

# **Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT**

## **CONSTITUTION**

### **ARTICLE I: NAME**

The name of this organization shall be Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT, hereinafter referred to as HVTU.

### **ARTICLE II: PURPOSE**

#### Section 1

To improve the professional, economic, social, and civic status of its membership.

#### Section 2

To support and strengthen local, state, and national education associations through participation and promulgation of the program needs.

#### Section 3

To promote the standards of preparation, participation, and ethical conduct which characterize a profession.

#### Section 4

To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

#### Section 5

To work for the improvement of school conditions and to seek solutions to community problems relative to the schools.

### **ARTICLE III: MEMBERSHIP**

#### Section 1

Membership in the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT shall be provided for all Local Associations and for all Local Education Support Personnel Units, hereinafter referred to as "ESP Units."

#### Section 2

Other Local Associations that are merged, consolidated, transferred, or newly chartered may become members of Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT upon approval of the

HVTU Governance Board subject to the conditions of the Education Minnesota Articles of Incorporation.

### Section 3

Retirees are encouraged to stay active. Former members of affiliated locals who have retired may maintain membership within a separate unit called Retired HVTU. Members will have one (1) voting representative to the Governance Board meetings. Such members may be coordinators.

If they are not a dues paying member, they are still welcome if they pay for any costs incurred by the unit, like costs of meals. They are recognized as a valuable resource on many levels, including lobbying.

### Section 4

Affiliation shall be as follows: The Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT shall be unified and affiliated with Education Minnesota, the National Education Association, and the American Federation of Teachers in accordance with their regulations covering unification and affiliation.

## **ARTICLE IV: OFFICERS**

The Officers of Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT shall be President/Co-President, Vice-President, Treasurer, and Secretary. In the event of Co-Presidents, there would be no Vice-President elected. All duties of the President and VP would be shared equally. The stipends of the President and VP would be split equally between the co-presidents. All Officers will be active members of an affiliated Local.

## **ARTICLE V: GOVERNANCE BOARD**

### Section 1

The legislative and policy forming body of the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT shall be the Governance Board.

### Section 2

- A. The voting membership of the Governance Board will consist of the Officers of HVTU, the President (or designee) of each affiliated Local, and the President (or designee) of each affiliated ESP Unit, and elected delegates from each affiliated local as set forth in Art. VI, Sec. 1.
- B. The voting membership of the Governance Board will also consist of the HVTU-Coordinators, who are appointed by the President and approved by the Governance Board.
- C. The Governance Board has no authority for establishing procedures for election of the Education Minnesota Representative Convention delegate(s). Such procedures are established by the Local Associations and ESP Units.

### Section 3

Whenever a majority of the Governance Board shall agree that an Officer has been grossly negligent of the duties of the office as defined in the Bylaws or is incapacitated, the Governance Board shall declare the office vacant by a majority vote. If the Governance Board so agrees by a two-thirds majority, it shall appoint a replacement to fill the unexpired term.

### Section 4

Whenever a majority of the Governance Board shall agree that a member of the Governance Board has been grossly negligent of the duties of that office, it shall recommend that the Local Association(s) or ESP Units declare the office vacant and the Local Association(s) or ESP Units take action, as they deem appropriate.

### Section 5

The Governance Board, within budgetary limitations, shall have the power to manage and carry on the programs of HVTU in accordance with the Education Minnesota Articles of Incorporation and to employ staff in accordance with the Education Minnesota Professional Staff Association Master Agreement.

### Section 6

Any teacher-member of a Local Association or ESP Unit within the HVTU who is not an official delegate to the Governance Board may attend a Governance Board Meeting, sit apart from the body, but may receive permission to speak. In the event that an affiliated Local or ESP Unit does not have full representation of official delegates, any teacher-member from that Local or ESP Unit member present may be seated as a delegate upon majority vote of the body.

