



Local Union Governance

Union Governance – What??

- Dedication to the Mission
 - Collective bargaining
 - Contract enforcement & grievance processing
- Responsibility for Financial Health of the Union
- Integrity of the Union and its Officers
 - Protection of Democratic Nature of Union
 - Responsibility for Ethics of Organization



Union
Governance
– How??

Constitution

Bylaws

Policies

Data Management

Constitution & Bylaws

What's the difference?

- Constitution = fundamental principles
- Bylaws = specific rules

What are the required components?

- AFT Mandates
- NYSUT Model
- Landrum-Griffin Components

Constitution & Bylaws Comparison

- Compare your local's constitution & bylaws to another local's and/or NYSUT's.
 - What components are different?
 - What might you want to see added to yours?
 - What is outdated?

Membership

- Opportunities
 - Account for eligibility of new titles in the unit to join the union.
 - Define “Member in Good Standing”
 - Address membership drops and re-entry
 - Provide for members on unpaid leave of absence status
 - Establish retiree groups
 - Tie local union benefits in retirement to length of union membership



Impact of Janus & Taylor Law Changes on Constitutions & Bylaws

- What about amendments in response to Janus and Taylor Law changes?
 - Rights of Members
 - Representation at Weingarten meetings
 - Representation at APPR appeals
 - Representation under federal laws (EEOC, ADA, etc.)
 - Retirement consulting
 - Certification guidance
 - Initiation fees/Back dues to rejoin



Union Governance Structure

A labor union governance structure is an organizational set-up that defines key positions and their respective functions in the organization.



Executive Officers

President

Vice President(s)

Secretary (Recording/Corresponding)

Treasurer

Representative Council

Its main function is to organize, review and echo the policies formulated by the General Membership. It also runs the affairs of the union in between sessions of the General Membership.

Building Representatives

Shop Stewards

Elected Delegates

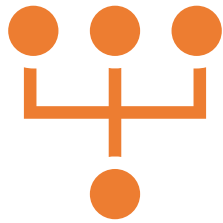
Appointed members

Roles & Responsibilities

Defining key positions and their respective functions in the organization.



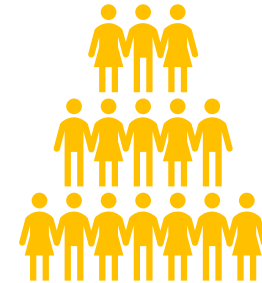
Who does what in your union?



How are responsibilities determined in your local?



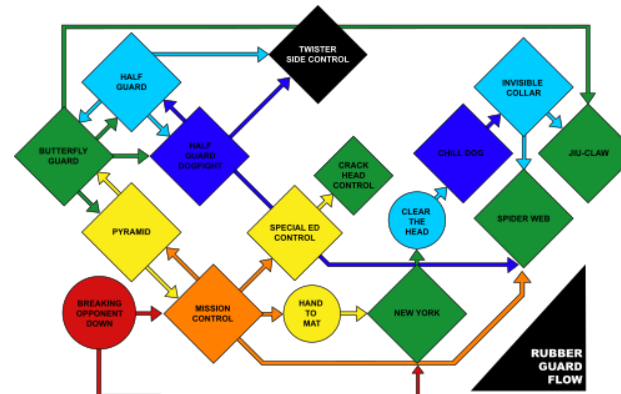
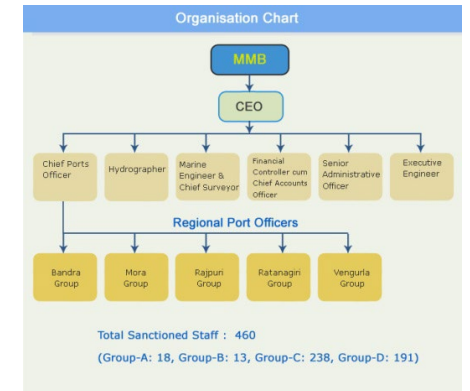
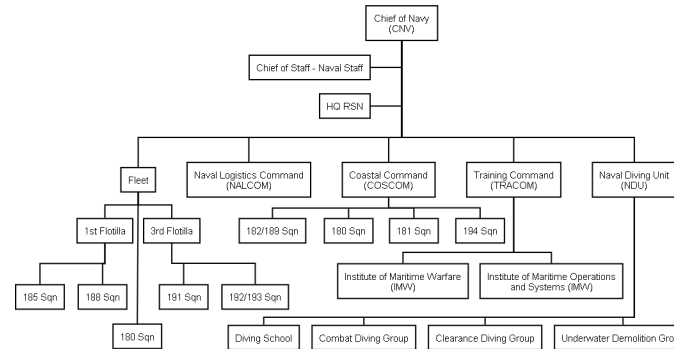
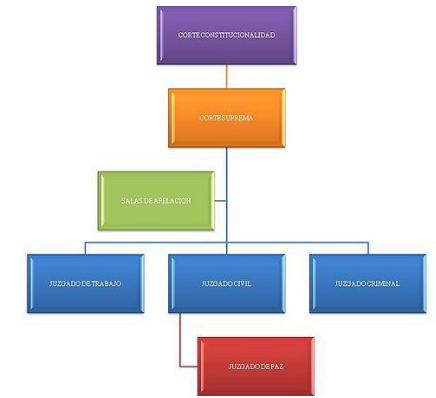
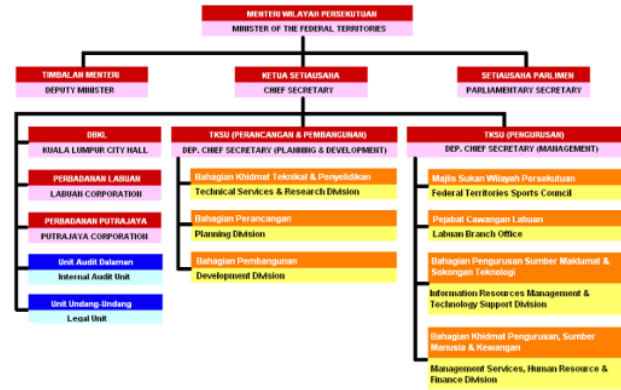
How are members recruited to take on jobs?



