

UVMMC SUPPORT STAFF UNITED CONSTITUTION

Preamble and Statement of Purpose

We are UVMMC Support Staff United:

We aspire to create an accessible and inclusive space in our union meetings that encourages equal participation by all members. We acknowledge that level of education or language skills do not equal someone's level of intelligence.

We all come with different experiences that may be affected by racism, sexism, classism, homophobia, ageism, ableism and many other systems of oppression. We will not debate the existence of these systems of oppression in our space. We request that all of you share your personal pronouns to make our organizing spaces more inclusive.

As union members, we are committed to assuming people's best intentions; knowing that asking questions intended to further understanding of each other is not a disagreement. We are committed to understanding that the impact of our words can be as important as their intention; that sometimes our intentions may be harmless but how someone experiences them can be harmful. We are committed to holding ourselves and our employer accountable in the face of discrimination, and commit ourselves to vigorously defending each other in the event of such violations.

We are leading by example, building the type of inclusive space that we want to exist throughout UVMMC

Article I. Name

This organization shall be known as UVMMC Support Staff United, Local 5223, AFT-VT, 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 employment standards and patient care at UVMHC and fight for improved quality of and access to healthcare for all in the region.

Section 4. To encourage mutual understanding and cooperation among the membership through transparent and democratic processes.

Section 5. To promote the effectiveness and quality of the institutions in which our members work.

Section 6. To promote democracy, equality, universal healthcare, and trade unionism in the society at large.

Article III. Membership

Section 1. All employees of the UVM Medical Center in the support staff (service and maintenance) unit 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, disability, social, political, or 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 currently 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.

Section 5. Associate members:

- a. shall be subject to the approval of the Executive Board;
- b. shall not be entitled to vote, hold office, or serve on committees;
- c. shall be persons not eligible for full membership in any other AFT local affiliate.

Section 6. The Executive Board shall establish guidelines for retiree membership, retiree dues, and participation in the local in the form of a retiree chapter, in accordance with AFT guidelines.

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 shall be elected 1 year before the expiration of the contract. The membership will elect the following officers:

- a. President (1)
- b. Secretary (1)
- c. Treasurer (1)
- d. Vice President of Communications/Outreach (1)
- e. Vice President of Diversity, Equity, and Inclusion (1)
- f. Vice President of Education/Advocacy (1)
- g. Vice President of Organizing (1)
- h. Grievance Chairs (2)
- i. Chief Stewards (Number based on structure provided in Appendix A)

Section 3. Eligibility for Office

- a. To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

- b. To be eligible for office as a Chief Steward, a person must meet all other qualifications for office under this Article and must be employed in the constituency area for which they are seeking office as Chief Steward.
- c. One member cannot hold more than one elected officer position concurrently.

Section 4. The Elections Committee shall conduct all general and special elections and referenda of the organization.

- a. The Elections Committee shall consist of members in good standing.
- b. Any member of the Elections Committee seeking office must vacate their position on the Committee during the election in which they are running.

Section 5. Nominations

- a. The Elections Committee shall notify all members of the opening of nominations for officers with reasonable notice prior to the date of the election.
- b. To be nominated for all offices other than Chief Steward, a candidate must submit to the Elections Committee a petition containing the signatures of at least one percent (1%) of the membership or 25 signatures, whichever is fewer, including at least one (1) signature from three (3) different members in job titles other than that of the candidate. Signatures must be submitted at least one week prior to the election date
- c. To be nominated for the office of Chief Steward, a candidate must submit to the Elections Committee a petition containing the signatures of at least 10% of the area which they are representing. If there are multiple cost centers within that area, the candidate's petition must include at least one signature from a member outside of the candidate's own cost center. Said petitions must be submitted no later than ten (10) business days following the notice of the opening of nominations.
- d. Petitions may be submitted electronically or in hard copies.
- e. The Elections Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 6. The Elections Committee shall make every effort to give reasonable notice to all members of the election date and the candidates for office.

