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**BESPA-CA BOCES Educational Support Personnel Association of Cattaraugus/Allegany Counties**

 **BYLAWS - April 2014**

**BESPA-CA Bylaws**

**Article 1:** **Section 1: Executive Board**

* The Executive Board shall meet at least one day of each school month unless the President and/or Co-President, with approval of the Executive Board, deem it unnecessary. The President, Co-President or Officer conducting the called meeting, shall prepare the agenda for each meeting and distribute it before each meeting to all members of the Executive Board.

**Section 2: Special Circumstance**

* Special circumstances that arise between monthly executive meetings can be called by the President and/or Co-President upon written or electronic request of all Executive Board members. Business to come before special circumstance must be stated in the call, which shall be sent to each member of the Executive Board in writing, or electronically. A minimum twenty four (24) hour notice must be given prior to an official vote. A majority vote of the executive board is required in writing or electronically.

**Section 3: General Membership Meetings**

* The officers shall arrange at least two (2) Association meetings each year to be held at a central location or via Distance Learning when requested. A member of the nomination/election committee shall be in attendance at each location to collect voting ballots when necessary.

**Article 2:** **Quorum**

* A majority of the voting members shall be a quorum for the Executive Board and Committees. A quorum for a general association meeting shall consist of a majority of the membership of this Association in good standing, and who are in attendance for the vote.

**Article 3:** **Membership**

1. Membership shall be contingent upon signing an authorization card for dues deduction and its State and National Affiliates membership applications.
2. In order to be a member in good standing, a member shall have abided by the Constitution, Bylaws and policy of the Association.

**Article 4:** **Parliamentary Authority**

* Robert’s Rules of Order, revised, shall be the authority on all questions of procedure not specifically stated in the Constitution.

**Article 5:** **Section 1: Elections**

1. Elections will be held for the following positions: President and/or Co-Presidents, Vice President, Secretary, Treasurer, Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegates, Membership Officer, 2 General Representatives and 2 Teacher Aide Representatives.
2. Candidates may run for one (1) BESPA-CA Executive Board position, and may serve on multiple committees as permitted in committee description.
3. Voting for the office of President and/or Co-Presidents, Secretary, Treasurer, Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegates, Membership Officer, 2 General Representatives, 2 Teacher Aide Representatives, shall be conducted union wide by the Nominations and Elections Committee.

**Section 2: Procedures**

1. All elections and balloting shall be done by secret ballot, and conducted by the Nominations and Elections Committee.
2. With advice from the Nominations and Elections Committee, the Executive Board shall decide the type of balloting most appropriate and notify the membership at the time nominations are solicited for the election: on site, general meeting mail ballot.
3. Any member in good standing is eligible to run for elected office. ***A minimal 2 yr term, current or prior, must be served as Membership, Secretary, Treasurer, General Rep, or Teacher Aide Rep, before being eligible to run for a Co-president, or V. President / President position.***
4. Election of officers will take place prior to the close of the school year during the month of May. New officer terms would be effective July 1, with the month of June to be a transitional position month. New stipends to begin July 1.
5. A majority of the votes cast will be necessary for all elected positions. Should a tie occur between opposing candidates receiving the same number of votes, a union wide re-vote shall be conducted at the current meeting. Should a tie occur with the re-vote, the current executive board shall convene into executive session and select the best candidate with a majority vote.
6. Irregularities – Any irregularities regarding elections shall be brought by the Nominations and Elections Committees to the Executive Board where final judgment will be made.

 **Section 3: Vacancies and Removal of Officers**

1. If an officer or chairperson wishes to resign, they must submit a written letter of resignation to the Executive Board. The Executive Board, by majority vote, must then either accept or reject the letter of resignation within a reasonable amount of time.
2. If a vacancy occurs in any office, an appointment shall be made by the Executive Board until the next regular election. This appointment will be made in accordance with the Association’s Constitution and Bylaws.
3. The Executive Board and/or the membership of this Association can remove any officer or chairperson from administrative control by initiating disciplinary action in the form of a no-confidence vote. The call for such action shall be that the officer or chairperson is not performing their duties in accordance with the Association’s Constitution and Bylaws or their actions are tending to injure the good name of the Association, disturb its well being, and/or hamper it in its work. The formal procedure for such a vote is described in Robert’s Rules of Order, Revised, chapter XX, pages 543-555.

