



CONSTITUTION

PITTSFORD DISTRICT TEACHERS' ASSOCIATION

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PITTSFORD DISTRICT TEACHERS' ASSOCIATION CONSTITUTION

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PITTSFORD DISTRICT TEACHERS' ASSOCIATION

CONSTITUTION

Article I - Name

The name of this organization shall be the Pittsford District Teachers' Association (PDTA).

Article II - Purpose

The purposes of the PDTA shall be to work for the advancement of and interest in public education on every level (local, state and national); promote a strong professional spirit through a better understanding of educational problems, work for good relationships and cooperation among all educators, and work for better public relations; and stimulate a closer relationship with and encourage a fuller awareness of the purposes and policies of the state and national affiliates of the PDTA.

Article III - Affiliation

The PDTA shall affiliate with New York State United Teachers and those organizations mandated by its Constitution and Bylaws.

Article IV - Membership

Section 1. All regularly assigned certified non-supervisory personnel and School-Related Professionals; or staff members on leave from such positions in the public schools of Pittsford Central School District shall be eligible for active membership. School-Related Professionals (SRP) include paraprofessionals, registered nurses, tutors and auxiliary staff.

Section 2. All those regularly retired under the New York State Teachers' Retirement System or Employees' Retirement System who were members of the PDTA previous to retirement shall be honorary members. Such membership will convey no voting privileges. Annually, voluntary contributions to defray publication and mailing expenses will be sought from honorary members.

Section 3. All members of the PDTA shall automatically become members of their building unit. Members of the local association will become members of the state and national associations.

Section 4. All employees joining PDTA will pay annual dues covering their full period of employment for the school year in which they join.

Article V - Organization

Section 1. The membership of the PDTA shall be organized into separate units. A unit shall be formed within each school building. Paraprofessionals, registered nurses, tutors, and auxiliary staff shall constitute one separate unit known as the SRP unit.

Section 2. Each unit will elect in a manner decided upon by the unit a representative, any additional officers deemed necessary, and any additional representatives to the Representative Assembly to which the unit is entitled.

Section 3. Each unit may adopt a constitution or any other set of governing rules providing that such rules and/or constitution are compatible with the Constitution of the PDTA.

Section 4. Each unit shall have a minimum of two meetings during the school year.

Section 5. Each building unit shall have the following standing committees: Political Action, Professional Growth, Membership, Communications, Public Relations, Professional Advancement, Special Events, Health and Safety, and New Member. The chair of each unit committee shall serve on the appropriate standing District committee. A unit may create additional committees to fulfill its needs.

Article VI - Officers

The officers of the PDTA shall be a President, Vice-President for Administration, Vice-President for Negotiations, immediate Past-President, Secretary, and Treasurer, elected as prescribed in the Bylaws.

Article VII - Executive Committee

There shall be an Executive Committee consisting of the President, two Vice-Presidents, Secretary, Treasurer, Grievance Chair, Building Representatives and SRP Representative. Each building unit and the SRP unit shall be entitled to one representative. The Executive Committee shall be the executive body of the PDTA.

Article VIII - Representative Assembly

There shall be a Representative Assembly consisting of the Executive Committee, Committee Chairs, Assistant Representatives, and Delegates to the state and national organizations. If a unit contains more than 25 members, that unit shall be entitled to additional representation based on one Assistant Representative for each additional 25 members. The Representative Assembly shall be the legislative and policy forming body of the PDTA.

Article IX - Meetings

Section 1. There shall be at least two meetings of the general membership, one of which shall be the annual business meeting held at the end of the school year at an hour and place designated by the Executive Committee. Each PDTA meeting shall be adequately publicized at least ten days immediately prior to the meeting.

Section 2. The Executive Committee shall meet monthly throughout the school year.

Section 3. The Representative Assembly shall meet monthly throughout the school year.

Section 4. At the discretion of the Representative Assembly, a PDTA meeting may take the place of a Representative Assembly meeting.