What training is provided to members who do choose to take on union roles?

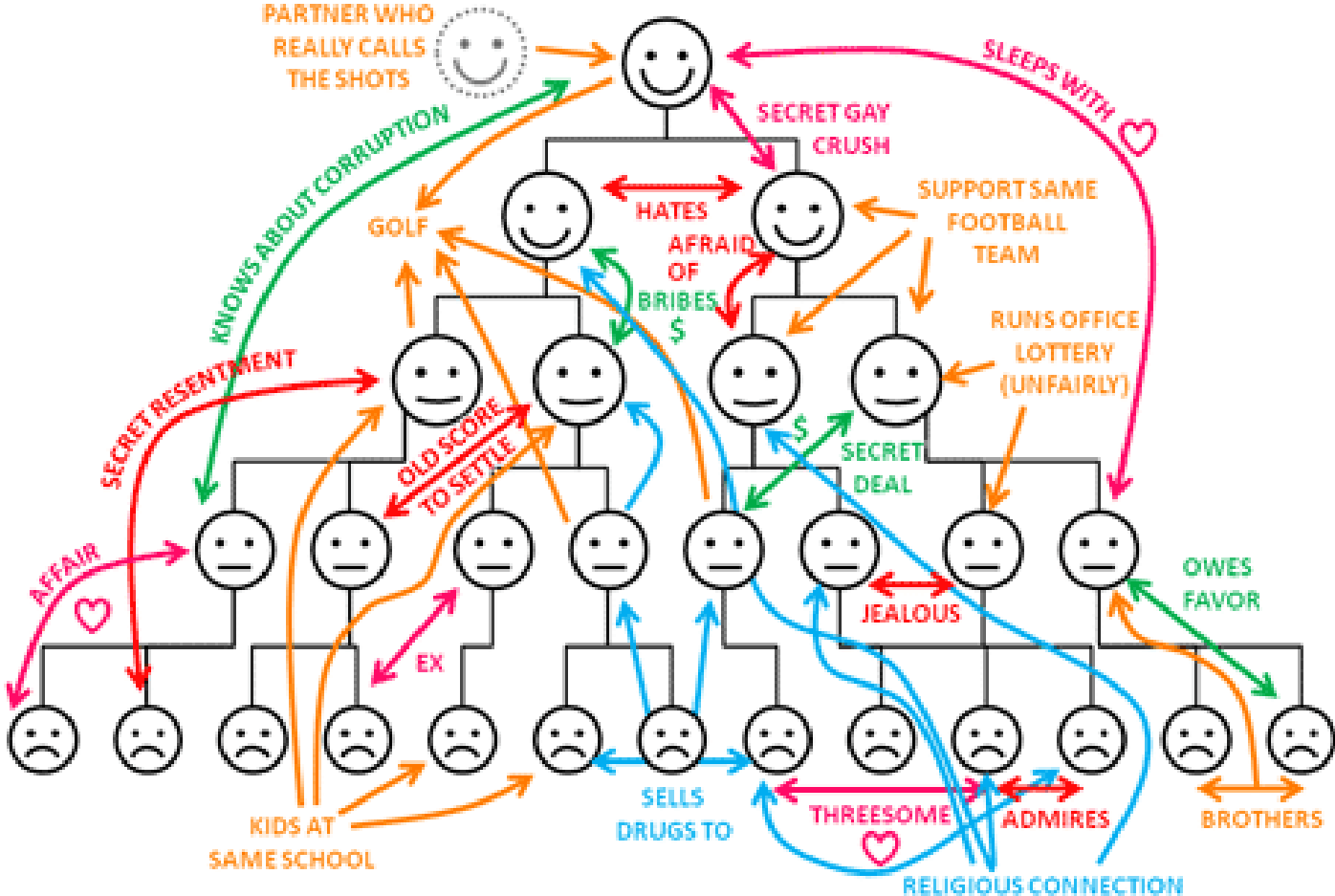
Who does what in your union?