**Article 6: Duties of Officers Section 1: The President and/or Co-Presidents**

1. Shall be responsible for carrying out the purposes of this Constitution.
2. Shall preside over all general meetings and all Executive Board meetings of BESPA C/A.
3. Shall call special meetings at his/her discretion.
4. May serve as a Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegate as needed.
5. Shall turn in all records at the end of his/her term to the Association, and BESPA-CA property and materials.

 **Section 2: Vice President**

1. The Vice President shall assume the duties, powers and authority of the President during his/her absence, disability, death, resignation or removal from office until such time as a new President is elected.
2. Shall serve as an assistant to the President.
3. Shall assume other duties and responsibilities as designated by the President.
4. May serve as a Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegate if elected.
5. Shall turn in all records at the end of his/her term to the Association, and BESPA-CA property and materials.

 **Section 3: The Secretary**

1. Shall keep minutes of the business meetings of the Association and its Executive Board.
2. Shall send a copy of the minutes to the Executive Board members. Copies will be made available to Association members upon request.
3. Shall maintain a file of reports, forms and programs pertaining to all activities of the Association.
4. Shall assume other such duties and responsibilities as directed by the President.
5. Shall be responsible for all correspondence pertaining to the Association.
6. May serve as a Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegate if elected.
7. Shall oversee the flower/memorial fund in amount of $50.00 in the event of an active member’s death, and to coordinate the purchase of flowers or charitable contribution along with the union Treasurer and the deceased member’s family.
8. Shall turn in all records at the end of his/her term to the Association, and BESPA-CA property and materials.

 **Section 4: The Treasurer**

1. Shall be required to attend a state affiliated Treasurer training workshop, when deemed necessary by the Executive Board.
2. Shall take charge of all funds, keep an accurate record of receipts and disbursements and pay all Association bills by check upon approval by a vote of the Executive Board or upon orders by the President. Dual signatures will be required on all written checks – 1 signature to include President.
3. Shall render a financial accounting of all receipts and expenditures to the general Association meetings and to the Executive Board meetings.
4. Shall keep concise and accurate written financial balances of all accounts, bank statements, and pertinent tax information and filing dates.
5. Shall propose an annual budget to the Executive board. The budget is adopted by the Executive Board.
6. Shall oversee internal and external annual reviews and audits.
7. Shall close all accounts, balance all accounts, and have them audited annually.
8. Shall work cooperatively with the Membership Chairperson.
9. May serve as a Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegate if elected.
10. Shall turn in all records at the end of his/her term to the Association, and BESPA-CA property and materials.

 **Section 5: Membership**

1. Shall plan and promote a membership campaign as early in the school year as possible.
2. Shall keep an up to date accounting of the total membership, and work directly with the Treasurer for the collection and transmittal of dues.
3. Shall maintain membership records and a membership roster directly with the state affiliate, and will report any changes occurring on a monthly basis.
4. May serve as a Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegate if elected.
5. Shall turn in all records at the end of his/her term to the Association, and BESPA-CA property and materials.

 **Section 7: Elected Representatives**

1. Shall attend all meetings of the Executive Board and Association meetings.
2. Shall poll members of their representation on issues prior to the Executive Board meetings.
3. Shall present any issue arising in their respective group to the Executive Board for study.
4. Shall assist in recruiting new members and submit membership lists to a person designated by the President.

 **Section 8: Local, State (NYSUT), and National (AFT, NEA, AFL-CIO) Affiliate’s Representative Assembly Delegate**

1. Should attend meetings of the Executive Board and Association meetings when available or upon request of the Executive Board.
2. May attend Regional Meetings as called for and report to the Executive Board.
3. May attend the State Affiliated Representative Assembly State Convention for the purposes of conducting state business. A report will be submitted to the Executive Board.
4. May attend the National Affiliated Conventions and report activities to the Executive Board.

**Article 7:** **Standing Committees Section 1: Structure**

* Standing Committees shall carry out the specific functions outlined below. They should be selected to try and represent different groups within the Association. Committee appointments shall be approved by the Executive Board.

