

RUSH-HENRIETTA EMPLOYEES' ASSOCIATION
Teachers' Chapter

CONSTITUTION

Article I

Name

The name of this Association shall be the Rush-Henrietta Employees' Association, Teachers' Chapter.

Article II

Purposes

Section 1: To work for the welfare of school children, the advancement of, and interest in, public education on every level, local, state and national.

Section 2: To bring about better understanding of educational problems among teachers and to promote a strong professional spirit.

Section 3: To promote the general welfare of the members and all employees of Rush-Henrietta Central Schools.

Section 4: To enter into negotiations with the Board of Education concerning all working conditions necessary to support teaching as a profession.

Section 5: To permit the Association to hold property and funds and to employ a staff.

Article III

Affiliations

This organization shall affiliate with the New York State United Teachers and its national affiliates as mandated by its Constitutions and Bylaws. This organization shall also be a constituent body of the Rush-Henrietta Employees' Association.

Article IV

Membership

Section 1: Active Membership

- a. Active membership in the RHEA, Teachers' Chapter, shall be open to all professional personnel who are members of the bargaining unit represented by the Chapter.

- b. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
- c. Active membership shall be open to all of the above criteria with no discrimination due to race, sex or religion.

Section 2: Special Membership

- a. Special membership includes:
 - 1. Substitutes hired by the RHCS D
 - 2. People on unpaid leaves of absence.
- b. Special membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
- c. Special members will pay one-half of the current membership dues charged.

Section 3: Revocation of Membership

The Executive Council may suspend or expel from membership any member who shall have violated the purposes of the RHEA, Teachers' Chapter, as expressed in Article II of this Constitution.

Article V

Finance

The dues shall be determined by the Executive Council with the consent of the Representative Assembly. The membership votes on them in a dues referendum after two weeks notice.

Article VI

Officers

The elected officers of this Association shall consist of a President, a First Vice-President, a Second Vice-President, Secretary and Treasurer.

Article VII

Executive Council

Section 1: The policy forming body of the RHEA, Teachers' Chapter, shall be the Executive Council.

Section 2: It is a major unit of administration of the RHEA.

Article VIII

Representative Assembly

The legislative body of the Rush-Henrietta Employees Association, Teachers Chapter shall be the Representative Assembly. This Assembly shall consist of the officers and one or more representatives of each school faculty.

Article IX

Association Meetings

There shall be at least one (1) meeting of the RHEA, Teachers Chapter, at large each year. Special district-wide meetings may be called by the President, the Assembly, or upon a petition to the President of 25% of the members of the Chapter, such meeting to be called within ten (10) school days of the receipt of the petition.

Article X

Committees

There shall be standing committees and such Ad Hoc committees as the membership or Executive Council may deem necessary to carry out the purposes of this Chapter.

Section 1: Standing Committees

- a. Legislative Committee/Political Action (VOTE/COPE)
- b. Education Committee
- c. Special Events Committee
- d. Negotiations
- e. Grievance Committee
- f. Human Rights and Social Responsibility

Section 2: Ad Hoc Committees

Ad Hoc committees will be appointed by the Executive Council as the need arises.

Article XI

Amendments

Section 1: An amendment to the Constitution shall be introduced in writing to the Assembly. If the Assembly shall approve of such amendment by two-thirds vote, it shall submit the amendment to the membership for approval not later than eight (8) school weeks after Assembly approval.

Section 2: Written notice of the proposed amendment shall be made to the membership at least two (2) school weeks before the actual date upon which the amendment is to be voted.

Section 3: Amendments shall become a part of the Constitution when approved by a majority of the votes cast by members of the chapter voting by secret ballots in their respective buildings.

Section 4: If there shall be insufficient time between the submission of an amendment and the actual date upon which a vote is to be taken due to the end of a school year, such amendment can be reintroduced in September of the following year.

