**Bylaws of the**

**Teachers’ Association of**

**Monroe 2-Orleans BOCES (B2TA)**

1. NAME:

This organization shall be known as the Teachers Association of Monroe 2-Orleans BOCES (B2TA).

1. MEMBERSHIP:
   * 1. Active Members:
        1. Persons become eligible for membership with voting rights upon completion of signed membership application with the following exceptions:
           1. Individuals who have willingly withdrawn from B2TA membership AND who have applied for reinstatement will not be granted rights or be eligible for elective office until the following school year after their reinstatement of active status.
           2. Individuals who have not signed a membership application after initial hire date at the Monroe 2-Orleans BOCES will not be granting rights or be eligible for elective office until the following school year after their enrollment with the B2TA.
        2. The annual dues will be paid through payroll deduction.
        3. The dues for Active Members who are employed less than full-time will be prorated based on his/her FTE status.
        4. Active membership shall be continuous until the member leaves Monroe 2-Orleans BOCES, or resigns from the association in writing.
        5. Active members of the Association shall also be members of the B2TA state and national affiliate(s).
        6. Membership shall be maintained through the payment of all required dues.
        7. All active members 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. Bargaining (Active) Unit Member on Authorized Leave of Absence:
        1. Should an Active Member incur a break in service due to personal leave, the B2TA will offer the active member an Associate membership dues structure (if membership dues are not paid in full) as outlined by NYSUT guidelines.
           1. Upon payment of such dues, that individual shall maintain active membership with no exceptions.
           2. If no payment is made, the B2TA will follow current NYSUT guidelines to determine whether the active member would then be considered a non-member and subject to exceptions listed in “E” below.
     3. Special (Retiree):
        1. Membership Coordinator will notify the B2TA Affiliated Retiree Group of the member’s name, address, email address, and phone number (if available) when he/she retire.
     4. Suspended Member:
        1. Should an individual incur a break in service due to personal leave, the B2TA will offer the active member an Associate membership dues structure as outlined by NYSUT Guidelines.
           1. Upon payment of such dues that individual shall be considered an active member with no exceptions.
           2. If no payment is made, after one hundred eighty (180) calendar days, the active member would then be considered a non-member and subject to exceptions listed in #5 below.
        2. Shall have no right or privilege to participate in any election, nor will they be entitled to receive any NYSUT services as defined by NYSUT policies pertaining to non-membership of April 15, 2018 and September 14, 2018. Neither a Suspended member nor a non-member is considered to be “in good standing.”
     5. Non-Member:
        1. Any individual who has not submitted a membership enrollment form to become a member of the B2TA and its affiliates.
        2. Member leaves Monroe 2-Orleans BOCES or resigns from the association in writing.
        3. Shall have no rights or privileges to participate in any election, nor will they be entitled to receive any NYSUT services as defined by NYSUT policies pertaining to non-membership of April 15, 2018 and September 14, 2018. Neither a Suspended member nor a Non-Member is considered to be “in good standing” with the B2TA and NYSUT.
2. OFFICERS:

Any active Member is eligible for election to an office after receiving tenure at the Monroe 2-Orleans BOCES and a minimum of two (2) years working as part of the B2TA Executive Board.

