

**CONSTITUTION OF
THE WAYNE-FINGER LAKES BOCES ASSOCIATION of
SCHOOL SUPPORT PERSONNEL**

I) NAME:

This organization shall be known as **WAYNE-FINGER LAKES BOCES ASSOCIATION OF SCHOOL SUPPORT PERSONNEL.**

This organization shall be affiliated with the New York United Teachers and it's national Affiliates.

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.
- 6.) To promote the aims and objectives of the New York State United Teachers and its national affiliates.
- 7.) To expose and fight all forms of racism and discrimination in the workplace.
- 8.) To promote the unity and strength of its members.

III) MEMBERSHIP:

There shall be the following membership categories: active and special.

- 1.) Active: Active membership in this organization shall be those covered under the terms of the Association contract who have signed a membership form.
- 2.) Special: Special membership in this organization shall be open to employees who have retired.
- 3.) Membership shall be obtained only through the payment of all required dues.

IV) DUES:

- 1.) Active: Annual dues shall be current local, NYSUT, and national affiliate dues.
- 2.) Special: The dues for all special members shall be \$1.00 plus current NYSUT and national affiliate dues for their category of "membership" (see below).
- 3.) A:) "Membership" is described as: Current dues paying member.
 - i) in order to vote for contract/amended contract/new executive members, non-members may join "union" with required membership to be maintained for (1) calendar year.
 - ii) "Opt-out" period during August of each calendar year ONLY.
 - iii) Member may "opt-out" ONLY (1) occurrence during employment AND "re-join" membership.

B:) "Special Membership" is defined as any current member with up to date dues paid AND/OR may fall under one of the following, not excluding: currently on FMLA leave act, extended sick leave, maternity leave.

- 4.) These dues may be changed by a majority vote of those present at a general membership meeting after reasonable notice of the intention to vote on such questions, or by majority vote of members in a membership referendum.

V) OFFICERS:

The officers of the Wayne-Finger Lakes BOCES Association of School Related Professionals shall be President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Membership Chairperson (plus any additional offices the local may wish to include).

- 1) Duties of the President: The President shall be compensated with an annual stipend. This amount excludes incidental expenses and mileage. All expenses are to be submitted monthly.

**** Specific duties described in By-Laws.

- 2) Duties of the Vice Presidents: The Vice Presidents shall be compensated with an annual stipend. This amount excludes incidental expenses and mileage for meetings, conferences and workshops.

**** Specific duties described in By-Laws.

- 3) Duties of the Secretary: The Secretary shall be compensated with an annual stipend.

**** Specific duties described in By-Laws.

- 4) Duties of the Treasurer: The Treasurer shall be compensated with an annual stipend. This amount excludes incidental expenses and mileage. All expenses are to be submitted on a timely basis.

**** Specific duties described in By-Laws.

5) Duties of the Membership Chairperson:

**** Specific duties described in By-Laws.

- 6) Duties of Building Reps: Building Reps will be compensated with an annual stipend if they attend 7 out of 10 full meetings or paid per meeting attended.

**** Specific duties described in By-Laws.

VI) NOMINATIONS:

- a.) Each member shall be given reasonable opportunity to nominate candidates for office.

- b.) Notice of the offices to be filled, the right to make nominations, and the time, place and proper form for submission of nominations will be published or be prominently posted in each work site.
- c.) Nomination procedures shall be determined by the Executive Committee and shall be in compliance with the requirements of the Landrum-Griffin Act, and must be a member to nominate or hold a position on the Executive Committee.

VII) ELECTIONS:

- a.) The time and place of elections shall be posted and/or sent by e-mail, notices in work mailboxes, notice put up in main office and/or break room, notices shall also be posted on Union website, for all absentee members; FMLA, extended sick, maternity, etc.
- b.) Elections shall be by secret ballot.
- c.) The results of the election shall be sent to each building rep by e-mail to be shared with building members as well as all union members via email, posted in building, mailboxes, and/or union website.
- d.) Any executive officer or building rep that is serving on an active committee will continue working on the committee until the task is complete.
- e.) Provide for a secure voting and ballot oversight process.

VIII) TERMS OF OFFICE:

Duly elected officers shall serve a 2-year term commencing on July 1. Each officer shall remain in Office until his/her successor assumes the office.

IX) VACANCIES:

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

X) BUILDING REPRESENTATIVES:

Twelve (12) Building Representatives shall be elected at the annual Fall meeting of the Association by the Members present from each building.

