BOCES TEACHERS’ ASSOCIATION BYLAWS  
Adopted October 2015

ARTICLE I NAME (Rev. 5/97)  
This organization shall be known as the Orange County BOCES Teachers’ Association, hereafter known as the BTA.

ARTICLE II PURPOSE (Rev. 10/15)  
The purpose of this organization shall be:  
A. To promote the best interests of the children and the education of those attending BOCES.  
B. To advance the standards, as well as promote the unity and strength of the teaching profession.  
C. To secure the conditions necessary to the greatest efficiency of BTA, BATA, PTTA and FTA members and schools.  
D. To promote the welfare of its members.  
E. To promote the mutual assistance and cooperation with other organizations with which it is associated.  
F. To promote the aims and objectives of the New York State Teachers and its national affiliates.  
G. To expose all forms of racism and discrimination.

ARTICLE III AFFILIATIONS  
The BTA shall affiliate with the New York State United Teachers and its national affiliates.

ARTICLE IV MEMBERSHIP (Rev. 10/15)  
There shall be the following membership categories:  
A. Category One: Any member of the Professional Teachers’ Bargaining Unit (BTA), earning at least base teachers’ salary, step one, column one, and any member of the Assistant Teachers’ Bargaining Unit (BATA), Part Time Teachers of Adults (PTTA) or Full-Time Teachers of Adults (FTA).  
B. Category Two: Any member earning less than base teachers’ salary, but more than $18,000.  
C. Category Three: Any member earning less than $18,000, but more than $12,000.  
D. Agency Fee: Any teacher, full-time teacher of adults, part time teacher of adults, or assistant teacher, who does not join the BTA can, on a yearly basis, at the end of each school year, request the portion of their dues that is used for political contributions be returned to them.  
E. Retired: Retired membership shall be open to all Orange Ulster BOCES retired personnel who have held active membership in the Orange County BOCES TA for at least one year prior to retirement.  
1. Retired members shall have the right to attend general membership meetings and BTA Council meetings and functions of the BTA.  
2. Retirees shall be entitled to one (1) official representative to the BTA Council. The retiree representative will be elected by the retirees at their annual meeting and approved by the BTA Council. The retiree representative will not have the power to vote.  
Membership shall be obtained only through payment of the required dues.

ARTICLE V DUES (Rev. 10/15)  
A. Category One dues shall be $95.00 plus current NYSUT and national affiliate dues.  
B. Category Two dues shall be $71.25 plus current NYSUT and national affiliate dues.  
C. Category Three dues shall be $47.50 plus current NYSUT and national affiliate dues.  
D. Category Four dues shall be $23.75 plus current NYSUT and national affiliate dues.  
E. Dues may be changed by a majority vote of the members in a membership referendum conducted by a secret ballot.

ARTICLE VI STRUCTURE OF THE GOVERNING BODY (Rev. 10/15)  
The Executive Board of the BTA will consist of the following officers: President, two Vice Presidents (One Vice President from CTE and one Vice President from Special Education), Treasurer, Secretary, Political Action Delegate, Membership Officer and Immediate Past President. The BTA Council will consist of the Executive Board
and the Building Representatives. IN THE EVENT THE PRESIDENT IS UNABLE TO COMPLETE THE TERM OF OFFICE, THE VICE PRESIDENTS WILL TAKE OVER THE DUTIES OF OFFICE AND A VOTE WILL BE HELD WITHIN SIXTY (60) DAYS TO CHOOSE A NEW PRESIDENT.

ARTICLE VII  POWERS AND DUTIES OF THE BTA COUNCIL (Rev. 10/15)

A. The BTA Council shall be responsible for the management of the BTA, approve all expenditures, carry out policies established by the association, report its transactions to the general membership and suggest policies for consideration.

B. The BTA Council shall represent the association in negotiating personnel policies with the governing and appropriating bodies of the school system. Within policies established by the Association, it may make decisions binding the Association in such matters. The Council may delegate its power to negotiate to another committee, representatives or a professional negotiator.

C. The BTA Council shall act on reports of committees; approve resolutions and other policy statements. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers.

D. The BTA Council shall meet at the call of the President at least once every month during the school year. A tentative meeting schedule will be established at the September meeting for the year.

E. The BTA Council shall have the power to investigate or dismiss any member of the Council, following a procedure of due process:
1. after the absence of three (3) Board meetings per year.
2. if duties are not performed in compliance with the Constitution and Bylaws.

