

**SYOSSET TEACHERS ASSOCIATION
Syosset Central School District**

Constitution and
Bylaws Committee
recommendations
presented to Rep
Council on 4/11/24

**CONSTITUTION
(As Amended – 10/22/2024)**

Article I - Name

The name of this organization shall be the Syosset Teachers' Association (STA).

Article II - Purpose

Mission Statement The Syosset Teachers' Association (STA), a union of professionals, is dedicated to promoting the welfare of its members by providing a collective voice for their professional and personal needs. The STA is committed to quality public education and community involvement.

Section A The Syosset Teachers' Association will serve as the collective bargaining agents for teachers, nurses, psychologists, therapists, tutors and summer school employees employed by the District directly.

Section B The Syosset Teachers' Association will organize new membership units who apply for membership appropriately under the systems established by the Public Employee Relations Board (PERB).

Section C The Syosset Teachers' Association will work cooperatively with the District and union affiliates to raise the quality of education in the District.

Section D The Syosset Teachers' Association shall endeavor to promote close mutual relationships with other professional educational organizations sharing similar goals.

Section E The Syosset Teachers' Association shall promote the welfare of children by supporting the best possible educational opportunity for all.

Section F The Syosset Teachers' Association shall strive to eliminate discrimination in education in all its forms.

Section G The Syosset Teachers' Association shall promote the welfare of active and retired educators.

Article III – Affiliations

The Syosset Teachers' Association is affiliated with the New York State United Teachers (NYSUT), the American Federation of Teachers (AFT), the National Education Association (NEA), the Long

Island Federation of Labor (LI Fed), and the AFL-CIO. In addition, the Syosset Teachers' Association shall affiliate with any additional organization mandated by the NYSUT constitution and/or bylaws.

Article IV - Membership

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

Section A

1. Active: All professional employees of Syosset Central School District, excluding administrators (i.e. Superintendent, Deputy Superintendent, Directors, Principals, Assistant Principals, Chairpersons, Coordinators, Administrative Assistants) and Substitute Teachers are eligible for membership in Syosset Teachers' Association.
2. Retired: All educators who retire from District service from active membership in this organization are eligible for membership in the retired Educators Chapter of the Syosset Teachers' Association.

Section B Any person eligible for membership may become a member and/or remain in good standing by payment of annual dues.

Section C

1. Membership is continuing during the period of a member's employment in his/her job title. Membership is continuing for members that transfer to another job title also represented by the STA. Members that leave service for a period of up to one year or are placed on a voluntary or involuntary leave of absence for any length of time automatically have their active membership reinstated upon return to active service with the employer in a job title represented by the STA.
2. A member who wishes to drop his/her membership must do so within the annual drop period beginning on August 1 and ending on August 30. A member who drops his/her membership at any other time during the year shall nonetheless be obligated to continue payroll dues deduction until the beginning of the next official drop period. Notice of intention to drop one's membership must be made in writing by certified mail to the president of the STA.
3. A non-member may request reinstatement as a member of the STA at any time. The conditions of reinstatement of membership are as follows:
 - a) The non-member shall sign a membership enrollment form containing a payroll dues deduction authorization.
 - b) The Executive Board shall receive, consider and act upon all requests for reinstatement of membership. The Executive Board may reject an application for reinstatement if reliable evidence exists that the applicant has knowingly taken

actions destructive of the Association or its Purposes as set forth in Article II of this Constitution. The Executive Board shall also receive and consider any appeals regarding all aspects of the reinstatement process.

- c. If the period of non-membership was greater than one year, the non-member shall pay a reinstatement fee equal to one year's dues. If the period of non-membership was a year or less, the reinstatement fee shall be prorated based on the number of months of non-membership.
- d. The reinstated member shall not be eligible to receive services (such as legal representation) or benefits (such as reimbursements from a benefit trust) for problems that occurred when the individual was not a member in good standing of the Association.
- e. The Executive Board may, at its sole discretion, declare an amnesty period during which any of the aforementioned requirements and conditions for reinstatement of membership are modified, reduced or eliminated.

Article V - Elected Positions and Appointments

Section A

The officers of the Syosset Teachers' Association shall be a President, a Vice President and a Secretary/Treasurer. The officers shall be elected by the General Membership. In addition, Delegates to NYSUT and its affiliates will be elected by the General Membership based on the number stipulated by the specific organization. At-Large members of the Executive Committee shall be elected by the General Membership sufficient to make the Executive Committee no more than 10 elected members. The President, with the approval of the Executive Committee and approval by the Representative Council, may appoint, for one year, an Executive Director, and/or a Chief-Negotiator and/or a Publisher, either from among the officers and Delegates or from the General Membership or from among employees. Delegates to NYSUT, At-Large Members of the Executive Committee, and appointees shall compose the Executive Committee of the Syosset Teachers' Association.

