

The Constitution and By-Laws  
Of the  
Hamilton-Fulton-Montgomery BOCES  
Teachers' Association

**Article I – Name**

The name of this organization shall be known as the Hamilton-Fulton-Montgomery BOCES Teachers' Association.

**Article II – Purpose**

The purpose of this Association shall be:

1. To advance the standards of the teaching profession.
2. To promote effective communication among members.
3. To promote strengthen and advance the following, but not limited to: salaries, tenure, leave, retirement and other working conditions necessary to support teaching as a profession.
4. To save members harmless from any contract enforcement costs.
5. To promote and maintain equity with teachers of component districts.

**Article III – Membership**

All those regularly engaged in educational services employed by HFM BOCES shall be eligible for membership included but not limited to teachers, speech therapists, social workers, teaching assistants, psychologists and guidance counselors as deemed by the New York State United Teachers (NYSUT). The HFM BOCES Teachers' Association is associated with NYSUT and all of its national affiliates.

**Article IV – Officers and Their Duties**

Section 1. The officers of this organization shall be the President; one Vice President for each division – Career Ed., Itinerant, Special Ed., Alternative Ed., Adult Ed., and Incarcerated Youth; Secretary and Treasurer.

Section 2. Duties: All officers are expected to be in attendance at the union meetings.

**President** – The President shall preside at all meetings of the Association and of the Executive Committee. The President shall issue the call for all regular and special meetings of the Association. The President shall appoint committees, not provided for, with the consent of the Executive Committee. The President shall be the ex-officio member of all committees, excepting the nominations committee. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.

**Vice Presidents** – The Vice Presidents shall be responsible for activities as assigned by the President and the Executive Committee. In the event of the President's long term absence, the President will have the right to designate one of the Vice Presidents to assume the duties of the President during this absence.

**Secretary** – The Secretary shall keep a record of the meetings. The Secretary shall notify all committee members of their appointments and responsibilities. The Secretary shall assist the President with Association correspondence. In the absence of the Secretary, the President shall appoint a secretary pro tem.

**Treasurer** – The Treasurer shall hold the funds of the Association and disburse them through authorization by the Executive Committee. The Treasurer shall monitor the Association dues and transmit amounts due to the mandated associations. The Treasurer shall maintain a roll of the members. The Treasurer shall keep accurate accounts of receipts and disbursements, shall report at each general Association meeting and meeting of the Executive Committee, and shall prepare an annual financial statement for publication to members as directed by the Executive Committee. The Treasurer shall keep the President and the Executive Committee informed of the financial condition of the Association. The Treasurer shall file all necessary financial receipts.

### Section 3. Elections:

The President shall appoint a nominating committee. This committee shall present a slate of officers at the annual meeting in June. At that time, further nominations may be submitted from the floor and the election of officers shall be the first order of business. The officers will assume office as of July 1.

### Section 4. Term of Office:

The term of office shall be two years. The President and the Secretary shall be elected in the even numbered years and the Vice Presidents and Treasurer shall be elected in the odd numbered years. This will allow for continuity in the Association.

## **Article V – Meetings**

Section 1. There shall be at least 4 meetings a year, one of which shall be the annual business meeting.

Section 2. Special meetings may be called by the Executive Committee or upon written request by 10% of the membership.

## **Article VI – Executive Committee**

Section 1. The Executive Committee shall consist of all officers and chairpersons of all standing committees.

**Section 2.** In the event the President should become incapacitated and unable to make a decision, a meeting of the Executive Committee will occur to elect a Vice President as President pro tem for the length of the absence.

Section 3. They shall have the power to act on all emergencies between meetings of the Association.

## Article VII - Committees

Section 1. Committees shall be comprised of Association members who volunteer or are appointed by the President. The first order of business of every committee will be to discuss the appointment of a chairperson. The President will participate in the initial discussion of that appointment and will then present the recommendations to the Executive Committee for final approval. The activities of the Association shall be directed by the following standing committees: Negotiations, Public Relations, Grievance, Leave Bank, Cluster, Professional Partners and other committees as deemed necessary by the Executive Committee.

Section 2. **Negotiations Committee:** This committee shall consist of one member from each professional field, unique to the organization or as otherwise appointed by the President and approved by the Executive Committee. It shall work for improved status in the areas of salary, leave time, group insurance and other benefits and working conditions.

Section 3. **Public Relations Committee:** This committee shall promote understanding and good will between the professional and community groups. It shall promote cooperation with other community groups in promoting good public education. It shall suggest good public relation procedures to be followed by the membership. It shall also be responsible for any pertinent press releases approved by the Executive Committee. This committee shall publish a newsletter.

Section 4. **Grievance Committee:** The President shall designate this committee composed of four members which shall have full power to process grievances and send grievances to arbitration. If the grievant is not satisfied with the decision of the committee, the grievant shall have the right to appeal the decision to the membership.

Section 5. **Leave Bank Committee:** The President shall designate this committee composed of one member from each professional group unique to the organization or as otherwise appointed by the President and approved by the Executive Committee. The Executive Committee shall monitor the leave bank usage.

Section 6. **Professional Partners Committee:** This committee has been promoted by NYSUT to encourage healthy union memberships as new employees join the organization! The committee shall be comprised of a minimum of 2 members (participation in NYSUT P.P. training recommended) working to promote the benefits of union membership by preparing and planning materials and/or activities that explain and engage new instructional employees/union members.

Section 7. **Building Representatives:** The President shall designate a committee composed of 1 member at each assigned location site to facilitate the flow of information between the Association members and the Executive Committee.

Section 8. The President shall have the authority to appoint Association members to serve as liaisons on HFM BOCES/NYSUT/Community Committees such as Health and Safety, Insurance and Cluster.

## **Bylaws**

### **Bylaw I Rules of Order**

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

### **Bylaw II Quorum**

A quorum of all members of the Association shall consist of no less than 10 members. Any resolution will be passed with a simple majority of members present. A quorum of committee meetings shall consist of a majority of the committee.

### **Bylaw III – Dues**

The dues shall be determined by the budget adopted by the Association. Dues will be collected through payroll deduction.

### **Bylaw IV – Amendments**

The bylaws may be amended by a simple majority of those present and voting at any regular meeting provided notice of a proposed amendment has been given to each Association member at least 10 days prior to the meeting at which it is to be voted upon.

### **Bylaw V – Vacancies**

In case of the resignation or incapacitation of any officer, the Executive Committee shall have the power to fill the vacancy until the next annual meeting of the association.