

**DRAFT**

**CENTRAL SQUARE TEACHERS  
ASSOCIATION**

**CONSTITUTION and BY-LAWS**

**(Revised January 2010)**

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## **I. NAME**

This organization shall be known as the Central Square Teachers Association (CSTA)

## **II. PURPOSES**

The purpose of this organization shall be:

1. To advance the standards of its members' professions;
2. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
3. To promote the participation of its members in the operational decisions affecting their employment;
4. To promote the welfare and well-being of its members;
5. To promote mutual assistance and cooperation with other organizations with which it is associated;
7. To expose and fight all forms of racism and discrimination;
8. To promote the unity and strength of its members.

## **III. AFFILIATIONS**

This organization shall be affiliated with the Oswego County Teachers Association, the Oswego County Labor Council, New York State United Teachers (NYSUT) and its national affiliates.

## **IV. MEMBERSHIP**

1. Active membership in this organization shall be open to any person, whose title is delineated in the collective bargaining agreement with the employer.
2. All members of the CSTA who retire from the Central Square Central School District may become retired members of the CSTA and the NYSUT Retirees of Central New York (Council #7) upon payment of dues. Retired members may attend and speak at general membership meetings, but may not vote or hold elective office in the local association.

3. Membership shall be maintained in good standing through the payment of all required dues.
4. Only active members in good standing shall be eligible to serve on committees of the association, act as an officer or vote.
5. General Membership Meetings:
  - a. Meetings of the general membership may be called by the President, by a majority of the Executive Committee or by petition of twenty (20) percent of the membership. Membership meetings shall be held no less than one time per year.
  - b. Members shall receive notification of regular general membership meetings fifteen (15) days prior to the date of the meeting.
  - c. A quorum at a regular general membership meeting shall consist of members in good standing present at a meeting called.

## **V. DUES**

1. CSTA local membership dues shall be set by the Executive Committee during their adoption of the annual budget. Total membership dues shall include local dues and dues as set by the New York State United Teachers (NYSUT) and their national affiliates.
2. Partial dues assessment (i.e. one-eighth dues, one-quarter dues, one-half dues, three-quarter dues) shall be determined in accordance with the dues structure adopted by the Representative Assembly of NYSUT, which establishes specific salary ranges for dues categories.
3. Those who wish to continue their membership while on unpaid leave of absence shall be assessed one quarter of the Association's full dues in addition to the applicable amounts for unpaid leave of absence members established by NYSUT and national affiliates and shall remit these dues to the Association Treasurer.
4. Association members who retire from the Central Square Central School District may remain members of the local Association and NYSUT Retirees of CNY Council #7 for a minimal annual fee to be determined by the Executive Committee.
5. All procedures related to the assessment and collection of membership dues will be set by the Executive Committee upon the recommendation of the Treasurer consistent with the Constitution of the CSTA and consistent with the applicable policies of NYSUT and its national affiliates.

## VI. OFFICERS

1. The officers of the CSTA shall be a President, Executive Vice President, Vice President, Secretary and Treasurer.
2. Duties of the President: The President shall
  - a. Be chief executive officer of the CSTA.
  - b. Administer all affairs and execute all policies of the organization.
  - c. Preside at all meetings of the Executive Committee and general membership.
  - d. Appoint, acting with the approval of the Executive Committee, members in good standing to the Negotiating Team. The team shall consist of the CSTA president, and six tenured members: two high school, two middle school, and two elementary teachers whenever possible. At least one of the members shall have served on this team a previous year. The President shall serve as chairperson of the Negotiating Team.
  - e. Serve as ex-officio member of all standing and temporary committees.
  - f. Represent the organization with all external groups.
  - g. Appoint, acting with the approval of the Executive Committee, chairpersons to standing and ad hoc committees.
  - h. Appoint a parliamentarian when the need arises.
  - i. Direct the Secretary to notify all building representatives of Association meetings.
  - j. Shall represent as ranking delegate the Association at the legislative assemblies of NYSUT, may attend the meetings of its national affiliates, as directed by the Executive Committee.
  - k. Contribute to CSTA online.
3. Duties of the Executive Vice President: The Executive Vice President shall
  - a. Preside over business meetings and Executive Committee meetings in the absence of the President.

- b. Succeed to President in time of need with the consent of the Executive Committee.
- c. Serve as Grievance Committee Chair.
- d. Coordinate political action activities, including VOTE/COPE.
- e. Attend monthly OCTA meetings in coordination with the President.
- f. Assume specific duties assigned by the President or the Executive Committee.
- g. Contribute to CSTA online.

