CONSTITUTION OF THE BOCES EDUCATORS OF EASTERN SUFFOLK

Written 1995

Revised & Amended

May 2006

March 2008

September 2014

September 2018

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ARTICLE I. NAME

Section 1.01 This Association shall be known as BOCES Educators of Eastern Suffolk (BEES).

ARTICLE II. PURPOSE

Section 2.01 The purpose of this Association shall be:

(A) To advance the standards of its members' professions;
(B) To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all;
(C) To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
(D) To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave, and other working conditions necessary to support teaching as a profession;
(E) To expose and oppose all forms of racism and discrimination;
(F) To enable members to speak with a common voice on matters pertaining to the Board of Education and other legal authorities;
(G) To hold property and funds and to employ the services of a staff for the attainment of these purposes.

ARTICLE III. AFFILIATIONS

Section 3.01 The Association shall affiliate with the New York State United Teachers and its national affiliates.

ARTICLE IV. MEMBERSHIP

Section 4.01 All dues paying members of the BOCES Educators of Eastern Suffolk are to be members of NYSUT and its national affiliates.

Section 4.02 Membership in this Association shall be open to all educational personnel (full and part-time) employed by the Board of Cooperative Educational Services with the exception of administrative staff, per diem substitutes and anyone engaged in evaluation functions.

Section 4.03 Special membership in this Association shall be open to retired members and to members on unpaid leave for the sole purpose of accessing NYSUT benefits, national affiliates' benefits and contractual benefits.

Section 4.04 Educational personnel as referenced in this constitution shall be defined as those employees covered by the respective collective bargaining agreements.

Section 4.05 A member can revoke his/her dues authorization by sending a written, signed notice of revocation via US Mail to the union between the window period of August 1-31st.

Section 4.06 Non-Dues Paying Members will be excluded from the following rights and benefits:

(A) Legal services by NYSUT attorneys including defense and representation in 3020A, Part 83, and section 75 hearings.

(B) NYSUT funding of above legal services for any covered case that arises during membership.

(C) Representation by my local union as well as state and national affiliates.

(D) Rights to purchase additional member benefit products provided by NYSUT Member Benefits Trust above and beyond the collective bargaining agreement.

(E) Rights to use any member benefit services attorney referral program, benefits card, discount programs/purchasing which are not part of the collective bargaining agreement.

(F) The right to contribute to contract negotiations and vote on the ratification of collective bargaining agreements.

(G) The right to vote in union elections including officer elections.

(H) The right to represent my coworkers through elected office in the union.

(I) The right to attend any local union meetings and activities.

ARTICLE V. PROTECTION OF RIGHTS OF MEMBERS

Section 5.01 Dues paying members in good standing shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referendum, to attend membership meetings, and to participate in deliberations and voting upon the business of the organization.

Section 5.02 No member may be fined, suspended, or otherwise disciplined by this organization unless such member has been served with written specific charges, given a reasonable time to prepare a defense and afforded a full and fair hearing.

Section 5.03 This organization shall show no discrimination toward individuals on the basis of sex, religion, color, race, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, or political activities or beliefs.

Section 5.04 Any dues paying member who feels that the constitution has been violated will make an appointment through the president to address the Executive Board at its next regular meeting. At that time, the dues paying member will present his/her case, after which the Executive Board will deliberate, address the concerns and render its decision in Executive Session.

ARTICLE VI. DUES

Section 6.01 All dues paying members shall pay local, state and national dues in accordance with the prescribed percentages and salary ranges as established by the NYSUT and its national affiliates' dues structure.

(A) Local dues will be a result of local budget considerations.

(B) State and national organization dues will be as determined by those respective bodies.

(C) The budget committee will recommend the annual dues to the Executive Board and dues paying members for approval.

Section 6.02 Pro-ration for part-time service will be based on the following criteria:

(A) Ten percent per month for each month worked up to 75% of full time. At or above 75% dues will be paid at the rate of 100%.

(B) A dues paying member working less than a full schedule will pay dues corresponding to the percent of full time equivalent up to 75% or above to 100% dues.

Section 6.03 If a dues paying member leaves employment of the Board of Cooperative Educational Services prior to the end of the school year, having worked less than 75% of that year, his/her dues will be refunded at a rate of up to 10% a month for the time he/she is not employed. It becomes the responsibility of the dues paying member to request this refund from the Association's treasurer.