XI) EXECUTIVE COMMITTEE:

- 1.) The Executive Committee shall be composed of the duly elected officers and building reps and the chairpersons of standing and special committees.
- 2.) Duties
The Executive Committee shall:
 - a.) Develop and approve an annual budget.
 - b.) Act upon expenditures as may be required.
 - c.) Act on policy matters for the organization between the meetings of the general membership.
 - d.) Make policy recommendations to the membership for their consideration.
 - e.) Provide for an Annual Audit for the Association.
 - f.) Review and approve all Investments of the Association.

Investment Criteria

Maintain Cash Adequate to Meet Daily Needs

Investments are restricted to Interest Bearing Checking Accounts, Bank Certificates of Deposit and U.S. Treasury Instruments.

Investments with Maturities of More than 180 days (6 months) must have the additional approval of the Executive Committee.

Investments on behalf of the Association can only be made by the President and the Treasurer.

Any investments not indicated in the above policy guidelines must have advance Approval of the Executive Committee.

- 3.) The Executive Committee shall meet at least monthly. Special meetings may be called by the President or by petition of a majority of the Executive Committee.
- 4.) If at any given time all officers of the Executive Committee are unavailable, they will appoint a contact person or persons to represent them in their absence.

XII) STANDING COMMITTEES:

Subject to nomination by the President and the approval of the other elected officers.

Election & Nomination	Newsletter (supporter) & Website
Angel Fund	Vote Cope
Budget	Constitution
Membership	Negotiations Team
Professional Development	Survey Negotiations Committee
Grievance & Sick Bank	
Public Relations	

XIII) REPRESENTATIVE TO REPRESENTATIVE ASSEMBLIES:

Representatives to the NYSUT Representative Assembly and national governance bodies shall be elected by secret ballot in a manner consistent with the constitution and bylaws of the appropriate State and national organizations and with the Landrum-Griffin Act.

XIV) GENERAL MEMBERSHIP MEETINGS:

Meetings of the general membership may be called by the President, by a majority of the Executive Committee or by petition of ten (10) percent of the membership. Membership meetings shall be held no less than two (2) times per year. There will be one (1) in the Fall and one (1) in the Spring for, (election of officers).

XV) PROTECTION OF RIGHTS OF MEMBERS:

- 1.) Every member in good standing of this organization shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referendum, to attend membership meetings and to participate in deliberations and voting upon the business of the organization.
- 2.) No member may be fined, suspended, expelled or otherwise disciplined (except for nonpayment of dues) by this organization unless such member has been served with written specific charges and given a reasonable time to prepare a defense and afforded a full and fair hearing.

- 3.) This organization shall show no discrimination toward any individuals on the basis of sex, color, race, national origin or political activities and beliefs.

XVI) AMENDMENTS:

- 1.) An amendment to this constitution may be proposed by:
 - a.) A majority of the Executive Committee members vote or
 - b.) No fewer than ten (10) percent of the membership
- 2.) A proposed amendment must be posted in a conspicuous place in each work site and/or in writing to each member at least five (5) days before the ratification vote.
- 3.) An amendment may be ratified by a two-thirds vote of those present at a general membership meeting.

XVII) PARLIMENTARY AUTHORITY:

Meetings of all duly constitutes bodies of this organization shall be governed by Robert's Rules of Order, newly revised, except as otherwise provided in these bylaws.

XVIII)

A) NEGOTIATIONS TEAM:

One year before and no later than 6 months prior to the expiration of the current contract agreement between the WFL Board of Cooperative Educational Services and the WFL Association of School Support Personnel, a negotiation committee will be formed consisting up to **5 members** as such:

1. Shall consist of at least 2 Officers, one of which will be the President
2. The President or President appointed officer/Building rep will ask for volunteers who would like to be on the negotiation committee.
3. From the list of potential volunteers the President will select the remaining members of the negotiating committee, diversifying it to as many different departmental members as possible.
4. In the event that there are not enough volunteers the President may select any member willing to serve on the negotiation committee
5. Once the negotiation committee is selected and agreed upon by the majority of the Executive Committee the list will be posted to the membership.

B) SURVEY NEGOTIATIONS COMMITTEE:

This committee will be comprised of (1) person per Member Job Title to work as a group to distribute questionnaires/surveys to "Members" soliciting potential topics to be discussed at future Contract Negotiations Committee Meetings. The purpose of this Committee is to provide "Members" with a more transparent process of ensuring that any issues raised by "Members" will be addressed during Contract Negotiation timeframe.