Section 5. Special PDTA meetings may be called by the Representative Assembly or upon written request of ten percent of the active members.

Section 6. When the Negotiating Team and the Board of Education reach a tentative agreement, or an impasse exists, the President of the PDTA will call a special meeting of the general membership of the PDTA. Prior to this general membership meeting, the President will convene a special meeting of the Representative Assembly.

- a) An informational meeting for the general membership will be held at 4:00 P.M., 36 hours prior to the formal vote. Members attending this meeting will receive a summary of the proposed package.
- b) A member of the Negotiating Team will visit each school for approximately one hour during the study period to answer questions related to the proposed package.
- c) The PDTA telephone will be manned by a member of the Negotiating Team from 9:00 A.M. to 12:00 P.M. on the day of the vote.
- d) Voting will be held by secret ballot in each building from 8:00 A.M. to 1:30 P.M..
- e) The ballots will be counted at the PDTA office by two officers and two Unit Representatives.
- f) The tentative agreement package will be considered accepted if more than 50 percent of the voting members approve the package.

Article X - Amendments

Section 1. An amendment to the Constitution must be introduced in writing at any meeting of the Representative Assembly by any PDTA member and shall be presented for action by a majority of the Assembly not later than 60 days following the introduction of the amendment.

Section 2. Members shall be notified in writing of the proposed amendment at least ten days prior to the voting.

Section 3. Amendments shall become a part of the Constitution when approved by a vote of two-thirds of the active voting members.

BYLAWS

Bylaw 1 - Rules of Order

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

Bylaw 2 - Qualification of Officers

Officers of the PDTA shall meet the following requirements: active membership in PDTA and its state and national affiliates, three years of professional service in the Pittsford Central School District, and demonstration of professional competence by having actively served the PDTA. The Vice-President for Administration shall have served one year on the Representative Assembly; the Vice-President for Negotiations and the President shall have served two years on the Representative Assembly.

Bylaw 3 - Qualification of Standing Committee Chairs

Standing committee chairs shall meet the following requirements: active membership in PDTA and its state and national affiliates, and at least one year of professional service in the District.

Bylaw 4 - Duties of Officers

Section 1. The President shall preside at all meetings of the PDTA and of the Executive Committee, shall call all regular and special meetings of the PDTA, shall appoint two or more qualified individuals to audit the books, shall appoint all committees not otherwise provided for, shall appoint other personnel to perform special duties with the consent of

the Representative Assembly, may be an ex-officio member of standing committees, and shall give an annual report to the membership on the work of the PDTA and file an official copy with the Secretary. In addition, the President shall be the first delegate to PDTA's state and national affiliates. During a school year, the President, acting on behalf of the PDTA, may enter negotiations with the District to amend the Agreement between the Board of Education and the PDTA.

Section 2. The Vice-President for Administration shall assume all duties of the President in the absence of the President, shall preside at all meetings of the Representative Assembly, shall collect and prepare proposed constitutional amendments for presentation to the Representative Assembly, shall be PDTA's representative to the Board of Education meetings and the PTSA, and shall be responsible for such other activities as assigned by the President and Executive Committee.

Section 3. The Vice-President for Negotiations shall serve as Chair of the Professional Advancement Committee and of the Negotiating Team, and shall be responsible for such other activities as assigned by the President and Executive Committee.

Section 4. The Secretary shall keep a record of all meetings of the PDTA, the Executive Committee and the Representative Assembly and shall report same in writing to the membership of the PDTA. The Secretary shall attend to all correspondence of the PDTA. At the end of the term of office, the Secretary shall turn over to the new Secretary the minutes and records of the PDTA and shall file annually with the PDTA's state and national affiliates, the names of the new officers.