ARTICLE VII. EXECUTIVE BOARD

The Executive Board shall consist of the officers, and others, as written:

Section 7.01 Officers

(A) The officers of the Association shall consist of a president, executive vice president(s), first vice president, area vice presidents, contractual benefits officer, recording secretary, membership secretary and treasurer.

(B) Qualifications for Office

(1) A candidate for an elected office must be a dues paying member of the Association, in good standing, have been a dues paying member for at least one school year prior to nomination and served at least one term as a building representative, delegate or appointee of the Executive Board.

(2) Dues paying members can only hold one elected position at a time, with the exception of delegates. A delegate, whether to NYSUT and/or its national affiliates, may also serve in an elected position to the Executive Board.

(3) Retirees may not be candidates for office nor remain in office when retired, with the exception of the Retiree Chapter Representative who shall be elected by the Retirees Chapter.

(4) The requirements for eligibility may be waived by the Representative Council if no eligible candidates are available.

(C) Terms of Office

The officers shall serve for three years and may be re-elected to unlimited consecutive or non-consecutive terms.

(D) Duties

(1) President

a) The president shall preside over meetings of the Executive Board and shall appoint chairpersons and members of all committees, sergeant-at-arms, be an ex-officio member of all committees, and shall represent the Association before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office. The president may be considered the chief delegate to all conventions. If necessary, the president may choose a designee to represent him/her on any committee.

b) The president shall be the parliamentary authority for the Association on all questions not covered by the constitution, bylaws, or Robert's Rules of Order.

(2) Executive Vice President(s)

a) The executive vice president(s) shall assist the president with all matters dealing with the administration and Board of BOCES and will assume the duties and responsibilities of the president in his/her absence.
b) He/she shall preside over and schedule regular bi-monthly meetings of the Representative Council and additional meetings as needed.
c) He/she shall have no vote on the Representative Council.
d) He/she shall, if directed by the president, form and coordinate the activities of all committees of the Association.
e) He/she shall attend conferences the president is unable to attend.
f) He/she shall be elected a NYSUT delegate by virtue of his/her election as executive vice president.
g) An executive vice president, as determined by the president, shall be the chief delegate to the NYSUT convention in the absence of the president.
h) He/she shall attend NYSUT Election District meetings.
i) He/she shall be a member of the Teacher's Professional Practices Committee and agency wide Shared Decision Making Committees, if in accordance with the guidelines established by the agency.

(3) First Vice President

a) The first vice president shall be the national affiliates' delegate by virtue of his/her election as first vice president. He/she shall be the chief delegate to the national affiliates' convention in the absence of the president.
b) He/she shall attend meetings external to the Association at the direction of the president.
c) He/she shall be responsible for external correspondence with NYSUT and its national affiliates.
d) He/she shall keep abreast of all current professional issues and so inform the Executive Board and Representative Council.
e) He/she shall be a member of the Teachers' Professional Practices Committee and the agency wide Shared Decision Making Committee.
f) He/she shall be the VOTE/COPE chairperson.

(4) Recording Secretary

a) The recording secretary shall keep all records pertaining to attendance at the meetings of the Executive Board, Representative Council and general meetings.
b) He/she shall keep a record of all business transacted at the meetings of the Executive Board, Representative Council, general meetings and any special meetings called by the president and/or the Executive Board.
c) He/she will maintain a record of all bylaws and constitutional amendments proposed and/or adopted at any meeting as specified above (in letter b)
d) He/she shall submit the previous meetings minutes prior to the next meeting.

(5) Membership Secretary

a) The membership secretary will be responsible for continuously maintaining an updated membership list and data bank and reporting such information to NYSUT for dues billing purposes.
b) He/she shall work with personnel and payroll departments to assure proper payroll dues transmittal to the Association.

c) He/she shall report such information to NYSUT to insure proper billing for dues payments.
d) He/she shall be responsible for distributing and processing all forms for new members and for forwarding Vote Cope materials to the Vote Cope chairperson.
e) He/she shall be responsible for taking the minutes of any meeting in the absence of the recording secretary.