 **Section 2: Reports and Records**

1. Chairpersons shall report as necessary to the Executive Board. Each Committee shall keep a brief permanent record of its activities. A notebook shall be filed with the President each June.
2. A copy of any written report delivered to the Executive Board shall be attached to the official minutes.

 **Section 3: Titles and Duties**

1. **Grievance Committee:** The central Grievance Committee will be comprised of the Executive Board, and any necessary additional representatives will be appointed as needed by the Executive Board.
2. **Nominating and Elections Committee:** This Committee shall consist of three (3) active members nominated during official elections, and will serve a two (2) year term. The committee shall be responsible for collecting completed nomination forms, and conduct balloting procedures for elections and other matters, and investigating disputes in elections and making recommendations to the Executive Board.
3. Nominations forms shall be made available to all active members, and shall be sent to all members twenty five (25) business days before an election electronically, when permitted. In addition, members of the Association may nominate candidates for any office of the Association by petition.
4. The petition must be signed by ten (10) active members of the Association and presented to the Nominating Committee at least fifteen (15) business days before the election.
5. The Committee shall prepare and circulate a revised ballot including all nominees at least ten (10) business days prior to the election, electronically when permitted. No Association officer shall serve on the Committee. The form attached to the BESPA-CA Bylaws will be used to nominate a candidate and will be distributed electronically to all unit members twenty five (25) business days prior to Election Day.

1. **Negotiations Committee:** The Negotiations Committee shall consist of the Executive Board and shall be open to all interested members. The Committee shall elect from its members a team of negotiators consisting of no fewer than three (3) members. The President or Co-President shall automatically be one of the three (3) members as elected by executive board.
2. The Committee shall poll the membership for negotiations items, formulate proposals for negotiations, and be available for consultation during the negotiations period.
3. **Liaison Committee:** A Liaison Committee made up of the Association President, a BESPA-CA representative from each center and a teacher aide, along with the BOCES Personnel Manager and at least one (1) administrative designee, plus optional members as needed, shall meet to discuss employee concerns. The Committee will meet monthly during the school year, but meetings may be cancelled by agreement of both BESPA and the administration.
4. **Audit:** two (2) active non-executive board members, shall conduct a financial review

yearly for 4 consecutive years, the 5th year an audit will be conducted by an external

CPA.

1. **Scholarship Committee:** a minimum of 1 active member will assist the union Secretary, and distribute scholarship information and applications to all active union members, and will be responsible to collect all completed applications to be submitted to the judging participants
2. **Sick Bank:** a current member of executive board, as well as a Co-President shall act a as a trustee and report directly to the executive board should a special circumstance arise in addition to the liaison committee.

1. **Website Committee:** two (2) active members, with one (1) Executive Board member to develop and maintain, and preside over the BESPA-CA Union website for accurate and current useful information.

**Article 8: Amendments To Bylaws**

These Bylaws may be amended by a majority vote at a regular meeting of the Executive Board provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to all buildings for review by members at least ten (10) work days prior the vote.

 **Article 9:** **Reimbursement for Travel and Conference Attendance**

* Reimbursement for Travel and conference attendance shall be approved 5 days prior to attendance, when permissible. Copy of all receipts must be presented to Treasurer, who then will in turn present to executive board for approval for reimbursement. BESPA-CA shall follow the current GSA per diem standards. Please visit the following website to verify current GSA standards, <http://www.gsa.gov/portal/content/104877>. No alcohol reimbursement will be permitted.
* All monies provided must be reimbursed should the conference, workshop or meeting be cancelled or in the event the elected member is unable to attend.

# BESPA-CA TRAVEL EXPENSES & TRAVEL COMPENSATION PROCEDURES

1. APPROVAL - All travel to conferences, conventions, workshops, and professional meetings must be pre-approved by the Executive Board.

