

**CONSTITUTION**  
**FOR**  
**THE DUTCHESS COUNTY BOCES**  
**SUPPORT STAFF ASSOCIATION (DCBSSA),**  
**NEW YORK STATE UNITED TEACHERS (NYSUT), AFT, AFL-CIO**

**I. NAME**

This organization shall be known as the Dutchess County BOCES Support Staff Association.

**II. PURPOSES**

The purposes of this organization shall be:

1. To advance the standards of our professions;
2. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
3. To promote the best interests 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;
8. To promote unity and strength of our professions.

**III. AFFILIATIONS**

This organization is an affiliate of the New York State United Teachers (NYSUT) and its national affiliates.

#### IV. MEMBERSHIP

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

1. Active. Active membership in this organization shall be open to any person, except the chief executive officer, who is employed by the Dutchess County BOCES.
2. Special. Special membership in this organization shall be open to employees who have retired and/or part-time employees and to other employees who are eligible for membership.
3. Membership shall be obtained only through application and payment of all required dues.

#### V. DUES

1. **Fiscal year for the Association will be July 1 through June 30.**
2. Active. The dues shall be \$24 **per year**, plus current NYSUT and national affiliate dues.
3. Special. The dues shall be \$12 **per year** for retired members and \$12 **per year** for other special members, plus current NYSUT and national affiliate dues for their category of membership.
4. These dues may be changed by a majority vote of the general membership after reasonable notice of the intention to vote on such questions, or by majority vote of members in a membership referendum. Reasonable notice of the intention to vote shall mean 30 calendar days.

#### VI. OFFICERS

1. The officers of the Dutchess County BOCES Support Staff Association shall be a President, Vice President, Secretary, and Treasurer [plus any additional offices the local may wish to include].
2. **Duties of the President.** The President shall:
  - a) Be chief executive officer of the Dutchess County BOCES Support Staff Association.
  - b) Administer all affairs and execute all policies of the organization.
  - c) Preside at all meetings of the Executive Committee and general membership.
  - d) Represent the organization with all external groups.

- e) Appoint and establish the function of all committees with the approval of the Executive Committee.
- f) Call regular and special meetings of the Executive Committee and general membership.
- g) Fulfill such other duties as the office requires and as are consistent with these bylaws.

**3. Duties of the Vice President.**

The Vice President shall assume the duties and responsibilities of the President in his absence and shall perform such other duties as the President may designate.

**4. Duties of the Secretary.** The Secretary shall:

- a) Take minutes of membership and executive committee meetings and distribute these minutes to the membership through the building representatives and by posting on bulletin boards in each school building.
- b) Preserve all election records, including ballots, for a period of one (1) year.
- c) Be responsible for all correspondence, as directed by the President.
- d) Record attendance of all meetings of membership and Executive Committee.

**5. Duties of the Treasurer.** The Treasurer shall:

- a) Maintain the financial records of the organization.
- b) Collect revenues and make disbursements to meeting financial obligations.
- c) Prepare the annual financial report and annual budget for presentation to the Executive Committee.
- d) Provide for an annual review of the Association's financial records.

**6. Duties of the Building Representatives:** The Building Representative shall:

- a) Represent the Association in their assigned workplace.
- b) Serve on and attend meetings of the Executive Committee.
- c) Represent Association members with the school administration in their assigned buildings.

**7. Nominations**

- a) Each member shall be offered a 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 on each building's designated bulletin boards and 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 Laudrum-Griffin Act.
- d) Any member in good standing is eligible for nomination for office.
- e) No members shall hold more than one office at a time.

### **8. Elections**

- a) Written notice announcing the time and place of elections shall be mailed to each member (in good standing) at his/her last known home address at least fifteen (15) days prior to the election.
  - b) Election shall be by secret ballot.
  - c) A majority of the votes cast shall be necessary for the election of officers and building representatives.**
  - d) The results of the election shall be published on each building's designated bulletin boards.
  - e) The Secretary shall reserve all election records, including ballots, for a period of one (1) year.
9. **Terms of Office.** Duly elected officers shall serve a two (2) year term commencing upon their election to office. Each officer shall remain in office until his/her successor assumes the office.

- a) All members in good standing shall be eligible for office.**
- b) All members in good standing in each building shall be eligible for the position of building representative.**

### **10. Vacancies**

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

## **VII. EXECUTIVE COMMITTEE**

- 1. The Executive Committee shall be composed of the duly elected officers and the chairpersons of the standing committees.
- 2. **Duties:** The Executive Committee shall:

- a) approve an annual budget.
  - b) act upon expenditures as may be required.
  - c) interpret the bylaws.
  - d) act on policy matters for the organization between the meetings of the general membership.
  - e) make policy recommendations to the membership for their consideration.
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.

### **VIII. STANDING COMMITTEES**

Subject to nomination by the President and the approval of a majority of the other elected officers, there shall be chairpersons of the following standing committees (See VI.2.e).

1. Negotiations
2. Grievance
3. Membership

### **IX. DELEGATES TO NYSUT AND OTHER AFFILIATES**

Delegates to the NYSUT Representative Assembly, the American Federation of Teachers and other affiliates 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. Delegates to the New York State United Teachers Representative Assembly, American Federation of Teachers and other affiliates shall serve a two (2) year term.

### **X. GENERAL MEMBERSHIP MEETINGS.**

1. Meetings of the general membership may be called by the President, by a majority of the Executive Committee or by petition of twenty (20%) percent of the membership. Membership meetings shall be held no less than two times per year. All members shall receive notice of the time and place of the meeting.
2. A quorum at a general membership meeting shall consist of twenty-five (25%) percent of the total membership of record at that time.

## **XI. PROTECTION OF RIGHTS OF MEMBERS**

1. 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.
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 individual or group of individuals on the basis of sex, creed, color, race, **sexual orientation**, national origin or political activities and beliefs.

## **XII. RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS**

1. **The negotiations committee shall present copies of any tentative agreement or memorandum of agreement to the bargaining unit members five (5) work days before a ratification vote**
2. Approval or disapproval of any Collective Bargaining Agreement with the employer shall be determined by a majority vote of the members of this organization, from the unit to which the Collective Bargaining Agreement applies, at a membership meeting called specifically for that purpose.

## **XIII. AMENDMENTS**

1. An amendment to this constitution may be proposed by:
  - a) A majority to the Executive Committee.
  - b) No fewer than twenty (20%) percent of the membership.
2. **A proposed amendment will be presented to the Executive Committee. The Executive Committee will recommend said amendment to the general membership.**
3. 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 days before the ratification vote.
4. An amendment may be ratified by a two-thirds vote at a general membership meeting.

#### **XIV. PARLIAMENTARY AUTHORITY**

Meetings of all duly constituted bodies of this organization shall be governed by Roberts' Rules of Order, Newly Revised, except as otherwise provided in these Bylaws.

#### **XV. EFFECTIVE DATE**

This Constitution becomes effective following the approval by a majority vote of active members covered by the Constitution.

January 22, 2003