## **ARTICLE VI: AMENDMENTS**

The Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Governance Board may amend this Constitution with a two-thirds (2/3) majority of those voting in an election called for this purpose, at any Governance Board meeting, providing that the amendment(s) had been introduced at a previous regular meeting of the Governance Board, or distributed to each Governance Board member at least two (2) calendar weeks before the election, or in accordance with Robert's Rules of Order, Revised.

# **HIAWATHA VALLEY TEACHERS UNITED/EDUCATION MINNESOTA-NEA/AFT**

## **BYLAWS**

### **ARTICLE I: MEETINGS**

#### Section 1 – Governance Board

- A. The Governance Board shall meet at least once each year. The President, with the Vice President, shall prepare an agenda for each meeting and shall cause to have it circulated to all members of the Governance Board so they will have time to discuss items of business with their Local Association or ESP Unit in advance of the Governance Board meeting.
- B. Special meetings of the Governance Board shall be held at the call of the President or upon written request to the HVTU President from five Local Associations and/or ESP Units. Business to come before the special meeting should be stated in the written request.

#### Section 2 – Governance Board

The Governance Board shall adopt an annual schedule of monthly meeting dates, excluding the date(s) of the HVTU Drive In(s), at its spring planning meeting. Additional meetings may be scheduled at the call of the President, or at the request of five members of the Governance Board.

#### Section 3 – Coordinators

- A. The Coordinators will be primarily responsible for these issues:
  - 1. Government Relations
  - 2. Elections/Membership
  - 3. Negotiations
  - 4. Educational Issues
  - 5. Communications-Newsletter

#### Section 4 – Audit Committee

The President shall appoint three (3) members of HVTU to the Audit Committee subject to the approval of the Governance Board. If possible, these members should be current or past local treasurers or have experience in finance.

### **ARTICLE II: QUORUM**

A simple majority of the membership present shall constitute a quorum for the Governance Board. All other HVTU meetings are not bound by the quorum rule.

## **ARTICLE III: POWERS OF OFFICERS**

### **Section 1 – President**

The President shall preside over meetings of the Governance Board, shall appoint the Coordinators for each topic (with the approval of the Governance Board), shall appoint the Audit Committee and other ad hoc committees as needed, shall serve as ex-officio member of all committees, and shall be the Executive Officer of the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT. In the event of Co-Presidents, all references to Vice President shall refer to Co-Presidents.

### **Section 2 – Vice President**

The Vice President shall assist the President in preparation for presiding over the Governance Board, and shall serve as President if a vacancy arises. In the event of Co-Presidents, all references to Vice President shall refer to Co-Presidents. The Vice President shall be the Crisis Fund Coordinator.

### **Section 3 – Treasurer**

- A. The Treasurer shall hold the funds of the HVTU and cause to have them disbursed according to the adopted budget and from direction of the Governance Board, shall keep an accurate account of receipts and disbursements, shall select a depository for HVTU funds and/or records, shall report to each meeting of the Governance Board, and shall prepare an annual written report for distribution to the members as directed by the Governance Board.
- B. The Treasurer shall keep the Governance Board informed of the financial condition of the HVTU, shall assist the President, and Audit Committee in the preparation of the annual budget, shall invest funds in bank savings or other types of investments approved by the Governance Board, and shall cause to have the books reviewed annually between September 1st and February 28<sup>th</sup> by the Audit Committee unless an audit is required by law.
- C. The Treasurer will be bonded by the Education Minnesota bond for elected officers.

### **Section 4 – Secretary**

- A. The Secretary shall have the responsibility to present the minutes at each meeting of the Governance Board and to record the proceedings of this body.
- B. The minutes should be transmitted to the HVTU office for distribution to Local Associations and ESP Units.
- C. The Secretary shall have at her/his immediate disposal a history of previous HVTU Minutes.

## ARTICLE IV: POWERS OF THE GOVERNANCE BOARD

### Section 1

- A. The Governance Board shall be responsible for the management of the HVTU. It shall approve expenditures of HVTU funds, carry-out policies and programs, report its transactions to the members, and suggest adoption of policy for consideration.
- B. With the exception of professional services, no Officer or Governance Board member shall enter into any agreement on behalf of HVTU involving any employee, not covered by Workmen's Compensation.