(6) Treasurer

a) The treasurer shall maintain accurate records of all financial transactions.
b) He/she shall present an annual budget to the Executive Board for review and approval at the August meeting.
c) He/she shall submit a written treasurer's report on a quarterly basis, to the Representative Council. This report shall indicate total expenditures per each budget line item.
d) He/she shall submit a written treasurer's report on a monthly basis to the Executive Board. This report shall indicate the total expenditures with check numbers per each budget line item.
e) He/she shall work closely with the membership secretary to assure accuracy in membership records.
f) He/she shall work with an independent accountant and budget committee to prepare an annual budget for distribution to the dues paying members for approval at its September membership meeting.
g) He/she shall assure that all dues collected are received and placed in the BOCES Educators account in a timely manner and that dues are forwarded to NYSUT on time.
h) He/she shall maintain in conjunction with the membership secretary, a liaison with the BOCES payroll department.
i) He/she shall monitor all expenditures and pay all bills in a timely manner.
j) He/she shall be responsible for maintaining the Teachers' Benevolent Fund account and any other escrow accounts as deemed necessary by the Association.
k) He/she shall facilitate and coordinate all business related to an audit.

(7) Area Vice Presidents

In each special area, i.e. Special Education, Para-Educators, Special Career Education, Career & Technical Education, SAS, and Itinerant, members shall elect in their respective areas for a term of three years, one area vice president to the Executive Board.

a) Each area vice president shall recommend members for various standing committees.
b) Each area vice president shall call together the building representatives in his/her area for bi-monthly meetings. A summary of these meetings shall be reported to the Executive Board.
c) Area vice presidents who represent areas without building representatives shall hold a minimum of two meetings a year for their constituents.
d) Area vice presidents shall attend all meetings of the Representative Council.
e) Area vice presidents shall submit on their division's activities for the union newsletter at least twice a year.

(8) Contractual Benefits Officer
   a) The contractual benefits officer shall be responsible for developing the necessary expertise regarding all dues paying members' contractual benefits.
   b) He/she shall be a resource person for dues paying members regarding their contractual benefits.
   c) He/she shall be the liaison with the administration.
   d) He/she shall be responsible for conducting workshops as needed.
   e) He/she shall work in conjunction with the Sick Bank Committees as needed.
   f) He/she shall attend bi-monthly Representative Council Meetings.

Section 7.02 Additional Executive Board Members

Additional members of the Executive Board shall consist of the immediate past president, retirees' chapter representative and appointees.

Duties and Responsibilities

(A) Immediate Past President
   (1) The immediate past president shall advise the Executive Board and assist the president if requested by a majority of the Executive Board.
   (2) He/she shall have no vote on the Executive Board.

(B) Retirees' Chapter Representative
   (1) He/she shall be elected by the membership of the retirees' chapter in accordance with their constitution.
   (2) He/she shall organize and maintain communication with the retirees of the Association.
   (3) He/she shall arrange for at least two meetings per year with the retirees.
   (4) He/she shall represent the retirees' interests on the Executive Board.
   (5) He/she shall have a vote on the Executive Board only in instances that reflect retiree issues.

Section 7.03 Appointed Positions

All appointed positions shall be held by a dues paying member, shall be for a three year term, subject to reappointment, and shall have no vote on the Executive Board.

Duties and Responsibilities

(A) Grievance Officer
   (1) He/she shall be appointed by the president.
   (2) He/she shall be responsible for the supervision and enforcement of the collective bargaining agreements (teachers and para-educators).
   (3) He/she shall submit potential grievances to the Executive Board for discussion and direction.
   (4) He/she shall prepare and file all grievances.
   (5) He/she shall attend Executive Board meetings unless excused by the president/Executive Board.
   (6) He/she shall report as needed to the membership through the Representative Council and newsletter column.
   (7) He/she shall propose to the negotiations committee changes in contract language.

(B) Newsletter Editor
   (1) He/she shall be appointed by the president.
   (2) He/she shall serve on the Executive Board.
   (3) He/she will be responsible for the publication of a minimum of four issues per year.
   (4) He/she shall attend Executive Board meetings unless excused by the president/Executive Board.
   (5) He/she shall act as the liaison for the Website/Technology Manager.

(C) Social Coordinator
   (1) He/she shall be appointed by the president.
   (2) He/she shall serve on the Executive Board
   (3) He/she shall manage the welfare fund in accordance with the Executive Board policy.
   (4) He/she shall make all arrangements for the end-of-the-year retirement meeting.
   (5) He/she shall arrange for reserving outside meeting halls for any special Association business.
   (6) He/she shall arrange for any social activities directed by the Executive Board.
   (7) He/she shall attend Executive Board meetings unless excused by the president/Executive Board.

ARTICLE VIII. FUNCTIONS OF THE EXECUTIVE BOARD

Section 8.01

(A) Will present the budget, as prepared by the Budget Committee, to the membership at the first meeting in September.

(B) If a meeting of the dues paying members cannot be convened, the Executive Board may approve the budget with a later ratification by the Representative Council.