- Use your constitution and bylaws and your knowledge of your local to make an “org chart” of the positions in your local.



REAL ORGANIZATION CHART

Please don't let it look like this



What if?

- Your local union treasurer, a veteran custodian on the night shift, was put out on administrative leave on May 1. This was the final straw for her with this administration! She handed in her retirement letter, effective June 30 and is now using up her vacation days. She left yesterday for a cruise in Alaska. She has the union checkbook in her purse.
- Building reps have been collecting checks (made out to the union) for the annual union end of the year/retirement party. The restaurant will only take cash or a credit card. The final payment is due tomorrow. What do you do?
- **WHAT WOULD HELP GUIDE YOU IN THIS SITUATION?**

What if? #2

- Your local union secretary is retiring in the middle of his term.
- What should you do?

Committee Structures

“It’s a big job, but many hands make light work.”

– Merriam Webster



Committees

*Standing vs. Ad Hoc
Chairs
Members*



Grievance



Negotiations



Education
& Training



Finance/
Audit



Political
Action



Social



New
Member



Social
Justice

One More Thing...

Policies & Procedures

- Further definition of procedures and methods of nominations, elections, payment of stipends, etc. will facilitate a smooth-running local.
- By keeping these systems in a procedures or policies section, they can be revised with only the consent of the Executive Board if it is so defined within your Constitution.

- Format

- Policy Book
- Recorded in Minutes
- Oral History

- Topics

- Welfare of Members
- Social Justice
- Ethics
- Finances
- Other

Local, State & National Affiliates

The local union is affiliated with NYSUT (New York State United Teachers), AFT (American Federation of Teachers) and the NEA (National Education Association). Because of these affiliations, local unions are required to follow ALL of the requirements of the state and national affiliates. But it is important to remember that the local's desires and needs must factor into the changes that are made to all documents.



Delegating

- Delegating provides members the opportunity to take responsibility. This increases their energy and commitment to the organization.
- Delegating is hard.
 - It takes time.
 - It takes patience.
 - It requires follow-up.
 - It is worth it.
- Authority is delegated. Responsibility is not.





Delegating How-Tos

- Select the project.
- Select the person.
- Prepare others.
- Make the assignment thoughtfully.
 - Provide a thorough overview including expected outcomes, deadlines, and resources.
 - Assign a resource person, if not yourself.
- Follow up.

Committees

- Standing vs. Ad hoc
- Elected vs. appointed chairs
- Elected vs. appointed members
- Defining purpose of committees
- Defining composition of committees
- Accountability of committees

What if? #3

- Your executive board had decided to interview candidates for the school board for the first time ever. The responsibility has been delegated to the PAC chairperson and the PAC committee has been charged with conducting interviews of the candidates and making recommendations to the representative council at its April meeting. The day before the meeting, the PAC chair calls the secretary to say the committee has nothing to report.

- What should you do?

Data Management

- Member Data
 - Personal
 - Professional
 - Contact Info
 - Accessibility
 - Privacy Concerns

[Charting the membership/Mapping the membership](#)

■ Union Administration

- Contracts
- Side Letters
- Grievances
- Constitutions & Bylaws
- Policies
- Minutes & Agendas
- Financial Records

[Let's look at p 43](#)

QUESTIONS/COMMENTS



Strategic Planning

- Your union must plan time to plan.
- For us – this is a future conversation