4. Duties of the Vice President: The Vice President shall

- a. Preside over business meetings and Executive Committee in the absence of the President and Executive Vice President.
- b. Succeed to Executive Vice President if necessary.
- c. Coordinate public relations activities.
- d. Coordinate membership records in cooperation with the Treasurer.
- e. Coordinate new member activities including, but not limited to the new teacher orientation and new teacher workshops etc.
- f. Assume specific duties assigned by the President of Executive Committee.
- g. Contribute to CSTA online.

5. Duties of the Treasurer: The Treasurer shall

- a. Preside over business meetings and Executive committee meetings in the absence of the President, Executive Vice President or Vice President.
- b. Receive, record, and bank, within one week of receipt, all dues and monies paid to him/her.
- c. Keep accurate, up-to-date records of all financial transactions.
- d. Assist the Vice President in maintaining an accurate, up-to-date membership list.

- e. Make financial reports at all regular Association meetings.
- f. Make payments upon the direction of the President, Executive Committee, and/or the Association.
- g. Make payments to scholarship recipients.
- h. Prepare a budget to be presented to the Association at the annual budget meeting.
- i. Conduct an audit with the assistance of the Audit Committee in compliance with required regulations.
- j. Oversee payroll and tax information required to comply with government regulations.
- k. Assume specific duties assigned by the President or the Executive Committee.
- l. Contribute to CSTA online.

6. Duties of the Secretary: The Secretary shall

- a. Preside over business meetings and Executive Committee meetings in the absence of all other officers.
- b. Keep and distribute copies of minutes of all Executive Committee meetings and other Association meetings.
- c. Correspond with persons or organizations as the President, Executive Committee, or the Association may direct.
- d. Be responsible for maintaining and transferring pertinent records of the Association.
- e. Assume specific duties assigned by the President or the Executive Committee.
- f. Contribute to CSTA online.

**VII. EXECUTIVE COMMITTEE**

- 1. The Executive Committee of the Association shall consist of the officers, and the building representatives.

2. Each building shall be represented on the Executive Committee in the ratio of one for each fifteen members (1:15) in good standing, or major fraction thereof. This figure shall be determined by the number of members in good standing as of June of the current school year. In the event of a building population changing significantly, the number of voting Building Representatives may be adjusted. Each elementary building shall also select an alternate; each secondary building shall select 3 alternates to fulfill the duties of an absent Executive Committee member.
3. The buildings shall be: PV Moore High School, Central Square Middle School, Millard Hawk Primary, Central Square Intermediate, Cleveland Elementary, Aura A. Cole Elementary, Brewerton Elementary, and Hastings-Mallory Elementary.
4. The Executive Committee responsibilities:
  - a. Act as the Grievance Committee.
  - b. Act as the Election Committee.
  - c. Set rates of compensation for officers and other stipends paid by the Association
  - d. Meet at least once a month during the school year.
  - e. Carry on all business necessary to be transacted in the intervals between regular Association meetings.
  - f. Appoint a VOTE/COPE chairman who will serve under the Executive Vice President. Each building will have a VOTE/COPE coordinator.
  - g. Assist the President in the appointing of committees.
  - h. Represent their particular buildings in all matters.
  - i. Prepare and keep up-to-date copies of this constitution.
  - j. Appoint delegates to special meetings or committees.
  - k. Appoint replacements of members who resigned from any committee.
5. Building Representative responsibilities:
  - a. Notify all CSTA members of scheduled meetings.
  - b. Call and conduct monthly building meetings and additional meetings as the need arises.

- c. Solicit members from one's building to serve on standing CSTA committees.
  - d. Have on file a copy of the most recent constitution.
  - e. Serve as an Association representative when requested to by a bargaining unit member in good standing.
6. Negotiating Team responsibilities:
- a. Meet with the Negotiations Committee when necessary to discuss survey results.
  - b. Compile the Association's proposal to be presented to the Superintendent.
  - c. Negotiate with the District the basic proposals of the Association and the terms and conditions of members' employment.
  - d. In the event that a new member is needed for the team, buildings will submit names of interested members in good standing to go through an interview process with current Negotiating Team members. The final candidate will be recommended to the President for appointment to the Negotiating Team.

## **VIII. OTHER COMMITTEES**

- 1. Negotiations Committee shall become familiarized with the Public Employee Fair Employment Act (Taylor Law); administer and review a negotiations survey of the membership when called to do so by the Executive Committee; meet with the Negotiating Team to discuss survey results; and be composed of a minimum of one member from each building.
- 2. Scholarship Committee shall annually select from qualified applicants recipients of the Vivian Allen and Peg Williamson scholarships.

## **IX. VOTING PROCEDURES AND ELECTIONS**

- 1. Officer Elections
  - a. Officer's terms of service shall be two years each. The offices of President and Vice President shall be elected in alternating years from the offices of Executive Vice President, Secretary and Treasurer.
  - b. The Executive Committee shall act as the election committee conducting and monitoring each election held by the local.