Section B

The officers, the other members of the Executive Committee, the immediate Past President, the President(s) of REC STA (providing he/she/they retired from the District as Teachers, Nurses, Therapists or Tutors) and the Building Representatives and Alternates elected in buildings shall compose the Representative Council of the Syosset Teachers' Association.

Section C

Officers, Delegates to NYSUT and its affiliates and At-Large members of the Executive Committee shall be elected for terms of three years at the May General Membership Meeting in election years. They shall assume office on July 1st of the election year, or at the end of any contract negotiations already in progress, whichever is later.

Section D The elected officers and appointees of the Syosset Teachers' Association shall receive annual compensation for their time and effort. The amount of compensation for each office is to be determined according to procedures recommended by the STA Treasurer, endorsed by the Representative Council and presented to the membership at the May General Membership Meeting for discussion and vote. The resolution shall be presented as part of the next year's annual budget proposal.

Article VI - Meetings

Section A General Membership meetings of the Syosset Teachers' Association shall be held at least two times during the calendar school year at an hour and place designated by the Executive Committee or the Representative Council. With the exception of the May General-Membership Meeting, the Representative Council may vote to waive a large general meeting and substitute identical general meetings at elementary, middle and high school levels.

Section B Special or emergency meetings of the general membership may be called by the Representative Council upon determination of need, or by the Executive Committee of the STA upon determination of need, or upon petition from twenty (20) percent of the members in good standing of the Association when presented to the President ten (10) days prior to the date requested for such a meeting. The President of the Association will make all arrangements for general meetings.

Section C Regular meetings of the Representative Council shall be held monthly during the school year. The President of the STA, with the approval of the Representative Council, may cancel any Representative Council meeting in the event of inclement weather at his or her discretion or with the permission of the Representative Council.

Article VII - Retired Educators' Chapter

Section A A Retired Educators' Chapter shall be established within the Syosset Teachers' Association for the purpose of:

- a) maintaining the ties of professional unity between active and retired school personnel of the Syosset Central School District.
- b) representing and promoting the interests of retired school personnel, and
- c) providing a forum for the exchange of information of interest and benefit to retirees and for the expression of their views.
- d) providing access to NYSUT and affiliate membership benefits for retired District employees.

All privileges of membership in the Syosset Teachers' Association shall apply to retired members with the exception of voting on contract ratification or officers of the Active unit.

Section D All members of the Retired Educators' Chapter of the Syosset Teachers' Association shall simultaneously hold membership in the NYSUT and its affiliates on a retired member's basis.

Section E The Retired Educators' Chapter Presidents and Co-Presidents shall serve as members of the Representative Council of the Syosset Teachers' Association, providing that he or she was a member of the Syosset Teachers' Association in his/her last year of active service in the District. The REC delegate shall have full voting rights except on matters relating to the STA contract and the election of officers.

BYLAWS

Article I - Rules of Order

Robert's Rules of Order, New Revised Edition, shall be the authority on all questions of procedure not specifically stated in this Constitution or its Bylaws.

Article II - Duties of Officers

Section A: Duties of The President:

1. shall preside at all meetings of the Association, the Representative Council, and the Executive Committee.
2. shall appoint all committee Chairpersons with the approval of the Representative Council.
3. shall direct the calling of and arrange for all General, Representative Council and Executive Committee meetings, except as stated in Section B, Article VI of this Constitution.
4. shall be empowered to act in an emergency for the Association, within the general framework of the Representative Council's policies, with the concurrence of a majority of the Executive Committee.
5. shall serve as first delegate to all assemblies and conventions of NYSUT and affiliated organizations.
6. shall meet with the Executive Committee prior to the first regularly scheduled Representative Council meeting to determine major objectives for the school year. This statement of purposes shall be presented to the Representative Council at the first Representative Council meeting for discussion and approval.
7. shall serve as Chief Negotiator or may, with the consent of the Executive Committee and the approval of the Representative Council, appoint a Chief Negotiator as per Article V of the constitution.

Section B: Duties of The Vice President:

1. shall assume the office of President if the office of the President becomes vacant.
2. shall be assigned further responsibilities by the President with the approval of the Representative Council.
3. shall serve as second delegate to all assemblies and conventions of NYSUT and affiliates.

Section C: Duties of The Secretary/Treasurer:

1. shall keep an accurate ledger of all receipts and expenditures of the Association. The Treasurer shall disburse funds only by check other than a petty cash fund not to exceed \$200.
2. shall maintain membership records and transmit membership dues to NYSUT and affiliates.
3. shall at each business meeting of the Association and at each business meeting of the Representative Council, render a financial report. The final financial report shall be in writing for distribution to Association membership.
4. shall pay all bills within the school year in which they have been incurred.
5. shall submit financial records of the Syosset Teachers' Association to an outside agency approved by the Representative Council for an annual audit and transmit this audit to the AFT according to AFT regulations.
6. shall transfer all duly audited financial records of the Association within the first week of assumption of office by the new Treasurer.

