

# **CONSTITUTION**

Revised – November 29, 2001

## **ARTICLE I – NAME**

This organization shall be known as William Floyd United Teachers, Local 1568.

As used in this Constitution the term “*he*” or “*his*” shall refer to both sexes.

## **ARTICLE II – OBJECTIVES AND GOALS**

1. To promote the welfare of the children of the school district by working for improved educational opportunities.
2. To improve the employment and working conditions of the profession through collective bargaining and such other means as prove effective;
3. To raise the standards of the teaching profession and to raise the esteem in which the teaching profession is held;
4. To expose and fight all forms of discrimination as a means of insuring our goals as well as promoting democratic ideals among students;
5. To encourage awareness among all members of any special problems existing in facilities within our district;
6. To promote cooperation among all the locals of the New York State United Teachers and its affiliates;
7. To promote the unification of all teachers into one organization;

## **ARTICLE III – MEMBERSHIP**

1. Active - Active membership shall be open to all personnel for whom William Floyd United Teachers is the recognized collective bargaining agent.
2. Retirees – Retiree membership shall be open to any former or retired teacher with at least ten (10) years of teaching experience in the William Floyd School District and who is a member in good standing of the William Floyd United Teachers Local Retiree Chapter.
3. Hereinafter the rights of a “member” or of membership shall be limited to active members only.

## **ARTICLE IV - DUES**

1. Active – The dues shall be the current dues of the New York State United Teachers and its affiliates plus the local dues as set forth in the By laws.
2. Retirees – As set forth in the By laws.

## ARTICLE V - OFFICERS

### A. Executive Officers

1. The Executive officers of the United Teachers shall be a President, Vice President, Secretary, Treasurer.
2. Eligibility. No member shall be eligible to hold office who has not been a member in good standing of the United Teachers for at least eight (8) months immediately preceding the final date for nominations. No person shall be a candidate for more than one elective position at any single election.
3. Nominations. Candidates for officer positions shall be nominated pursuant to a schedule and procedure as set forth in the by laws. Dates for nominations shall be as set forth in the by laws.
4. Elections. Executive Officers shall be elected by a majority of ballots cast by secret ballot. A single ballot by each eligible member shall be cast for all the officer positions. All nominations will be placed on a single ballot. Dates for elections will be as set forth in the by laws. In the event that no candidate receives a majority, a run off election shall be held within seven (7) working days between the two candidates receiving the most votes.
5. Terms of office – Duly elected officers shall serve a two (2) year term commencing on July 1 in the year in which they are elected. In the event that an office is vacated prior to the expiration of its term, the following shall occur:
  - a. The President shall immediately appoint, with the approval of the Executive Board, an interim replacement.
  - b. A special election (conducted according to by laws) shall be held within forty (40) days, exclusive of summer vacation, of the vacancy for the purpose of filling the vacancy.
  - c. In the event that a vacancy occurs in the office of the President, the Vice President shall immediately assume the duties of President and serve as the Acting President until such time as a special election (conducted according to the by laws) for President is held. Such special election shall take place within forty (40) days, exclusive of summer vacation, of the vacancy.
6. Duties of the president – The president shall
  - a. be the chief executive officer of the local. It shall be his/her duty to administer all of the affairs of the United Teachers local and to execute policies of the organization as set forth in the by laws.
  - b. preside at all meetings of the organization and the Executive Board.

**ARTICLE V – OFFICERS cont.**

**A. Executive Officers cont.**

6. Duties of the President – The President shall: cont.
  - c. act as chief spokesman for the local.
  - d. be the chief delegate of the local at conventions of organizations with which it is affiliated, unless required by law to do otherwise,
  - e. appoint and establish the functions and duties of all committees with the approval of the Executive Board.
  - f. call regular and/or special meetings of the Executive Board.
  - g. call special meetings of the membership:
  - h. fulfill such other duties as his/her office requires and as are consistent with this Constitution,
  - i. serve as a member of the negotiating team.
  - j. make final decisions as to composition of the contract Negotiating Team.
  - k. The Executive Board, upon the recommendation of the President, shall have final approval of the composition of the Contract Negotiating Committee.
7. The duties of the Vice President District Wide – The duties of the Vice President shall be to assume the duties and responsibilities of the President in his absence and to perform such other duties as the President may require.
8. Duties of the Secretary – The duties of the Secretary shall be those usual to the office and to perform such other duties as may be required by the President.
9. Duties of the Treasurer – The duties of the Treasurer shall be to perform those duties usual to the office and to perform other duties as may be required by the President.
10. Compensation – as set forth in the by laws.

