



Long Beach Classroom Teachers Association
Constitution and By-Laws

Revised 6/15

PREAMBLE

Basic to a dynamic association is its Constitution and By-Laws. The Constitution of the Long Beach Classroom Teachers Association with its origins in the beginnings of the organization provided for the traditional structure of democratic government. Today, the LBCTA has grown larger and more complex. We serve our members in new ways and carry out new functions. In order to meet these new needs it is necessary to modernize the structure of our organization.

The Constitution and By-Laws embody the essential structure of the operational procedures of the association. This document endeavors to provide for the changing nature of more complex relationships necessary to our purposes. Some of the principles which guided the development of this document are:

1. To allow the LBCTA to function on a professional basis with good business procedures.
2. To allow for the involvement of LBCTA members.
3. To create machinery for adequately representing all members.
4. To define the function of the officers, representatives and organizational structures within the framework of the association government.
5. To empower the Executive Board to act as the policy making body of the LBCTA.
6. To expressly allow the association to act in matters of ethics, professional grievances and professional negotiations.

We accept the concept that institutions must advance to keep pace with the times. A Constitution, then, is not static but grows with a developing organization.

ARTICLE I

Section 1. The association shall be named the Long Beach Classroom Teachers Association.

Section 2. Incorporation: The Long Beach Classroom Teachers Association (hereinafter referred to as the LBCTA) shall be a non-profit educational association incorporated under the Laws of the State of New York.

Section 3. The Executive Board shall adopt and approve an official seal of the LBCTA.

ARTICLE II

PURPOSES

The general purposes of the LBCTA shall be:

1. To advance the quality of education in the Long Beach Public Schools (hereinafter referred to as the District.)
2. To unify the professional teaching staff for the purposes of improving the terms and conditions of teachers' employment.
3. To represent the members of the teaching staff before the Superintendent of Schools, the Board of Education and all other persons and bodies in all matters pertaining to the professional teaching staff.
4. To secure and strengthen the conditions necessary to support teaching as a profession and to meet the individual and collective needs of our members.

ARTICLE III

MEMBERSHIP

Section 1. Active Membership

- A. Active Membership in the LBCTA shall be open to all classroom teachers, all special area teachers and other teaching related professionals employed by the district.
- B. Specifically excluded for active membership in the LBCTA are:
 1. Superintendent and Assistant Superintendents
 2. Principals and Assistant Principals
 3. Coordinators
 4. Directors
 5. Supervisors
 6. Department Heads or Chairpersons
 7. All other school related professionals appointed by the Board of Education to any position involving teacher evaluation
 8. All other school related professionals represented by a non-teaching negotiating unit designated by the Board of Education.

C. Active membership shall be continuous unless a member:

1. Leaves the district permanently.
2. Assumes any position or becomes classified within any category enumerated in Paragraph B of this section.
3. Resigns from the LBCTA.
4. Fails to pay membership fees or assessments.

Section 2. Retired Membership

Retired certified teaching personnel (Group A) who wish to remain active in union affairs are eligible for membership. They shall have all the rights and responsibilities of active membership except for the right to vote on the contract, or hold office. The Chairperson, or designee of the retired members, shall serve as a non-voting member of the Executive Board.

ARTICLE IV

OFFICERS

Section 1. Elected Officers

The elected officers of the LBCTA shall be the:

- A. President
- B. Executive Vice President
- C. Vice President for Elementary Schools
- D. Vice President for Secondary Schools
- E. Treasurer
- F. Recording Secretary
- G. Corresponding Secretary

Section 2. Terms of Office

Officers shall serve for two years, beginning July 1 of the year in which they are elected.

Section 3. Qualifications

- A. No person may be an officer of the LBCTA unless he or she has been granted tenure and has been an active member for two consecutive years immediately prior

to election.

- B. In addition to the requirements of Paragraph A of this section, no person may be President of LBCTA unless he or she has previously been an officer of the LBCTA, a member of the Executive Board, an elected delegate, or a member of a standing or special committee within the previous 5 years.

Section 4. Succession

- A. If the office of President becomes vacant, any unexpired term shall be filled by the Executive Vice President.
- B. If the office of Executive Vice President becomes vacant, any unexpired term shall be filled within 30 days by the Executive Board who shall select one of the area level Vice Presidents to fill the vacancy.
- C. If both the offices of the President and Executive Vice President become vacant contemporaneously, the Executive Board shall within 30 days elect a President and Executive Vice President pro tem from the area level Vice Presidents until the vacancies are filled by a special election held pursuant to Article VI, Section 4.
- D. The Executive Board shall fill the vacant Vice Presidential positions from their membership. ~~They shall serve pro tem until the vacancies are filled by a special election held pursuant to Article VI, Section 6.~~ Such officers will serve for the remainder of the term. (6/15)
- E. The President with the approval of the Executive Board shall recommend a replacement for Secretary or Treasurer if a vacancy occurs. Such officers will serve for the remainder of the term.

