

## **Oakfield-Alabama Teachers Association Constitution**

Ratified September 1994, Revised June 2009, Revised November 2013, Revised 2019  
Revised 2021

### **Article I: Name and Purpose**

Section 1. The name of this organization shall be the OAKFIELD-ALABAMA TEACHERS ASSOCIATION

Section 2. As a chartered chapter of the New York State United Teachers, this Association is a basic operational unit of the New York State United Teachers; therefore its policies and practices are consistent with the constitution and by-laws of the state organization.

Section 3. The purpose of this Association is to work for the advancement of and to promote interest in public education on the local, state and national level.

### **Article II: Membership**

Section 1. “Membership in this Association shall be open to all professional personnel who are eligible for representation by the Association in its unit of representation under the Taylor Law.”

### **Article III: Officers**

Section 1. The officers of this Association shall consist of President, Vice President, Secretary, and Treasurer.

Section 2. Insofar as possible the President and Vice-President should be faculty members from different levels, one each from the elementary and secondary levels. Annual alternating of these offices is not necessary.

Section 3. In the event of a vacancy in the office of President, it shall be filled by succession of the Vice-President, at which time a new Vice-President will be named by the Executive Committee.

### **Article IV: Executive Committee**

Section 1. The Executive Committee shall be composed of the four officers, the four Building Representatives and the NYSUT Representative.

Section 2. The Executive Committee shall have the power to fill any vacancy not provided for in this constitution for the remainder of the school year.

#### **Article V: NYSUT Representative and Alternate**

Section 1. The NYSUT Representative and/or Alternate shall be an official representative of the local Association to the Representative Assembly, NYSUT zone meetings, and any other activity as requested by either the NYSUT Board of Directors or the local Executive Committee.

Section 2. In the event that the NYSUT Representative cannot fulfill their obligation, the Alternate shall act in his/her capacity.

#### **Article VI: Meetings**

Section 1. The annual meeting of this Association shall be held in May of each school year. An organizational meeting will normally be held the first day teachers are required to be in school in September. An additional meeting should be held during the school year in order to keep the Association members informed of the progress of the Association.

Section 2. Special meetings may be called by the President or any three members of the Executive Committee upon twenty-four hours notice to the membership.

Section 3. For the convenience of the membership, separate meetings may be officially called which only elementary or middle-high school faculty attend. Such meetings should be scheduled as close together as feasible. The Building Representatives will preside. The purpose of separate meetings may be only for the presentation of information and discussion. Such assemblies have no power to initiate any legislation.

Section 4. Meetings called by the district or any building principal do not constitute an official meeting of this Association; therefore, no business of this Association may be transacted at such a meeting.

Section 5. Prior to voting on a new contract between the Oakfield Alabama Teachers' Association and the Oakfield-Alabama Central School District, two Association meetings must be held. At the first meeting, members of the negotiating team will present the proposed changes/additions to the current contract and a discussion of the proposed changes/additions will be held. The second meeting will be held one week after the first meeting. At the second meeting, the updated contract changes will be presented. The vote on the contract will be held the business day following the second meeting.

## **Article VII: Quorum**

Section 1. A quorum shall consist of a simple majority of the voting membership.

## **Article VIII: Amendments**

Section 1. This constitution may be amended by a two-third majority of the voting membership, provided that every member has a copy of the amendment one week prior to the vote. If a quorum is not in attendance at a meeting, a vote will be taken by written ballot.

Section 2. By-laws may be adopted, amended or repealed at any official meeting of this Association by a majority vote of the voting memberships.

## **Article IX: Procedures**

Section 1. *Robert's Rules of Order*, revised, shall be the authority on all questions of procedure not specifically stated in this constitution and by-laws.

## **By-Laws**

### **Article 1: Membership**

Section 1: “Membership shall be of three categories: Active, Honorary, and Retired.”

- a. Active members, upon payment of dues as fixed by the by-laws, may hold office, if eligible, vote, discuss and introduce legislation at all official meetings, and are entitled to all privileges and services of the local chapter, NYSUT, AFT, and NEA.
- b. Honorary membership may be conferred upon any person by unanimous vote of those present at any regular meeting.
- c. Retired members, upon payment of dues as fixed by the by-laws, are entitled to all privileges and services of both the local chapter, NYSUT, AFT and NEA.