Section D: Duties of The Representative Council:

1. shall have full authority to speak, decide and act for the organization in any and all matters between General Meetings.
2. shall hear committee reports and shall direct, redirect, and/or approve committee actions.
3. shall authorize the establishment of all committees and shall approve all committee chairs.
4. shall function only if a majority of its members is present.
5. each elected member or alternate shall have one vote except the President who shall vote only in case of a tie.

6. the Retired Educators' Chapter delegate(s) shall have full voting rights except on matters relating to the STA contract and the election of Association officers.

Section E: Duties of Building Representatives:

1. Each school shall be entitled to have one Representative for every ten Syosset Teachers' Association members, or major fraction thereof, based on the building's number of members during the preceding year.
2. One Building Representative from each elementary and middle school, and two Building Representatives from the high school, shall be elected Head Representative. Informal Head Representatives may be selected to represent the Nurses' Unit, the school psychologists, and the Therapists' Unit.
3. The Head Representative shall transmit to the teachers of his or her school all meeting notices and information and to the Executive Committee, the concerns of the teachers of his/her school.
4. The Head Representative shall chair the election of Representatives for the subsequent school year.
5. Head Representative(s) shall hold at least one building meeting in any month when there is a Representative Council meeting.
6. The Building Representatives shall meet regularly with teachers in their building to discuss Syosset Teachers' Association business and shall report and vote in support of their views on the Representative Council.
7. The Building Representatives shall be responsible for the distribution of STA materials within the building.
8. Building Representatives shall attend all meetings of the Representative Council. A Building Representative who is absent from three meetings may be replaced in an election conducted in the building by the Head Representative. A Head Representative who is absent from three meetings of the Representative Council may be replaced by an election conducted by the Vice President or his/her designate.

Section F: Duties of At-Large Members of the Executive Committee

Duties and responsibilities of At-Large members of the Executive Committee shall be assigned by the President with the approval of the Representative Council.

Section G: Duties of the Executive Director

Duties and responsibilities of the Executive Director shall be assigned by the President with the consent of the Executive Committee and approval of the Representative Council.

Section H: Duties of the Chief Negotiator

Duties and responsibilities of the Chief Negotiator shall be to articulate the efforts of the STA Negotiating Team in all matters covered by Article IV of the Civil Service Laws, under the direction of the President of the STA.

Section I: Duties of the Publisher

Duties of the publisher shall include preparation of at least 5 issues of the publication *STAnd United*. Additional duties and responsibilities shall be assigned by the President with the approval of the Representative Council.

Article III – Standing Committees

Chairpersons and members of standing committees and ad hoc committees shall be appointed by the President with the approval of the Executive Board and will serve in advisory to the executive board.

Article IV - Nominations and Elections

Section A: Nomination and Election of Officers:

1. The President shall appoint a Chairperson of the Elections Committee who shall preside over a committee of two or more members. This committee shall be approved by the Representative Council at the February or March meeting of an election year.
2. The Elections Committee is charged with the task of keeping the elections process of the STA fair. The committee will accept nominations for officers and delegates of the STA either by slate or by individual position. A slate shall be comprised of President, Vice President, Secretary/Treasurer, and the appropriate number of Delegates and At-Large members as determined before each election by the Representative Council. An initial slate may be presented to the committee by the current president with the concurrence of all members named in the slate, after consultation with the sitting Executive Committee. If no slate is provided by the President, the Elections Committee will seek qualified nominees from among active members in good standing.
3. The Chairperson of the Elections Committee shall present a nominated slate of officers to the Representative Council at the March or April meeting of the Representative Council in election years.
4. Notices 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 in the official through an STA publication, in individual notices to be distributed in March or April to each member and be prominently posted in each work site.

5. Nominations from the general membership in the form of a petition signed by twenty (20) members may be submitted to the Chairperson of the Elections Committee to be included on the ballot. The petitioner must oppose a specific candidate on the slate presented by the Elections Committee.
6. All nominations shall be closed twenty-five (25) days prior to the date of election. If candidates are unopposed, no balloting is required.
7. In accordance with the Landrum-Griffin Act, notice of elections and the names of the candidates for office shall be mailed to all members at least fifteen (15) days prior to the date of election.
8. The President or designee acceptable to the Elections Committee shall appoint tabulators from the members present. Additionally, candidates will be given the opportunity to have observers at each polling place at the counting of ballots.
9. Voting shall be held electronically.
10. A majority of the votes cast is necessary for election of officers and delegates of the Syosset Teachers' Association.
11. The results of the election shall be published through an STA publication. Ballots and tally sheets shall be kept for one (1) year.
12. No union funds or employer funds shall be utilized in any STA election. A local or council may expend funds provided such expenditure is consistent with the standards applicable to a union election which is subject to and governed by Title IV of the Labor-Management Reporting and Disclosure Act (LMRDA) ("Landrum-Griffin").