ARTICLE V

DUTIES OF OFFICERS

Section 1. President

- A. The President shall be the chief executive officer with overall responsibility for the operation of the LBCTA.

- B. Specific Duties:

In addition to his/her general responsibilities, the President shall:

- 1. Represent the LBCTA before the Superintendent of Schools, the Board of Education and such other persons and bodies as necessary.

2. Attend all open meetings of the Board of Education for the purpose of representing the position of the LBCTA on such matters as he or she deems necessary.
3. Preside over meetings of the active membership and the Executive Board. At all such meetings, the President shall issue a report summarizing important matters and outlining suggested plans.
4. The President shall deliver a state of the union speech at a regular meeting scheduled by the Executive Board to take place between January 1 and March 31 of each year.
5. Appoint special committees when necessary.
6. Appoint chairpersons to all standing and special committees with the consent of the Executive Board. He/she shall be a member, ex officio, of all standing and special committees.
7. Call special meetings as he/she deems necessary.
8. Sign all papers and documents necessary to the functioning of the LBCTA.
9. Assist, at the request of a building representative, in representing the membership before any principal or administrator.
10. The President shall be the representative of the LBCTA at appropriate local, state, and national conventions.

C. Delegation of Authority

The President may delegate those administrative responsibilities which he/she deems necessary. He/she may not, however, delegate his/her executive responsibility for the overall operation of the LBCTA.

Section 2. Executive Vice President

A. Duties:

The Executive Vice President shall

1. Perform in the absence of the President the duties of the President.
2. Compile a yearly report of the events and accomplishments of the LBCTA which shall be presented to the Executive Board and the active membership.
3. Perform such additional duties as the President may direct.

4. Serve as Delegate to NYSUT Representative Assembly and AFT Conventions.
5. In addition to his/her specific duties, the Executive Vice President shall be Chairperson of the District Grievance Committee and a member, ex-officio, of all standing and special committees.

Section 3.

A. Vice President for Elementary Schools

Duties

The Elementary Vice President shall

1. Be a permanent member of the District Grievance Committee.
2. Perform such duties as the President may direct.
3. Convene periodic meetings of Elementary Council representatives.

B. Vice President for Secondary Schools

Duties

The Secondary Vice President shall

1. Be a permanent member of the District Grievance Committee.
2. Perform such duties as the President may direct.
3. Convene periodic meetings of Secondary Council representatives.

- C. The V.P. for Elementary Schools and the V.P. for Secondary Schools shall co-chair the Public Relations Committee and shall be members' ex-officio of the Constitution, Membership, and Political Action Committees.

Section 4. Treasurer

A. Duties

The Treasurer shall

1. Receive all funds of the LBCTA.

2. Act as custodian of all funds of the LBCTA and deposit such in a federally insured bank or banks as approved by the Executive Board.
 3. Transmit membership fees to authorized affiliates.
 4. Disburse such funds as authorized by the Constitution and the Executive Board.
 5. Co-sign all checks with the President.
 6. Maintain itemized accounts of receipts and disbursements in accordance with standard auditing procedures.
 7. Render a monthly report to the Executive Board of the current financial status of the LBCTA.
 8. Publish an annual financial report which shall be distributed to the Executive Board and made available to the active membership.
 9. Submit all records as required by the Laws of the State of New York.
 10. Maintain, together with the Chairperson of the Membership Committee a roll of the membership of the LBCTA.
 11. Submit the financial records of the LBCTA to an annual audit by an independent certified public accountant.
- B. The Treasurer may retain the services of an accountant
- C. The Treasurer shall be a member, ex-officio, of the Budget and Membership Committees.

Section 5. Recording Secretary

A. Duties

The Recording Secretary shall

1. Keep accurate minutes and keep accurate records of attendance at all meetings of the Executive Board and all meetings of the general membership.
2. Publish the official minutes of each meeting.
3. Maintain the official files of the LBCTA, including a special file for the minutes of all Executive Board and membership meetings.
4. Perform such additional duties as the President may direct.

Section 6. Corresponding Secretary

A. Duties

The Corresponding Secretary shall

1. Carry on all correspondence pertaining to the business of the LBCTA.
2. Report monthly to the Executive Board on the nature of all LBCTA correspondence.
3. Maintain an official file of all correspondence.
4. **Serve as the chairperson of The Social Committee. (6/15)**
5. Perform such additional duties as the President may direct.