Section 8.02 Within the annual budget, the Executive Board may contract for services with outside agencies or individuals as deemed necessary for the efficient operation of the Association.

Section 8.03 Whenever the Executive Board agrees by a two-thirds majority vote that an Executive Board member or appointee has been negligent of duties as defined in this constitution or the Executive Board Handbook, or is incapacitated, or has been absent for a period of two months or longer, it shall declare the office vacant. Procedural guidelines are outlined in the Executive Board Handbook.

Section 8.04 Vacancy of Office: In the event an elected Executive Board position becomes vacant during an officer's term, the procedures outlined below will be followed.

(A) If a vacancy occurs prior to or on March 1 during the first year of office, a special election will be held for the dues paying members. An election committee will be formed in accordance with Article XIV, Section 14.01. The executive Board shall appoint a member of the Executive Board or Representative Council, past or present, to serve in the vacant position until said election is held, if his/her services are needed immediately (i.e. Treasurer, Recording Secretary).

(B) If a vacancy occurs any time after March 1 of the first year of office, the Executive Board shall appoint within 30 days and by a two-thirds majority vote, a member of the Executive Board or Representative Council, past or present, to serve in the position pro-tempore; to be confirmed by a majority of the Representative Council within 60 days of appointment.

Section 8.05 Whenever two-thirds of the Executive Board agrees that an area vice president's position is no longer needed due to reorganization, restructuring of programs, or reduction of staff, the executive board may dissolve the position. The Executive Board may merge the positions of two area vice presidents if the dissolution of an area vice president's position results in a constituency not being represented by an area vice president.

Section 8.06 Whenever a majority of the Executive Board agrees that an area vice president is needed in an area that did not previously exist, they shall appoint a dues paying member, by two-thirds majority vote, to serve in said position pro tempore; to be confirmed by the majority of the Representative Council within 60 days of appointment.

Section 8.07 The Executive Board maintains the right to determine the number of building representatives at any given site.

Section 8.08 The Executive Board can appoint special building representative(s) as circumstances dictate. His/her primary responsibilities shall be to inform and organize satellite facilities and buildings without representatives. As circumstances arise, these special positions will be designated or disbanded by the resolution of the Executive Board. The Executive Board will designate buildings/programs for regular and special representation.

Section 8.09 If a building representative position becomes vacant during the year, the Executive Board, by a majority vote shall declare the position vacant and an election shall be held within two weeks in accordance with Article XIV, Section 14.02

Section 8.10 The Executive Board shall conduct and manage the business of the Association and establish its policies. It shall work to uphold the constitution of the Association.

Section 8.11 The Executive Board shall ensure the formulation of the budget, set the dues for the Association, act on reports of committees, and approve resolution and other policy statements. It may adopt such rules governing the employment of staff by the Association, the conduct of the Association, and the conduct of meetings as are consistent with the constitution.

Section 8.12 The Executive Board shall meet monthly or, at the call of the President or, at the request of three members of the Board. Special meetings of the Executive Board may be called by a majority vote of the Representative Council.

Section 8.13 Prior to the recommendation of a Memorandum of Agreement to the dues paying members, the Memorandum must be discussed with and approved by the Executive Board.

ARTICLE IX. DELEGATES

Section 9.01 The dues paying members of the Association will elect a dues paying member as a delegate to the New York State United Teachers and its national affiliates to serve for a three-year term. The national affiliates delegates shall also serve as delegates to the AFL-CIO. The maximum number of delegates to be elected shall be in accordance with the entitlements as prescribed by our affiliated organization(s).

(A) The president, by virtue of election to his/her office, shall be chief delegate to NYSUT and its national affiliates and reduces the number of elected delegates by one. The executive vice president(s) is/are automatically delegates to NYSUT, and the first vice president is automatically a delegate to its national affiliates.

(B) The NYSUT delegates are expected to attend all meetings of our Election District. Reports of these meetings shall be made to the Executive Board.

(C) The number of delegates to attend state or national conventions shall be determined by the president, in consultation with the Executive Board. Delegates are ranked according to number of votes received, from highest to lowest.

(D) NYSUT delegates/designated officers must attend at least 50% of the ED#22 meetings to be eligible to attend conventions. This requirement may be waived by the Executive Board if circumstances dictate.

(E) The delegate(s) shall present to the delegate assemblies resolutions authorized by the Executive Board.

(F) Delegates will serve on the committees for legislative and political actions. They will be involved in the local, state and national campaigns.