Section 5. The Treasurer shall keep an accurate account of all receipts and expenditures of the PDTA. The Treasurer shall disburse all funds by check with the authorization of the President. At each regular meeting of the Representative Assembly the Treasurer shall present a financial statement. At the end of the term, the Treasurer shall deliver to the new Treasurer all records and other materials of the PDTA. The fiscal year shall be from July 1 through June 30. The audit shall be made no later than August 31. The Treasurer-elect shall assume these duties following the completion of the audit. The Treasurer shall prepare a budget for the following year and present it for approval to the Representative Assembly prior to the annual general meeting of the PDTA.

Section 6. The immediate Past-President shall be a member of the Executive Committee for one year and shall be responsible for activities assigned by the President and Representative Assembly.

Bylaw 5 - Executive Committee

The Executive Committee, within policies established by the Representative Assembly, shall act for the Representative Assembly, and in the name of the PDTA, between meetings of the Representative Assembly. Any actions taken will be reported to the Representative Assembly at its next meeting.

The Executive Committee shall:

- a) make recommendations to the Representative Assembly relating to the PDTA policy and program;
- b) outline a tentative program for the year and submit it to the Assembly;
- c) carry out the directives of the Representative Assembly;
- d) report and recommend action to be taken by the Representative Assembly and/or the general membership on issues relating to state and national educational policies and/or concerns;
- e) assist the President in the preparation of agendas for meetings of the Representative Assembly and general membership meetings;
- f) assume administrative responsibility, except as otherwise stipulated elsewhere in this Constitution and these Bylaws, for all PDTA matters.

Bylaw 6 - Representative Assembly

Section 1. The Representative Assembly shall:

- a) be responsible for conducting the routine business of the PDTA between general meetings;
- b) authorize all expenditures;
- c) approve the membership dues for the PDTA;
- d) receive the budget, which when reviewed and passed by the Representative Assembly shall be submitted to the general membership for approval before the end of the preceding fiscal year;
- e) approve appointments by the President;
- f) act on reports of committees;
- g) formulate all policies of the PDTA and develop and promote the programs of the PDTA;
- h) conclude unfinished business from previous years.

Section 2. At the first meeting of each school year, the new Representative Assembly shall approve a program for the year and review the budget.

Section 3. Representative Assembly members shall attend all regular meetings of the Representative Assembly or provide a responsible substitute. Assembly members who do not attend regularly may be removed by two-thirds vote of the Assembly.

Section 4. The Representative Assembly shall approve any amendments to the Agreement between the Board of Education and the PDTA. If a majority of the Representative Assembly desires, the amendment must be approved by the general membership.

Section 4. Powers not delegated to the Executive Committee, the officers or other groups in the PDTA shall be vested in the Assembly.

Bylaw 7 – Unit Representatives

Responsibilities of the Unit Representative:

as a leader are:

- a) assisting faculty members with problems or concerns affecting their professional lives (such as unsatisfactory observations or evaluations);
- b) assuming a decision-making role in a crisis;
- c) representing the membership at all PDTA building meetings, the Instructional Leadership Team, PDTA Representative Assembly, Executive Committee, and other meetings as necessary.

as an organizer are:

- a) promoting organizational growth in the school through involvement in elections and meetings;
- b) keeping the organization's actions, programs, and available services visible and accessible to building members;
- c) communicating information to the members through personal contact, e-mail, distributing flyers, or a telephone network if necessary.

and as a grievance representative are:

- a) determining how problems can best be handled—as complaints or as grievances;
- b) informing the Grievance Chair through participation on the Grievance Committee of grievable issues;
- c) acting as a liaison between grievant and the committee if it is necessary to pursue a grievance beyond Step 1.

Bylaw 8 - Committees

Section 1. The standing committees shall be Political Action, Professional Growth, Special Events, Membership, Communications, Public Relations, Professional Advancement, Special Events, Health and Safety, and New Member.

- a) The Political Action Committee shall study and report on all local, state, and national legislation which affects public education and the teaching profession. The committee shall encourage appropriate action on pertinent legislation. The Political Action Committee shall provide information on candidates who are seeking public office at all levels including the District's Board of Education. The chair will be a member of the Monroe County Political Action Committee.
- b) The Professional Growth Committee shall be responsible for activities related to teacher preparation and certification, in-service education, and other professional programs related to the best interests of the teaching profession. The Professional Growth Chair, who shall serve for two years, shall be the PDTA representative to the Instructional Leadership Council, the Teacher Center Policy Board, and the Mentor Steering Committee.