### Section 2

- A. The Governance Board shall develop workshops and training sessions provided by HVTU for all its members.
- B. Conferences available to members (outside of HVTU conferences) will be submitted to the HVTU Governance Board for **prior approval**.

### Section 3

The Governance Board shall approve the budget, acknowledge the local assessment for HVTU dues (refer to Article VIII, Section 1), act on reports of Coordinators, approve resolutions and other policy statements, and adopt procedures for censuring, suspending, and expelling member locals of the HVTU for cause, and also adopt procedures for reinstatement of member Locals. It may adopt any other such rules governing the conduct of the HVTU and the conduct of meetings as are consistent with the Constitution and these Bylaws.

### Section 4

The Governance Board shall be the final judge of the qualifications and election of HVTU Officers and/or Local members in the event the Local Association or ESP Unit is unable to resolve disputed Local elections.

### Section 5

The Governance Board shall have the power to assess the member Locals when such an assessment is approved by a majority vote and be the final authority for the member Locals in all fiscal matters of the HVTU.

## ARTICLE V: POWERS OF THE AUDIT COMMITTEE

The Audit Committee will annually review all financial transactions of HVTU, prepare a written report, and present its report to the Governance Board prior to January 15<sup>th</sup> of the fiscal year.

## **ARTICLE VI: LOCAL REPRESENTATIVES TO THE HVTU GOVERNANCE BOARD**

### **Section 1**

Each member Local Association and ESP Unit of the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT shall be entitled to Local Delegates to the Governance Board based on the ratio of one Delegate for each 50 members or major fraction thereof with the exception that each Local Association and ESP Unit shall be entitled to at least one Delegate. These Delegates are in addition to any Delegate the local may have from other causes.

0 – 75.....	1 delegate
76 – 125 .....	2 delegate(s)
126 – 175 .....	3 delegate(s)
176 – 225 .....	4 delegate(s)
226 – 275 .....	5 delegate(s)
276 – 325 .....	6 delegate(s)
326 – 375 .....	7 delegate(s)
376 – 442 .....	8 delegate(s)

### **Section 2**

The Local Delegates elected from and by the membership of each Local Association or ESP Unit through procedures adopted by that body. In the event that any Local is entitled to more than one Delegate, the Local is strongly encouraged to adopt procedures that would stagger their terms of office.

### **Section 3**

The term of office for the Local Delegate(s) to the HVTU Governance Board shall be between one and three years. Each Local Delegate should have been a member of the Local for at least one year prior to becoming a Delegate. Delegates may be reelected for consecutive terms.

### **Section 4**

Retired HVTU members will be classified as a separate unit and will have one (1) voting representative to the Governance Board meetings.

## **ARTICLE VII: ELECTIONS AND PROCEDURES**

### **Section 1 – President/Co-President and Other Officers**

- A. An election of Officers shall be held annually as follows:
  - 1. The President and Vice President shall be elected during odd numbered years for two-year terms.
  - 2. The Treasurer and Secretary shall be elected during even numbered years for two-year terms.
  - 3. HVTU Officers may be reelected for consecutive terms.
- B. Nominations for the Officers of HVTU Governance Board shall be submitted by the Local President, a Governance Board member, or by the member on his/her own behalf, to the

Elections Coordinator. The Coordinator will present the nominations at the January meeting of the Governance Board, at which time other nominations may be made.

- C. Eligibility to hold office is contingent upon status as an active member of an affiliated Local.
- D. In an uncontested election, the HVTU Governance Board at its regular March meeting may direct the HVTU President to cast a unanimous ballot.
- E. The election shall take place in accordance with the Education Minnesota and Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Elections Guidelines. New officers will assume duties on June 1.

