

**Port Chester Teachers Association**  
**Constitution**

Revised May 2019

**Article I. Name**

This organization shall be known as the Port Chester Teachers Association.

**Article II. Purpose of the Organization**

The purpose of this Association shall be to serve as an advocate of education in the Port Chester School District; to encourage recognition of the basic importance of the teacher in the learning process; to promote professional excellence; and to protect and promote the rights, interests, and welfare of its members

**Article III. Membership and Dues**

- Section 1. Membership in the Association shall be open to all professional personnel and teaching assistants covered by Association Contract with the Board of Education.
- Section 2. Members shall be continuous until the member leaves the school system; resigns from the Association; fails to pay membership dues; or is excluded by Association contract with the Board of Education.
- Section 3. Members shall be entitled to all rights, privileges, and responsibilities of membership.
- Section 4. Members shall be members of the State and National Organizations with which the Association is unified.
- Section 5. Retired teachers that were members of the PCTA for five years prior to retirement shall be allowed to be non-voting members. In order to be eligible to continue coverage in the PCTA welfare benefit fund, a bargaining unit member must be a member in good standing of the PCTA the five years prior to retirement.
- Section 6. The annual dues of the Association for active members and for retired members shall be determined by the Executive Board and approved by the membership at a general meeting.

Section 7. The membership shall be from September 1 through August 31. Pro-rated dues shall only be allowed for members hired after the beginning of the school year. Any non-member that becomes a member must pay the entire dues for the year in which they become a member and will pay \$200 for each year they were not a member unless they can demonstrate extreme hardship, in which case the President can waive the retroactive payment. (*In no event shall a member receive representation for any issues that arose during the time they were a non-member.*)

Section 8. The fiscal year shall begin July 1 and end on June 30.

#### **Article IV. Officers and Building Representatives**

Section 1. The Executive Officers shall be:

- President
- Executive Vice-President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer
- High School Vice-President
- Middle School Vice-President
- Elementary Vice-President

Section 2. The Term of office for the Executive positions shall be two years, commencing July 1 of the election year

Section 3. A vacancy in any office, except that of the President, which shall be succeeded by the Executive Vice-President, must be filled by Executive Board appointment for the remainder of the school year. If the unexpired term is greater than one year, new nominations and general elections for the office(s) shall be held in June of that school year to complete the remainder of the unexpired term(s).

Section 4. In the event that both the President and Executive Vice-President offices are vacated, interim officers shall be elected by the Executive Board. New nominations and general elections shall be held in June of that school year to fill the offices for the balance of the unexpired term.

Section 5. Building Representatives shall be elected by the members of their respective schools as follows:

Edison: One Representative  
Kennedy: Two Representatives  
King Street: One Representative  
Park Avenue: One Representative  
Middle School: Four Representatives  
High School: Four Representatives

Section 6. Building Representatives shall be elected for a term of two years commencing July 1, 1989 and every two years thereafter.

Section 7. A member may be reelected to the office of President or to the office of Executive Vice-President for a consecutive term. The President and Executive Vice-President may not be reelected to the same position for a fourth consecutive term. The President and Executive Vice- President may run again for a fourth term after a four-year waiting period.

#### **Article V. Officers and Building Representatives**

Section 1. The Executive Board shall consist of the following positions each carrying one vote: *Each Executive Board Member shall carry one vote no matter the number of positions held.*

President  
Executive Vice-President  
First Vice-President  
Second Vice-President  
Secretary  
Treasurer  
Elementary Vice-President  
Middle School Vice-President  
High School Vice-President  
Elected Delegates to Affiliated Organizations  
Edison School Representative  
Kennedy School Representatives (2)  
King Street Representative  
Park Avenue Representative  
Middle School Representatives (4)  
High School Representatives (4)

Section 2. The Executive Board shall also include the following nonvoting positions:  
Immediate Past President (one term)  
Committee Chairpersons

Section 3. The Executive Board shall meet a minimum of eight times per school year.

## **Article VI. Meetings**

Section 1. There shall be a minimum of three General Membership meetings during the school year. Only members in good standing shall be permitted to attend PCTA meetings.

Section 2. Other meetings of the general membership or special meetings may be called by the President, by a majority of the Executive Board, or by petition of twenty percent (20%) of the membership.

## **Article VII. Amendments**

Section 1. Proposed amendments to the Constitution may be submitted to the membership either by request of a majority of the Executive Board members or by no fewer than twenty percent (20%) of the membership.

Section 2. A proposed amendment shall be filed with the Secretary and presented in writing in each school building at least ten (10) school days prior to the day of the meeting at which it is to be voted upon.

Section 3. This Constitution may be amended by secret ballots at a meeting of the Association by a two-thirds vote of all those present and voting.

## **Article VIII. Protection of Rights of Members**

Section 1. Every member of this organization in good standing shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or on referenda, to attend membership meetings, and participate in deliberations and voting upon the business of the organization.

