

Bylaws of the Ossining Teachers Association
Dated November 1995 at Ossining, New York
Amended June 2007 at Ossining, New York

ARTICLE 1 - RULES OF ORDER

Roberts Rules of Order, revised, shall be the authority on all questions of procedure not specifically stated in this Constitution or its Bylaws.

ARTICLE 2 - DUTIES OF OFFICERS

SECTION 1 - The President must have been in the District at least three years. This person shall be the chief executive of and act as chief spokesperson for the Association. The President shall preside at all meetings of the Executive Board, Board of Officers, the Representative Council, and General Membership meetings. Subject to approval of the Executive Board, the President shall appoint the members of all committees except those otherwise provided for, and shall be an ex-officio member of all committees. The President shall be the ranking delegate to all conventions of the all organizations with which the Association is affiliated. The President shall fulfill such other duties as the office requires and as are consistent with the Constitution and its Bylaws.

SECTION 2 - the 1st Vice-President shall be a member of both the negotiating committee and the grievance committee. This officer shall be actively involved in the executive function of the Association and shall carry out those executive duties delegated by the President. The first Vice-President shall assume all duties of the President in the case of absence or resignation of the President.

SECTION 3 - The 2nd Vice-President shall be the chairperson of the grievance committee. This officer shall assume all the duties of the President in the case of absence or resignation of both the President and the first Vice-President. This officer shall be actively involved in the executive function of the Association and shall carry out those executive duties delegated by the President.

SECTION 4 - The Secretary shall keep a record of all meetings of the Association, of the Executive Board and of the Board of Officers, and shall execute all correspondence as directed by the President. This officer shall be actively involved in the executive function of the Association and shall carry out those executive duties delegated by the President.

SECTION 5 - The Treasurer shall be responsible for the collection of all Association dues and/or assessments. This officer and the President shall have charge of all funds of the Association and shall deposit them in a bank in the name of the Ossining Teachers Association. The Treasurer shall be bonded, both for personal protection and for the protection of the members of the Association. The Treasurer shall be responsible, along with the President and the Executive Board, for formulating the annual budget. This officer shall be actively involved in the executive function of the Association and shall carry out those executive duties delegated by the President.

SECTION 6 - The Executive Board Intern shall be actively involved in the executive function of the Association and shall carry out those executive duties delegated by the President. This is not to be a voting position on the Executive Board however the Intern may vote at the Board of Officers meetings.

SECTION 7 - The aforesaid officers shall have the right to attend building meetings of the Association members in any of the District schools.

SECTION 8 - The Building Vice-President(s) shall preside at building meetings of the Association in his/her school. This officer shall be the chairperson of the Faculty Council of that school. The Building Vice-President shall be responsible for communication between the President and the Executive Board and the members of his/her school. This officer shall meet regularly with the building representatives of his/her school and shall fill any vacancies that may arise in that body. The Building Vice-President will disseminate information from the Executive Board.

SECTION 9 - All resignations and absences other than those of the President, Building Vice-President, or building representatives shall be filled temporarily by Presidential appointment. In the case of resignations, permanent appointments shall be subject to the approval of the Executive Board. In the case of resignations of the President, the first Vice-President, and the second Vice-President, the Secretary shall assume the office of President and shall arrange for new elections to take place within thirty (30) days. In the case of resignation or absence of a Building Vice-President, the building representatives of that school shall elect one of their number to assume office.

ARTICLE III - DUTIES OF FACULTY COUNCIL

Faculty Council members shall assist the Building Vice-President(s) of their school in maintaining communication between the President and the Executive Board and the Association members of their school.

ARTICLE IV - EXECUTIVE BOARD

The Executive Board shall expedite in every possible way the legislative and executive business of the Association. It shall consider all matters presented for the attention of the Association, and shall report its recommendations to the membership. It shall also serve as an executive body in all matters delegated to it. It shall meet at least once per month during the school year. Additional meetings may be called by the President or by a majority of the members on the Board. It shall arrange for representation of the Association at all public meetings of the School Board. It shall have the power to expend the Association funds, for the purpose of the Association, up to seven hundred fifty (750) dollars per instance without prior consent of the Board of Officers.

ARTICLE V - BOARD OF OFFICERS

The Board of Officers shall consider and act on all policy matters of the Association. It shall be the final authority in the Association except for matters that are decided by vote of the entire membership, such as election of officers, approval of the annual budget and dues, and acceptance of a contract between the Association and School Board. It may, by a majority vote of its members, refer any matter to a vote of the entire membership. It shall meet at least once a month during the school year. Additional meetings may be called by the President or by written request of at least five (5) members of the Board of Officers.

SECTION 1 - It shall meet upon call of the President to consider the removal of an elected officer for cause, following the filing of a written petition of one-third (1/3) of the total Board of Officers members.