ARTICLE X. BUILDING REPRESENTATIVES

A teacher representative and a para-educator representative for each building or program shall be elected for a term of two years. The Executive Board shall determine the number of representatives necessary for each building or program.

Section 10.01 Building Representatives shall:

(A) Assume their responsibilities immediately following the election.

(B) Uphold contractual agreements and follow all guidelines and policies in the Building Representative Handbook and in this constitution.

(C) Represent dues paying members in their constituencies before building administrators.

(D) Assist all dues paying members in their constituencies with problem solving and possible grievances as related to our contracts and/or working conditions.

(E) Attend the regular meetings of the Representative Council and of their respective areas. Building representatives are responsible for sending alternates to meetings they are unable to attend.

(F) Absences, regardless of alternate coverage, may not exceed two times per year. This requirement may be waived, as circumstances dictate, by either the executive vice president(s) or the area vice president.

(G) Call building meetings of all dues paying members on a regular basis. These meetings should be held before and/or after Representative Council meetings.

(H) Maintain up-to-date dues paying and non-dues paying membership lists. Each representative must know the specific constituency he/she represents.
(I) Be responsible for the enrollment of non-members.
(J) Be the liaison between the Executive Board and the dues paying member.
(K) Be available to assist the leadership at dues paying members meetings.
(L) Conduct bi-yearly building elections of representatives by the date specified by the executive vice president(s). See Article XIV, Section 14.02.

Section 10.02 Elections for building representatives will be held every two years. Candidates for the office of building representative shall meet the following qualifications:
(A) Candidate must be a dues paying member in good standing.
(B) Candidate should be tenured where applicable.

Section 10.03 The Executive Board may remove a building representative from office if that representative has:
(A) Failed to perform his/her duties, according to the Building Representative Handbook.
(B) Unexcused absences from scheduled meetings.

Section 10.04 An annual stipend will be paid to representatives upon fulfillment of duties. Under certain/questionable situations, the Executive Board will determine what percent of the stipend is to be paid, if any.

ARTICLE XI. REPRESENTATIVE COUNCIL

Section 11.01 The representative Council shall consist of all teacher and para-educator building representatives. It shall be the advisory body of the Association and shall:
(A) Act on reports of committees.
(B) Recommend resolution and policy statements to the Executive Board. Recommendations passed by the Representative Council and turned down by the Executive Board more than twice shall go to the dues paying members for determination.
(C) Approve expenditures over $2,000.00 not previously included in the budget.

Section 11.02 The Representative Council shall meet no less than five times per year. These meetings should be held one week after an Executive Board Meeting.
(A) The chairperson(s) of the Representative Council shall prepare an agenda for each Representative Council meeting, and when possible, circulate it to the dues paying members of the Representative Council so that they might have time to discuss it with their dues paying members in advance of the Council meeting.
(B) Any dues paying members of the Association who is not a member of the Representative Council may attend its meetings, shall sit apart from the voting body, but may receive permission to speak. He/she must sign in as a non-member of the Council.
(C) Building representatives shall attend regularly scheduled area meetings in months alternating with the Representative Council meetings.

ARTICLE XII. MEETINGS

Section 12.01 Special Meetings

(A) Special meetings of the dues paying members may be held at the call of the president or the majority of the Executive Board.

(B) Business to come before the special meetings must be stated in the call and the meeting shall be limited to the purposes for which it was called; other business may only be conducted if agreed to by 2/3 of dues paying members present.

Section 12.02 Regular Meetings

The Executive Board shall arrange at least two meetings of the dues paying members each year. Notice of these meetings should be sent to Association members at least 10 days in advance.

ARTICLE XIII. QUORUM

Section 13.01 A majority of the members shall constitute a quorum for the Representative Council, Executive Board, committees and building meetings. Twenty five percent of the dues paying members shall constitute a quorum for membership meetings. No policies shall be enacted unless a quorum is present.

ARTICLE XIV. ELECTIONS

Section 14.01 Officers and Delegates

(A) Election Committee

(1) An Election Committee will be formed of at least four, and not more than ten volunteers that are dues paying members by November 30th of an election year. The Election Committee shall apprise the dues paying members of its formation, procedures for submitting petitions for office, and notification of the approximate date of elections.

(2) The president shall appoint the chairperson of the committee from the list of volunteers. The chairperson shall not be a member of the Executive Board or an employee of the Association.

(3) The Election Committee shall notify the dues paying members of any unencumbered position by January 14; notification shall be made through the Representative Council.