Section 2. No member may be fined, suspended, expelled, or otherwise disciplined (except for non payment 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.

Section 3. This organization shall show no discrimination toward any individual or group of individuals on the bases of sex, creed, color, race, national origin, or political activities and beliefs.

## **Article IX. Ratification of Collective Bargaining Agreements**

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.

Once the negotiations team and the district have a signed MOA, a general membership meeting shall take place for the purpose of a presentation to the members of the MOA and time for questions.

A minimum of two business days shall be provided to the membership after which a second general membership meeting shall take place for further questions and secret ballot voting by either hard paper or electronic ballot,

## **BYLAWS**

Revised December 2019

## **Article I. Duties of Officers**

Section 1. PRESIDENT – The President shall:

- a) Be chief executive officer of the Port Chester Teachers Association.
- b) Administer all affairs and execute all policies of the organization.
- c) Preside at all meetings of the Executive Board and general membership.
- d) Be the spokesperson for the Port Chester Teachers Association with all external groups.
- e) Appoint all chairpersons of standing committees subject to the approval of the Executive Board.
- f) Appoint all members of the Negotiating Team subject to the approval of the Executive Board.
- g) Call Association meetings when petitioned in writing by at least twenty percent (20%) of the membership and call special Executive Board meetings when petitioned by at least five (5) members of the Executive Board.

- h) Be the ranking delegate to the Representative Assembly of affiliated teacher organizations.
- i) Fulfill such other duties as the office requires and as are consistent with these by-laws.
- j) Be an ex-officio member of all committees.

Section 2. EXECUTIVE VICE-PRESIDENT

The Executive Vice-President shall be the Grievance Chair and shall assume the duties and responsibilities of the President in the President's absence and shall perform such other duties as the President may delegate.

Section 3. FIRST VICE-PRESIDENT

The First Vice-President to handle the issues arising from APPR. The Duties would include but not limited to

- Being the Sitting Executive Officer on the District APPR Committee working with the teachers on this committee to evaluate the APPR components as described by law.
- Be the go to person for any issues arising from poor evaluations including the go to person to create TIPs, help a member through the procedural or grievance route to appeal an ineffective rating.
- Be in charge of Membership including guiding new members through their non-tenure years, meeting with non-tenures to educate them on the role of the union, and to ensure that all Bargaining Unit Members are actually members of the PCTA and NYSUT.

Section 4. SECOND VICE-PRESIDENT

The Second Vice-President is in charge of Public Relations. Duties would include but not be limited to

- Event planning to create and maintain a positive working relationship with the Port Chester Community.
- Vote-Cope: ensure new members sign up for payroll deduction and run any campaign deemed appropriate by the Executive Board to increase contributions.
- Solidarity: to help guide the PCTA maintain solidarity amongst members:
  - o Party Planning
  - o Shirt Campaign: maintain orders and orchestrate showing solidarity
  - o PCTA Calendar

Section 5. SECRETARY

The Secretary shall perform those duties usual to this office and such other duties as may be required by the President or the Executive Board.

Section 6. TREASURER

The Treasurer shall perform those duties usual to this office and will include:

- a) Responsibility for the collection and deposit of funds in the name of the Association and to disburse them upon authorization of the President and/or Executive Board.
- b) Maintain complete and accurate records of all monies received and disbursed.
- c) Providing a financial report at all PCTA and Executive Board meetings
- d) Preparation of an annual budget for the PCTA and present it at the April Executive Board meeting.
- e) Such other duties as may be required by the President or Executive Board.

Section 7. LEVEL VICE-PRESIDENTS

The duties of the Level Vice-Presidents shall be:

- a) To serve as Acting President of the PCTA upon election by the Executive Board in the event of the absence of the President and Executive Vice President.
- b) To serve as ex-officio members of the Grievance and Discipline Committees.
- c) To coordinate organization activities at their respective levels.
- d) To accept additional responsibilities as requested by the President and/or Executive Board.

Section 8. THIRD VICE PRESIDENT/HEALTH AND SAFETY

- a) Serve as Co-Chair of Health and Safety Committee
- b) Set agendas with the administration co-chair
- c) Attend and help facilitate all Health and Safety Committee meetings
- d) Be part of the Executive Officers Board
- e) Liaison between committee and the reps on issue of health and safety
- f) Coordinate site inspections when necessary
- g) Attend health and safety trainings when necessary
- h) Attend health and safety trainings when available to help become knowledgeable on these issues

## **Article II. Duties of Building Representatives**

The duties of the Building Representatives are to represent the members of their respective building at meetings of the Executive Board and to accept such responsibilities as may be delegated by the President and/or Executive Board.