* 1. Duties of the Officers:
     1. The President(s) shall:
        1. Be chief Executive Officer of the Executive Board.
        2. Administer all affairs and execute all policies of the B2TA.
        3. Preside at all meetings of the Executive Board and general membership.
        4. Represent the B2TA with all external groups or designate a representative.
        5. Appoint and establish the function of all committees with the approval of the Executive Board and consistent with B2TA policies and guidelines.
        6. Call regular and special meetings of the Executive Board, Officers Steering Committees, and general membership and ad hoc as needed.
        7. Appoint members of the Executive Board to serve on the liaison to the Monroe 2-Orleans BOCES Administration.
        8. Facilitate the negotiations process.
        9. Prepare and present an agenda for the monthly Executive Board Meeting
        10. Interconnect with NYSUT Labors Relations Specialist (LRS)
        11. Participate in representation meetings as needed or per request.
        12. Fulfill all other duties as assigned by the President(s) or Executive Board.
     2. The Vice President(s) shall:
        1. Assume all duties and responsibilities of the President(s) in his/her (their) absence and shall perform such other duties as the President(s) may designate and not limited to or restricted to these duties.
        2. Participate in representation meetings as needed or per request.
        3. Interface with Monroe 2-Orleans BOCES Administrative Staff.
        4. Interconnect with NYSUT Labor Relations Specialist (LRS)
        5. Participate in upper administration liaison meetings, Special Education Liaison, CTE Meetings as needed, Round Robin Meetings with Supervisors as assigned and as needed.
        6. Be the facilitator for all negotiations preparation/committee.
        7. Be the Lead Facilitator for all grievances.
        8. Fulfill all other duties as assigned by the President(s) or Executive Board.
     3. The Treasurer shall:
        1. Manage the funds of the B2TA and disburse in the accordance with fiscal guidelines
        2. Participate in representative meetings as needed or per request
        3. Be appropriately trained and proficient in the use of the current fiscal software.
        4. Maintain orderly fiscal accounting and report at each monthly scheduled Executive Board meeting.
        5. Prepare a budget for the upcoming year to be reviewed and voted on by the Executive Board by September 1
        6. Prepare an annual financial statement that meets the demands of the audit process as directed by the Executive Board by February 28th
        7. Coordinate the audit committee to be approved by the Executive Board and have completed by February 28th .

* + - 1. Fulfill all other duties as assigned by the President(s) or Executive Board.
    1. The Recording Secretary shall:
       1. Keep accurate minutes of all meetings of the Executive Board and General Membership and send to the Technology Coordinator to put on the B2TA website.
       2. Disseminate draft minutes to the Executive Board in a timely manner
       3. Participate in representative meetings as needed or per request
       4. Will facilitate and coordinate the election process in years not up for election.
       5. Shall preserve all election records, including ballots, for a period of one (1) term.
       6. Fulfill all other duties as assigned by the President(s) or Executive Board.
    2. The Corresponding Secretary shall:
       1. Disseminate notices directly related to the B2TA business.
       2. Will facilitate and coordinate the election process in years not up for election
       3. Check the B2TA PO Box regularly.
       4. Keep a record of all correspondence sent (via email, hard copy, etc.)
       5. Review and prioritize mail for dissemination of information to the Executive Board and/or the general membership such as job postings, trainings, promotion.
       6. Coordinate with the Newsletter/Out-Reach Standing Committee.
       7. Work with the President and Membership Chairperson to update changes in membership to the B2TA general distribution list (for all communication modalities utilized) and convey this information to the appropriate representative.
       8. Establish and maintain a database that provides generation of mailing labels.
       9. Participate in representative meetings as needed or per request
       10. Shall preserve all election records, including ballots, for a period of one (1) term.
       11. Fulfill all other duties as assigned by the President(s) or Executive Board.