XIX) RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT:

- 1.) The General Membership will be notified within 5 days of an informational meeting when a tentative agreement has been reached with Wayne-Finger Lakes BOCES.
- 2.) The Complete Tentative Agreement shall be presented at the Meeting.
- 3.) A vote shall be taken by Secret Ballot of the Association Members Only. Approval or disapproval of the Tentative Agreement shall be determined by a majority of the membership vote present.
- 4.) Absentee or Proxy Ballots are **NOT** permitted.

**BYLAWS OF
THE WAYNE-FINGER LAKES BOCES ASSOCIATION of
SCHOOL SUPPORT PERSONNEL**

This portion of the Constitution Document will include Executive Committee Member duties. This will stand as a document that may be amendable without Member vote. Until Constitution is amended, any Executive Committee Member duties that require change may be amended during Monthly Executive Committee Meetings.

- 1) **Duties of the President:** The President shall be compensated with an annual stipend. This amount excludes incidental expenses and mileage. All expenses are to be submitted monthly.
 - a) Be chief executive officer of the Wayne-Finger Lakes BOCES School Support Personnel.
 - b) Administer all affairs and execute all policies of the organization.
 - c) Duties as the office requires and as are consistent with these bylaws.
 - d) Call and preside over all Executive Committee, Building Reps, and General Membership meetings.
 - e) Appoint and establish the function of all committees, so long as they are not explicitly addressed in this constitution, with approval of a majority of the other elected officers.
 - f) Represent the organization with all external groups.
 - g) The President will be limited to expenditures of \$250.00 or less (per expenditure) without the consent of the Executive Committee in advance, except as authorized by the adopted Association budget.
 - h) The President may act as one of the authorized co-signers for Association checks.

- 2) **Duties of the Vice Presidents:** The Vice Presidents shall be compensated with an annual stipend. This amount excludes incidental expenses and mileage for meetings, conferences and workshops.
 - a) Vote Cope Chair
 - b) Preside over meetings if President is absent.
 - c) Chair and set up various committees.
 - d) Other duties as assigned by President.
 - e) Attend workshops to expand their knowledge of the Union and their position.

- 3) **Duties of the Secretary:** The Secretary shall be compensated with an annual stipend.
 - a) Send out notice of general and special meetings to Officers and Building Reps.
 - b) Take minutes at all meetings and distribute at the following month's meeting.
 - c) Monthly Executive Committee meeting minutes to be distributed to Members on a monthly basis. "Provide electronic copy of monthly meeting minutes to web admin (or other), to be viewable to union members". Minutes will NOT include certain confidential items, such as Executive Sessions and Building Reports,
 - d) Whatever other duties as assigned by the President.
 - e) Send out nomination form for notices of election.
 - f) Secretary shall preserve all election records, including ballots for a period of one year.

4) **Duties of the Treasurer:** The Treasurer shall be compensated with an annual stipend. This amount excludes incidental expenses and mileage. All expenses are to be submitted on a timely basis.

- a) The Treasurer is the chairperson of the membership committee.
- b) The Treasurer shall act as one of the authorized co-signers for the Association checks, since the Association business warrants payments are made on a timely basis. An individual who works at the work location of the treasurer will act as one of the authorized co-signers for the Association Checks. The Association executive committee must approve the person designated for the Treasurer's co-signer.
- c) Complete and distribute monthly financial report.
- d) Establish annual audit committee.
- e) Work with one (1) officer on monthly audit.
- f) Complete all current year tax forms.

5) **Duties of the Membership Chairperson:**

- a) Chairperson shall verify payroll deduction list every two weeks and provide any changes in enrollment to NYSUT.
- b) Provide new employee and membership list to Executive Committee and Building Representatives at monthly Executive Committee meetings.
- c) Will provide new enrollment forms from employees to Payroll and NYSUT with copies and keep said copies on file.

6) **Duties of Building Reps:** Building Reps will be compensated with an annual stipend if they attend 7 out of 10 full meetings or paid per meeting attended.

- a) Attend yearly building rep training meeting.
- a) Attend at least one (1) workshop to expand their knowledge of the Union and distribute membership forms to new employees within a week of receiving new hire list.
- b) Distribute all pertinent information to the members they are representing.
- c) Must be on one (1) committee per year.
- d) Term is one (1) year from Fall General Membership Meeting to the next Fall General Membership Meeting.
- e) Stipend will be paid at commencement of 2nd annual term.
- f) If unable to complete your term notify the officers in writing.