#### Section 2 – Vacancy in an Office

- A. A vacancy in any office of HVTU shall be filled at the next meeting of the Governance Board by vote of the Board and the member elected shall complete the unexpired term..
- B. Any vacancy in the Governance Board membership shall be filled by procedures adopted by each Local Association.
- C. Vacancies for non-allocated members of the Governance Board shall be filled according to procedures adopted by the Governance Board.
- D. The Vice President, upon succession to the Presidency, shall complete the unexpired term. If Co-Presidents exist, the HVTU Governance Board will appoint an additional Co-President until an additional Co-President is elected or a President and Vice President are elected.

#### Section 3 – Conduct of Meetings

- A. The President shall preside at the meetings of the Governance Board.
- B. The Vice President shall preside in the absence of the President.
- C. If both Co-Presidents are present, they shall decide who will preside over the current meeting.
- D. In the event that the President, Vice President, or both Co-Presidents are not present or available to preside, the Secretary will assume the Chair.
  - 1. In the event the Secretary assumes the Chair, a Secretary Pro Tem shall be appointed.
- E. If the President, Vice President, Co-Presidents, and Secretary are not present or available to preside, the Treasurer will assume the Chair.
  - 1. In the event the Treasurer assumes the Chair, a Secretary Pro Tem shall be appointed.
- F. If the President, Vice President, Secretary, and Treasurer are not present or available to preside, then the Education Minnesota Governing Board Directors, by seniority, will preside.
  - 1. In the event an Education Minnesota Governing Board Director assumes the Chair, a Secretary Pro Tem shall be appointed.



- G. If none of the above is present or available to preside, then the Governance Board will elect a Chairperson Pro Tem and a Secretary Pro Tem.

## **ARTICLE VIII: DUES**

### **Section 1**

Each Local Association shall be assessed an amount up to ten and one-half percent (10 ½ %) of their active Education Minnesota dues. This assessment should be reflected in each Local's budget as an expenditure item. Locals are strongly encouraged to transmit their annual full dues payment to the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT by October 31<sup>st</sup> of each school year.

### **Section 2**

Any Local, that participates in and provides a dues deduction program for first-time members will receive the same percentage reduction in HVTU assessment as that provided for in the Local's program.

### **Section 3**

Former members of affiliated Locals who have retired may maintain membership within a separate unit called Retired HVTU. Dues will be decided annually at the Governance Board. Such members may be Coordinators.

## **ARTICLE IX: TEACHER CRISIS FUND**

### **Section 1**

The Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT hereby established a "Teacher Crisis Fund" for the purpose of providing financial assistance to individual Local Member Associations and ESP Units in the event of a crisis that develops because of collective action on behalf of that Local.

### **Section 2 – Funding**

The member Locals of the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT may assess an amount equal to two dollars (\$2) times their active membership number, said assessment to be transmitted to the Treasurer, or designee, prior to September 1 of each school year.

### **Section 3 – Procedures**

The Governance Board is hereby authorized to establish the guidelines and procedures for the procurement, investment, and disbursement of said "Teacher Crisis Fund" and, after final approval of these guidelines and procedures by the Representative Assembly, the Board shall maintain authority over the "Teacher Crisis Fund" subject to those guidelines and procedures.

### **Section 4 – Disposition**

In the event the fund becomes obsolete or unnecessary for the purpose for which it is originated, all monies in the fund, including proceeds less costs, shall be returned to member Locals at the current ratio that the Local contributed to the fund at the time of dissolution of the fund.

#### **ARTICLE X: AUTHORITY**

Robert's Rules of Order, Newly Revised shall be the official parliamentary guide for the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT.

#### **ARTICLE XI: AMENDMENTS TO THE BYLAWS**

The Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Governance Board may adopt amendments to these Bylaws by two-thirds (2/3) majority of those voting in an election called for this purpose at any Governance Board meeting provided that copies of each proposed amendment have been distributed to each Governance Board member at least two (2) calendar weeks before the election.