Section 5: If an amendment shall have been submitted to the Assembly and shall have been rejected, the members proposing such amendment may, by obtaining the signatures of twenty percent of the members of the Chapter on a petition. The Assembly then releases such amendment to the Chapter membership for a vote not later than six (6) school weeks after such petition to discharge shall have been presented to the Assembly.

BYLAWS

Bylaw I

Parliamentary Authority

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

Bylaw II

Membership

Section 1: Membership in the Rush-Henrietta Employees' Association, Teachers Chapter, shall include membership in the Rush-Henrietta Employees' Association and its affiliates.

Section 2: Any member desiring to resign shall submit his resignation in writing to the President on or before November 1.

Section 3: Associate members shall be non-voting members and shall be able to receive those services determined by the Executive Council.

Section 4: According to the procedures adopted by the Executive Council, any member who is not in good standing may lose his rights and privileges as a member and may be

dropped from the membership list of this Chapter. By a similar procedure, a member may be reinstated who has previously been suspended or expelled from this Chapter.

Bylaw III

Officers

Section 1: The President shall preside at all regular meetings of this Chapter and the Executive Council. The President shall issue the call for all general meetings of the Chapter, the Executive Council, and for any building meetings which the President may deem necessary. The President shall appoint, with the approval of the Assembly, all committees and committee chairpersons. The President shall prepare an annual report on the work of the Chapter to be submitted to the members by the end of the second full week in June. Upon approval by the membership, the President shall be empowered to sign for the Association agreements described in Article II, Section 4 of the Constitution. The President shall secure bond for all Executive Council members of the Chapter and staff. The President shall administer all items not so stated in the Constitution and shall conduct all routine business of the Chapter. The President shall be responsible as chief public spokesperson for the Chapter. The President shall oversee the publication of a newsletter to the membership. The President shall be a delegate to NYSUT and its affiliates.

Section 2: The First Vice-President shall issue the call for all Assembly meetings. The First Vice-President shall preside at all meetings of the Assembly. The First Vice-President shall be the liaison between the Building Representatives and the Executive Council. The First Vice-President shall assume the duties and responsibilities of the President in case of absence or disability. The First Vice-President shall perform such duties as the President may request.

Section 3: The Second Vice-President shall, upon the request of the President, attend such meetings which may necessitate his/her official presence. The Second Vice-President shall preside at meetings of the Assembly in the absence of the First Vice-President. The Second Vice-President shall be liaison to the Teacher Center and help coordinate professional issues and special projects. The Second Vice-President will be charged with the duty of communicating with the membership, maintaining the Association's website, and maintaining the presence of the Association on social media.

Section 4: The Secretary shall keep a record of all regular meetings of the Chapter Assembly and Executive Council. The Secretary shall prepare reports of these meetings upon request of the President or First Vice-President.

Section 5: The Treasurer shall keep an accurate record of all receipts and expenditures of the Chapter. The Treasurer shall draw up the budget with the advice of the Executive Council to be submitted to the Representative Assembly. The Representative Assembly will present the budget in their respective buildings two weeks prior to the vote by the membership.

Section 6: Whenever a majority of the Executive Council shall agree that an officer has been grossly negligent of the duties as defined in the Bylaws or is incapacitated, they shall recommend to the Assembly that the office be declared vacant. If the Assembly so votes by a two-thirds majority, it shall immediately declare the office vacant.

Section 7: In the event of a vacancy in the office of the President, the First Vice-President shall immediately assume the duties of the office for the unexpired term.

Section 8: In the event of a vacancy in the office of First Vice-President, the Second Vice-President shall immediately assume the duties of the office of the unexpired term.

Section 9: In the event of a vacancy in the office of the Second Vice-President, the Secretary shall immediately assume the duties of the office of the unexpired term.

Section 10: In the event of a vacancy in the office of Secretary or Treasurer, it shall be filled by appointment of the President upon the approval of two-thirds of the Assembly.