Section 7. Candidates for the office of Chief Steward shall be elected by the membership from the constituency area in which they serve, as defined by Appendix A. No member may cast a vote for a Chief Steward from another constituency area. Members holding multiple positions in the bargaining unit may vote in elections for the Chief Steward of each area in which they are currently employed.

Section 8. Translated ballots shall be made available by the Elections Committee upon request. The Elections Committee shall make reasonable efforts to translate ballots and election materials in advance into languages that are widely used within the membership.

Section 9. The ballots shall be tabulated by the Elections Committee, and a majority of the ballots cast shall determine the outcome of the election. 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 communicated to the membership within thirty calendar (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. In case of a vacancy, the Elections Committee shall put out a special call for nominees.

- a. Potential candidates shall have two (2) weeks to submit petitions according to the requirements outlined in this Article.
- b. The Elections Committee shall review the petition(s) and if deemed eligible, hold a special election for the candidates.
- c. If there is only one nominee deemed eligible, there shall be no uncontested election and that candidate shall assume the office within thirty (30) days.
- d. If there are no nominees during the initial call by the Elections Committee, the Executive Board may appoint a member in good standing to fill the vacancy.
- e. If the vacancy occurs in the period beginning 12 months before the expiration of the existing contract through the ratification of the new contract, the Executive Board may, at its discretion, make an interim appointment rather than calling for nominees and holding elections. The interim appointment shall hold office until 60 calendar days after ratification of the new contract.

Section 14. A petition signed by forty percent (40%) 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.

- a. A petition signed by a simple majority of Executive Board members alleging the violations outlined above shall also be sufficient to require the Elections Committee to

oversee a recall election of an officer, with or without an initial petition from forty percent (40%) of the membership.

Article V. Duties of Officers

Section 1. The President shall:

- a. be the presiding officer at all meetings of the membership and the Executive Board
- b. shall be an ex-officio member of all standing committees except the Elections Committee;
- c. shall appoint, with the approval of the Executive Board, the chairs of all standing and special committees except the Elections Committee;
- d. shall be the principal executive officer of the organization;
- e. shall receive report and respond to correspondence of the organization;
- f. shall supervise all employees of the organization;
- g. shall be one 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. shall represent the organization before bodies of the employer, executive and legislative officials;
- i. shall represent the organization before the public, community organizations, and the news media;
- j. shall be, by office, a delegate to the Central Labor Council, and the state AFL-CIO body;
- k. shall be, by office, a delegate to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies;
- l. shall make an annual report to the organization's membership; and
- m. shall be able to delegate the responsibilities of the office except where otherwise specified by the Constitution.

Section 2. 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. shall 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, the local may merge the offices and duties of the Secretary and Treasurer.

Section 3. 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 cards 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, Representative Assembly 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. perform other duties as delegated by the President or assigned by the Executive Board;
- i. perform duties of the office as required by the Labor-Management Reporting and Disclosure Act, and the guidelines developed by the AFT; and
- j. where appropriate the local may merge the offices and duties of the Secretary and Treasurer.

Section 4. Each Vice President serve the general interest of the organization and their own stated area of responsibility as follows:

- a. The Vice President for Communications/Outreach shall:
 - i. Communicate with membership, outside organizations, public officials, press, or other parties on behalf of the Executive Board
 - ii. Organize events that engage the general public around the values of the membership
 - iii. Perform other duties as delegated by the President or assigned by the Executive Board.
- b. The Vice President for Diversity, Equity, and Inclusion (DEI) shall:
 - i. Promote the union's values of diversity, equity, and inclusion and work to hold all officers, members, and the employer accountable to the values stated in the "Preamble and Statement of Purpose"
 - ii. Develop, define, and refine trainings or other programming that facilitates the advancement of DEI within the organization and the employing institution
 - iii. Perform other duties as delegated by the President or assigned by the Executive Board.
- c. The Vice President for Organizing shall:
 - i. Work to organize collective actions as needed in the defense of union members or the strengthening of the union.