B. The Corresponding Secretary shall be a member of the Public Relations Committee.

ARTICLE VI

ELECTION OF OFFICERS AND DELEGATES

Section 1. Board of Elections

There shall be a three (3) member Board of Elections with one member serving as chairperson. At least one member shall be from the elementary level and at least one person shall be from the secondary level. The chairperson and members shall be appointed by the President with the approval of the Executive Board. The chairperson will receive a yearly honorarium of \$150.00 and members will receive \$100.00.

Section 2. Nominations and Petitions of Candidacy

- A. By March 1, the Board of Elections shall notify all members of the LBCTA of the forthcoming election requesting members who desire to serve as an officer or delegate to notify, in writing, the Board of Elections indicating the position(s) they wish to be nominated for. Such notification shall be received by the Board of Elections by March 15.
- B. By March 30 any eligible member of the LBCTA who has expressed his/her desire to run for office must submit to the Board of Elections a petition with the signatures of thirty-five (35) members of the LBCTA who support his/her candidacy.
- C. The Board of Elections shall examine any such petition of candidacy. The Board of Elections may reject any such petition which does not have the requisite number of signatures or does not nominate a qualified candidate.

- D. The Board of Elections shall submit to the Executive Board the names of all eligible candidates who have submitted certified petitions.

Section 3. Elections

- A. The Election of Officers shall be conducted by U.S. mail. An official ballot will be sent to the last known address of each active member postmarked by May 1. The completed ballots must be returned to the Chairperson of the Board of Elections by U.S. mail postmarked by May 15. **The President may cast a single vote for an uncontested election.** (6/15)
- B. If ballots cannot be mailed the election of officers shall be held on the second Tuesday in May at one central location selected by the Board of Elections. The polls shall be open from ten minutes after the earliest school closing until 2 hours past the last school closing.
- C. A Candidates' Forum will be called by the President prior to the elections, for the candidates to speak.
- D. Duties of the Board of Elections:
 - 1. The Board of Elections shall have the overall responsibility for the fair and impartial conduct of the election of officers.
 - 2. The Board of Elections shall determine the format of the Candidate's Forum.
 - 3. Fifteen days prior to the day of the election the Board of Elections shall have prepared and mailed to the last known address of each member of the LBCTA a notification of the time and place of the election and a copy of the ballot.
 - 4. The Board of Elections shall supervise and conduct the election. Included in their duties shall be the responsibility of supervising the casting of votes, the counting of votes and the announcement of the results.
- E. Voting:
 - 1. Active members, as determined by the Treasurer's records, shall vote by printed ballot. There shall be no proxy voting.
 - 2. If no candidate receives a plurality there shall be a run-off election of the candidates tied for the most votes on the third Wednesday in May.
 - 3. Each candidate shall select one observer of the balloting procedure. Observers shall report any violations to the Chairman of the Board of Elections.
 - 4. Voting for Secondary and Elementary Vice-Presidents will be limited to members

working in those buildings. Members who are split between buildings will vote for the Vice-President where they spend the majority of their day. If a member is split equally between elementary and secondary buildings they will vote for the Elementary Vice President.

5. Candidates' names will be placed in random order on the ballots by the Board of Elections.

Section 4. Special Elections

- A. If the office of both President and Executive Vice President shall concurrently become vacant, the President pro tempore shall convene the Board of Elections for the purpose of conducting a special election to fill all vacancies.
- B. The Board of Elections shall conduct a special election at the earliest possible date in accordance with the requirements of Section 1 and 2 of this article, but all time limitations shall be reduced to one-half of the school days normally allowable.

ARTICLE VII

IMPEACHMENT OF OFFICERS

Section 1. Grounds

Any elected LBCTA officer may be impeached for dereliction of duty or for conduct contrary to the stated purposes of the LBCTA .

Section 2. Petition of Impeachment

- A. Any active member of the LBCTA may bring charges upon one or more of the specified grounds by written petition of impeachment.
- B. The Petition shall
 1. State the nature of the charge and the person or persons against whom directed.
 2. Be signed by at least one-third of the active membership.
 3. Be served personally or be delivered by registered mail to the person so charged and the President of the LBCTA. If the President is the officer to be charged, the petition shall also be served to the Executive Vice-President in the aforementioned manner.
- C. Upon receipt of the petition, the President or Executive Vice-President, shall convene the Board of Elections for the purpose of conducting a special election.