Bylaw IV

Executive Council

The Executive Council shall review proposals submitted by members and chairpersons of committees and make recommendations regarding their disposition. It shall make recommendations relating to the Chapter policy and program. It shall outline a tentative program for the year and submit it to the Assembly at a meeting in November. Under personnel policies adopted by the Assembly and within the annual budget, it shall have the power to employ staff for the efficient management of the Chapter. It shall carry out the directives of the Assembly.

Bylaw V

Negotiating Team

The Negotiating Team shall hold member input meetings and prepare contract proposals. The Team shall submit its contract proposals to the Executive Council and the Representative Assembly for their approval. The Team shall have responsibility for negotiating the contract and shall report the status of negotiations to the Executive Council on a regular basis. The Team shall be appointed by the President with approval of the Representative Assembly. Team member terms shall run for two years. The Team shall consist of the following positions: Chief Spokesperson, Team Recorder, Grievance Committee Chairperson and the Teacher Action Committee Chairperson.

Bylaw VI

Grievance Committee

The Grievance Committee shall provide the Building Representatives with necessary assistance in processing all grievances under the contract. The Committee, with approval of the Executive Council, shall determine which grievance to carry to arbitration. The Committee shall be appointed by the President with approval of the Representative Assembly.

Bylaw VII

Membership of Executive Council

The Executive Council of the Rush-Henrietta Employees' Association shall be composed of the following positions: President, First Vice-President, Second Vice-President, Secretary and Treasurer, all of whom were duly elected by the membership. The Chairpersons of the Grievance Committee, Special Events Committee, Education Committee, Legislative Committee, and the Chief Negotiator shall also be members of the Executive Council and their appointments are made by the President and approved by the Representative Assembly.

Bylaw VIII

Representative Assembly

The Representative Assembly shall authorize all expenditures, approve the membership dues for the Chapter, review the budget and have it prepared for presentation in their buildings by June 1. It shall approve appointments by the President, act on reports of committees, approve resolutions and other policy statements and shall adopt procedures for censuring, suspending, and expelling members for cause or for reinstating members. It shall adopt such rules governing the employment of staff, the conduct of the Chapter 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 and faculty representatives. Powers not delegated to the Executive Council, the officers or other groups in the Chapter shall be vested in the Assembly.

Bylaw IX

Representatives

Section 1: In each building of the district, faculty members shall elect for a term of two (2) years one (1) faculty representative for each twenty-five (25) members or major fraction thereof. Members who are traveling teachers will be credited to the school at which they receive their paychecks. There shall be at least one (1) representative from each building. In buildings with more than one representative, one of the allotted

numbers shall be elected as the Chief Faculty Representative by the representatives from that building. In buildings with more than one representative, the terms of one-half of the representatives shall not coincide with the terms of the remainder. Elections shall be held in the first full school week of June. Representatives shall be elected by a plurality vote of the building membership. At least one alternate from each building will be elected to serve a one-year term.

Section 2: One representative from each building shall attend all meetings of the Assembly. If a building misses two (2) meetings of the Assembly without arranging for an alternate to attend in his place, the President may declare a representative vacancy and call for a faculty election to fill the term. Representatives shall represent the interests of their faculties and of the Chapter. They shall promote membership in the Chapter and shall collect all monies due the Chapter and forward them to the Treasurer of the Chapter.

Section 3: Faculty representatives with the Chief Faculty Representative as Chairperson shall hold meetings in their buildings not more than ten (10) school days after an Assembly meeting and shall inform their constituents of action taken and pending before the Assembly.

Section 4: Within a building any three members may, at their building meeting, move that a vote of confidence be given to a representative. Should a majority of those present express a lack of confidence in the representative, a special vote of the school membership shall be taken by secret ballot, the exact date to be set by the President in order to retain or release the representative.

Section 5: Representative vacancies shall be filled by a special election in the building, the exact date being set by the President.

Bylaw X

Standing Committees

Section 1: The Legislative Committee shall work to produce positive local, state and national legislation which affects education and teacher welfare. It shall coordinate and administer an annual VOTE/COPE drive.