Section 2: Any member of this Association shall forfeit their rights and privileges as an active or retired member if their annual dues are not paid, or notification of their intent to pay is not received, by September 30<sup>th</sup> of the current school year. Reinstatement can occur only upon full payment of dues.

Section 3: The Executive Committee shall announce the professional affiliation of every member and their election of membership in the Association.

### **Article II: Dues**

Section 1: Membership dues in NYSUT, AFT, NEA and the chapter are unified. The payment of a single fee to the Association will include the members’ NYSUT, AFT, and NEA dues as fixed by NYSUT, AFT, and NEA By-Laws and an amount set for the local operation of the Association.

Section 2: The portion of the dues set for meeting local Association expenses shall be determined on an annual basis by the Executive Committee and shall be subject to the approval of the local Association.

Section 3: Dues will be prorated based on the time that the member is employed with the district.

Section 4: Dues will be paid to the Association using payroll deduction.

### **Article III: Executive Committee**

Section 1: Members of the Executive Committee will meet prior to a regular meeting to outline the general business to be presented at the Association meeting.

Section 2: The Executive Committee shall publish a newsletter quarterly to help keep members informed of activities of the Association. The Executive Committee will also update the Association website throughout the year with important Association news.

Section 3: The Executive Committee may, at its discretion, approve the disbursing of funds to meet the necessary expenses of members of the Association who have attended approved activities on behalf of the Association.

### **Article IV: Duties of Officers**

Section 1: The President shall preside at all meetings of the Association and of the Executive Committee. They shall issue the call for regular and special meetings of the Association. They shall appoint all committees not otherwise provided for with the advice and consent of the Executive Committee. They shall prepare an annual report of the work of the Association to be distributed to all members and filed with the permanent records. They shall be an ex-officio member of all committees. They shall attend all NYSUT Presidents' monthly meetings and/or any other NYSUT meetings that would provide information regarding how to best lead the Association. They shall be responsible for turning over all records to the incoming President.

Section 2: The Vice-President shall assume all duties of the President in their absence and shall be responsible for such other activities as assigned by the President and the Executive Committee. The Vice-President will be the chair of VOTE-Cope for the Association. The Vice-President should be the editor of the quarterly Association newsletters, getting input on the articles to include from the Executive Committee. The Vice-President will maintain the Association website.

Section 3: The Secretary shall keep a record of all meetings of the Association and the Executive Committee. They shall attend to all correspondences and records of the Association. They shall, at the end of their term, deliver to the new secretary the complete records of the Association. They shall complete all documents pertinent to the charter of the Association as a NYSUT chapter.

Section 4: The Treasurer shall keep an accurate account of all receipts and expenditures and shall disburse funds only upon authorization of the Executive Committee. Each Association check written should be signed by two officers. They shall report the financial status of the Association as of each regular meeting. At the end of each school year, the Treasurer will hand complete financial records over to an Association auditing committee of at least 3 people appointed by the Executive Committee for an annual audit. The auditors will give their report at the organizational meeting at the beginning of the

new school year. The Treasurer will also be responsible for filing the annual report to the IRS. The Treasurer is responsible for maintaining a current roster of membership status. They shall file with NYSUT headquarters the names of the new officers and committee chairpersons. At the end of their term of office they shall turn over all accounts and records of their office to the new Treasurer.

Section 5: Each officer of the Association serves a one-year term. Election is held annually; however, an officer may succeed themselves if so elected. Insofar as possible, there should not be a new President and Vice-President taking office at the same time. If a new President is elected, the current Vice-President should continue for another term to ease the transition process.