Section 3. Special Election

- A. The special election will take place at a special meeting of the LBCTA called by the President, or the Executive Vice-President with thirty (30) days of service of the petition.
- B. The Chairperson of the Board of Elections shall preside at such meeting and shall provide an opportunity for the person or persons named in the petition and the petitioner, or his spokesperson, to speak on the charges.
- C. Thereafter, all active members, as determined by the Treasurer's records, shall vote for or against granting the petition by secret written ballot. There shall be no absentee or proxy voting.
- D. The petition shall be granted if one more than half of those present and voting, vote in the affirmative.
- E. The Chairperson of the Board of Elections shall certify the results and announce them to the membership.

Section 4. Vacancy

Whenever, after a special election, a petition of impeachment is granted, the office of the person or persons named in the petition shall be deemed vacant.

ARTICLE VIII

BUILDING REPRESENTATIVES

Section 1. General

- A. The active membership in the LBCTA in each public school building in the District shall elect one Building Representative for each twenty members, with fractions thereof being counted as one, and an equal number of Alternates. Each building shall have at least one Representative and one Alternate.
- B. ~~In those buildings with more than three Representatives elected,~~ The Representative receiving the largest number of votes shall be designated Senior Building Representative. The remaining positions shall be filled in the order of the highest number of votes received and there shall be no run-off election. (6/15)
- C. If the member with the largest number of votes is not able to serve as Senior Building Representative, the Building Representative with the next highest number of votes will be appointed.

Section 2. Term

- A. Building Representative(s) shall serve for one year and may be re-elected.
- B. The term of all Building Representatives shall begin on July 1st of the year in which elected.

Section 3. Qualifications

No person shall be a Building Representative or Alternate unless he or she has been an active member of the LBCTA for at least one year prior to election. No person shall be a building representative or alternate for a building in which he/she serves less than ~~60%~~ 50% of his/her teaching responsibilities. In addition, no person shall serve as a Building representative for more than one building. (6/15)

Section 4. Vacancies

- A. If the office of any Building Representative shall become vacant, the Senior Building Representative shall appoint the Alternate Representative who received the highest vote count in the previous election.
- B. If no Alternate Representative is available then the Senior Building Representative shall appoint the replacement.

ARTICLE IX

DUTIES OF THE BUILDING REPRESENTATIVES

Section 1. Duties of the Building Representatives

Each Building Representative shall

- A. Be responsible for all LBCTA business within the building. In each school building where there is more than one Building Representative the Senior Building Representative shall be Chairperson of the Representatives.
- B. Keep the constituent membership informed of all current LBCTA business activities, and distribute all notices and minutes of the LBCTA.
- C. Call such meetings of the active membership within the building as deemed necessary to discuss LBCTA business. The Senior Representative shall act as Chairperson of all such meetings.
- D. Transmit and act upon all communications or directions from the President or Executive Board to the active members within the building.
- E. Transmit and act upon all communications or directions from the active members within

their building to the President or the Executive Board.

- F. Organize and oversee under the direction of the Treasurer, the enrollment of members in the LBCTA and its affiliates.
- G. Be members of the Executive Board and attend all meetings of the Executive Board unless excused by the President. When excused from a meeting, a Building Representative shall insure that an Alternate attends as a replacement.
- H. Act on behalf of the active members in the building. In any case pertaining to all active members within a building, the Building Representatives shall represent the consensus of members.
- I. Represent the active members before the Principal or Administrator in matters pertaining to conditions or contract and other LBCTA business. The President, or his/her designee, at the request of a Building Representative, shall appear with the Building Representative before the Principal or Administrator.
- J. Meet with the building principal on matters related to the individual school. These meetings will be held at a mutually agreed upon time.

Section 2. Statement of Policy

- A. The LBCTA can be an effective representative of all active members only if members forward all communications concerning matters of contract and other LBCTA issues through the appropriate Building Representatives to a Principal or Administrator.
- B. In matters pertaining to building policy, all Building Representatives shall be consulted prior to any conference with the Principal or Administrator. Any decision concerning building policy will be reached by vote of all Building Representatives and then ratified by the active membership of the specific building. Any policy question which may pertain to more than a single building shall be referred to the Executive Board.

ARTICLE X

ELECTION OF BUILDING REPRESENTATIVES

Section 1. General

- A. The Building Representatives and Alternates shall be elected at a special building meeting called no later than fourteen (14) days prior to the end of the school year, but not before the second Wednesday in May.
- B. The area Vice-President shall act as Building Election Chairperson.

Section 2. Procedure

- A. The Chairperson shall establish the procedure for the nominations and election of Building Representatives and Alternates.
- B. Candidates' names will be placed in random order on the ballots by the Vice-President in charge of the election. (6/15)

Section 3. Notification

- A. The President and the building membership shall be notified of the results of the election within twenty-four (24) hours.