## **Article III. Executive Board**

Section 1. The duties of the Executive Board shall be:

- a) To formulate policy.
- b) To interpret the Constitution and By Laws
- c) To elect the trustees of the PCTA Welfare Trust Fund
- d) To elect by majority vote, one of the three Level Vice-Presidents to serve as acting President in the event of the temporary absence of both the President and the Executive Vice-President.
- e) To approve Standing Committee Chairpersons appointed by the President.
- f) To approve each member of the Negotiating Team appointed by the President.
- g) To determine the amount of bonding necessary for the Treasurer and other officers.
- h) To appoint a committee to audit the financial records every year.
- j) To recommend and present an annual budget for the next fiscal year to the membership during May.
- i) To make recommendations to the membership regarding proposed contract and/or changes in the contract with the School Board.
- j) To approve appropriate action(s) to be taken regarding grievances before proceeding to Level III or Level IV.

Section 2. Meetings

- a) Those Executive Board members present shall constitute a quorum when the Executive Board has been duly notified of a meeting.
- b) Any member of the Association may attend meetings of the Executive Board and may be granted permission to speak but may not vote.

Section 3. Expenditures

- a) In any one fiscal year, the Executive Board may not expend, without authorization, more than \$300 for any one expenditure.
- b) The Executive Board will act upon expenditures as required.



## **Article IV. Delegates to Affiliated Organizations**

Section 1. The Affiliated Organizations are the New York State United Teachers (NYSUT) and the American Federation of Teachers (AFT).

Section 2. The election of Delegates shall take place by November 30 by secret ballot.

Section 3. The term of office for Delegates shall be two years and will begin immediately upon election.

Section 4. The duties of the Delegates will include:

- a) Attending Representative Assemblies of the affiliated organizations and related state meetings and caucuses, including Election District Meetings.
- b) To give reports to the Executive Board and/or the general membership when directed by the President and/or the Executive Board whenever matters arise which should be brought to the attention of the PCTA.
- c) To accept such responsibilities as may be delegated by the President or Executive Board.

## **Article V. Committees**

Section 1. General Rules and Procedures

- a) All Committee members shall be members of the PCTA.
- b) Each Chairperson shall be responsible for following established procedures or guidelines set forth by the Executive Board.
- c) Each Chairperson shall be responsible for enlisting members to serve on his/her committee. An effort shall be made to secure balanced representation on the Committee.
- d) Each Chairperson shall turn over all committee records to his/her successor.

Section 2. The Standing Committees will be: only members in good standing with the PCTA may serve on the following committees

- a) Discipline – The Discipline Committee is to be used when we have to reprimand a member who is not in good standing. This can be ad hoc.
- b) Legislative – The Chairperson of this committee shall be chosen from among the Delegates or Alternates to the Representative Assembly.
- c) Public Relations
- d) Negotiating Team
- e) Grievance
- f) Sick Bank
- g) Calendar
- h) Health and Safety

- i) Mentor
- j) Professional Development
- k) Technology
- l) Election Committee

#### **Article VI. PCTA Student Scholarship Fund**

Section 1. The PCTA Student Scholarship fund shall be administered by officers of a separate corporation whose members are members of the PCTA. And may include retired members.

Section 2. The President of the PCTA will serve as an ex-officio member of the fund.

Section 3. An annual report will be presented by the officers of the Fund to the membership each September.

#### **Article VII. PCTA Welfare Trust Fund**

Section 1. The PCTA Welfare Trust Fund shall be administered by Trustees who shall be elected by the Executive Board. Trustees may include retired teachers.

Section 2. The PCTA Welfare Trust Fund shall have five (5) Trustees. The Chairperson of this Fund shall be appointed by the President of the PCTA.

#### **Article VIII. Nomination and Election Procedures**

Section 1. Each member shall be given reasonable opportunity to nominate candidates for office.

Section 2. 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 emailed to each member's school address and be prominently displayed in each building. Nominations will be open for 10 business days.

Section 3. Written notice announcing the time and place of elections shall be e-mailed to each member in good standing at his/her school address at least fifteen (15) days prior to the election.

Section 4. In the event that any position has only one member nominated thus running unopposed, there shall be no election by the membership. In this case, the Secretary shall cast the one vote to officially elect the positions.

- a). Election shall be by secret ballot.
- b). Write-in votes are invalid.
- c). Members who are running for any office cannot be part of the Election Committee.

Section 5. The results of the election shall be emailed to each bargaining unit member's school email within 24 hours of the election.

Section 6. The Secretary shall preserve all election records, including ballots, for a period of one (1) year.

Section 7. Terms of Office

- a) Duly elected officers shall serve a two (2) year term commencing July 1 of even numbered years. Each officer shall remain in office until his/her successor assumes office.
- b) Delegates to Affiliated Organizations shall serve a two (2) year term commencing upon their election.
- c) Building Representatives shall serve a two (2) year term commencing July 1.

Section 8. Vacancies

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

## **Article IX. Amendments**

Section 1. Proposed amendments to the By Laws may be presented by any member at an Executive Board meeting.

Section 2. These Bylaws may be amended by a two-thirds vote of those elected Executive Board members present and voting.

Section 3. The vote on the amendment may take place at the meeting the amendment is presented or at the next Executive Board Meeting.

## **Article X. Parliamentary Authority**

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