Section B: Election of Building Representatives and Alternates:

- 1) Building reps shall be elected in June prior to last day of classes.
- 2) In May, current head reps must notify STA building members of the rep election to be held in June.
- 3) In each building there shall be 1 rep for every 10 members. There should be 2 alternates per building. An updated list of members will be provided by the STA executive board by May 15.
- 4) Members interested in becoming building rep must notify current head rep by June 1st. If the number of candidates exceeds the allotment of reps in a building an election by closed ballot will be conducted.
- 5) Fair procedures, established by the Election committee, will be utilized for the election and communicated to the Executive Committee. Accusations of unfair practices will be adjudicated by the Representative Council as the first matter of business at the September meeting of the Council.

- 6) The election will be overseen by the Head Representative(s) from the present year, or by an alternative determined by the STA Vice President if the Head Representative is no longer employed in the building.
- 7) Each building must hold an election with the new building reps in June for the purpose of selecting next year's head rep(s).

Section C: Election of STA-PTA Scholarship Fund Administrators:

As required by the STA-PTA Scholarship Fund, Inc. two Fund Administrators shall be elected each year for a term of three years. This election shall be held at the last General Membership meeting of the school year

Article V Vacancies

Section A

1. In the event of a vacancy in the Office of President, the Vice President shall succeed him/her for the balance of the term of office.
2. In the event of the vacancy of either the Vice President or the Secretary/Treasurer, the position shall be filled by a member of the current Executive Committee, nominated by the president with the approval of both the majority of members on the current Executive Committee and the Representative Council.
3. In the event of a vacancy in an at-large position on the Executive Committee, of one year or less, the President shall appoint a replacement with the approval of the Representative Council. In the event of a vacancy of more than one year, a general election shall be held.

Section B

Any member of the Association may call for the removal from office of any member of the Executive Committee. A motion bearing the signatures of at least fifty (50) members of the Association must be presented in writing to the Representative Council at least ten (10) days prior to the date of a General Meeting called to act upon the motion. The representative Council must distribute to each building at least three (3) copies of the motion bearing the signatures of the petitioners and containing documentation of charges leading up to the motion.

Action on the motion is to be taken at the General Membership meeting to be held no sooner than ten (10) days after receipt of written motion and charges by the Representative Council and no later than twenty-one (21) days after receipt of said motion by the Council. Affirmative action upon the motion requires a 2/3 vote of all members present and voting at the General Membership Meeting called for the purpose, adhering to the requirements for a quorum in Article VI.

Article VI Quorum

A quorum for all General Membership Meetings of the Syosset Teachers' Association shall consist of twenty-five percent (25%) of the members of the association. In the absence of the required quorum, all announced business to be conducted at that meeting shall be acted upon by the Representative Council.

Article VII - Voting

Section A

All votes taken at General Membership Meetings of the Association, except for memorandum of agreement ratification votes and election of Executive Committee members, shall be by a show of hands unless a motion is properly introduced and carried calling for another form of ballot on a particular issue. The President or presiding Officer at all General Membership Meetings shall appoint tabulators from among the members present. Balloting for election of officers shall follow the procedures as specified in Article IV of the Bylaws.

Section B – Memorandum of Agreement Ratification Voting

- a) The details of the proposed Memorandum of Agreement (MOA) will be emailed to members and presented at a General Membership meeting along with a written synopsis.
- b) Voting shall be conducted electronically and shall begin at the close of the General Membership meeting. Voting procedures will be established by the Elections Committee in conjunction with the Executive Committee. It will take a majority of the ballots cast to ratify the MOA.
- c) The President or designee will communicate the result of the ratification vote to the members and employer's designated representative.
- d) All ballots used in a vote regarding an MOA ratification, after tabulation, will be sealed and retained by the Association Treasurer for three (3) years or duration of contract, whichever is greater.

Article VIII - Dues

Section A The amount of dues of the Association shall be approved by a vote of the General Membership of the Association at the last General Meeting of the school calendar year as part of the budget approved for the following year. Such dues will take effect the following school year.

Article IX - Amendments

The Constitution and Bylaws of the Syosset Teachers' Association may be amended by a 2/3 vote of the membership present and voting at any General Membership Meeting of the Association, providing notice of all proposed amendments has been given each Association member at least fifteen (15) days prior to the meeting at which the amendment is to be voted upon. A review of the Constitution and its By-Laws shall take place every five (5) years.

Amended 10/22/2024

Amended April 2019