ARTICLE XI

REMOVAL OF BUILDING REPRESENTATIVES

Section 1. Grounds

Any Building Representative or Alternate may be removed from office for dereliction of duty or for conduct contrary to the stated purposes of the LBCTA.

Section 2. Removal by the active membership

- A. Any active member or members within a school building may seek the removal of a Building Representative or Alternate by written petition.
- B. The petition shall:
 - 1. State the nature of the charge and the Representative or Alternate against whom directed.
 - 2. Be signed by at least one-third of the active members within the school building.
 - 3. Be served personally or delivered by registered mail to the Representative or Alternate so charged and the President of the LBCTA.
- C. Special Election
 - 1. A special meeting of the active membership of the building shall be called by the President of the LBCTA within thirty (30) days of service of the petition.
 - 2. The area Vice-President shall be the Election Chairperson.
 - 3. The Chairperson shall preside at the special meeting and shall provide an opportunity for the Representative or Alternate named in the petition and the

petitioner, or his spokesperson, to speak on the charges.

4. Thereafter, all active members, as determined by the Treasurer's records, shall vote for or against the granting of the petition by secret written ballot. There shall be no absentee or proxy voting.
5. The petition shall be granted if one more than half of those present and voting, vote in the affirmative.
6. The Chairperson shall certify the result, announcing it to the President and the membership within twenty-four (24) hours.

D. Whenever, after a special election, a petition has been granted, the office of the Building Representative or Alternate named in the petition shall be deemed vacant.

Section 3. Removal by the President

- A. A Building Representative or Alternate may be removed by the President for unexcused absence from three consecutive meetings of the Executive Board.
- B. Prior to removal, the President shall notify the Building Representative or Alternate in person or by registered mail of this decision. A copy of such notification shall be sent to the Executive Board.
- C. Ten (10) days after service of the notice, the position shall be deemed vacant and the President shall direct that a special building election be held within fourteen (14) days to fill the vacancy.

ARTICLE XII

EXECUTIVE BOARD

Section 1. General

The governing body of the LBCTA shall be the Executive Board. The Executive Board shall consist of the officers, the Building Representatives, the immediate Past-President of the LBCTA and the Chairperson of the Negotiations Committee.

Section 2. Overall Purposes

The Executive Board shall function as a vehicle for maximum communication within the association. It shall provide an avenue for the mutual exchange of ideas and information between all members of the association. It shall report all of its business to the active members and shall attempt to represent fully each and every active member.

Section 3. Duties

The Executive Board shall

- A. Act as the legislative and policy making body of the LBCTA.
- B. Act in conjunction with the President in implementing the stated purposes of the LBCTA.
- C. Propose, discuss and initiate the policies of the LBCTA.
- D. Approve resolutions and other policy statements.
- E. Set the annual dues, levy special assessments as approved by the general membership and authorize expenditures of the LBCTA in accordance with the Constitution and By-Laws.
- F. Perform all other duties as required to carry out the purposes of the Constitution and By-Laws of the LBCTA.

Section 4. Additional Powers

The Executive Board shall have the power to

- A. Employ a staff and secure such services as are necessary to fulfill its duties.
- B. Adopt standing rules, regulations, and operating procedures consistent with the Constitution and By-Laws.
- C. Exercise those powers not specifically given to the Officers, Building Representatives, and Committees or reserved to the active membership at large.

ARTICLE XIII

MEETINGS OF THE EXECUTIVE BOARD

Section 1. Regular Meetings

The Executive Board shall meet on the second and fourth Monday of each school month at 3:45 p.m. in the offices of the LBCTA. The President may vary the time, place or date of a regular meeting by prior notice to all members of the Executive Board.

Section 2. Special Meetings

- A. The President may call a special meeting of the Executive Board when he deems it necessary. If a Building Representative requests a special meeting, it must be called by the President.

- B. The President shall notify all members of the Executive Board of the time, place, date and purpose of the special meeting.
- C. No business other than that stated in the notice shall be discussed at the special meeting.

Section 3. Attendance

- A. Each member of the Executive Board and all Officers of the LBCTA shall attend every regular and special meeting of the Executive Board unless excused by the President.
- B. If a Building Representative is excused by the President, he/she shall designate an Alternate to attend in his/her place.
- C. The President may request a Committee Chairperson to attend any meeting of the Executive Board. A Committee Chairperson shall be entitled to attend, upon his/her request, any special or regular meeting.