F. The BTA Council will decide by a majority vote the merits of filing a grievance or an improper practice suit. The BTA Council will also decide by a majority vote to continue the grievance or improper practice suit.

G. The Executive Board will decide when and if necessary to add or remove Building Rep positions.

H. When contacted by a union member, BTA Council members will initially respond within three (3) school days of receipt of request.

I. Under the direction of the Vice Presidents, the BTA Council will coordinate at least one (1) community relation projects per school year. (ie: toy drive, coat drive, food drive, tutoring).

J. The BTA Council will choose the third and fourth delegates to NYSUT’s Annual Representative Assembly and the AFT’s Biennial Convention. The delegates will be chosen every other year, beginning January 2016.

ARTICLE VIII  DUTIES OF THE BTA COUNCIL MEMBERS (Rev. 10/15)

A. The President shall:
1. preside at all meetings of the Association, the BTA Council, and the Representative Assembly.
2. nominate all committee chairpersons not otherwise provided for in the constitution.
3. call all regular and special meetings of the Association.
4. be the liaison between the union, building administration, and central administration.
5. be in charge of grievances, arbitrations, and litigations that affect the Association and its members.
6. enforce all contract provisions.
7. implement all policies of the Association.
8. be the official spokesperson and official representative of the Association.
9. be the representative for public relations.
10. prepare an agenda for each BTA Council Meeting.
11. be a trustee of the BTA Benefit Trust Fund Board.
12. appoint members to fill the trustee vacancies on the BTA Benefit Trust Fund Board.
13. be an Orange County Teachers’ Association representative.
14. be the Association’s first delegate to NYSUT’s Annual Representative Assembly and the AFT’s Biennial Convention.
15. fulfill such other duties as the office requires as are consistent with these bylaws.
16. forward one copy of pertinent correspondence to the Secretary to be filed.
17. serve as chief negotiator for the PTTA, BATA and the FTA, if so desired, by the respective units. The president will serve without an additional stipend.
18. delegate to the BTA Council additional duties and/or responsibilities.

B. The Vice Presidents shall:
BTA Bylaws

1. assume the duties and responsibilities of the President in the President’s absence
2. perform such duties as determined by the President and approved by the BTA Council.
3. review monthly board minutes, arrange to contact new employees, forward all changes in membership to the membership officer.
4. serve as grievance chairperson for their respective group (CTEC or Special Education), gathering information and preparing form to present grievance. The President will present the grievance.
5. be asked by the Building Reps to help or to represent members when dealing with Building Principals or Directors.
   6. oversee their program’s Building Representatives. Each Vice President will meet bi-monthly with Building Representatives to collect agendas and discuss matters of concern.
7. perform such duties as determined by the President and approved by the BTA Council.

C. The Treasurer shall:
1. keep an accurate account of all receipts and expenditures of the Association.
2. prepare monthly Treasurer’s report listing all checks and deposits to be presented at the monthly BTA Council meeting.
3. collaborate with the Membership Officer to keep NYSUT Membership list current.
4. prepare and coordinate biannual audit of the Union’s books for the National Affiliate.
5. assist the internal audit committee.
6. prepare and present an annual Association budget to the BTA Council.
7. review financial records/accounts with accountant.
8. be responsible to supply each member of the BTA Council with a 1099 by January 31.
9. perform such duties as determined by the President and approved by the BTA Council.

D. The Secretary shall:
1. prepare and distribute all correspondence for the Union.
2. coordinate with Building Representatives regarding the need to send cards for various occasions (ie: weddings, births, deaths).
3. take and distribute minutes for all BTA Council meetings.
4. take and maintain minutes at all General Sessions.
5. have available for review the minutes of the previous year at all BTA Council meetings.
6. handle any correspondence or emails.
7. maintain a file of BTA correspondence.
8. have a copy of the current contract available at all Executive Board meetings.
9. take attendance of BTA Council members at monthly meetings.
10. provide proof of any and all vote counts during executive board meetings.
11. perform such duties as determined by the President and approved by the BTA Council.

E. The Immediate Past President shall:
   1. assist the President at the President’s request.

F. The Political Action Delegate shall:
   1. attend all BTA Council meetings.
   2. attend the Election District Meetings and report back to the BTA Council.
   3. be a representative for the BTA on Orange County Teachers Association Political Action Committees.
   4. be the Association’s second delegate to NYSUT’s Annual Representative Assembly and the AFT’s Biennial Convention.
   5. be responsible for yearly VOTE-COPE fundraising drive. Documentation of individual contributions must be submitted to the treasurer at the completion of the fundraising drive.
   6. assist in gathering information from other locals for grievances, if needed.
   7. perform such duties as determined by the President and approved by the BTA Council.