1. GUIDELINES
	1. Requests for travel expense reimbursement must be submitted with original, itemized receipts, or other appropriate documentation.
	2. Requests for reimbursements are to be submitted within sixty (60) days following the conference/travel.
	3. A “Travel Expense Voucher” shall be completed for all travel reimbursement requests.
2. TRANSPORTATION
	1. Personal vehicle mileage will be reimbursed at the current IRS rate per mile.
	2. Rental car costs must be pre-approved. Personal travel must be identified. Fuel charges for rental vehicles will only be reimbursed for business travel portion.
3. LODGING
	1. Actual lodging costs will be paid or reimbursed at the single room rate, up to the maximum allowed by the Federal Government. (If two BESPA-CA members share a room, the maximum allowed will be two times the single room rate.)
	2. The maximum amount allowed can be found on the U.S. General Services Administration website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Click on “GSA – Domestic Per Diem Rates”, and then click on the state that you will be lodging in.
	3. If the primary lodging area is not specifically identified, then the maximum rate is established and identified by the GSA website
	4. If no suitable hotel (excluding “economy”) is available at or under the federally approved rate, a maximum of $130.00 per night will be allowed, if pre-approved by the appropriate designee. The signature of the appropriate designee of pre-approval shall be submitted as an attachment for the hotel purchase order. (A minimum of three hotels needs to be contacted to justify that no rooms are available at or under the federal rate.)
	5. “Conference Hotel Rates” will be approved for state and national conference and conventions.
	6. Regular or conference hotel rates that exceed the aforementioned limits will not be approved for regular workshops, state meetings, training seminars, or other non-specific conference.
	7. All hotel receipts must be submitted to BESPA-CA Treasurer, upon return from travel, to verify costs and hotel stay, and to support meal allowances.
4. MEALS
	1. For overnight travel, meal expenses will be approved and reimbursed using the Federal government guidelines in effect at the time and particular location of travel.
	2. The maximum daily amount allowed for meals and incidental expenses can be found on the U.S. General Services Administration website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Click on “GSA – Domestic Per Diem Rates”, and then click on the state that you will be traveling to.
	3. If the primary area you are traveling to is not specifically identified, then the maximum daily rate allowed for meals and incidental expenses is established and identified by the GSA website.
	4. Reimbursement for food expenses in excess of the federal rate must be approved by the Executive Board, for consideration. Receipts must be submitted.
	5. Federal daily allowance will not be approved or paid when meals are provided as part of the conference or meeting registration costs.
5. GUEST EXPENSES
	1. BESPA-CA members, who travel with a guest while on BESPA-CA business will be responsible for all travel related expenses incurred by the guest.
	2. Guests’ traveling expenses should not be included on receipts for reimbursement.
	3. If guest’s expenses are included on receipts for reimbursement, they must be clearly identified. Taxes and tips will be adjusted accordingly.
	4. Lodging expenses for a guest where there is a different rate charged for a double room versus a single room, and/or where a guest rate is explicitly stated, will be paid by the member.
6. OTHER EXPENSES
	1. Other eligible expenses for reimbursement shall include, but are not limited to: parking, tolls, mileage at the GOV approved rate, cab fares, bus, rail and/or ail transportation (at regular coach rates), and other necessary expenses required to perform official duties. Itemized receipts or other appropriate documentation is required, in order to be reimbursed.
	2. Reimbursement will be approved for books or other materials purchased at a conference, if pre-approved.
	3. Telephone costs related to BESPA-CA business will be reimbursed.
	4. Personal expenses are not reimbursable and include, but are not limited to, pay television, theater and show tickets, non-BESPA-CA related telephone calls, and non-business related transportation expenses.
	5. Expenses incurred for “extended stays” in order to obtain less expensive airfares, must be pre-approved by the Executive Board.
	6. Alcoholic beverages will not be reimbursed and should not be included on any receipts submitted for reimbursement.
	7. For individual receipt reimbursement, tips will be approved up to 15% rounded up to the nearest whole dollar.
	8. Any exceptions to these procedures must be pre-approved by the Executive Board.