Section 4. Quorum

The Executive Board may not officially act upon any item unless there is present at a regular or special meeting a majority of the entire membership of the Executive Board and at least one representative from each of one more than half of the individual school buildings.

Section 5. Guests

Any active member may attend a regular meeting of the Executive Board. Such member shall have the right to participate in all business but shall not vote.

Section 6. Voting

- A. Voting shall be limited to Executive Board members present at the time a vote is taken with the exception of the President of the LBCTA. There shall be no proxy or other form of absentee voting.
- B. An Alternate may vote only if he/she is the designated replacement for a Building Representative.
- C. In the event of an equally divided vote by members of the Executive Board, the President shall have the power to cast the deciding vote.
- D. Decisions reached by a majority of the Executive Board members present and voting shall be declared official and binding on the Executive Board.

Section 7. Authority

- A. *Roberts Rules of Order*, 10th Edition shall be the parliamentary authority for all meetings of the Executive Board on questions of procedure not covered by the Constitution and By-Laws.
- C. The President may appoint a parliamentarian.

ARTICLE XIV

COMMITTEES

Section 1. Standing Committees – Titles and Duties

A. The Budget Committee

1. Shall with the assistance of the Treasurer, review the expenditures of the previous fiscal year and propose a tentative budget for the current year.
2. The Budget Committee shall be responsible for the management of regular operating expenditures.

B. The Constitution Committee

Shall, with the assistance of the Vice President for Elementary Schools and/or the Vice President for Secondary Schools, review the Articles of the Constitution and By-Laws and propose recommendations for revision when necessary. The Constitution Committee shall be the official authority of the LBCTA. The Chairperson of the Constitution Committee shall be responsible for the protection and administration of the Constitution.

C. The Grievance Committee

Shall be responsible for the redress of grievances in accordance with the procedures established by Law.

D. The Political Action Committee

Shall have broad cognizance of local, state and national legislation affecting the interests of the LBCTA and for the exercise of civic responsibilities by LBCTA members. The Committee shall inform members of all legislative matters which may affect the LBCTA. The President will recommend, with the approval of the Executive Board, that the committee shall employ a Political Action Coordinator at a yearly honorarium of \$4,400.02.

E. The Membership Committee

Shall be responsible for full enrollment of all teaching professionals of the LBCTA. The committee shall make available to members and potential members information regarding policies, programs, activities, benefits and accomplishments of the LBCTA. The committee shall, with the assistance of the Treasurer, maintain a roll of the membership. The committee shall be responsible for communicating with itinerant and detached personnel. The Membership Committee shall, with the approval of the Executive Board, employ a New Members Coordinator at a yearly honorarium of \$2,200.01.

F. The Negotiations Committee

Shall negotiate the professional contract with the Board of Education or their representative. The Negotiations Committee shall develop such operating procedures as are necessary. The Negotiations Committee, with the approval of the Executive Board, may administer funds, employ a staff and secure such services as are necessary. The Committee shall keep the active membership informed of the progress of negotiations. At the conclusion of the negotiations, the Chairperson shall present the proposed contract to the Executive Board for its approval and then submit a report for the approval of the general membership at a special membership meeting. No contract will be binding until approved by the active membership. The Chairperson of the Negotiations Committee shall be a member of the Executive Board and shall be responsible along with the Chairperson of the Grievance Committee for the protection and enforcement of the contract.

G. The Social Committee

Shall organize such social activities as may serve the needs of the members and promote fellowship within the LBCTA.

H. The Public Relations Committee

Shall promote the policies, programs, activities and accomplishments of the LBCTA through all available channels of communications. The Public Relations Committee shall with the approval of the Executive Board, employ a Webmaster at a yearly honorarium of \$4,400.02.

I. The Scholarship Committee

Shall be responsible for the administration and implementation of the LBCTA scholarship program.

Section 2. Special Committees.

The President may appoint such special committees as he/she deems necessary.

Section 3. Structure

- A. The President shall appoint the Chairperson of all standing and special committees with the consent of the Executive Board. A Chairperson may be relieved of his/her duties by the President.
- B. The Committee Chairperson shall appoint such committee members as necessary with the consent of the Executive Board. Whenever possible, the committee members shall be representative of the different groups in the association. Committee members may be removed by the Committee Chairperson.

Section 4. Meetings

- A. The Chairperson of each standing and special committee shall call meetings as necessary.
- B. The quorum at all committee meetings shall be a majority of the committee.
- C. Voting shall be limited to committee members present at the time a vote is taken. Decisions reached by majority vote shall be binding on the committee.

