



# CONSTITUTION



**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 issues, 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 (NYSUT), their national affiliates, and those organizations mandated by its Constitution and By-laws.

### **Article IV - Membership**

This organization shall not discriminate against any individual or group of individuals on the basis of sex, religion, color, race, marital status, sexual orientation, gender identity, national or ethnic origin, age, disability, or political activities or beliefs, except if such political activity is in support of a competing labor organization or otherwise acting in a way to dissolve the organization.

**Section 1.** Active: 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 PDTA membership. School-Related Professionals (SRP) include paraprofessionals, registered nurses, health office assistants, tutors and auxiliary staff.

**Section 2.** Honorary: 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 public relations and mailing expenses will be sought from honorary members.

**Section 3.** Affiliations: 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.** Status Changes: All non-union members desiring to join PDTA may only do so during the open enrollment period beginning August 1<sup>st</sup> and ending October 31<sup>st</sup> or within 60 days of hire. All PDTA members desiring to not renew membership status, having formerly signed knowledge of such, must do so by sending a written, signed notice of revocation via U.S. mail, or in-person, to the PDTA office beginning August 1<sup>st</sup> and ending August 31<sup>st</sup>.

**Section 5.** Non-members are excluded from voting in elections and contract ratifications, running for PDTA office, sitting on union committees, representing the union on district committees, receiving newsletters, group e-mails, and admittance to membership meetings (other than informational meeting related to a tentative agreement). All those electing non-member status retain all legally obligated provisions.

**Section 6.** All active PDTA members will pay annual dues covering their full period of employment for the school year in which they are members.

## **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, health office assistants, 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, Safety and Wellness, and Extracurricular. The chair of each unit committee shall serve on the appropriate standing District committee. A unit may create additional committees to fulfill its needs.

**Section 6.** There will be an SRP representative elected who shall sit on the Executive Committee, Representative Assembly, District Planning Team, and the Negotiating Team. If the SRP unit contains more than 25 members, the unit will be entitled to additional representation based on one Assistant Representative for each additional 25 members.

#### **Article VI - Officers**

The officers of the PDTA shall be a President, Executive Vice-President, Vice-President for Negotiations, immediate Past-President (upon request of current President), Secretary, and Treasurer, elected as prescribed in the By-laws.

#### **Article VII - Executive Committee**

There shall be an Executive Committee consisting of the President, two Vice-Presidents, Secretary, Treasurer, Resolution Specialist (non-voting), 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. All units shall be entitled to representation of one Assistant Representative and if a unit contains more than 50 members, that unit shall be entitled to additional representation of one Assistant Representative for each additional 25 members. An additional representative of ancillary members not assigned to a unit (i.e. TOSA) shall serve as a non-voting member on the Representative Assembly. 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 active 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 Active Membership 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, an Active Membership 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 PDTA members.

**Section 6.** At the request of both the PDTA President and SRP Representative, the SRP unit will meet separately with its constituency during the school year. Minutes of the meeting will be recorded and distributed by e-mail.

**Section 7.** 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 active membership of the PDTA. Prior to this Active Membership Meeting, the President will convene a special meeting of the Representative Assembly.

- a) An informational meeting for the active membership will be held after all schools dismiss but no later than 4 pm, 36 hours prior to the formal vote. Active 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 tentative agreement period to answer questions related to the proposed package.
- c) The PDTA telephone will be staffed by the PDTA administrative assistant with access to Negotiating Team members on the day of the vote for a four-hour window to be determined.
- d) Voting will be held by secret ballot during a four-hour window, which needs to be stipulated in each of the buildings.
- e) The ballots will be counted at the PDTA office by at least two elected members of the Executive Committee.
- f) Only active PDTA members are eligible to vote on tentative agreements, and attend active membership meetings.
- g) The tentative agreement package will be considered accepted if more than 50 percent of the active members voting on the tentative agreement 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 active 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.** Active PDTA 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 PDTA voting members.

## **BY-LAWS**

### **By-law 1 - Rules of Order**

When requested by any active PDTA member(s) in attendance, Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in this Constitution and By-laws. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority for meetings of all duly constituted bodies of this organization and questions not covered by the Constitution, By-laws and any other special rules of order PDTA may adopt.