- ii. Work with the Chief Stewards to ensure every area has sufficient stewards, and to assist with the training of those stewards as needed.
- iii. Perform other duties as delegated by the President or assigned by the Executive Board.
- d. The Vice President for Education/Advocacy shall:
 - i. Create opportunities for members to learn more about what it means to be in a union, best practices for organizing/advocacy, and to foster a sense of community among members.
 - ii. Develop and enact new employee orientation programming
 - iii. Perform other duties as delegated by the President or assigned by the Executive Board.

Section 5. The Grievance Chairs shall

- a. Oversee the processing of Step III grievances and serve as a resource to the Divisional Chief Stewards, Lead and Unit Stewards for Step II and Step III grievances,
- b. Ensure all group grievances are coordinated,
- c. Serve on the Labor Management Committee,
- d. Recommend to the Executive Board the grievances that should be considered for arbitration with the final decision made by a majority vote of the Executive Board,
- e. Ensure proper training and mentorship for Stewards and Chief Stewards,
- f. Present a report to the Executive Board at each regular/special meeting, and
- g. Present a report to the Local membership at each regular and special meeting.

Section 6. The Chief Stewards shall serve their own constituency area as defined in Appendix A. and shall:

- a. Maintain regular contact with stewards within their areas on all shifts;
- b. Oversee and maintain the steward structure for their area
- c. Work with Vice President of Organizing to ensure that each unit and/or division has regular meetings and facilitates such meetings
- d. Facilitate the interpretation and enforcement of the contract which shall include, as necessary, the filing of grievances;
- e. Report to the Grievance Chair;
- f. Work with the Vice Presidents of the Local to maintain the membership list (updated membership and contact information) of each unit in their areas.
- g. Monitor and approve the use of union bank of hours to reimburse stewards who apply for time spent serving the membership

Section 7. All Officers shall serve as members of the Executive Board.

Section 8. In the event of the President's absence, the presiding officer for Executive Board and membership meetings shall follow this order of succession: Secretary; Treasurer; VP of Communications/Outreach; VP of Diversity/Equity/Inclusion; VP of Education/Advocacy; VP of Organizing.

Article VI. Executive Board

Section 1. The Executive Board shall be defined as all elected officers of this organization: President, Secretary, Treasurer, Vice Presidents, Grievance Chairs, and Chief Stewards.

Section 2. The Executive Board shall meet monthly or no less than twelve (12) times per year, 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. Board members are expected to be at every meeting when possible, or at a minimum of ten (10) meetings per year of their term.

Section 3. A quorum for the Executive Board shall be one-half of its standing members (if there are vacant positions, those seats shall not be counted towards quorum calculation).

Section 4. The Executive Board shall prepare and present for approval to the membership an annual budget in the month prior to the beginning of the fiscal year, which shall be established by the Executive Board.

Section 5. If the organization employs any professional, technical, clerical, or support staff, the Executive Board shall supervise those positions.

Section 6. The Executive Board shall establish the salary, benefits and expense guidelines of any general officer who is employed by the organization, as set forth in the annual budget and approved by the membership.

Section 7. 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 8. 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 9. The Executive Board may alter the Chief Steward structure defined in Appendix A by a majority vote as membership numbers and bargaining unit structure changes.

Section 10. Pursuant to Article IV, Section 13, the Executive Board shall have the authority to appoint a member to take the seat of an Executive Board member who was suspended or replaced, subject to the procedures and limitations set forth in that Article.

Article VII. Committees

Section 1. The Executive Board shall have the power to create committees as they see fit, based on the needs of the membership.

Article VIII. Membership Meetings

Section 1. The Executive Board shall determine the time and place and give notice of any general membership meeting.

Section 2. Special meetings of the membership may be called by a petition signed by twenty-five percent (25%) of the membership.

Article IX. Revenues

Section 1. The dues of this organization shall be set by membership vote.

