

BY-LAWS OF THE SPENCERPORT TEACHERS' ASSOCIATION

BY-LAW I

Meetings

Section I: General Membership

- a) The President shall call at least one general STA meeting per school year.
- b) Other meetings may be called by the President, by a majority of the Executive Council or by petition of 33 1/3 percent of the membership. This meeting must be called within 20 school days from the receipt of the petition by the Executive Council.

Section II: Quorum

- a) A quorum at a general membership meeting shall be 1 more than 25 % of the STA membership.

BY-LAW II

Duties of Officers

Section I: Duties of the President

- a) Be the chief executive officer and the chief spokesperson for the Association.
- b) Administer all affairs and execute all policies of the organization.
- c) Preside at all meetings of the Executive Council and general membership.
- d) Represent the organization with all external groups.
- e) Appoint and establish the functions of ad-hoc committees.
- f) Appoint chairpersons of committees as outlined in this Constitution.
- g) Call regular and special meetings of the Executive Council and general membership.
- h) To serve as ex-officio member of all committees.
- i) Responsible for the management of the Association. He/she shall carry out all policies established by the Executive Council, report his/her transactions and those of the Executive Council to the members and suggest policies for consideration by the Executive Council.
- j) To inform the membership of district actions and policies which directly affect the general membership of the STA.
- k) To appoint the STA's representative to the building planning team in each building and to appoint the Chair of the Professional Advancement Committee.

Section II: Duties of the 1st Vice-President

- a) To assume the duties of the President in case of his/her absence, disability, or upon the President's request.
- b) To assist the President with his/her duties.
- c) To chair the Grievance Committee.

Section III: Duties of the 2nd Vice-President

- a) Oversee the membership drive and membership billing.
- b) To prepare membership packets for new teachers to include such things as the Contract, the STA Constitution, membership information, and other items as deemed necessary.
- c) Must work with the Treasurer to validate the accuracy of membership billings.
- d) To assist the President as requested by him/her.

Section IV: Duties of the Secretary

- a) To record and keep minutes of all Association meetings and Executive Committee meetings.
- b) To disseminate Executive Council minutes to the general membership.
- c) To keep an official file of all Association materials.
- d) To assist the President as requested by him/her.

Section V: Duties of the Treasurer

- a) To keep an accurate record of all income and expenditures.
- b) To collect dues.
- c) To prepare and distribute to the membership an annual report of finances.
- d) To complete and file all necessary yearly revenue forms.
- e) Must work with the 2nd Vice-President to validate the accuracy of membership billings.
- f) To assist the President as requested by him/her.

Section VI: Succession of Vacancies

- a) If the office of the President becomes vacant, the 1st Vice-President shall assume the office of President.
- b) If any other office becomes vacant, it shall be filled by election by the Executive Council until the next election is held by the general membership.

BY-LAW III

Building Representative

Each building shall elect for a two-year term a representative for each twenty-five teachers or major fraction thereof. Each building may elect an alternate to serve 1 year term. Teaching assistants shall elect one representative for a two-year term and one alternate for a one-year term.

BY-LAW IV

Duties of the Building Representative

The duties of the Building Representative shall be as follows:

- 1) To represent his/her building at all Executive Council meetings.
- 2) To promptly disseminate all pertinent information to building STA members.
- 3) To accurately obtain all feedback from all building members when so directed by the Executive Council.
- 4) To represent the building bargaining unit in building grievances or problems with their building administration.
- 5) To conduct building STA meetings as needed.
- 6) To collect monies as approved by the Executive Council.

BY-LAW V

Duties of the Executive Council

Section 1: Duties of the Executive Council

- 1) To be the policy forming body of the Association.
- 2) To approve an annual budget.
- 3) To act upon all additional expenditures as may be required.
- 4) Interpret all articles of the STA Constitution.
- 5) To act on policy matters for the organization between the meetings of the general membership.
- 6) To make policy recommendations to the membership for their consideration.
- 7) To perform all other duties as enumerated in this constitution.
- 8) To present all proposed modifications of an existing contract for a membership ratification vote.
- 9) To hold meetings on a scheduled basis.
- 10) To hold a special membership meeting when petitioned by one-third of the STA.
- 11) To hold a special Executive Council meeting when called by the President or a majority of the Executive Council.
- 12) To consider and/or act upon any member's formal request concerning the conduct of the Association.

- 13) Each Executive Council person shall be entitled to one vote.
- 14) To request committee reports as needed.
- 15) To promote better relationships between the STA, the Community and the District.
- 16) To approve committee appointments made by the president.

Section 2: Meetings

The Executive Council shall meet at least ten times per year.

BY-LAW VI

Standing Committees

Section I: Negotiations Committee

- a) Membership
 - 1) Shall consist of 1 STA member from each building.
 - 2) Up to four additional members as appointed by the President.
- b) Selection
 - 1) Members shall be elected by a simple majority of the votes cast by building STA members.
 - 2) The Chair will be appointed by the president.
- c) Term of office

Members shall serve for 2 years from the date of their election.
- d) Duties of the members
 - 1) To conduct a survey of membership for items of negotiations prior to the initiating of the negotiation process.
 - 2) To carry to their respective buildings all information concerning negotiations and return to the committee with the specific building responses.
 - 4) To report to the Executive Council.

Section II: Elections Committee

- a) Membership
 - 1) The Elections Committee shall be made up of one member per building.
 - 2) The Chairperson of the Elections Committee shall be appointed by the President.
- b) Duties
 - 1) Will be responsible for running elections in accordance with the Landrum-Griffin Act

- 2) Will conduct contract ratification votes.
- 3) Shall report to the Executive Council.