### **By-law 2 - Qualification of Officers**

Officers of the PDTA shall meet the following requirements: active membership in PDTA and its state and national affiliates for a minimum of one year, three years of professional service in the Pittsford Central School District, and demonstration of professional competence by having actively served the PDTA. The Executive Vice-President 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.

### **By-law 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.

### **By-law 4 - Duties of Officers**

**Section 1.** The President shall preside at all meetings of the PDTA, shall be the official spokesperson of the PDTA, shall call all regular and special meetings of the PDTA, shall appoint the Resolution Specialist, 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. The President will serve on the District Planning Team, and APPR large/small committees. 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 Executive Vice-President shall assume all duties of the President in the absence of the President, shall collect and prepare proposed constitutional amendments for presentation to the Representative Assembly, shall be PDTA's representative to the Board of Education and the PTSA (attending at least two PTSA meetings in a year), and shall attend the District Budget Review meetings. The Executive Vice-President will also serve on the District Planning Team, APPR large/small committees, Board of Education Interview Committee, Student Benefit Fund Selection Committee, and will be authorized as the third signatory on local checks if either the President or Treasurer's signature is not available. The Executive Vice-President 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 during negotiation years, and shall be responsible for such other activities as assigned by the President and Executive Committee. The Vice-President for Negotiations will also serve on the District Planning Team, APPR large/small committees, and all other committees which may have a direct impact on the collective bargaining agreement. The Vice-President for Negotiations shall be responsible for such other activities as assigned by the President.

**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 and keep all official records of the Association. 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. The Secretary shall be responsible for such other activities as assigned by the President.

**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 Active Membership Meeting of the PDTA. The Treasurer will be responsible for all Federal filings. The Treasurer shall be responsible for such other activities as assigned by the President.

#### **By-law 5 - Executive Committee**

**Section 1.** Upon request of the current President, 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, if needed.

**Section 2.** 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 active 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 active membership meetings;
- f) assume administrative responsibility, except as otherwise stipulated elsewhere in this Constitution and these By-laws, for all PDTA matters;
- g) attend all regular meetings of the Executive Committee or provide a responsible substitute. When committee members do not attend regularly, the President will initiate a conversation, which may result in a stipend adjustment, or removal by two-thirds vote of the Representative Assembly;
- h) identify the professional and work-related needs of new members and assist in responding to those needs;
- i) assure that new members recognize NYSUT and the PDTA as valued resources;
- j) encourage new members to support and become active in the union;
- k) prepare new members to assume leadership roles in the PDTA and within NYSUT in the future;
- l) be responsible for orientation of new PDTA members;
- m) make up the Election Committee, mentioned in Bylaw 9, Section 9; void of the candidate(s) running for related office.

### **By-law 6 - Representative Assembly**

**Section 1.** The Representative Assembly shall:

- a) be responsible for conducting the routine business of the PDTA between active membership 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 active 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. When Assembly members do not attend regularly, the President will initiate a conversation, which may result in a stipend adjustment, or subsequent removal by two-thirds vote of the Representative 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 approves, the amendment must then be approved by the active membership.

**Section 5.** Powers not delegated to the Executive Committee, the officers or other groups in the PDTA shall be vested in the Assembly.

### **By-law 7 - Building Representatives**

Responsibilities of the Building 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;
- d) meeting with building administration monthly.

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 individual personal contact or group contact such as holding regular union meetings, 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 Resolution Specialist 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.

## **By-law 8 - Committees**

**Section 1.** The standing committees shall be Political Action, Professional Growth, Membership, Communications, Public Relations, Professional Advancement (during negotiations years), Special Events, Safety and Wellness, and Extracurricular.