- c) The Special Events Committee shall coordinate all District-wide events sponsored fully or in part by PDTA, such as the United Way Campaign and the PDTA Retirement/Recognition Dinner.
- d) The Membership Committee shall promote membership in state and national professional organizations; shall inform teachers of the goals, policies, and accomplishments of these organizations; and shall encourage support of the PDTA, its state and national affiliates.
- e) The Communications Committee Chair shall be responsible for the dissemination of information from the PDTA to its members. The Communications Committee shall be responsible for the PDTA newsletter.
- f) The Public Relations Chair shall promote greater recognition by the community of the accomplishments and contributions of the PDTA members, and be responsible for the PDTA scholarship and community service.
- g) The Professional Advancement Committee shall explore and recommend to the Representative Assembly action programs as necessary in all areas of teacher welfare such as salaries, leave, fringe benefits, insurance, general working conditions, personnel policies, and procedures for the redress of grievances. This committee will be composed of the Building Representatives, the Negotiating Team, and the Vice-President for Negotiations, who shall serve as chair.
- h) The Health and Safety Committee shall study and report on all matters that relate to the physical and mental well being of the membership. The committee shall explore and recommend action programs, and shall be responsible for the dissemination of health and safety information. The Health and Safety Chair shall be the PDTA representative on the District Health and Safety Committee.
- i) The New Member Committee shall identify the professional and work-related needs of new members and assist in responding to those needs; assure that new members recognize NYSUT and the PDTA as valued resources; encourage new members to support and become active in the union, and prepare new members to assume leadership roles in the PDTA and within NYSUT in the future, and shall be responsible for orientation of new teachers.

Section 2. The membership of standing committees shall consist of a representative from each building unit appointed by the Building Representative of that unit.

Section 3: Committee chairs will submit written reports to the Executive Committee each month.

Section 4: Committee chairs may be requested to attend Executive Committee meetings as needed.

Section 5. Each standing committee shall report to the Representative Assembly as necessary and shall prepare an annual written report summarizing objectives, action programs, and the status of its goals.

Section 6. Special committees may be appointed by the President with the consent of the Representative Assembly or upon recommendation at a meeting of the members. The

responsibilities and term of a special committee should be outlined specifically in the resolution creating it.

Section 7. A Grievance Chair will be appointed by the President of PDTA and shall be an ex-officio member of the Executive Committee. The Grievance Committee will be made up of the Unit Representatives and will pursue the issue of a filed grievance when it becomes necessary.

Bylaw 9 - Nominations and Elections

Section 1. All PDTA Representative Assembly voting members shall be elected. Unit Representatives and Assistant Representatives will be elected in a manner decided upon by the unit.

Section 2. The Committee on Elections shall be composed of the PDTA President, Vice-President for Administration, and Unit Representatives. The chair of this committee shall be the President of the PDTA.

Section 3. The President, the Vice-President for Negotiations, Vice-President for Administration, and the Professional Growth Chair shall each be elected for a term of two years. The Secretary, Treasurer and standing committee chairs shall each be elected for a term of one year. With the exception of the Treasurer, all Representative Assembly members shall assume office at the close of the last PDTA general meeting of each school year.

Section 4. Nomination procedures—A slate of officers shall be prepared, and this slate of officers shall be announced to the general membership no later than May 1. The functions of the Committee on Elections in preparing a slate of officers shall be to:

- a. prepare nominating petitions;
- b. advise PDTA members of available positions;
- c. make nominating petitions available in each unit;
- d. recommend nominees for all positions;
- e. ensure that all nominees fulfill petition obligations;
- f. prepare information on each nominee, including particular qualifications for the office he/she is seeking. This information shall be published prior to the election date.