Section 5. Reports

- A. The Chairperson of each standing and special committee, upon request of the Executive Board shall report in writing the current status of his/her committee's work.
- B. Each committee shall keep a permanent record of its activities. A copy of each record shall be kept in the LBCTA files.

ARTICLE XV

ITINERANT AND DETACHED PERSONNEL

Section 1. Definition

Itinerant and detached personnel shall include any active member who performs his/her assigned duties in two or more school buildings or any active member who performs his/her assigned duties outside of a regular public school building.

Section 2. Rights

- A. Itinerant and detached personnel shall be entitled to all the rights and privileges of any other LBCTA active member.
- B. Building Representatives shall be responsible for keeping such members informed of

LBCTA and building business.

ARTICLE XVI

RIGHTS RESERVED FOR THE MEMBERSHIP AT LARGE

Section 1. General

Those powers, duties and rights not specifically given to the Officers or Building Representatives shall be reserved for the membership at large.

Section 2. Specific Reservations

A. The active membership at large shall have the power to

1. Overrule resolutions or policies of the Executive Board.
2. Propose, discuss and recommend policy at general membership meetings.

B. Only the active membership at large may

1. Elect officers of the LBCTA.
2. Approve or reject a proposed contract of employment negotiated with the Board of Education.
3. Approve or discontinue any affiliation.
4. Approve any special assessment.
5. Amend the Constitution or By-Laws.

ARTICLE XVII

MEETINGS OF THE MEMBERSHIP

Section 1. Regular Meetings

- A. The Executive Board shall arrange at least two meetings of the active membership each year. One of these meetings shall take place between January 1 and March 31 for the purpose of a state of the union message from the President.
- B. All members shall be notified of the time and place, date and tentative agenda, as approved by the Executive Board, no later than seven (7) days prior to the meeting.

Section 2. Special Meetings

- A. Special meetings may be called, when necessary, at the request of the President or a majority of the Executive Board.
- B. Except in emergency situations as determined by the President or Executive Board, all members shall be notified of the time, place, date and purpose of the special meetings no later than three (3) days prior to the meeting.
- C. No business other than that stated in the notice shall be discussed at a special meeting.

Section 3. Quorum

The quorum at all meetings of the general membership shall be 10 percent of the total active membership and shall include faculty from each of one more than half of the school buildings in the District.

Section 4. Invited Guests

The President, with the consent of the Executive Board, may invite special guests for the purpose of sharing information. Such guests shall be presented prior to the regular business agenda and shall be excused from the meeting at the conclusion of their business.

Section 5. Voting

- A. Only active members, as determined by the Treasurer's records, shall be eligible to vote.
- B. Voting shall be limited to eligible voters physically present at the time a vote is taken. There shall be no proxy or other form of absentee voting.
- C. The President shall determine the method of voting unless otherwise specified in the Constitution or By-Laws.
- D. Decisions reached by majority vote of the active members present and voting shall be declared official and binding on the LBCTA and its active membership.

Section 6. Authority

- A. *Roberts Rules of Order*, 10th Edition shall be the parliamentary authority for all membership meetings of the LBCTA on all questions of procedures not covered by the Constitution or By-Laws.
- B. The President may appoint a parliamentarian.

ARTICLE XVIII

AFFILIATION

Section 1. Affiliation

- A. The LBCTA will maintain unified membership with New York State United Teachers and those national affiliates and organizations mandated by the Constitution and By-Laws of the New York State United Teachers. Representatives to NYSUT and AFT shall be duly elected according to the terms and by-laws of those organizations with a delegate strength determined by the membership average of the LBCTA.
- B. The LBCTA may affiliate with other professional organizations where such affiliation is considered beneficial to the active membership. Under any such affiliation, the LBCTA shall continue to be an autonomous organization subject to the rules and regulations of its own Constitution and By-Laws.

ARTICLE XIX

AUTHORITY

The Constitution Committee shall be the LBCTA authority for all questions covered by the Constitution, the By-Laws and such standing rules as the Executive Board may adopt.

ARTICLE XX

AMENDMENT

Section 1. General

The Constitution may be amended at a special meeting of the active membership called by the President.

Section 2. Procedure

- A. Proposed amendments shall be submitted to the Constitution Committee. Thereafter, the Chairperson shall forward a report, with committee recommendations, to the Executive Board.
- B. Upon approval of the proposed amendment by the Executive Board, the President shall call a special meeting of the general membership. All active members shall be given fourteen (14) days prior notice of the special meeting and the contents of the proposed amendment.

- C. The President shall preside at the special meeting and, after a suitable period of discussion, shall call a vote on the amendment. The President shall set the form of voting.
- D. Any proposed amendment shall become effective if approved by a two-thirds vote of the active membership present and voting.