**B. BUILDING OFFICERS**

1. Building Officers shall consist of one (1) building Vice-President and Building Representatives,
2. Eligibility: An eligible building member in good standing who serves as a teacher in that building for the largest portion of the working week. If the largest portion is evenly split, then, the earliest occurring largest portion shall be the teachers home (voting) school.
3. Nominations. Candidates for Building Representative and Building Vice-President shall be nominated pursuant to a schedule and procedure set forth in the by laws. Dates for nominations shall be set forth in the by laws.

**ARTICLE V – OFFICERS cont.**

**C. BUILDING OFFICERS cont.**

4. Elections – Building Vice-President and Building Representatives shall be elected by a plurality of votes cast by those eligible voters in the building they represent. A single secret ballot shall be cast by each eligible member as set forth in the by-laws.
5. Terms of Office. Duly elected Building Representatives and Building Vice Presidents shall serve a one (1) year term commencing on July 1 and ending June 30. In the event that a Building Representative position is vacated prior to the expiration of its term the following shall occur.
  - a. The President shall immediately appoint, with the recommendation of the Building officers an interim replacement.
  - b. An election within that building shall be held within forty (40) calendar days, of the vacancy for the purpose of filling the vacancy.
6. Duties of the Building Vice President. The duties of the Building Vice President shall be to coordinate the activities of the Building Representatives and to perform such other duties as may be required by the President.
7. Duties of the Building Representatives. The duties of the Building Representatives shall be to:
  - a. represent the members of the local in their building
  - b. keep the members of the local in their building informed of the activities of the United Teachers
  - c. act as a liaison between the members in their building and the Building Vice President.
8. Compensation – as set forth in the bylaws.

**ARTICLE VI – EXECUTIVE BOARD**

1. Composition:
  - a. The voting members of the Executive Board shall be the duly elected Executive Officers and Building Officers.
  - b. The nonvoting members of the Executive Board shall be the chairpersons of any standing committees who are not elected members of the Executive Board and the chairperson of the William Floyd United Teachers Retiree Chapter.
2. Meetings:
  - a. The Executive Board shall meet on a monthly basis during the school year.
  - b. The Executive Board shall meet at other times as deemed necessary by the President.

## **ARTICLE VI – EXECUTIVE BOARD cont.**

3. Powers and Duties:
  - a. Prepare and make recommendations to the President on policy matters.
  - b. Act as a “sounding board” for contract negotiations.
  - c. Approve by majority vote committees formed by the President.
  - d. Approve capital expenditures in excess of \$1000.

## **ARTICLE VII– STANDING COMMITTEES**

The President, with the approval of the Executive Board, shall appoint those committees as deemed necessary for the operation of the Union. Whenever practical, the chairpersons of duly formed committees should be elected officers of the Local.

## **ARTICLE VIII – MEETINGS**

There shall be a meeting at least once each month of the school year. A quorum shall consist of 20% of the membership in good standing.

Special membership meetings may be called by the Executive Board or by a petition from 20% of the members-in-good standing. All members shall be given at least fifteen (15) days notice of a regular membership meeting and two days notice of a special meeting. Notice of a special membership meeting shall contain the the question to be considered at such meeting.

1. Definition of meetings-
  - A. Regular Membership Meeting – building meeting once a month under the direction of building representatives.
  - B. Special Meeting – Encompass entire membership, to be held in a building which will accommodate the membership.
  - C. General Membership Meeting – same as Special Meeting but fifteen (15) days notice must be given.

## **ARTICLE IX – AFFILIATIONS**

This local shall maintain an affiliation with the New York State United Teachers and its affiliates.