SECTION 2 - The officer shall have the right to be heard or to be represented on his/her own behalf following a timely notice of said meeting. The Board of Officers may remove the elected officer from office by a roll-call vote requiring two-thirds (2/3) of the votes cast.

ARTICLE VI - BUILDING VICE-PRESIDENT(S)

The Building Vice-President(s) of each school in the District shall act to resolve problems, which arise in that school and affect teachers in that school. When such problems are not resolved upon meeting with the principal of the school, the Building Vice-President(s) shall bring such problems to the attention of the Association for further action.

ARTICLE VII - NOMINATIONS AND ELECTIONS

SECTION 1 - A nomination committee consisting of the Building Vice-President(s) of each of the District schools shall meet in April of each election year to prepare a slate of general officers for the Association and a slate of NYSUT delegates and AFT delegates. It shall also prepare a slate of delegates for the retirement system. This slate shall be presented to the membership by April 30th of the election year.

SECTION 2 - Any additional nominations for the above offices may be made by presenting to the Secretary of the Association, by May 15th of every election year, a petition signed by twenty active members.

SECTION 3 - Elections shall be held after May 15th but before June 1st of every election year.

SECTION 4 - Building Vice-President(s) and Faculty Council members in each school shall be nominated and elected in a manner decided upon in each school, as long as such procedures are consistent with this Constitution and its Bylaws.

ARTICLE VIII - BUDGET AND DUES

SECTION 1 - The budget and dues shall be voted on by ballot of the active members in May as part of the general election of officers. All members shall have received a copy of the proposed budget for the following year, together with the Executive Board's recommendation for the following year's dues three (3) days prior to elections.

SECTION 2 - Any proposal to increase the dues above that recommended by the Executive Board may not be voted on without prior submission of the proposal to all active members.

ARTICLE IX - MEETINGS

SECTION 1 - The President shall have the authority, along with the consent of the Executive Board, to call a general meeting when warranted. The President shall also call a general meeting for a specific purpose upon the written request of fifteen (15) active members.

SECTION 2 - The President shall receive any proposal for agenda items from the Building Vice-Presidents for the general meeting three (3) days prior to such meeting.

SECTION 3 - Building meetings shall be held at least monthly during the school year or more often if needed. Special meetings may be called by the Building Vice-President(s) with the consent of the Faculty Council members in that school. The Building Vice-President(s) shall also call a special meeting upon the written request of five (5) active members in that school. Summary reports of all building meetings shall be given to the Executive Board of the Association at the monthly meeting.

ARTICLE X - QUORUMS

SECTION 1 - A quorum for a general meeting shall consist of twenty-five (25) active members.

SECTION 2 - A quorum for a meeting of all other bodies shall be determined by the members of the body concerned.

ARTICLE XI - STANDING COMMITTEES

SECTION 1 - NEGOTIATING COMMITTEE

The negotiation committee shall be comprised of two (2) active members from each school, representative of every segment of the faculty. Its primary responsibility shall be to bring to, discuss, and prioritize the suggestions/recommendations of the faculty, which they serve to be dealt with during the discussions at the negotiations table. It shall be formed one year prior to negotiations and shall continue in service until negotiations are completed. During this time, they may be called upon by the negotiating team to perform needed tasks. The members of this committee shall be appointed by the President with the approval of the Executive Board. The negotiating team members shall be part of this committee, which shall be chaired by the chief negotiator.

SECTION 2 - NEGOTIATING TEAM

The negotiating team shall carry out all phases of collective bargaining as the official representative of the Association. It shall have a maximum of eight (8) active members, including the chief negotiator, the NYSUT Regional Labor Relations Specialist, and the President of the Association. There shall be at least one member from each educational level - Elementary, Middle, and High. The President of the Association with the approval of the Executive Board shall appoint the chief negotiator/negotiators.

SECTION 3 - GRIEVANCE COMMITTEE

The Grievance Committee shall review and investigate grievances as initiated by a member or by the Association. It shall recommend appropriate actions to the Executive Board. The chairperson of this committee or designee shall represent the Association in the grievance procedures prescribed by the contract with the School Board.

SECTION 4 - OTA STANDING COMMITTEES

The members of these committees shall be nominated by the respective schools. These nominations shall be given to the President of the Association. The President will appoint these members with the approval of the Board of Officers.

INSTRUCTIONAL COUNCIL

VOTE/COPE

TEACHER CENTER POLICY BOARD

SICK BANK

POLITICAL ACTION

HEALTH GOVERNANCE BOARD

SECTION 5 - ADDITIONAL STANDING COMMITTEES

The members of these committees shall be nominated by the respective schools. These nominations shall be given to the President of the Association. The President will appoint these members with the approval of the Board of Officers.