Article X. Affiliations

This organization shall maintain affiliation with the following organizations:

- a. The American Federation of Teachers, AFL-CIO. Whenever possible, UVMMC Support Staff United will send delegates to the AFT's convention. The delegates will be elected by procedures consistent with Article IV of this Constitution.
- b. The American Federation of Teachers - Vermont, AFL-CIO. 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.
- c. The state American Federation of Labor-Congress of Industrial Organizations.

Article XI. Rules of Order

Section 1. Robert's Rules of Order Newly Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by this Constitution.

Section 2. The Executive Board shall provide training to new officers on Robert's Rules of Order Newly Revised.

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 Executive Board of the proposed amendment within seven (7) days.

- a. The Executive Board shall convene within thirty (30) days to discuss the proposed amendment. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all officers a reasonable time prior to the meeting at which the amendment will be introduced and discussed.

- b. The Executive Board shall move the amendment to a membership vote with the approval of two-thirds ($\frac{2}{3}$) of the Executive Board.
- c. The amendment shall be brought into effect by a simple majority of the votes cast by the membership.
- d. Alternatively, should sixty percent (60%) of the membership present, by petition, a proposed amendment to this Constitution to the Secretary, they shall bypass the need for an Executive Board vote (bypassing Section a. and Section b. above) and bring the proposed amendment directly to a membership vote, as outlined in Section c. above.
- e. Membership votes shall be run by the Elections Committee.

Section 2. Alternatively, a two-thirds ($\frac{2}{3}$) majority of the Executive Board may propose an amendment to this Constitution to the Secretary, who shall notify the entire Executive Board of the proposed amendment within seven (7) days.

- a. The Executive Board shall convene within thirty (30) days to discuss the proposed amendment. A copy of the proposed amendment, along with an explanation of said amendment, shall be distributed to all officers a reasonable time prior to the meeting at which the amendment will be introduced and discussed.
- b. The Executive Board shall move the amendment to a membership vote with the approval of $\frac{2}{3}$ of the Executive Board.
- c. The amendment shall be brought into effect by a simple majority of membership voting in favor.

Article XIII. Availability of the Constitution

Section 1. This Constitution shall be available to all on the organization's public website, supportstaffunited.org.

Section 2. The Secretary shall make available upon request a paper copy to any member of the organization.

This constitution was adopted by the membership on [DATE].

UVMCC Support Staff United

Signed: [president]

Attest: [secretary]

Appendix A. Chief Steward Structure

Category/Group	Department or Unit	Number of Chief Stewards
UHC	Administration Neurology, VT Regional Sleep Center, Neurology Multiple Sclerosis, Development Philanthropy (UHC), Employee Health, GIM Burlington (UHC), Chemical Dependency (UHC), Pediatrics-Primary, Transplant, U-Child Psych, U-FM Administration, U-Nephrology, UVMHN Wellness, Primary Care Weekend (UHC), U-Surgery Admin, Seneca, Renal Administration, U-OB Administration, Psychiatry-Adult Outpatient, UVMHC Admin, Medical Group Resource Pool Total employees: 84	1
Fanny Allen/MOB	Inpatient Rehab, Inpatient Rehab Therapies, Fanny Allen Nutrition, FP Walk-in Care, Pelvic Med, Diagnostic OP Radiology, Neurology Memory Center, Urology MOB, Audiology, Ctr-Dis-Comm, ROC, Psychological Serv Total employees: 77	1
IDX/Remote/Call Center	PASC UVMHN, Call Center, PFS Customer Services, Language Access Services, Mental Health Admin, OCV Member Services, Reg-Financial Clearance Center, Dept Cost Pool, Rehab Admissions Total employees: 150	2
Environmental Services	Environmental Services	2