## **ARTICLE X – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS**

1. A special Membership meeting shall be held for the purpose of explaining and discussing proposed Collective Bargaining Agreements.
2. A ratification vote shall be conducted by secret ballot in all buildings on the third working day after the special membership meeting.
3. A majority of the votes cast shall be required for ratification.

## **ARTICLE XI – AMENDMENTS**

This Constitution may be amended by a two-thirds (2/3<sup>rd</sup>) vote of the members present and voting at a special membership meeting, provided that a copy of the proposed amendment has been presented in writing at least fifteen (15) calendar days before the vote on the amendment is taken. A quorum shall be necessary for the purpose of amending the Constitution. A quorum shall consist of 20% of the membership.

## **ARTICLE XII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern procedure in all cases to which they are applicable and in which they are consistent with the Constitution of the New York State United Teachers.

## **ARTICLE XIII – BY LAWS**

1. By laws to this Constitution may be proposed by any member at a Special Membership meeting only.
2. By Laws will be enacted as follows:
  - a. A proposal must be seconded by a member present.
  - b. Open discussion will follow with equal time allowed for proponents and opponents.
  - c. Adoption of the proposal will require an affirmative vote of the majority of the members present and voting.
3. A written copy of Constitutional Amendments and changes in the By Laws will be distributed to all members after adoption.

## **BY-LAWS**

Revised – November 29, 2001

### **1. DUES**

- a. Active – The local dues for active membership shall not exceed 1% of September BA Step 1 Salary schedule (adjusted each September). Dues must be approved by the Executive Board at their June meeting.
- b. Retirees – The local dues for retiree membership shall be determined by the Executive Board.

### **2. OFFICERS COMPENSATION**

- a. President – The President of this Local shall be paid an annual stipend of 35% of September BA Step 1 salary schedule (adjusted each September) and given an expense account in order to perform the duties of his office.
- b. Executive Board – All other elected Executive Officers, Building Officers and committee chairpersons shall be paid an hourly stipend of 0.85% of September BA Step 1 salary schedule (adjusted each September) for hour for the time put in over and beyond the regular school day. The President shall determine the hours and compensation. All time that is worked over and beyond the regular school day shall be allotted by the President.

### **3. ELECTIONS**

- a. Elections shall be conducted by an election committee appointed by the President, with the approval of the Executive Board. Said committee shall notify all local members in good standing, in writing at least fifteen (15) days before nominations, of the time, place and method of nominating and electing persons to all offices. Such notice may either be via mail or in the local's regularly published newsletter.
- b. Only those members who are members in good standing may vote in any election.
- c. Executive Board and Building Officers elections shall be by secret ballot and shall take place during the month of May.
- d. Nominations for the elected officers may be made during a nominations meeting held for that purpose. The slate of candidates will be posted in each school within two (2) working days of the nominating meeting. Nominations will be accepted by a written petition signed by fifteen (15) members and submitted to the election committee no later than three (3) working days after the nominations have been posted. Nominations will be reposted within two (2) working days if there are additional candidates.

\*NOTE: The final date of possible nomination must be at least fifteen (15) days before the election.

- e. Election of all Executive Officers shall be by majority of those members in good standing who will vote by secret ballot in each school.

## **BY LAWS cont.**

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### **3. ELECTIONS cont.**

- f. Election of Building Officers shall be by a plurality of those eligible members voting by secret ballot in that school. Eligible voters will be those in good standing who serve as teachers in that building for the largest portion of their working week. If the largest portion of the work week is evenly split, then the earliest occurring largest portion shall be the teachers home (voting) school.
- g. Delegates to conventions who put their names in nomination will be elected at least one month prior to the convention. Nominees for delegate to each convention shall be listed separately, in order of their nomination. A member may be a candidate for delegate to each of the conventions. The President shall serve as the chief delegate and does not enter into nomination or election. Delegates will be elected District Wide.
- h. The method of electing delegates to each of the conventions shall be as follows:  
The nominee receiving the largest number of votes shall be the first delegate to the convention. The nominee receiving the second largest number of votes shall be delegate number two, and so on until the allowable number of delegates have been selected. Alternates, if any, shall be selected from the list of nominees, in the order of priority established by the number of votes they each received, after all delegates have been selected.