1. EXECUTIVE BOARD:
   1. The Executive Board shall be composed of the duly elected officers, At-Large Representatives, and Coordinators. Only active members can serve on the Executive Board.
   2. The Executive Board has a fiduciary responsibility to their membership.
   3. The Executive Board shall:
      1. Appoint and approve person to manage social media accounts.
      2. Establish the salary, benefits and expense guidelines of any general officer who is employed by the organization.
      3. Be empowered to make contracts and incur liabilities including the purchase of services, equipment and real property, to borrow money, to secure such obligations by mortgage or other instrument, and to otherwise engage in financial transactions to the extent permitted by applicable law or statute. The Executive Board shall have the power to sue, complain and defend on behalf of the membership.
      4. Ensure that an annual financial report and an audit/internal financial review is available to the membership upon request.
      5. Ensure that an audit/review by an independent accounting professional or an internal financial review conducted by a committee of at least two (2) members who do not sit on the Executive Board and is available to the membership annually.
      6. Every five (5) years have an audit completed by an independent accounting professional.
      7. Ensure that an annual budget is adopted, in collaboration with the Treasurer, by the Executive Board/Membership no later than September 1 annually.
      8. Implement an Investment Policy determining acceptable types of investments, maturity timeframes, and number of commercial banking relationships with assessments of these relationships based on periodic rating by an independent ratings service.
      9. Establish a fiscal year for the local, which shall commence September 1 and end August 30.
      10. Interpret the Constitution and By-Laws.
      11. Act on policy matters for the organization between the meetings of the general membership.
      12. Make policy recommendations to the membership for their consideration.
      13. Approve committee appointments.
      14. Serves to hear appeals from members regarding decisions by the Grievance Committee.
      15. Participate in representative meetings as needed or per request.
      16. Fulfill other duties as assigned by the President(s) or Executive Board.
2. MEMBERS AT-LARGE OF THE EXECUTIVE BOARD:
   1. Representatives and Coordinators:
      1. Act as liaisons between the membership and the Executive Board.
      2. Communicate with the membership.
      3. Participate in monthly Executive Board Meetings; attend Steering Committee meetings as requested; and, contribute to Standing Committees.
      4. Schedule Regular monthly “Round Robin Meetings” with the assigned Administration personnel. Personnel issues that occur should then be reviewed with the Steering Committee. Issues that occur which effect policy should be reviewed with the entire Executive Board.
      5. Expected to volunteer personal time each month to facilitate the business of the B2TA.
      6. Participate in representative meetings as needed or per request.
      7. After each election, one At Large Representative will be selected and approved as the grievance coordinator.
      8. Fulfill all other duties assigned by President(s) or Executive Board.
   2. Membership Coordinator:
      1. Within the month of September review and update membership lists based on information obtained from the Monroe 2-Orleans BOCES Administration. Information shall be forwarded to the Corresponding Secretary and President(s).
      2. Provide monthly updates of membership changes to the Corresponding Secretary and President(s).
      3. Provides information to each new hire regarding enrollment for membership in the B2TA.
      4. Communicate with non-members regarding membership in the B2TA.
      5. Communicate with Members At-Large/Representative(s) as needed to facilitate membership.
      6. Fulfill all other duties as assigned by the President(s) or Executive Board.
   3. Public Relations Coordinator:
      1. Develop and coordinate activities/events that promote awareness and positive interaction with the membership.
      2. Coordinating with the Corresponding Secretary to facilitate creation of the Newsletter at least two times a year.
      3. Fulfill all other duties as assigned by the President(s) or Executive Board.
   4. Political Actions Coordinator
      * 1. On-going awareness of local, national and state legislation affecting the interest of B2TA membership.
        2. Forward pertinent information to the Corresponding Secretary, Technology Coordinator, and Social Media Manager for the dissemination to the General Membership.
        3. Utilize resources (i.e. Political Action Committee [PAC] at NYSUT, Lobby Day, etc.) available through national, state and local affiliates to disseminate to our local B2TA.
        4. Recommend to the Executive Board political activities, which may entail involvement of the B2TA.
        5. Maintain direct contact with Regional Political Organizer at NYSUT.
        6. Report monthly to the Executive Board on the most relevant local, state and national political topics affecting the B2TA.
        7. Fulfill all other duties assigned by President(s) or Executive Board.
   5. Technology Coordinator:
      * 1. Establish and maintain a B2TA web site.
        2. Facilitate web-based communication with the B2TA affiliates.
        3. Assist the Corresponding Secretary in establishing and maintaining electronic databases.
        4. Assist the Social Media Manager with digital/technology support as the need arises or as determined by the Executive Board.
        5. Fulfill all other duties as assigned by the President(s) or Executive Board.
3. STANDING COMMITTEES AND STEERING COMMITTEES:
   1. Standing Committees
      1. Negotiations
      2. Audits
      3. Elections
   2. Steering Committees/Ad Hoc
      1. Will be convened at the request of the President(s) and/or Executive Board.
4. ELECTIONS:
   1. Nominations:
      1. Any member in good standing with tenure at the Monroe 2-Orleans BOCES is eligible for nomination for the Executive Committee.