# **HIAWATHA VALLEY TEACHERS UNITED/EDUCATION MINNESOTA-NEA/AFT**

## **POLICY MANUAL**

### **APPENDIX A**

#### **CRISIS FUND POLICIES**

There shall be established in the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT, an affiliate organization of the National Education Association and Education Minnesota, a fund to be known as the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Crisis Fund, hereinafter to be known as the Crisis Fund, for the purpose of providing financial assistance to Local Associations and ESP Units in the event of such contingencies as arbitration, strikes, related court costs, mediation, Task Force Settlement activities, and other Governance Board approved crisis situations.

#### **I. ADMINISTRATION**

- A. The Governance Board of the HVTU shall be vested with the authority to determine allocation of monies from the Crisis Fund. Each request will be considered individually with the following criteria.
  - 1. Local Association and ESP Unit Eligibility
    - a. HVTU dues must be current.
    - b. Fund assessment must be current.
    - c. Request, in writing, presented by Local's Governance Board member, or designee, at a Governance Board meeting, outlining the following:
      - (1) proposed action.
      - (2) issues involved.
      - (3) estimated cost of action.
      - (4) monies duly forwarded to Education Minnesota, if appropriate.
    - d. The Education Minnesota Field Staff will assist in the processing and forwarding of requests as needed.
- B. Each Local shall have the right to appeal a Governance Board decision regarding the Crisis Fund allocation. This appeal can be made to the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Governance Board pursuant to the provisions of the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Constitution and Bylaws.
- C. At the conclusion of the crisis situation activity(s), a financial report will be filed by the Local with the HVTU Crisis Fund Coordinator, who will present the report at the next regularly scheduled meeting of the Governance Board.

## **II. BENEFITS**

- A. Arbitration and related court costs are normally considered expenses of the Local Association or ESP Unit. To help defray the cost to each Local, that Local may apply for up to full reimbursement of the costs of arbitration and related legal activities, less payment(s) already made by the Education Minnesota Crisis Fund to that Local.
- B. A Local Association or ESP Unit may apply for Crisis Fund monies to help assist in meeting expenses incurred by that Association engaged in strike activities. This application for Crisis Fund monies should be a request not to exceed one-fourth of the expected costs of the activity, after any Education Minnesota Crisis Fund monies have been given to that Local.
- C. Extraordinary expenses related to Master Agreement settlement activities may be requested from the Crisis Fund.
- D. In the event that the actual cost exceeds expected costs, a reapplication will be considered.

## **III. THE CRISIS FUND**

- A. Any contribution to the Crisis Fund shall be determined by the Governance Board and adopted as a Board action.
- B. The monies shall be deposited under the supervision and administration of the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT Treasurer.
  - 1. The Crisis Fund shall become a section in the Hiawatha Valley Teachers United/Education Minnesota-NEA/AFT financial reports.
  - 2. All Crisis Fund checks shall have the signatures of the Crisis Fund Coordinator and one HVTU officer.
- C. The HVTU Vice President shall serve as the Crisis Fund Coordinator and, shall be vested with the responsibility of maintaining an accurate record of and the distribution of the Crisis Fund.

## **APPENDIX B**

### **GENERAL ELECTION GUIDELINES**

#### **PREFACE**

It is the purpose of the Hiawatha Valley Teachers United Election Guidelines and Procedures to encourage member candidacy for office, to assure equitable treatment for all candidates, and to provide an orderly and fair procedure for the resolution of campaign and election conflicts and problems.

#### **1. ELECTION GUIDELINES**

- A. The following guidelines shall govern election procedures, campaign practices, and challenges to either for all elections within the HVTU.
- B. These guidelines have been approved by the HVTU Governance Board.

##### **1. Nominations (HVTU Bylaw: Article VII)**

- a. For the offices of HVTU President, Vice President, Secretary, Treasurer, and Education Minnesota Governing Board Directors shall be placed as follows:
  - (1) A candidate or member may submit a name to the HVTU Elections Coordinator for nomination no later than the first Governance Board meeting of a calendar year.
  - (2) The HVTU Elections Coordinator shall be charged with the responsibility of seeking out candidates and must report to the HVTU Governance Board what positions are up for election.
- b. Candidates for offices of HVTU may place their own names in nomination at the first HVTU Governance Board meeting of the calendar year. Agenda time shall be made available for candidates to speak.