G. The Membership Officer shall:
   1. prepare the directory of members for voting and building representation purposes.
   2. inform the BTA Benefit Trust administrator of any membership changes that affect the fund.
   3. maintain Union’s official membership records.
   4. work with Building Representatives to determine changes in membership.
   5. report quarterly to the BTA Council any changes in membership.
   6. perform such duties as determined by the President and approved by the BTA Council.
H. The Building Representatives shall:
1. run elections in their divisions or departments.
2. support Political Action Delegate with VOTE-COPE drive and other campaigns.
3. disseminate information within three (3) working days of receipt of the information.
4. hold meetings every other month and additional meetings, if requested by the BTA Council and/or President, to obtain and exchange information with the membership.
5. prepare a tentative meeting schedule to be presented at the October BTA Council meeting.
6. coordinate with a Vice President to prepare an agenda for each meeting, including discussion of BTA Council minutes.
7. work with the Membership Officer on keeping membership current.
8. forward all changes in membership to the Membership Officer.
9. give advice to members.
10. act as a liaison between members and administration, when the need arises. Building Representatives have the option of using a Vice President to deal with Building Principals or Directors.
11. attend at least one (1) Orange-Ulster BOCES Board of Education meeting and report back to the BTA executive board. Date to be chosen at the September BTA Council meeting.
12. report various occasions for members directly to secretary (ie: weddings, births, deaths).
13. attend trainings when requested by the President.
14. perform such duties as determined by the President and approved by the BTA Council.

ARTICLE IX NOMINATIONS  (Rev. 10/15)

A. Notice of offices to be filled; the right to make nominations; the time, place and proper form for submission of nominations shall be emailed from the secretary.

B. The Executive Board shall determine nomination procedures.

C. Each member in good standing shall have the right and opportunity to nominate candidates for office.

D. Nominees must prepare and present a biography to the BTA Council for publication to the Membership fifteen (15) calendar days prior to the election. This biography will demonstrate the nominee’s willingness to run for office.

E. Any member in good standing shall be eligible to run for office.

F. No member shall hold more than one office concurrently.

ARTICLE X ELECTIONS  (Rev. 10/15)

A. Written notice announcing the candidates for office, time and place of elections shall be sent to each member in good standing at least fifteen (15) calendar days prior to the election.

B. Election shall be by secret ballot.

C. All votes are to be counted together by a designated team made up of volunteers not on the slate.

D. Absentee ballots will be available only to members who will NOT be in work on the Election Day.

1. Members that know in advance that they will be absent from work on Election Day may place their completed ballot in a sealed envelope with their name written across the seal. The envelope should be given to the Building Representative on the member’s last day of attendance before Election Day.

2. Members who are unexpectedly absent on Election Day may email the secretary or call the Association telephone (615-1470) and leave a detailed message indicating their vote(s). Upon return to work they must immediately follow the procedure specified above (Section D.1) to verify the authenticity of their vote.

E. No absentee ballots will be accepted after the election dates.

F. Volunteers, appointed by the Executive Board, made up of people not on the slate, will man the ballot boxes and handle the ballot.

G. Shared staff will be given their ballots up to fifteen (15) calendar days before the election dates. Shared staff will return their ballots, by the election date, to Orange County BOCES Teachers’ Association P.O. Box 248 Goshen, NY 10924. The sealed envelopes will be turned over to the appointed volunteers.

H. The results of the election shall be emailed to the membership.

I. The secretary shall preserve all records, including ballots, for one year.

J. In the event of an uncontested election, the secretary shall cast one vote for each candidate in lieu of the stated election procedure.

K. Elections for the Building Representatives will be held on alternate years of the Executive Board, commencing with the end of the 2015-2016 school year, to hold a two (2) year
term.
L. Members will vote for their respective Vice President. CTE departments will vote for
the CTE Vice President and Special Education departments will vote for the Special Ed
Vice President.

ARTICLE XI  TERMS OF OFFICE (Rev. 10/15)

A. Duly elected officers shall serve a two (2) year term commencing July 1. Each officer shall remain in
office until his/her successor assumes the office.
B. Vacancies:
   1. If the office of President becomes vacant, the Vice Presidents shall assume the office of the
      President for a maximum of sixty (60) days.
   2. If any other office becomes vacant, it shall be determined by the BTA Council whether that position
      will be filled prior to the next election.