(4) The Election Committee shall be responsible for the development, distribution and processing of petitions of candidacy for officer and delegate positions. Following validation of said petitions, the chairperson will submit a list of candidates to the Executive Board.

(5) The committee shall be responsible for running the election of all officers and delegates. It shall determine the procedure for said elections, tally the votes, notify all candidates and publicize the results.

(6) The Election Committee shall be responsible for responding to all questions relating to the election. Any challenge to the election process must be submitted in writing to the committee chairperson. Election Committee decisions regarding challenges may be appealed to the Executive Board.

(7) The Election Committee may adopt rules and regulations governing the election which shall provide for a fair election by secret ballot and include, but not be limited to:

a) Creating and formatting the ballot.
b) Distributing ballots to all dues paying members.
c) Providing separate ballots for all contested area vice president positions.
d) Identification of dues paying members within special areas shall be determined by the Election Committee, membership secretary, and area vice presidents.
e) Determining all other rules as may be necessary.

(B) Nominations

(1) Incumbents need not submit petitions to be considered for re-election; however, they must notify the Election Committee chairperson of their intended candidacy. Notification must be received no later than the first school day following the Winter Recess. Lack of notification will result in the position being considered unencumbered.

(2) Any qualified dues paying member of the organization desiring to seek election to an office or position must submit a petition to the Election Committee chairperson by January 24 of the election year. Petition forms may be obtained from the Association office.

(3) At least 15 nominating signatures are required from the dues paying members at large for the following offices: president, executive vice president, first vice president, treasurer, contractual benefits officer, recording secretary, and membership secretary. Fifteen nominating signatures from dues paying members are also needed for delegate positions.

(4) At least 10 nominating signatures are required from dues paying members for the office of area vice president. The signatures must be from members eligible to vote in each specific area only. In areas of 20 dues paying members or less, 25% of dues paying member's signatures will be required.

(5) A person cannot be a candidate for two offices in the same election. This does not refer to delegate positions.

(C) Elections

(1) An election shall be held for all positions in March. In the case of paper ballots, they must be returned and postmarked no later than March 15. In the case of electronic votes, they must be submitted by March 15. These positions shall be encumbered as of July first.

(2) The election shall be by secret ballot. In the case of paper ballots, they shall be mailed by U.S. mail to the last known address of each dues paying member of the organization at least fifteen calendar days prior to the date of the election. In the case of electronic voting, information on the voting process will be provided to the dues paying members at least fifteen calendar days prior to the date of the election.

(3) The elected officers and delegates other than president and executive vice president(s) will be those receiving the greatest number of votes cast for those offices or positions. In the event of a tie for any position, a run-off election shall be held between the two candidates receiving the greatest number of votes.

(4) In order to be elected to the office of president, the candidate must receive more than 50% of votes cast. If there is one executive vice president position, the candidate must receive more than 50% of votes cast to be elected to the position. If no candidate receives more than 50% of votes, a run-off election shall be held between the two candidates receiving the greatest number of votes. If there are two executive vice president positions, the two candidates receiving the greatest number of votes shall be elected to the office of executive vice president.

Section 14.02 Building Representatives

Elections shall be held in the fall by a date specified by the executive vice president(s).

(A) Contested Elections

(1) Incumbents who are not seeking to run for re-election will direct the election for a new building representative. However, in the event the incumbent chooses to run for re-election, it will be the responsibility of the incumbent teacher representative to serve as the election official for the para-educator representative election. The incumbent para-educator representative will serve as the election official for the teacher representative election.

(2) In the event that only one incumbent is present at a site, that person will first direct the election for the associate constituent group, and the newly elected representative will direct the election for the incumbent's constituent group.

(3) When there are no incumbent representatives at a site, each candidate will choose one dues paying member from their constituent group to serve as an election official. All prospective candidates must notify their area vice president of their intent to run and the name of their chosen election official.

(4) When necessary, Executive Board members may serve as election officials for building representative elections.