## **Article V: Building Representatives, NYSUT Representatives, and Alternates**

Section 1: The Building Representatives shall be the direct liaisons between all the faculty members of a building and the Executive Committee. As a member of the Executive Committee, they can assure continuity in the activities of the Association during their two-year term. The four Building Representatives constitute the Grievance Committee, and shall be available to assist any Association member in the procedures of the Negotiated Agreement. They shall request from the Treasurer a current roster of membership status to assure the Association that proper personnel take part in the business of the Association. Each Building Representative shall serve a two-year term. There is no limit to the number of terms a Building Representative may serve.

Section 2: The President shall be the first NYSUT Representative (also known as a Delegate). If the Association is larger than 100 members, a second Delegate shall be elected following the procedures in Article VI, Section 3 of the By-Laws.

Section 3: The NYSUT Representative shall serve in accordance with the NYSUT By-Laws. They shall solicit the views of the local membership, and to the best of their ability represent those views, as a Delegate, before the Representative Assembly. Within two weeks after the Assembly has adjourned, they shall submit to the local membership a written report pertaining to the actions of the Assembly. The term of the NYSUT Representative is a year. They may succeed themselves if reelected. All NYSUT Representatives shall be expected to attend Executive Committee meetings to enable them to be aware of the activities and attitudes of the members of the Association.

Section 4: The Alternate shall be prepared to act as the Delegate whenever the Delegate is indisposed and cannot meet their duties temporarily. The term of the alternate must coincide with the Delegate. An Alternate may succeed themselves as an Alternate if so elected.

## **Article VI: Nominations and Elections**

Section 1: At the annual Association meeting held in May, nominations for President, Vice-President, Secretary, Treasurer, Building Representatives, NYSUT Representative, and Alternate will be taken from the floor. The membership is urged to obtain 2 nominations for each office, whenever possible. These nominations will be placed on a written ballot to be distributed in each building the following day. The ballots will be collected and counted by combined Building Representatives.

Section 2: All elected officers, Building Representatives, NYSUT Representative, and Alternate shall assume their responsibilities as of June 1<sup>st</sup>.

Section 3: If the Association has more than 100 members, a second NYSUT Representative shall be elected. A call for nomination for the NYSUT Representative and Alternate must be mailed to all Association members, whether active, honorary, or retired. These nominations will still be heard at the annual meeting. Votes for the NYSUT Representative and the Alternate, although included on the ballot, will also be counted by absentee ballots of the retired and honorary members.

## **Article VII: Standing Committees**

Section 1: Each person of any Association committee which meets with the Board of Education as a representative of the Association must be an active member of the Association.

Section 2: The Social Committee shall assume responsibility for planning all the social and recreational programs of the Association, and for extending invitations to all members of the professional staff. The Social Committee will also be responsible for planning the Spring Installation Dinner. The Installation Dinner will also be the function where the retirees are honored.

Section 3: The Negotiating Team shall meet with the Board of Education representatives to negotiate agreements pertaining to conditions of employment and salary.

Section 4: The Executive Committee is responsible for the selection of the Negotiating Team, subject to approval of the membership. Negotiating Team members may be reappointed by the Executive Committee. The Negotiation Team shall consist of at least three elementary representatives and at least three middle-high representatives. The Negotiation Team shall be appointed one year after the completion of a contract negotiation and the term will last through the next appointment (one year after the settlement of a contract).

Section 5: The Positive Action Committee (PAC) will be responsible for creating fundraisers to raise money for the Association. This money will be used to help fund conference fees, Association scholarships, retirement gifts, and other expenses that

benefit the Association members and/or community. The PAC will also be responsible for creating activities that involve the Association in the community to make a positive difference. These activities should help to build a positive rapport between the Association and the members of the community.

**Article VIII: Codes of Ethics**

Section 1: As a chartered chapter of the New York State United Teachers, the Association endorses the NYSUT Code of Ethics.

Section 2: The Association has accepted the School Board-Teachers code of Ethics.

**Article IX: Payment of Officers and Negotiating Team**

Section 1: The following positions will be paid as follows in May each year:

President	\$2500.00
Vice-President	\$500.00
Secretary	\$400.00
Treasurer	\$575.00
Each member of the Negotiating Team	\$150.00
Building Representatives	\$400.00
Teacher Center Rep	\$250.00
Retirement Rep	\$150.00