BY-LAW VII

STA Chapters

The STA's teaching assistants' chapter will establish by-laws, officers and committees necessary as a chapter consistent with the STA and NYSUT constitution and by-laws. All changes to by-laws must be voted upon by 2/3rds of the chapter members and must be approved by the majority of the STA Executive Council.

BY-LAW VIII

Amendments

Amendments to these By-Laws will take effect if ratified by a simple majority vote of members in good standing at a general membership meeting.

Addendum 1

CHECKLIST FOR ELECTIONS UNDER LANDRUM-GRIFFIN

- 1) ____ Are elections held within the three-year limit prescribed by the Landrum-Griffin Act?
- 2) ____ Do the members receive reasonable opportunity for nominating, including notice of the:
 - a. ____ offices to be filled;
 - b. ____ time for submitting nominations;
 - c. ____ place for submitting nominations; and
 - d. ____ proper form for submitting nominations?
- 3) ____ Do members have reasonable time to choose and nominate candidates?
- 4) ____ Do all members in good standing have an opportunity to be nominated, subject only to reasonable qualifications uniformly imposed?
- 5) ____ Are rules governing eligibility for nominations fair, reasonable, and uniformly imposed?
- 6) ____ do all candidates have equal opportunity to use membership lists, distribute literature, and campaign for office?
- 7) ____ Are candidates for office prohibited from using union funds to promote their candidacy?
- 8) ____ Are all officers and all delegates to conventions at which they vote for officers elected by secret ballot?
- 9) ____ Do all members in good standing have an opportunity to vote, limited only reasonable rules uniformly imposed?
- 10) ____ Are election notices mailed to members at their last known home address at least fifteen days prior to an election?
- 11) ____ Are candidates given the opportunity to have observers at each polling place at the counting of the ballots?
- 12) ____ Do members freely support candidates of their choice, without fear of reprisal?
- 13) ____ Do election procedures conform to the constitution and Bylaws, and are they consistent with the provisions of the Act?
- 14) ____ Are the ballots of each local counted and a report showing the vote published?
- 15) ____ Are ballots and other election records preserved for at least one year?

Addendum 2

ELECTION OF OFFICERS AND DELEGATES AND PETITION FOR CANDIDACY

(date)

TO: All STA Members in Good Standing
FROM: Chairperson of Elections Committee
RE: Election of (Officers and/or Delegates)

The Election Committee has been charged by the Executive Council with the responsibility of seeking candidates and holding an election for the positions of (Officers and/or Delegates).

The Election Committee has set forth the following rules based on the Landrum-Griffin Act (The Federal Law governing organized labor) and on the STA Constitution:

- 1) Any person who is a member in good standing in the STA is eligible to run for office.
- 2) Petitions of candidacy are to be turned in no later than 3:00 PM on (date)_____ to the Elections Committee Chairperson in the _____ Building. Petitions are printed on the reverse side of this memo.
- 3) At its May meeting, Executive Council will review the petitions submitted and organize an election.
- 4) Secret ballots are to be returned in sealed, signed envelopes. They will be given to all eligible members by _____(date)_____.
- 5) Such ballots will be collected in ballot boxes placed in each building on (date)_____. Voting will close at 3:30 PM and ballot boxes will be taken to a designated location where counting will take place. Candidates will be allowed to have an observer at the counting of ballots.
- 6) The winner will be determined by a majority of those voting. If a vote of one (1) more than half the number of ballots cast is NOT received, there will be a run-off of the two (2) candidates with the greatest number of votes.
- 7) Any candidate wishing to run for office should obtain twenty (20) signatures of STA members showing support for the candidacy. Only signatures of STA members in good standing (those paid up in dues) are acceptable for the petitions. A signature does not represent an intent to vote. A member may sign only one petition for each office. Job descriptions are available in the STA Constitution. Copies are posted in each faculty room.

PETITION FOR CANDIDACY

I, (Name) _____, wish to run for the position of (Officer or Delegate) _____.

The following Association members have supported my petition for candidacy:

- 1. _____ 11. _____
- 2. _____ 12. _____
- 3. _____ 13. _____
- 4. _____ 14. _____
- 5. _____ 15. _____
- 6. _____ 16. _____
- 7. _____ 17. _____
- 8. _____ 18. _____
- 9. _____ 19. _____
- 10. _____ 20. _____

Signatures must be of members in good standing* in the Association. A member may sign only one (1) petition of candidacy for each office. Candidates are not eligible to sign their own petition. Petitions are due to the Elections Committee Chairperson no later than 3:00 on (date) _____.

*Denotes members paid up in dues.

Addendum 3

STA VOTING RULES

- Voting will take place between the hours of (time) _____AM and (time) _____PM on (date) _____.
- Only STA members in good standing (dues paid up to date) may vote.
- Agency Fee payers are not eligible to vote.
- Each STA member is entitled to one (1) vote.
- Ballot boxes will be located in (designated location in buildings) _____.
- You must sign next to your name when you cast your ballot.
- The STA has no provisions for absentee ballots or proxy votes.
- Teachers will vote in their home school.
- Designated representatives will collect the ballot boxes promptly at (time) _____ and deliver them to (a designated location) _____ where ballots will be counted.
- STA members in good standing may be present during the counting of ballots.
- The results of the vote will be announced as soon as possible.