**BESPA-CA TRAVEL EXPENSE VOUCHER**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Date(s) of Travel: |  |
|  |  |  |  |
| Address: |  | Purpose of Travel: |  |
|  |  |  |  |
|  |  | Location of Travel: |  |
|  |  |  |  |
| **PRIOR to TRAVEL** - Travel Approved By: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rental vehicle |  | Privately owned vehicle (Complete mileage information below) |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mileage FromLocation\* | OdometerReading | Mileage ToDestination\* | OdometerReading |  | Mileage FromLocation\* | OdometerReading | Mileage ToDestination\* | OdometerReading |
|  |  |  |  |  |  |  |  |  |
| Total Mileage - |  |  | Total Mileage - |  |
| \* Must consider residence base mileage  | Location established as base -  |  | Residence Base - |  | Miles One Way |

|  |  |
| --- | --- |
|  | **Actual** **Expenses** |
| Total Mileage x Rate (GSA Rate) = Total Mileage Claimed |  |
| Other transportation charges (taxi & ticket charges) |  |
| Airfare (if Approved) |  |
| Rental Car (if Approved) |  |
| Thruway & Other Tolls |  |
| Parking |  |
| Registration Fee |  |
| GSA Daily Rate $ |  | Lodging |  |
| GSA Daily Rate $ |  | Meals\* |  |
| Other expenses (specify)  |  |
| TOTAL EXPENSES |  |
| LESS AMOUNT OF ADVANCE |  |
| TOTAL AMOUNT TO BE REIMBURSED |  |
| **\* Meal Expense Calculation** |
| First & last day of travel @75% of GSA daily rate of  | $ | x |  days | = | $ |
| Number of full day(s) of travel @100% of GSA daily rate of  | $ | x | days | = | $ |
|  Less meals included/provided in registration fees: |  |
|  Number of breakfasts included | each | x | GSA daily rate of  | $ | = | $ | - |
|  Number of lunches included | each | x | GSA daily rate of | $ | = | $ | - |
|  Number of dinners included | each | x | GSA daily rate of | $ | = | $ | - |
| **Please submit a copy of your hotel receipt with voucher for verification.** | Total Meal Claim | = | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature : |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| President Approval: |  | Date: |  |

Actual Expenses

I hereby certify that the above amount and receipts are true and correct; that no part being claimed has been reimbursed; and that the total claimed is actually due, and in accordance with BESPA-CA Policy.

 **BESPA-CA Sick Bank**

The Sick Leave Bank was established to grant additional sick leave days for employees suffering a personal disabling injury or illness. A disabling injury or illness is one which results in a continuous condition under the care of a physician. A physician's statement as to the nature of the disabling injury or illness and an estimate of the duration of the absence shall be submitted with a request to use the Sick Leave Bank.

Use of the Sick Leave Bank shall be administered according to the following provisions:

1. Days granted to an individual will come from a pool established by participating employees.

2. A participating employee becomes eligible only after s/he receives a full allotment of sick days at the beginning of the fiscal year.

3. An open enrollment period shall be established annually from June 1st to June 30th each year.

a. Each employee will donate two (2) days at the beginning of the fiscal year to become initially enrolled in the Sick Leave Bank. Thereafter the employee’s initial enrollment year employees shall donate one (1) day per year.

b. Employees shall remain a member of the sick bank until such time as a written notice is received from the employee indicating that they wish to remove themselves from participation in the sick bank.

c. Days donated to the bank become the property of the bank.

4. Upon request to use days from the Sick Leave Bank, the employee must furnish to the trustees of the bank, satisfactory medical evidence of his/her need for the days. The bank will then match one for one, up to the total accumulated sick and personal days accumulated by the employee at the start of his/her fiscal year.

5. The employee must exhaust all of his/her sick and personal days and all but five (5) vacation days prior to any Sick Bank days being used.

6. The maximum number of days any individual will be granted from the bank, in one fiscal year, is fifty (50)

days.

7. The maximum number of days allowed to accumulate in the bank shall not exceed four (4) times the total number of participating employees enrolled. If maximum is achieved at the beginning of the fiscal year, contributions will be postponed until the bank trustees deem it necessary.

8. If the pool of days diminishes to less than one half of the total number of bank members, the trustees of the bank can request an additional day be donated from the participating members.

9. There shall be three Trustees of the bank, two chosen by the Association President, and the third being the

Director of Personnel and Human Resources from BOCES or his/her designee.