##### **2. Eligibility**

- a. Eligibility to hold office is contingent upon current status as an active member of an affiliated Local. (HVTU Bylaw: Article VII)
- b. All active HVTU members will be eligible to vote if they are active Education Minnesota members and their names are current on the Education Minnesota membership lists.

### **3. Election Procedures**

- a. Election dates for HVTU elections will be held in accordance with the dates set for Education Minnesota elections or for NEA/AFT delegate elections.
- b. Printed ballots will be supplied to each Local by the HVTU office and mailed to the Local President and/or Elections Coordinator.
- c. The mailing will include an envelope to mail all ballots to the Elections Coordinator following the election.
- d. The HVTU ISSUES shall print a campaign issue that will carry statements from each of the candidates to be distributed at least two weeks prior to the election.
- e. Each Local President and/or Election Coordinator will be responsible for conducting the Local election. The procedures will be the same as those for the Education Minnesota election except for the following:
  - (1) Election results will be submitted to the HVTU Elections Coordinator by phone or email.
  - (2) Results may be submitted the day of the election or the day following the election-and must be received during office hours. The election packet will contain the contact numbers and times.
  - (3) The HVTU Elections Coordinator shall contact the HVTU office the day after the election with the phone results.
  - (4) The HVTU Elections Coordinator shall announce the election results to the candidates after all Locals have reported their election results.
  - (5) The HVTU Elections Coordinator shall report to the next HVTU Governance Board the election results.
  - (6) The Local President shall bring the ballots to the next HVTU Governance Board meeting or mail the ballots to the HVTU Elections Coordinator prior to that meeting. The ballots shall be destroyed after the HVTU Governance Board certifies the election results.
- f. The HVTU Governance Board shall approve the election results.
- g. Challenges to any HVTU election shall be made at the April HVTU Governance Board meeting. The decision of the Governance Board is final.
- h. HVTU Officers will assume duties in accordance with the HVTU Bylaws.

## **HVTU GOVERNANCE POLICIES**

**A. HVTU shall follow Education Minnesota financial reimbursement policies except where otherwise stated.**

1. The reimbursement summary shall be printed on the reverse side of the HVTU reimbursement form.

**B. Governance Board Expenses**

**1. Transportation**

- a. Transportation expenses must be submitted on an HVTU expense reimbursement form.
- b. The mileage rate will be adjusted in accordance with adjustments made by Education Minnesota.
- c. Expenses other than mileage reimbursement, i.e., airfare, parking, must have a receipt attached. If original receipts are not available, attach explanation of copies.

**2. Education Minnesota Representative Convention**

- a. Attendance is required at the Representative Convention HVTU Breakfast Caucus to receive funding for the Education Minnesota Representative Convention.
- b. The HVTU Governance Board will set the stipend to be given to each authorized HVTU member at the Education Minnesota Representative Convention at the Spring Planning meeting. All other expenses are the responsibility of the state/local association. Current stipend is \$200.

**3. NEA Representative Assembly/AFT/AFT Quest**

- a. The HVTU Governance Board annually shall set the maximum reimbursement for expenses for the NEA Representative Assembly and AFT/AFT Quest. This shall be a line item in the budget.
- b. HVTU shall comply whenever possible with the Education Minnesota funding policies for the NEA RA and AFT/AFT Quest. Completed stipend forms must be returned with proof of travel in the form of a hotel receipt within 15 days of return from the conference.
- c. Each delegate shall submit a completed HVTU NEA/AFT Conventions/Conferences Stipend form.
- d. All requests for funding must be submitted in writing to the HVTU office by June 1st.
- e. Funded delegates are expected to fulfill all duties and requirements of their position as a delegate.
- f. State credentialed delegates and HVTU cluster delegates must complete the stipend form to receive the appropriate stipend from HVTU. The reimbursement will be limited up to the HVTU maximum amount.