(5) Elections will be carried out in the following manner:

a) Dues paying members wishing to run for the position of teacher or para-educator representative must notify the designated election official(s) of their intent by the end of the second week of school.

b) Election officials must inform dues paying members of the constituency, on and off-site, of the prospective candidates and schedule a mandatory election meeting to take place by a date designated by the executive vice president(s). Itinerants assigned at least 50% of the time to a site shall have a vote at that site(s). The election official will verify the itinerant's eligibility to vote at both on and off-site locations.

c) A majority of the dues paying constituent members must be present for the election to take place.

d) Elections will be by secret written ballot. The counting of the votes will take place immediately following the last vote cast. The number of ballots must equal the number of dues paying in attendance.

e) Dues paying constituent members at off-site locations may submit an absentee ballot. Election officials will supply constituent sites with absentee ballots. The number of absentee ballots returned from a given site may not be greater than the number of ballots provided. Absentee ballots may be marked to prevent duplication. Absentee ballots must be returned to the election official by the date specified by the executive vice president(s) to be valid.

f) The building representative will be the person receiving the most votes.

g) Election officials will notify the executive vice president(s) of the names of the newly elected building representatives.

(B) Off-Site Elections

(1) Election officials will be selected for off-site elections in the same manner as on-site election officials are selected.

(2) Dues paying members wishing to run for the position of teacher or para-educator representative must notify the designated election official(s) of their intent by the end of the first week of school.

(3) Election officials will notify constituent sites of candidates and provide sites with the exact number of ballots needed. Election officials are to take all steps possible to ensure that ballots are kept secret and confidential. The number of ballots returned from a given site may not be greater than the number of ballots provided. Ballots may be marked to prevent duplication.

(4) Ballots must be returned to the election official by the date specified by the executive vice president(s) to be valid. The election official(s) should be contacted immediately if interoffice mail service is problematic.

(5) The building representative will be the person receiving the majority of the votes.

(6) Election officials will notify constituent sites and the executive vice president(s) of the elected representative.

(C) Non-contested Elections

If there is only one candidate running for the building representative position, it will be assumed that this candidate is the building representative.

ARTICLE XV. STANDING COMMITTEES

Section 15.01 Negotiations – Teachers' Contract

(A) The Negotiating Committee shall consist of the president, executive vice president(s), treasurer and the area vice president(s) whose constituents are covered by the teacher's contract (or their recommended replacements who must be approved by the Representative Council). Additionally, there may be up to three additional dues paying members appointed by the president.

(B) It shall be the responsibility of the Negotiating Committee to develop a survey to assess the needs of the dues paying members, tally and prioritize the results of this survey, and develop proposals for collective bargaining based upon these survey results.

(C) Members of the Negotiating Team shall consist of the president and no less than two and not more than four members chosen from the Negotiating Committee at the discretion of the president. The majority of the team must be dues paying members covered by the teacher's contract. The president shall name the Negotiations Chairperson. This does not preclude the appointment of an outside negotiator.

(D) It shall be the responsibility of the Negotiating Team to represent the Association in formal negotiations with the executive officer, his/her representative and/or the board.

Section 15.02 Negotiations – Para-Educators' Contract

(A) The Negotiating Committee shall consist of the president, para-educator area vice president, executive vice president(s), treasurer, one teaching assistant building representative and one special education aide building representative from each education division, and no less than one and not more than three additional dues paying members appointed by the president and the para educator area vice president.

(B) It shall be the responsibility of the Negotiating Committee to develop a survey to assess the needs of the dues paying members, tally and prioritize the results of this survey, and develop proposals for collective bargaining based upon these survey results.
(C) The president and para-educator area vice president are members of the Negotiating Team. They shall choose the other members of the Negotiating Team from the Negotiating Committee. This Negotiating Team shall consist of no less than three and not more than five members. The majority of the team must be dues paying members covered by the para educator's contract. The president shall name the Negotiations Chairperson. This does not preclude the appointment of an outside negotiator.
(D) It shall be the responsibility of the Negotiating Team to represent the Association in formal negotiations with the executive officer, his/her representative and /or the Board.

Section 15.03 Committee for Legislative and Political Action

(A) Shall keep abreast of local, state and national legislation affecting the interests of the Association and education. Committee members shall establish regular communication with legislators at all levels of government within the Supervisory District.
(B) The committee shall inform members of newly enacted legislation and solicit their support or rejection of pending legislation.
(C) This committee will be chaired by the first vice president.

Section 15.04 Professional Practices Committee

(A) This committee shall provide a systematic and continuing opportunity to study and discuss with administration matters pertaining to existing and/or needed policies, regulations, procedures, and contract implementation.
(B) A more specific description of this committee is contained in the contracts.

Section 15.05 Committee on Professional Development

This committee shall determine, with administration, those members who will be eligible to draw from the Professional Development fund.

Section 15.06 Committee to Develop the Budget

This committee shall, in the summer of each year, meet and evaluate past and projected needs and expenditures. The committee, in consultation with the president, treasurer and an outside accounting firm representative, shall prepare a budget to recommend to the Executive Board. A budget accepted by the Executive Board is then presented to the dues paying members at the first meeting in September.