- c. Any member in good standing is eligible for nomination for office, except that any nominee for President and Vice President shall have had at least two years experience on the Executive Committee or the Negotiating Team.
- d. The Executive Committee shall call for nominations and prepare a slate of officers. At the March meeting, nominations from the floor are acceptable, after which nominations will be closed. A date for the election will be set by the Executive Committee. A copy of this slate shall be given to each member in good standing at least one month prior to the election.
- e. All candidates shall have the opportunity to submit a position of candidacy for distribution to the membership. Such positions shall be posted on the CSTA web site and be limited to positions on policy of the CSTA, refraining from any personal references to opponents.
- f. Each member in good standing shall receive notice announcing the time and place of elections at least fifteen (15) days prior to the election.
- g. Elections shall take place in each building by secret ballot.
- h. Building Representatives will hold elections in their individual buildings by distributing one (1) ballot to each member who will sign for such ballot.
- i. If a member in good standing plans to be absent on the day of the vote, they may vote by absentee ballot prior to election day. They may do so by placing their completed ballot in a sealed unmarked envelope and then placing that envelope in a sealed envelope with their name across the seal. The election committee shall establish identity of the absentee voter and then separate the unmarked ballot envelope from the named one for an anonymous tally thereby maintaining the secret ballot.
- j. Ballots will be counted by the Election Committee. Each candidate shall have the right to have an observer at the counting of the ballots.
- k. The results of the election shall be published on the CSTA web site and announced CSTA meetings in each building.
- l. New officers shall assume responsibility at the June Executive Committee meeting.
- m. The Secretary shall preserve all election records, including ballots, for a period of three (3) years.
- n. Vacancies

- i. If the office of the President becomes vacant, the Executive Vice President shall assume the office of President.
- ii. If any other office becomes vacant, it shall be filled by election by the Executive Committee until the next election is held by the general membership.

2. Election of Building Representatives

- a. Election of representatives to the Executive Committee shall take place in the individual buildings by secret ballot on the same day as the officer elections.
- b. Representatives from each building shall be elected by their respective constituencies in accordance with section 1 of this article.
- c. The Election Committee responsible for officer elections shall also have overall responsibility for representative elections.
- d. In the event that candidacies for each Building Representative position are not submitted by election-day, the newly elected President shall appoint such representatives to such position as soon as possible and before the start of the new school year.

3. Election of Delegates

Delegates to the NYSUT Representative Assembly, and its national affiliate assemblies shall be elected by secret ballot in a manner in accordance with section 1 of this article, the Constitution and By-laws of the appropriate state and national organizations and with the Landrum-Griffin Act.

**X. RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS**

Approval or disapproval of any Collective Bargaining Agreement with the employer shall be determined by a majority vote of the members in good standing of this organization, from the unit to which the Collective Bargaining Agreement applies at a membership meeting called specifically for that purpose.

**XI. REVIEW AND AMENDMENTS**

1. An amendment to this constitution may be proposed by
  - a. A majority of the Executive Committee.
  - b. No fewer than twenty (20) percent of the membership.

2. A proposed amendment must be posted in a conspicuous place in each work site and/or distributed in writing to each member a minimum of ten (10) working days before the ratification vote.
3. An amendment may be ratified by a simple majority affirmative vote provided that one more than one half (1/2) of the members in good standing cast their vote by secret ballot.
4. This document will be reviewed by the Executive Committee every 10 years or as deemed necessary

## **XII. PARLIAMENTARY AUTHORITY**

Meetings of all duly constituted bodies of this organization shall be governed by Roberts' Rules of Order, Newly Revised, except as otherwise provided in this constitution.

## **APPENDIX 1: COMPENSATION**

### **Compensation for CSTA officers:**

Annual stipends for new CSTA Officers shall be as follows:

PRESIDENT	\$5000
EXECUTIVE VICE PRESIDENT	\$3000
VICE PRESIDENT	\$2500
TREASURER	\$3000
SECRETARY	\$2500

Stipends will be increased by a percentage commensurate with the negotiated contract raise at the start of each consecutive year of service by the officer.

### **Compensation for the CSTA Negotiations Team:**

The Negotiations Team will receive a stipend in June of each year. In a year when planning for a new contract and/or negotiations have occurred on a regular basis, members will receive \$200. In years when the contract is in force, members will receive \$100.

### **Compensation for the VOTE/COPE Chairman:**

Stipends will be paid to the VOTE/COPE Chairman at an amount to be determined by the Executive Committee each year.

### **Compensation for the Webmaster:**

Stipends will be paid to the Webmaster at an amount to be determined by the Executive Committee each year.