- a) 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, Induction Planning Team and the Mentor Steering Committee. The chair will also coordinate PDTA's Study Grants annually.
- b) The Special Events Chair shall coordinate all District-wide events sponsored fully or in part by PDTA, such as New Teacher Orientation, the Benefits Fair, and the PDTA Retirement/Recognition party.
- c) 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. The Membership Committee Chair will oversee the collection of dues, and maintain the Active Member List along with the PDTA Administrative Assistant.
- d) The Communications Chair shall be responsible for the dissemination of information from the PDTA to its members. The Communications Chair shall be responsible for the PDTA newsletter.
- e) 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, community service and fundraising. The chair will also coordinate at least two events per year.
- f) The Professional Advancement Committee, during negotiations years, 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.
- g) The Safety and Wellness 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 Safety Council and the Health & Wellness Committee.
- h) The Extracurricular Committee Co-chair shall be responsible for editing and issuing the annual survey/evaluation tool to all club advisors. The Co-chair shall co-facilitate all meetings of the committees, disseminates and collects data to determine annual stipends, and informs the Assistant Superintendent for Human

Resources of any changes in stipends. The Co-chair advocates and serves as a resource for extra-curricular advisors throughout the school year.

**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 *Speak Out* as needed.

**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 twice annually at the first and last meetings of the year.

**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 Resolution Specialist 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. Other responsibilities include but are not limited to addressing contractual questions and issues as they arise, and serving as liaison between members and the District for contractual discussions and resolutions.

**Section 8.** A Webmaster will be selected by the PDTA President to a one-year term, for the development and maintenance of the PDTA website.

### **By-law 9 - Nominations and Elections**

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

**Section 2.** The PDTA Office along with the Executive Vice-President, and Building Representatives not running for re-election will oversee the election process.

**Section 3.** The President, the Vice-President for Negotiations, Executive Vice-President, Secretary, Treasurer, and the Professional Growth Chair shall each be elected for a term of two years. The standing committee chairs shall each be elected for a term of one year. The President and Treasurer will run in opposing election cycles. In the event that an officer retires prior to completing his/her term, the officer shall have the option to

complete the term. With the exception of the Treasurer, all Representative Assembly members shall assume office at the close of the last PDTA active membership meeting of each school year. The term for treasurer begins following the submission of the annual audit.

**Section 4.** Nomination procedures—A ballot of officers shall be prepared, and this ballot of officers shall be announced to the active membership no later than the May Representative Assembly meeting. The functions of the President and/or Administrative Assistant in preparing a ballot 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 President and/or Administrative Assistant a nominating petition containing the signatures of fifteen active PDTA members. All petitions must be presented to the PDTA Office two weeks prior to the election.

**Section 6. SRP Nominations and Elections**

- a) The SRP Representative and Assistant Representative(s) shall be elected for two-year terms.
- b) Candidates will run for one position only.
- c) The election shall be held in conjunction with the other PDTA elections to be held no later than the May Representative Assembly meeting, and as outlined above.
- d) Candidates will be required to submit a nominating petition two weeks prior to having their name placed on the ballot.
- e) No election will be necessary if the number of candidates does not exceed the number of positions.

**Section 7. Election of Delegates to NYSUT Representative Assembly.** The number of delegates shall be determined by the membership total in the PDTA. The term of office will be on a staggered basis. Delegate 7 attends the NYSUT Representative Assembly if at no cost to PDTA. If a need arises to reduce the number of delegates and no delegate voluntarily resigns their office, the highest numbered delegate will be excised. Any additions, including those following a reduction, will be addressed in the following election cycle with a 2 or 3-year term of office, whichever keeps the ratio equal, or with an additional 3-year term.

	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
Delegate 2	2		2		2		2		2
Delegate 3		3		3		3		3	
Delegate 4		4			4			4	
Delegate 5	5			5			5		
Delegate 6	6			6			6		
Delegate 7	7		7		7		7		7

  

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Delegate 2		2		2		2		2	
Delegate 3	3		3		3		3		
Delegate 4		4			4			4	
Delegate 5	5			5			5		
Delegate 6	6			6			6		
Delegate 7		7		7		7		7	

**Section 8.** The President and/or Administrative Assistant shall:

- a) set the date of the elections to be held no later than the May Representative Assembly;
- b) conduct all elections in accordance with Landrum-Griffin requirements;
- c) determine the four-hour period during which elections shall be held in each building;
- d) prepare ballots;
- e) determine polling places in each unit and balloting procedure, including appointment of election inspectors;
- f) determine procedure for and supervise vote tally;
- g) announce elected individuals.

**Section 9.** Elections shall be by secret ballot of the active members. The Membership Chair or the PDTA Administrative Assistant shall provide a current list of members to the election inspectors in each building.