BY-LAWS

ARTICLE I

DUES

Section 1. Fees

- A. A. Each active member shall be charged a local membership fee of \$378 for the 2014-2015 school year. Thereafter local dues with the approval of the Executive Board shall increase at the same percentage as a person moving from Step 10 MA to Step 11 MA. If there is a need to increase dues beyond this rate the President shall call a Special Meeting of the General Membership for approval.
- B. Part-time teachers who are defined as those persons working not less than 20 hours per week for a full semester or a teacher working not less than 3 full teaching days per week for a full semester and teachers who are appointed for a period of guaranteed employment of teaching not less than 90 days nor more than 140 days, said day to be full time and to be assigned on a daily basis at the discretion of the administration, shall pay one half dues. Blackheath Pre-K teachers shall pay one quarter dues.
- C. Active members on a leave of absence for less than a full school year may retain full active membership by a payment of a fee of one-half of the local dues plus the appropriate affiliate dues.
- D. Effective September 1, 1985, and continuing thereafter, the LBCTA total membership dues shall increase at such times as the AFT national per capita may be increased except that when such AFT and/or NYSUT per capita increases take effect after September 1 of any year. The resulting commensurate increase in the LBCTA's total annual membership dues shall only take effect beginning the following September.
- E. Retired members shall pay membership of \$9.

Section 2. Terms

- A. Membership fees will be paid by designating dues deduction.

- B. The membership year shall be from September 1st to August 31st.

Section 3. Special Assessments

- A. The Executive Board may recommend special assessments when necessary. Such special assessments must be approved by the active membership. All active members are responsible for the payment of all assessments.
- C. The Treasurer shall notify each member that the assessment has been approved and is due. Failure to pay assessments within sixty (60) days thereafter shall result in the loss of all the membership rights until such time as the original assessment in arrears, the current yearly dues and any current assessments are paid.

ARTICLE II

EXPENDITURES

Section 1. Regular Operating Expenditures

- A. Definition
Regular operating expenditures are those normal and recurring costs required to implement this Constitution and By-Laws. That shall include, but not be limited to, rent, printing costs, honoraria, affiliations, conferences, attorney's fees, bookkeeping fees and such other ordinary and recurring expenses as the Executive Board deems necessary.
- B. The Budget Committee shall present an itemized report of regular operating expenditures of the previous fiscal year.
- D. The Budget Committee shall submit a monthly financial report to the Executive Board.

Section 2. Additional Expenditures

- A. Definition
Those expenses not contained within the regular operating expenditures of the LBCTA shall be called additional expenditures.
- B. The President may spend up to \$300 without approval of the Executive Board.

ARTICLE III

HONORARIA

- Section 1. The Officers of the LBCTA shall receive the following honoraria for services rendered per year.

A.	President	\$ 19534.40
B.	Executive Vice President	\$9522.12
C.	Vice President/Elementary Schools	\$5,899.00
D.	Vice President/Secondary Schools	\$ 5,899.00
E.	Treasurer...	\$ 6,834.50
F.	Recording Secretary	\$ 5,899.00
G.	Corresponding Secretary	\$4,062.46

Section 2. The Chairperson of the Negotiations Committee shall receive an honorarium for services rendered in the sum of \$11,217.72

Section 3. Members of the Negotiations Committee shall receive \$121.00 per four (4) hour session and fraction thereof and also 50.5 cents per mile or the prevailing IRS rate; whichever is higher.

Section 4. Building Representatives will be paid a yearly honorarium of \$684.00.

Section 5. Effective September 1, 1989, and continuing thereafter, all honoraria shall increase at the same percentage as a person moving from Step 10 MA to Step 11 MA.

ARTICLE IV

AMENDMENTS

Section 1. General

By-Laws may be amended at a special meeting of the active membership called by the President.

Section 2. Procedure

- A. Proposed amendments shall be submitted to the Constitution Committee. Thereafter, the Chairperson shall forward a report, with committee recommendation, to the Executive Board.
- B. Upon approval of the proposed amendment by the Executive Board, the President shall call a special meeting of the active membership. All active members shall be given fourteen (14) days prior notice of the special meeting and the contents of the proposed amendment.
- C. The President shall preside at the special meeting and, after a suitable period of discussion, shall call a vote on the amendment. The President shall set the form of voting.

- D. Any proposed amendment shall become effective if approved by a majority vote of the active membership.

ENACTMENT

This Constitution and By-Laws shall be adopted by a majority vote of the active membership present at a regular meeting.

This Constitution and By-Laws shall become effective on July 1 of the year in which adopted.