#### **4. National Conferences**

- a. The HVTU President will be funded each year to attend one conference as per Education Minnesota funding policies.
- b. The Education Minnesota Governing Board/Election District delegate will be funded on an every-other-year basis to attend one conference – one director per year. This funding is available to active HVTU members only.
- c. Any HVTU member seeking reimbursement to attend a NEA or AFT Conference must seek prior approval of the HVTU Governance Board. This reimbursement shall be limited to one national conference per school year September 1 to August 31.
- d. Funded attendees must complete all duties and requirements of their position as an attendee.
- e. The HVTU Governance Board will have final authority to determine any issues relating to national conference attendance.
- f. The HVTU Governance Board may approve additional conferences if a member's Local is willing to contribute to the cost.

#### **5. HVTU Fall Drive In Attendance Incentives**

- a. Local with the most members in attendance - \$150 awarded to the HVTU Local.
- b. Local with highest percentage of members in attendance - \$100 awarded to the HVTU Local.
- c. Local with greatest number of new members in attendance with 3 years or fewer teaching or ESP experience in any local - \$75 awarded to the HVTU Local.
- d. Local with greatest number of new members in attendance with 3 years or fewer teaching or ESP experience in that local - \$75 awarded to the HVTU Local.
- e. Local with greatest number of teachers or ESPs that have 20-plus years of experience - \$50 awarded to the HVTU Local.
- f. Special Incentives Drawing for new HVTU members (in their first three years of teaching or ESP experience) and a drawing for HVTU members who bring those new members:
  - a. New Member Drawings: \$300, \$125, & \$100 for 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> places
  - b. Bring a New Member Drawing: \$50 gift card



## **6. Collective Bargaining Conference Funding**

- a. Registration: must include names of all attendees on the reimbursement form.
- b. Hotel: HVTU will pay the Education Minnesota double occupancy rate up to two rooms per Local.
- c. Mileage: Roundtrip mileage for one vehicle per Local.
- d. Meals: one meal for each negotiator on Friday evening. HVTU will not reimburse for alcohol.
- g. All receipts must be turned in per HVTU policy for a member to receive reimbursement.

## **7. Lobby Day Funding**

- a. Mileage: HVTU will pay for mileage for Lobby Day. Please carpool.
- b. Substitutes: HVTU will reimburse substitutes in an equitable manner to each Local. In order to determine the allocation of funds, Local must notify HVTU by the announced deadline of substitute requests. Locals who apply after this deadline will only be reimbursed for substitute costs if funds remain in the budget account.
- c. Meals: In the event no box lunch is provided, members will be reimbursed for the actual cost, including tax and gratuities, up to \$20.00 for lunch.
- d. ESP Reimbursement: HVTU will pay lost wages for two ESP members per Local to attend Lobby Day. Funding for additional ESP members must be approved by the HVTU Governance Board prior to attending Lobby Day.

## **8. Summer Seminar Funding**

- a. Mileage: HVTU will pay mileage. Members are encouraged to carpool.
- b. Registration: HVTU will pay additional member registration fees. HVTU will not pay any late fees or penalties.

## **9. Funding Requirement**

- a. Recipients of HVTU funding are encouraged to submit an article to the HVTU *Issues*.
- b. If a member of HVTU violates funding guidelines, that member will be ineligible for future funding requests.
- c. Any member deemed ineligible may appeal to the HVTU Governance Board whose decision shall be final.

## **10. Other**

- a. If necessary for you to leave school for an HVTU approved activity, HVTU will pay for your substitute.
- b. HVTU will pay for all expenses submitted on an expense reimbursement form for all members to attend functions approved by the HVTU Governance Board. All reimbursement forms shall be submitted with verification attached and signed by the member.

- c. Each year HVTU Board members may bring their spouse/significant other to the HVTU Recognition and Holiday Dinner meetings.
- d. ER & D teachers will have a written contract for their services.

