committee shall function separately and independently of any CSU board, council , or committee. No member of or candidate for the Executive Board or Steward may serve on the Elections Committee. The Elections Committee shall ensure that all nomination and election 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, and ensure that the nomination period is open for not fewer than ten (10) working days.
- b. Open nominations at a general membership meeting whenever appropriate.
- c.
- c. Establish and maintain nomination and election procedures.
- d. Be responsible for verifying said nominees are members in good standing.
- e. Ensure that no member is a nominee for more than one office in any local election.
- f. Publish the names of and information about each candidate for elective office prior to the balloting period.
- g. Conduct secret balloting on all matters provided for in these by-laws.
- h. Ensure that absentee ballots are available for all election and ratification votes.
- i. Conduct ratification voting in accordance with the provision of Chapter 150E of the Massachusetts General Laws.
- j. Conduct all elections in November where not otherwise specified.
- k. Count ballots within twenty-four (24) hours after the balloting deadline.
- l. 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 not later than forty-eight (48) hours following the counting of the ballots and certification of the election.
- m. Conduct elections for delegates to the MTA Annual Meeting and NEA Representative Assembly in accordance with their requirements.
- n. Not certify as elected any candidate who receives fewer than two (2) votes in any internal election.
- o. 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 any and all amended By-Laws on an annual basis.

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 an substantial impact on the members of 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. [Upon agreement of the majority, certain items not pertaining to finances may be discussed by email?]

Section B – General Membership Meetings

1. When possible, there shall be membership meetings on a monthly basis. Agenda 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 terms.
4. The Annual Meeting of the Membership shall be held in May and shall include an annual budget report and a report of the committees.

Section C – Rules

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

Article X – Amendments to the By-Laws

The bylaws 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 amendment have been sent or distributed to all members at least two (2) calendar weeks prior to the membership meeting.

Article XI – Rights

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

Article XII -- Judiciary

Section A. The Judiciary shall be comprised of five (5) members. The term of office shall be for three years. Members may be reappointed. The appointments shall be made by the President and approved by majority vote of the full Executive Board no sooner than thirty (30) days after the Annual Meeting. The Judiciary shall elect one of its members to serve as chair.

Section B. The Judiciary shall function separately and independently of any Union board, council or committee. No member of the Executive Board, Stewards Council or Election Board may serve on the Judiciary.

Each Judiciary hearing shall be conducted by a three-person panel selected from the Judiciary membership on a rotating basis.

The CSU President and Vice President shall not be ex officio members of the Judiciary.

Section C.

1. Any member may allege violations of the Bylaws or Union policies, including but not limited to the CSU By-Laws, the Stewards Council Governing Document, the Communications Policy, the Reimbursement Policies and Procedures and the Budget Policy by any member. Such allegation shall be made in writing to the Judiciary within six (6) months of the time that the complainant knew of, or should have known of, the alleged violation.
2. The Judiciary shall determine and pronounce after inquiry and deliberation whether any policy or act of any Union board, council, committee or member is in accord with the Bylaws and/or union policies of this Union. All decisions made by the Judiciary shall be committed to writing.
3. A fair and impartial hearing shall be convened within fifteen (15) working days of the serving of the charge unless both parties mutually agree to extend the deadline, in writing. The Judiciary shall reach a written verdict within thirty (30) working days of the conclusion of the hearing.
4. A member may be subject to a penalty if he/she commits an act found to be in conflict with these Bylaws or Union policies. The Judiciary, upon

reaching such a verdict and in keeping with the spirit of progressive discipline, shall declare in writing its findings and the appropriate penalty, and deliver said findings to the Executive Board, and via certified letter, to the complainant, and the respondent, within ten (10) working days of reaching its verdict. Said penalty may include, but is not limited to,

- ◇ a written reprimand;
- ◇ loss of membership in good standing for no more than two (2) years, and shall not have the benefit of the Rights listed in Article III (B) Classified Staff Union CSU/MTA/NEA current By-Laws; and/or
- ◇ be required to pay restitution of any monies misappropriated, but in no case shall a member be subject to a pecuniary fine.

5. A negative finding and/or penalty may be appealed within ten (10) working days of the receipt by the respondent of the certified judiciary verdict (see Article XI, section E,1.). Such an appeal shall take the form of a hearing before the Executive Board and the two (2) non-participating members of the Judiciary (hereinafter the Appeal Panel). Upon receipt by the Appeal Panel of a written appeal from the respondent, the Appeal Panel shall, within ten (10) working days, conduct said hearing. The complainant and respondent shall both have the opportunity to present their case in writing, which will be provided to the Appeal Panel, along with the written Judiciary decision. An appellant must be given the opportunity to present his/her case to the Appeal Panel. If a member exercises the right of appeal, a stay of penalty shall take effect automatically and continue until the appeal process has been completed. If the finding and/or penalty are upheld by the Appeal Panel, said finding/penalty shall take effect immediately.
6. Any act or penalty of any Union board, council or committee declared in violation of Bylaws and/or union policies shall be rendered null and void.
7. Upon written request, the Judiciary shall issue an advisory opinion regarding any matter submitted to it by any member, committee, council or board of this Union.
8. Decisions shall be by majority vote. A minority opinion may also be submitted with the majority decision.
9. A Board member shall be disqualified from a case when there exists a conflict of interest.
10. A member found to be not in good standing shall have the right to petition the Executive Board after one (1) year for reinstatement as a member in good standing. The burden of proof is on the member to establish that

they should be reinstated in good standing.

11. A CSU member found to be not in good standing may not attend Membership Meetings, vote in any union election (with the exception of ratification votes or other votes authorized by law), nor shall she/he hold any CSU Office or represent CSU at either governance meetings or conferences or any other venue.