Section 15.07 Sick Bank Committees (Teacher and Para-Educator)

(A) These committees shall work with the administration to review and recommend requests for usage of the sick bank by membership.
(B) Two teacher representatives and two para-educators from the dues paying membership shall serve on their respective committees.
(C) Committee members are responsible for submitting a written or verbal report on the status of the sick bank to the Executive Board twice a year.
(D) A description of these committees' functions is contained in the negotiated contracts.

Section 15.08 Special Committees
Each year the President shall appoint any special committees as may be necessary. Upon completion of their duties, these committees shall be dissolved. These committees shall operate according to rules approved by the Executive Board.

ARTICLE XVI. RATIFICATION OF AGREEMENT

Section 16.01 Informational Meeting

(A) When a Memorandum of Agreement has been signed with the BOCES, the president shall call a special dues paying members meeting. This meeting shall be held prior to the ratification meeting. Notice shall be provided to each dues paying member, if possible.
(B) The Memorandum of Agreement will be distributed to the dues paying members and explained. Time will be provided for questions, answers, and discussion.

Section 16.02 Ratification

(A) When a Memorandum of Agreement has been signed with the BOCES, the president shall call a special dues paying members meeting. Notice shall be provided to each dues paying member if possible.
(B) At that meeting, copies of the agreement will be distributed to the dues paying members and each item included will be explained. Time will be provided for questions and answers and discussion.
(C) The dues paying members will be asked to ratify the agreement by a paper ballot or electronic vote, at the discretion of the executive board. In the case of paper ballots dues paying members must be present to vote. In the case of electronic voting, a specific time period for casting votes will be identified.
(D) A simple majority vote will be required for ratification.

ARTICLE XVII. STIPENDS

Section 17.01 Stipends shall be provided to the holders of the following positions in December and May:

- President
- Executive Vice President
- First Vice President
- Area Vice Presidents
- Contractual Benefits Officer
- Membership Secretary
- Recording Secretary
- Treasurer
- Retirees' Chapter Representative
- Grievance Officer
- Newsletter Editor
- Social Coordinator
- Immediate Past President (if service continues on the Executive Board)

Stipends shall be provided to the holders of the following positions in January and June

- Building Representatives
- Sick Bank Committee Representatives

A stipend shall be provided to the negotiations chairperson and the negotiating team upon a signing of a Memorandum of Agreement.

Section 17.02 Specific amounts of stipends will be determined as part of the overall budget process.

ARTICLE XVIII. RETIREES' CHAPTER

Section 18.01 A Retirees' Chapter shall consist of retired Association teachers and para-educators. This chapter shall be affiliated with the Association.

Section 18.02 It shall have its own constitution, rules and regulations, and shall elect its representative to the Executive Board.

ARTICLE XIX. AMENDMENTS AND REVISIONS

Section 19.01 Recommendations to amend or revise this constitution may be initiated by any dues paying member. Recommendations must be submitted in writing to the Executive Board who must then present said recommendations to the Representative Council for review for either approval or rejection. Recommendations may be submitted anytime during the school year.

(A) Recommendations received any time between April and August may be presented at the first Representative Council meeting the following school year. Recommendations received at any other time will be presented to the Representative Council at their next scheduled meeting. If this meeting is scheduled within thirty days of the Executive Board receiving the recommendation, the Executive Board may opt to present it to the Representative Council at their following scheduled meeting.

(B) Voting on amendments or revisions will be by written ballot or at a meeting of the dues paying members as to be determined by the Executive Board. A two-thirds majority of those voting is necessary to revise or amend the constitution.

Section 19.02 In a non-election year, voting on amendments/revisions shall take place within the current school year (see exception Article XIX, Section 19.01 (A)). If the Executive Board determines that voting will be by written ballot, a committee of building representatives will be established to develop necessary procedures and to monitor the voting process.

Section 19.03 If it is an election year, the Executive Board shall determine if the amendment(s)/revision(s) should be added to the ballot or voted on separately. If it is decided to be voted on separately, said voting shall take place within the current school year (see exception Article XIX, Section 19.01 (A)).

Section 19.04 If an amendment or revision is required by NYSUT or one of our national affiliates, the following shall apply. The Executive Board will present the amendment/revision to the Representative Council for their approval or rejection. A majority vote is necessary for approval. Amendments/revisions covered under this section do not require approval of the dues paying members.