## 11. Stipends

HVTU President.....	\$2,500/year
HVTU Vice President.....	\$ 750/year
HVTU Co-Presidents .....	\$3,250/year split
HVTU Secretary .....	\$1,000/year
HVTU Treasurer .....	\$2,000/year
HVTU <i>Issues</i> Editor .....	\$ 350/year
HVTU Webmaster.....	\$ 750/year

## C. HVTU Standing Committees

1. **The Audit Committee**, consisting of three Presidential appointees, shall review the financial records of HVTU and report to the Governance Board.
2. **The Elections Committee** as determined by the President. *See Bylaws Appendix B.*

## D. Southeast Central Labor Council

### 1. HVTU Delegates:

Affiliated Local Unions' representation shall be based on per capita assessment paid according to the following schedule:

50 members or fewer.....	1 delegate
51-100 members .....	2 delegates
101-200 members.....	3 delegates
201-400 members.....	4 delegates
401-700 members.....	5 delegates
701-1100 members.....	6 delegates

One additional delegate for each additional 500 members or major fraction thereof above 1100.

### 2. Term of office is 2 years.

### 3. Duties include:

- a. Attend monthly SCLC meeting that is currently at 5:00 p.m. the first Thursday of each month at Rochester Labor Temple or via webinar.
- b. Report back to HVTU Governance Board at meetings; contribute *Issues* articles as deemed necessary.

- c. Provide a communications link between HVTU Locals and other area organized labor groups.
- d. Encourage election of delegates from all HVTU Locals to the AFL-CIO State Convention held every other year in August.

**4. Election Procedure:**

- a. All HVTU Local Presidents may submit nominations of potential delegates to HVTU Elections Coordinator or Education Minnesota Rochester Field Office.
  - 1. All nominations are due by 5:00 p.m. on September 30.
- b. The Rochester Field Office will prepare a ballot for election of delegates at the October HVTU Governance Board meeting.
  - 1. Election will be by secret ballot of all Governance Board members in attendance.
    - a.) If the number of nominations is equal to or less than the number of delegates allowed, election may be by unanimous consent at discretion of HVTU President.
- c. The HVTU Government Relations Coordinator and HVTU President will automatically fill two of HVTU's delegate positions.

**E. Donations**

- 1. HVTU may contribute to charities and organizations that advance the cause of/or benefit public education, children, and teachers. The HVTU Governance Board shall review and act on these requests.

**F. Financial Reporting**

- 1. The HVTU Crisis Fund Coordinator shall submit to the HVTU Treasurer, a yearly, written statement of income and expenditures on a balance sheet at the end of each fiscal year. The HVTU Crisis Fund Coordinator shall maintain the Crisis Fund monies, checking account and investments in accordance with policies set by the HVTU Governance Board.
- 2. The Treasurer and Crisis Fund Coordinator shall submit a written financial report to each scheduled HVTU Governance Board meeting.

**G. Expense Reimbursement Forms**

- 1. Expense Reimbursement Forms must be submitted within 60 days of incurring expenses or at the next Governance Board meeting.

**H. Meeting Expenses**

- 1. All approved HVTU Committee expenses shall be paid by the HVTU Treasurer.

2. All expenses shall be submitted on HVTU reimbursement forms and shall have original receipts for hotels, parking, approved airfare, and meals. If original receipts are not available, attach copies and an explanation of not having the original receipt.
3. The reimbursement form must be fully completed within 60 days or by the next Governance Board meeting.
4. HVTU will pay for all expenses to state functions only after state expenses have been paid. These expenses shall have prior approval by the HVTU Governance Board.

**I. Budget**

1. The Treasurer shall submit in April to the HVTU Governance Board, an annual budget for Board approval.

**J. Gift Policy**

1. Funds for gifts to HVTU members shall be expended out of the Governance Board account. Gifts will be presented at the HVTU Recognition Dinner.
2. Honorariums may be given to the HVTU Officers upon completion of their term of office.
3. Memorials may be given when a death occurs in the family of an HVTU Board Member. The HVTU President or Education Minnesota Field Staff shall determine type of memorial.