Section 5. Any member of the PDTA who desires to be a candidate for an office and who meets the qualifications may have his/her name placed on the ballot by presenting to the Committee on Elections a nominating petition containing the signatures of fifteen PDTA members. All petitions must be presented to the Committee on Elections two weeks prior to the election.

Section 6. Election of Delegates. The number of delegates shall be determined by the membership total in the PDTA. The term of office will be on a staggered basis.

	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03
Delegate 2		2		2		2		2	
Delegate 3	2		2		2		2		2
Delegate 4	3			3			3		
Delegate 5						3			3

	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12
Delegate 2	2		2		2		2		2
Delegate 3		2		2		2		2	
Delegate 4	3			3			3		
Delegate 5			3			3			3

Section 7. The Committee on Elections shall:

- a) set the date of the elections to be held no later than May 31;
- b) determine the three-hour period during which elections shall be held in each building;
- c) prepare ballots;
- d) determine polling places in each unit and balloting procedure, including appointment of election inspectors;
- e) determine procedure for and supervise vote tally;
- f) announce winners.

Section 8. Elections shall be by secret ballot of the active members. The Membership Chair shall provide a current list of members to the election inspectors in each building.

Bylaw 10 - Vacancies

Section 1. A quorum of the Representative Assembly shall have the power to name personnel to complete the unexpired terms of those who resign from a committee or an officer's position, except in the case of the President.

Section 2. In the event of a vacancy in the office of the President, the Vice-President for Administration of the PDTA shall serve in the capacity of the President until the election held to replace the President, which must take place within 60 days, exclusive of July and August.

Bylaw 11 - Quorum

A quorum for all general meetings shall consist of 20 percent of the active membership. A quorum for committee meetings shall consist of a majority of the committee. A quorum for the Representative Assembly shall consist of a majority of the Assembly.

Bylaw 12 - Dues

Section 1. Dues shall be determined annually by the Representative Assembly in accordance with the proposed budget and shall be approved at a general meeting of the PDTA. Dues shall be collected by the Building Unit Membership Chair under the direction of the District Membership Chair. The District Membership Chair shall forward all dues to the PDTA Treasurer and present a written financial report to the PDTA President and Treasurer.

Section 2. The dues of each unit shall be fixed by its members in a manner prescribed by the unit.

Bylaw 13 - Amendments

The Bylaws may be amended by a two-thirds vote of the active voting members, provided notice of a proposed amendment has been given ten days prior to the date at which a vote is to be taken.

Bylaw 14 - Retirement

Section 1. Any active PDTA member having been employed in the Pittsford Central School District for ten or more years will receive an honorarium from the PDTA upon reaching official retirement.

Section 2. Any active PDTA member having been employed in the Pittsford School Central School District for less than ten years will receive an honorarium from the PDTA appropriate to his/her tenure in the District.

Section 3. Determination of the amount and kind of honorarium will be made by a special committee convened by the President subject to the approval of the Representative Assembly.

Bylaw 15 - Meetings

Section 1. Representatives from the Representative Assembly with the Assembly's approval may attend any of PDTA's state and national affiliate's meetings pertinent to the PDTA with the expenses paid by the PDTA.

Section 2. Members of standing committees may attend professional meetings pertinent to the PDTA with expenses paid by the PDTA when prior approval has been granted by the Representative Assembly.

Bylaw 16 - Negotiating Team

Section 1. The Negotiating Team shall consist of the President, the Vice-President for Administration, the Vice-President for Negotiations—who will be the chief negotiators for the PDTA—and at least one other member of PDTA appointed by the President and approved by the Representative Assembly.

Section 2. The team shall present to the chief school administrator and/or the Board of Education recommendations and/or resolutions as directed by the Representative Assembly.

Section 3. The team shall keep the Representative Assembly informed as to the progress of negotiations.

Section 4. The team may ask the chairs of the standing committees to participate in the presentations to the chief school administrator and to the Board of Education.