10. BOCES will keep all records of employee days contributed, deducted and Sick Leave Bank totals through the Business Office. The liaison person will be the Association President.

11. The Sick Leave Bank shall not be available for use for elective surgery or maternity leaves unless unforeseeable complications arise.

**BESPA-C/A SICK LEAVE BANK ENROLLMENT FORM**

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisory Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby apply for membership in the BESPA-CA Sick Leave Bank.

I agree to abide by all stipulations as set forth in the Sick Leave Bank Rules and Regulations (see reverse - Article

11, Section 2 of the BESPA Agreement).

I understand my initial contribution and subsequent assessments are non-refundable and non-transferable.

I understand that I will remain a sick bank member until such time as I cancel this authorization by written notice to the Sick Bank Board of Trustees to be effective on the following June 30.

I have read and understand the following rules and regulations of this policy:

• Eligibility - must be employed one (1) full year prior to open enrollment period.

• Open Enrollment - June 1-30 for participation effective July 1st of current year.

• Donation of Days - two (2) days at the beginning of the fiscal year (July 1st) for initial enrollment; and one (1)

day each year on July 1 thereafter.

• Donated Days - all days donated to the bank become the property of the bank.

• Cancel Membership - until employee submits written notice requesting to be removed from sick bank participation.

• Use of Sick Bank - Employee must exhaust all of their sick and personal days and all but five (5) vacation days prior to any sick bank days being used.

• Match Days - Sick Bank will match 1:1 days up to the total accumulated sick and personal days of the employee as of the first day of their current fiscal year.

• Medical Necessity - To protect employee privacy, medical verification need only be provided to the Human

Resources Committee representative who will verify medical necessity to the Sick Bank Committee.

• Maximum Days - Member will be granted a maximum of fifty (50) sick bank days in one (1) fiscal year.

**I hereby authorize deposit of two (2) days into the Sick Leave Bank the first year of enrollment, and one (1)**

**day each year on July 1 thereafter.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BESPA-C/A SICK LEAVE BANK APPLICATION**

Employee’s Name: Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location**/**Supervisory Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of sick and personal days accumulated by the employee at the start of his/her fiscal year: (This number the Sick Bank will match, up to a maximum of 50 sick and personal days)

Date which your accumulated sick/personal/vacation days [all but five (5) vacation days] will expire: If necessary would you like your last five (5) vacation days included in these days? Yes No Anticipated Return to work date: Number of days requested: \_\_\_\_\_\_\_

Medical verification (for example, FMLA papers from your Certified Health Care Provider) must accompany this form for your request to be considered. *(To protect employee privacy, medical verification will only be provided to the Human Resources Trustee who will verify medical necessity to the Trustees of the Sick Bank.)*

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Fax - 716-376-8452 or mail completed application and medical verification (FMLA papers) to*: *BESPA-CA Sick Bank Committee c/o Jennifer Bouldin***

***1825 Windfall Rd., Olean, New York 14760***

***The Trustees of the Sick Bank will convene on your behalf, and you will be notified of the outcome.***

**Following Section to be completed by Human Resources Trustees**

Medical verification submitted to Human Resources Trustees on (date): Request for Sick Bank Days is for a legitimate medical condition of the employee: Yes No \_\_\_\_\_\_

**Signature of Trustee: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Following Section to be completed by Sick Bank Trustee**

Date Application Received: Application: Approved Denied\_\_\_\_\_\_\_

Number of Days Approved: Start Date: End Date: \_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Trustee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Officer/ Representative/Committee/Delegate Nomination Form**

Election Year: \_\_\_\_\_\_\_\_\_\_\_

We hereby nominate with their consent

Check the position you are running for:

**Officers:**

Co-President (A) - A minimal 2 year service in previous office position is required

Co-President (B) - A minimal 2 year service in previous office position is required

Membership

Treasurer

Secretary

**Representatives:**

General Representative (2)

Teacher Aide Representative (2)

**Committees:**

Nominations and Elections Committee (3)

Audit Committee (2)

Scholarship Committee (minimal 1)

Website Committee (2)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Local, State (NYSUT) and National (AFT, NEA, AFL-CIO) Delegate

Collect nomination signatures from 10 active union members:

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

**9.**

**10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**