Section 2: The Negotiations Committee shall periodically examine the contract between the Chapter and the Board of Education and suggest to the Executive Council such changes as may seem advisable. A needs-assessment inventory may be conducted with the membership. The Executive Council shall vote on the manner in which negotiations will be pursued with the Board of Education.

Section 3: The Special Events Committee shall arrange the social and recreational program of the Chapter. This committee shall, with the approval of the Council, set up and administer plans, rules and regulations governing retirement gifts, parties and honors.

Section 4: Human Rights and Social Responsibilities Committee shall arrange the charitable events and donation opportunities for the Association's members.

Section 5: Members of committees shall serve two (2) years from the date of their appointment or until their successors are appointed.

Section 6: The standing committees shall make reports and recommendations to the Executive Council of the Chapter and at the end of each year shall submit written summary reports to the Executive Council. Committees shall advise the officers and Executive Council; their findings shall not be construed as final.

Bylaw XI

Nomination and Election of Officers

Section 1: The qualifications for a Chapter office shall be an active membership in the Rush-Henrietta Employees Association, Teachers' Chapter. Candidates for the office of President shall also have served for two (2) years as an officer, a chairperson of a standing committee, or as a representative to the Assembly.

Section 2: Every second year the President shall, with the approval of the Assembly appoint a Nominating Committee which shall submit candidates for the Chapter's officers. Notification of these nominees shall be made to the members of the Chapter no later than the first week in April. Nominations other than those so submitted may be made in writing by any other member, not later than the end of the third week in April. Names of the nominees shall be placed on the ballots in order determined by a drawing of lots among the candidates for each office.

Section 3: The Assembly shall establish a date by the third week of May for members to vote for a President, a First Vice-President, a Second Vice-President, a Secretary and a Treasurer. Members shall vote by secret ballot in their respective buildings. Officers shall be elected by a simple majority, a run-off shall be held between the two (2) leading contenders for that office on a date determined by the Assembly. The President shall publish the names of the new officers within one (1) week of the election. New officers shall assume office June 30.

Section 4: The officers shall serve for a term of two (2) years. There is no limit to the number of terms a person may serve. No member shall hold more than one office at a time.

Bylaw: XII

Grievance Chairperson and Negotiating Team

A contract will be negotiated each election year with the Negotiating Team to determine the amount of their honorarium.

Bylaw XIII

Delegates

Section 1: Delegates to the affiliate organizations, NYSUT and its affiliates will be elected at the time of election of officers to serve two (2) year terms.

Section 2: Delegates will attend Election District meetings and the conventions for which they are duly elected.

Section 3: Delegates should be participating in the committee structure, Representative Assembly, or the Executive Council.

Section 4: Alternates will be elected to carry on the responsibilities in case of vacancy of a delegate.

Section 5: A vacancy in a delegate position will be declared by the President of the Chapter if a delegate does not attend two consecutive Election District meetings.

Section 6: The election committee representing the Executive Council and the Representative Assembly will determine the slates, post the time and place of election and publish the credentials of candidates for delegates and alternates.

Section 7: The President of the Chapter shall be the Chapter's chief delegate.

Bylaw XIV

Seventy-five percent of buildings shall be a quorum for the Representative Assembly. A vote on a business item will be determined by a majority of weighted votes cast. A majority of their members shall constitute a quorum for Executive Council and committees. Twenty-five percent (25%) of the membership shall constitute a quorum for district-wide meetings.

Bylaw XV

Fiscal Year

The fiscal year shall be from July 1 to June 30.

Bylaw XVI

Amendments to the Bylaws

The Bylaws may be amended by a two-thirds vote of the Assembly. An amendment shall be introduced in writing to the Assembly. There shall be a period of two weeks between the presentation of the amendment and voting.

1. The following changes were made to bring the Constitution in compliance with the Landrum-Griffin Act, which is Federal Law.
2. All revisions of this Constitution will go into effect the date of ramification.

Marie DeHond
President, RHEA

Revised: January 2007
Revised: April 6, 2015