**Section 10.** Any challenge regarding eligibility of any candidate, or of any active PDTA member appearing to vote, and any protest regarding the conduct of the election shall be referred to the Election Committee, which after conducting a hearing on such challenge shall make a decision and report to the Representative Assembly.

- a) Any active PDTA member wishing to challenge an officer election must file a written protest to Election Committee chairperson within ten (10) days after the election, stating the specific reasons for the protest.
- b) Election Committee shall meet to review the allegations raised in the protest, discuss and gather information that will be needed to resolve the protest.
- c) Election Committee shall:
  1. review the election protest thoroughly to decide what information is needed to resolve the allegation outlined in the protest;
  2. talk to the protesting active PDTA member in order to clearly understand the allegation and to obtain any specific information needed;

3. review the following PDTA documents to determine if any sections were violated: Constitution/By-laws; Election rules;
  4. review election records (voter eligibility list, voter register) for irregularity;
  5. interview active PDTA members and/or other persons, as necessary;
  6. decide if the allegation is true by reviewing all the information gathered by the election officials and discussing the finding as a team;
  7. determine how many votes may have been affected if allegation is true.
- d) After all allegations have been reviewed and the facts determined, the Election Committee shall decide what action is appropriate. If the allegation has no merit, no corrective action is necessary and the protest will be denied. Any allegations which have merit shall be analyzed to determine its possible impact on the election results.
- e) Election Committee shall notify the protesting active PDTA member of their decision in writing regardless of whether a protest is denied or a decision is made to rerun the election or take some other corrective action. If a protest is denied, election officials shall advise the protesting active PDTA member of the basis for the decision and the procedures and time limits in the constitution and by-laws that must be followed to appeal the decision.
- f) Election Committee is required to respond to the election protest within thirty (30) days. If a rerun election is necessary, the same procedures and requirements which applied to the initial election should be followed.
- g) If an appeal to the Election Committee is challenged, the active PDTA member may submit the appeal to the Executive Committee. The Executive Committee will follow the same procedure and requirements which applied to the first challenge.

**Section 11.** After serving for three months, any elected officer may be recalled from office and the position declared vacant, by a vote of two-thirds majority of active members, at an Active Membership Meeting, subsequent to a meeting at which the question for removal was raised before the Representative Assembly.

#### **By-law 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 Executive Vice-President 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.



### **By-law 11 - Quorum**

A quorum for all active membership 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 at the Executive Committee meetings shall consist of a majority of the voting Executive Committee members. A quorum at the Representative Assembly meetings shall consist of a majority of the voting Representative Assembly members.

### **By-law 12 - Dues**

**Section 1.** Dues consist of, the local organization (PDTA), plus the prevailing amount for the AFT/NEA, and NYSUT. PDTA dues shall be determined annually by the Representative Assembly in accordance with the proposed budget and shall be approved at an active membership 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 and the PDTA Administrative Assistant will maintain the Active Member List.

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

### **By-law 13 - Amendments**

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

### **By-law 14 - Retirement**

**Section 1.** Any active PDTA member having been employed in the Pittsford Central School District will receive a gift from the PDTA upon reaching official retirement.

**Section 2.** Determination of the amount and kind of gift will be made by approval of the Representative Assembly.

**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.

### **By-law 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.

### **By-law 16 - Negotiating Team**

**Section 1.** The Negotiating Team shall consist of the President, the Executive Vice-President, the Vice-President for Negotiations—who will be the chief negotiators for the PDTA—the SRP Representative 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.

### **By-law 17- Stipends**

**Section 1.** Upon request of the President and Treasurer, Committee Chairs will detail and record their committee work for a year in a manner approved by the Representative Assembly.

**Section 2.** Based on this data, Committee Chair positions will be compensated pending approval of the Executive Committee and Representative Assembly.

**Section 3.** All stipends will be determined as part of the yearly PDTA budget. Any stipend/compensation may be pro-rated based on attendance and ability to fulfill duties and will be reviewed by the Executive Committee and Representative Assembly on a case-by-case basis.

Record of Revision Dates

- a) June 1996
- b) May 2002
- c) March 2010
- d) May 2012
- e) May 2014
- f) May 2018
- g) June 2019

Amendment Submitted By:



Stephanie M. Warchol, Executive Vice-President

Amendment Ratification Date: 6/5/2019