	Total employees: 182	
Inpatient Surg/Trauma	Miller 6, McClure 5, Baird 6, Resource Staff - LNA Total employees: 101	1
Inpatient Medicine	McClure 6, Baird 3, Baird 4, Miller 5 Total employees: 85	1
Inpatient Mother/Baby/Child	Baird 5, Birthing Center, Mother-Baby, NICU, Pediatric Critical Care Total employees: 58	1
Inpatient Cardiology/Critical Care	MICU, SICU, Miller 3, Miller 4 Total employees: 86	1
Cancer/Radiology	Radiation Therapy, Acute Therapy, Breast Imaging, Cancer Center Admin, Hem Onc Infusion, U-Hematology/Oncology, Infusion Center, Interventional Radiology, Vascular/Interven Radiology, Surgical Oncology, MG Radiation Oncology Total employees: 77	1
Distribution/Materials	Distribution Center, Inventory Control, Laundry & Linen, Safety and Industrial Hygiene, Mail Room Total employees: 63	1
Patient Support/Guest Experience/Staffing/Others	Staffing Office, Security (admin), Guest Experience, Patient Oriented Research, Patient Support Services, Volunteers Total employees: 97	1

Labs	<p>Anatomic Pathology, Lab Outreach Reg Qual Ed, Pathology/Lab, Lab Customer Support, Lab Phlebotomy, Lab Chemistry, Lab Cytology, Lab Gen Support, Lab Hematology, Lab Histology, Lab Microbiology</p> <p>Total employees: 91</p>	1
Outpatient (Main Campus ACC)	<p>Clinical Neurophysio, Endoscopy, U-Gastroenterology, U-Dermatology, Ophthalmology ACC, U-Otolaryngology, Office of Clinical Trials, Vascular Surgery, Neurology Stroke Center, U-Neurology, U-Neurosurgery, U-Infectious Diseases, U-Pulmonary, ACF Cost Pool, U-Rheumatology, U-Urology, U-Oncology, Women's Module Admin, Midwifery Program, OBGYN, MFMS/VPC, Surgery - General/ACC, Univ VCH, UVM CH Endocrinology, U-Pediatric Surgery, Neurology Pediatrics, Cardiac & Thoracic, Reproductive Endo and Infertility</p> <p>Total employees: 204</p>	2
Outpatient Clinics (South Burlington)	<p>Dental Clinic, South Burlington FM, GIM South Burlington, Renal Services, PHSO Care Management, UVM Nurse Practitioner Program, Pain Management, U-Cardiology, Comprehensive Pain, U-Endocrinology</p> <p>Total employees: 75</p>	1
Outpatient Clinics (Other Locations)	<p>FM Colchester, FM Milton, CVMC ENT (Berlin), Berlin</p>	1

	<p>FM, Geriatrics (Williston), GIM Essex, GIM Williston, Hinesburg Family Practice, PCIM Home Mgmt, Eye Center/Berlin/Stowe, Urology Middlebury, U-Plastic</p> <p>Total employees: 76</p>	
Shep/ED/Registration	<p>Registration, Psychiatry Inpatient/Consult, Emergency Room, Shep 3/6</p> <p>Total employees: 94</p>	1
Nutrition Services (Main Campus)	<p>Dining Services, Main Kitchen, Main Street Cafe, Nutrition Services</p> <p>Total employees: 141</p>	2
Cardiology/Radiology	<p>Respiratory Care, Card Non Invasive, Cardiology, EP Services, McClure 1 CVU, Digital Imaging Services, Nuclear Medicine, Neuro Interventional Radiology, Magnetic Resonances, Radiology Communications, Radiology Physicians Admin, Comp Axial Tomograph, Diag Ultrasound, Diagnostic Radiology</p> <p>Total employees: 88</p>	1
Ortho	<p>Ortho Specialty Center, Ortho Trauma Surgery, Orthopaedics, Ortho San Remo, OT Driver Rehab, Food & Ankle/Ortho San Remo, Upper Extremity, Total Joint, Spine, Sports, Physiatry, Rehab Therapies - OSC, Rehab Therapies</p> <p>Total employees: 90</p>	1
PeriOp	<p>PreOp, PACU, MCHV OR, Anesthesiology, Comfort</p>	1

	Zone, PreOperative Admissions, PeriOp Services Total employees: 72	
CPSA	Resource CPSA Total employees: 110	1