      2. Any Call for Nominations should include the following:
         * 1. A list of open positions.
           2. A list of the Term of Office.
           3. Position Description.
           4. Time frame for Nominations to be returned.
           5. Time frame within which elections will be held after nominations are completed.
      3. OPEN POSITIONS/UNFILLED POSITIONS:
         1. In the event that an Executive Board Member is unable to complete his/her term, a recruiting effort will be made in an attempt to fill any open position(s) within fifteen (15) days.
         2. In the event that no one is nominated for an open Officer position, the Executive Board has the right to waive the two (2) year restriction of prior Board service for an Active Member with tenure.
      4. Any member with a minimum of two (2) years on the Executive Board is eligible for nomination to an officer position.
   2. ELECTIONS:
      1. Written notice announcing the time and place of elections or when the electronic voting will start, shall be sent to each member in good standing.
      2. Elections are conducted by secret ballot and/or electronic version, no earlier than May 1 and no later than June 1, and in accordance with Landrum-Griffin Requirements. Majority is based on ballots casts.
      3. The results of the election shall be sent to all members on or before the last scheduled work day of the current school year.
      4. Accommodations for an Absentee Ballot shall be made by request if their duties, occupation, business or vacation causes them to be absent from the date of elections.
      5. The Recording Secretary/Corresponding Secretary shall preserve all election records, including ballots, for a period of one (1) term.
      6. Candidates must campaign for Executive Board positions free of B2TA time and resources.
5. AMENDMENTS TO THE BYLAWS:
   1. A proposed amendment shall be brought to and studied by the Executive Board.
   2. These by-laws may be amended by a two-third (2/3rd) vote of the votes cast by the Executive Board.
   3. A General Membership Meeting will be convened to discuss the change after the voting at a subsequent date.
   4. Voting will occur after the meeting and at alternative locations, days, and times as determined by the Executive Board. Voting can also be done electronically.
6. CONTRACT RATIFICATION:
   1. A General Membership Meeting will be held within fifteen (15) days of a tentative agreement being reached by parties, unless agreement is made by June 15. If the agreement is made on or after June 15, then the meeting will be held in September the following school year.
   2. Contract ratification shall be by secret ballot within thirty (30) days of a tentative agreement being reached by parties, unless agreement is made by June 15. If the agreement is made on or after June 15, then the vote will be held in September the following school year. Voting will occur after the meeting and at alternative locations, days, and times as determined by the Executive Board. Voting can also be done electronically.
   3. Fifty percent (50%) plus one (1) of the votes cast (simple majority) shall constitute ratification.
   4. Accommodations for an Absentee Ballot shall be made by request if their duties, occupation, business or vacation causes them to be absent from the date of ratification.
7. TERMS OF OFFICE:
   1. Length of term: All terms of Executive Board members will be two (2) years serving from July 1 to June 30 or until the Executive Board Member resigns or retires from BOCES. In any given year half of the positions will be up for election; the following year, the other fifty percent (50%).
      1. School years ending in an even number – Vice President(s), Recording Secretary, Treasurer, At-Large Representatives, Membership Coordinator, Public Relations Coordinator.
      2. School years ending in an odd number - President(s), Corresponding Secretary, At-Large Representatives, Political Action Coordinator, Technology Coordinator.
   2. Remuneration:
      1. All Officers and Executive Board members will receive a stipend in an amount determined by the Executive Board in the annual budget but not less than 50% of the annual dues.
      2. President(s) and Vice President(s) will receive reimbursement for cell phone bill to be determined by the Executive Board in the annual budget.
      3. All Officers and Executive Board members will receive reimbursement for expenses (i.e. hotel, food, tolls, etc.) that are required to fulfill duties of the B2TA in the annual budget.
      4. Executive Board approved reimbursements for B2TA sponsored events.
      5. Any Board Member who is unable to fulfill his/her duties and responsibilities as determined by the Executive Board may not receive their full remuneration.
8. VACANCIES:
   1. In the event that an Executive Board Member cannot fulfill his/her term, the Executive Board shall appoint a successor from interested candidates who are active members for the remainder of the term.
9. GENERAL MEMBERSHIP MEETINGS:
   1. General Membership Meetings may be called by the President(s), by a majority of the Executive Board or by petition of twenty percent (20%) of the Membership. Membership meetings shall be held no less than one (1) times per year.
   2. All Members shall receive notice of the time/place and purpose of the meeting.
   3. If business is conducted at a General Membership Meeting, Robert’s Rules shall prevail. A quorum under these circumstances shall be twenty-five percent (25%) of the membership.
10. DELEGATES/ALTERNATES/CONFERENCES:
    1. Duties shall be specifically related to the state or National Delegate Assembly(s) of B2TA Affiliate(s). This number shall be limited to the B2TA and Affiliate guidelines.
    2. Delegates and Alternates shall be elected in accordance with the rules specified by the Affiliate guidelines. Candidates will be placed onto the ballot for election.
    3. Delegates shall report back to the Executive Board.
    4. Conferences and related costs will be approved by the Executive Board and will be paid by the B2TA
11. VOTING MAJORITY:
    1. Majority will be determined based on the ballots received.