ARTICLE XII  FINANCES (Rev. 10/15)

A. Annual dues shall consist of NYSUT, National Affiliate and BTA local dues.
B. Personal disbursements made by the Council members shall be repaid by the Treasurer upon
   presentation of a mileage voucher, itemized receipt, or other legitimate proof of pre-approved BTA
   expenses.
C. Stipends for the BTA Council, paid semi-annually, shall be:
   1. The President’s stipend shall be $5,000, plus full payment of annual dues.
   2. The Vice Presidents’ stipends shall be $1,000, plus full payment of annual dues.
   3. The Treasurer’s stipend shall be $1,000, plus full payment of annual dues.
   4. The Secretary’s stipend shall be $1,000, plus full payment of annual dues.
   5. All other members of the BTA Executive Board shall receive $500 annually plus full payment of
      annual dues. All dues included in stipends shall be equal to that of the active BTA member.
D. Stipends for the Negotiating Teams shall be:
   1. The Teachers’ Contract Negotiating Team shall not exceed six (6) paid members inclusive of the
      chief negotiator. If more than six (6) members apply for the negotiating team, the BTA Council
      will choose the six (6) members. Nominees must prepare and present a biography to the BTA
      Council for consideration.
      a. If the Union President is not on the team, the Chief Negotiator of the teachers’ contract shall receive
         $1,000.
      b. The other paid Teachers’ contract negotiating team members shall receive $750 each.
   2. The FTA Negotiating Team shall not exceed two (2) paid members inclusive of the chief negotiator.
      a. If the Chief Negotiator is NOT the President, the stipend is $300 for the chief negotiator and $200
         for the one (1) other member on the team.
      b. The BATA Negotiating Team shall not exceed four (4) paid members inclusive of the chief
         negotiator. The BATA Negotiating team shall incorporate members from the following
         departments: PT, OT, Nursing, Interpreters, and Assistants.
         a. If the chief negotiator is NOT the President, the stipend is $300 for the chief negotiator and $200
            for the other two (2) paid members of the team.
         4. The PTTA Negotiating team shall not exceed three paid members inclusive of the chief negotiator.
            a. If the chief negotiator is NOT the President, the stipend is $300 for the chief negotiator and $200
               for the other two (2) paid members of the team.
E. Stipends are to be paid for each school year negotiating.
*Stipends are commensurate with the number of members in each bargaining unit.

ARTICLE XIII  GENERAL MEMBERSHIP MEETINGS (Rev. 10/15)

A. Meetings of the general membership may be called by the President, a majority of the Executive Board
   or by a petition of ten (10) percent of the membership. General membership meetings shall be held not
   less than two times a year.
B. A quorum at a General Membership meeting shall consist of ten (10) percent of the total membership at
   that time.
C. Contract Ratification:
   1. Ratification of the collective bargaining agreements with the Cooperative Board shall be reserved
      solely for the general membership.
   2. The Contract will be ratified by a majority vote five (5) school days after the proposed contract was
      presented at a general membership meeting.
ARTICLE XIV   PROTECTION OF RIGHTS OF MEMBERS

A. Every member 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.
B. 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 his defense and afforded a full and fair hearing.
C. This organization shall show no discrimination toward any individual or group of individuals on the basis of sex, creed, color, race, national origin or political activities and beliefs.

ARTICLE XV   AMENDMENTS

A. An amendment to this constitution may be proposed by:
   1. A majority of the BTA Council
   2. No fewer than ten (10) percent of the membership.
B. A proposed amendment must be posted in a conspicuous place in each school building and/or distributed in writing to each member at least five (5) school days before the ratification vote.
C. An amendment may be ratified by a majority vote at a general membership meeting.

ARTICLE XVI   PARLIAMENTARY AUTHORITY

A. Roberts’ Rules of Order, Newly Revised, shall govern meetings of all duly constituted bodies of this organization except as otherwise provided in the Bylaws.

ARTICLE XVII  SCHOLARSHIPS (Rev. 10/15)

A. The association will establish four (4) scholarships in the amount of two hundred fifty dollars ($250) each. To be eligible one must be:
   1. A current member’s dependent who is enrolled in college/graduate school on a full-time basis.
   2. A current member who is now attending college/graduate school.
   3. The scholarship winners must provide written receipt.