

**CONSTITUTION AND BY-LAWS FOR
NORTH SHORE SCHOOLS FEDERATED EMPLOYEES
SECRETARIAL UNIT**

Adopted: January 14, 2014

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the North Shore Schools Federated Employees Secretarial Unit (the "Unit").

ARTICLE II: PURPOSES

1. To form a representative body to speak with authority for all members of the Unit.
2. To provide an opportunity for continuous study of common problems and discuss solutions.
3. To improve working conditions, increase efficiency and productivity and upgrade the professional status of all members of the Unit.
4. To advance the general welfare of the schools.

ARTICLE III: MEMBERSHIP

1. All contract employees of the office staff of North Shore Schools shall be eligible for membership in the Unit.
2. All members shall be entitled to vote; hold office provided they have attended at least five (5) meetings during the previous twelve-month period; and participate in all activities of the Unit.
3. Membership in the Unit Shall be terminated only by resignation

ARTICLE IV: DUES

The annual dues shall be set by Representative Central Council and the Unit's Executive Board at the first meeting of each school year. These dues shall be used to pay All necessary expenses of the Unit as determined by Representative Central Council and the Unit's Executive Board. Any such determination as to expenditures of the Unit's funds shall be final and conclusive.

ARTICLE V: OFFICERS

The officers of the Unit shall consist of a President, a Vice-President, a Secretary, and a Dental Plan Administrator, each of Who shall be elected by the members of the Unit pursuant to Article III of the By-Laws. The term

of each office shall run from July through June for two years. Duties of these officers are:

1. PRESIDENT

The President shall preside at all meetings and shall appoint a chairman of each committee set forth in Article IV of the By-Laws.

Powers and Duties of the President.

- A. Act as the Chief Executive of the Unit.
- B. Administer and execute the affairs and policies of the Unit.
- C. Act as chief spokesperson for
the Unit.
- D. Call all regular and special meetings of the Unit.
- E. Give notice of a membership meeting within five (5) school days. After the receipt of a petition of twenty percent (20%) of the active members in good standing. The meeting shall be held within ten (10) school days after the receipt of such petition.
- F. Prepare and distribute copies of an agenda to the Unit members in advance of each secretarial unit membership and Representative Council meetings.
- G. Preside at all meetings of the Representative Council.
- H. Appoint a chairperson of each committee set forth in Article IV of the By-laws.
- I. Coordinate the work of officers and committees.
- J. Be a member of the negotiations committee.
- K. Provide for special elections to fill vacancies in positions of officers and unit representatives.
- L. Attend Board of Education meetings..
- M. Perform such duties as are usually attributed to the office.

N. Assume negotiating duties on a continual basis throughout negotiating and non-negotiating years.

O. The President must be an active member in good standing.

2. VICE-PRESIDENT

A. The Vice-President shall exercise the powers and perform the duties of the President in the President's absence and shall assist the President in the performance of the President's duties.

B. The Vice President shall be responsible for supervising all social and welfare obligations of the Unit.

C. The Vice-President shall attend all Representative Council meetings.

D. Act as chairperson of the Vote/Cope drive.

3. SECRETARY

A. The Secretary shall take the minutes of the meetings.

B. Send copies of these minutes to each member within two weeks after a meeting is held, send out notices, be responsible for all correspondence and keep all records of the Unit.

** Communication guidelines: When a question is asked of an officer of the Unit (via email, written or verbal) an answer or acknowledgement will be within 48 business hours.*

ARTICLE VI: REMOVAL OF OFFICERS

Removal from Office of any Officer, Representative, Standing or Special Committee Chairperson shall occur when:

A. A person has been grossly negligent of the duties defined in the Constitution or By-Laws;

B. A person is permanently incapacitated;

C. A person is no longer a member of the Unit;

D. Any officer of the Unit may be removed from office by a written petition of seventy-five (75%) of the members of the Unit.

ARTICLE VII: AMENDMENT

The Constitution and By-Laws may be amended by a (two-thirds) 2/3rd's vote of the Unit's members, provided the proposed amendment(s) are submitted in writing and read in a meeting, one meeting in advance of the proposed vote.

New Article : REFEREN

SECTION 1. Referenda on matters other than amendments to this Constitution and By-Laws and election of officers may be proposed by:
A. Petition to the Unit, at a Unit meeting, signed by at least twenty- five (20) active members in good standing. Within fifteen (15) school days of receipt of the petition, the President and Vice-President shall distribute copies of the proposed referenda and hold a unit meeting to discuss the proposed referenda. A vote can take place only after the proposed referenda has been distributed and discussed at the aforementioned unit meeting. Voting shall take place by secret ballot.

SECTION 2: Any proposal to revise an unexpired contract shall be treated as a referendum.
Justification: This eliminates any ambiguity with regard to correct procedure in case you are ever asked to re-open an existing contract.

BY-LAWS

Article I: MEETINGS

1. Meetings of the Unit shall be scheduled as necessary with a minimum of five (5) per year (July 1st to June 30th). Meetings shall be scheduled in advance whereby allowing members of the Unit to reserve the date, unless in the event of an emergency meeting being called.

Order of Business:

- a. Call meeting to order
- b. Approve minutes of last meeting
- c. Treasurer's report
- d. Reports of committees
- e. Old Business
- f. New Business

2. Special meetings may be called at the discretion of the Executive Board. The Executive Board is obligated to call a special meeting if requested to do so by written petition of at least 51% of the members of the Unit.

Notice of such meetings shall be given to each member of the Unit in Writing five school days before such meeting and shall state the business To be transacted thereat. Only the business stated in such notice shall be Transacted at a special meeting.

3. The May meeting of every odd year shall be for the purposes of electing The officers of the Unit.

4. All meetings shall be conducted in accordance with Roberts Rules of Order.

ARTICLE II: QUORUM

A Majority (51%) of the members of the Unit shall constitute a Quorum to hold a meeting. A majority of those present shall be necessary for the transaction of business.

ARTICLE III: ELECTIONS

1. The officers of the Unit shall be elected for two (2) years by a ballot at the May meeting of each odd year.

2. In the event of a vacancy occurring during the year resulting from a cause other than removal pursuant to Article VII of the Constitution, the President shall fill this vacancy by appointment within 30 days. Vacancies resulting from removal pursuant to Article VII of the constitution shall be filled by vote of the membership at the next scheduled meeting immediately after such removal or at a special meeting called for that purpose.
3. Voting shall be by a secret ballot unless there is only one nominee
4. The procedure to be used in preparing for elections is outlined in Article IV, Section 2 of these By-Laws.

ARTICLE IV: COMMITTEES

Committees of the Unit shall be:

1. Negotiations Committee

It shall be the responsibility of the Negotiations Committee to present contract proposals, arrived at with the Unit's attorney (who shall serve at the pleasure of the Executive Board), to the Board of Education, and /or its designated representative, and negotiate the same.

- A. The Negotiations Committee shall consist of five members, appointed by the Executive Board, one of whom shall be the President.
- B. The Negotiations Committee shall, among other items, review the following considerations in determining the adequacy of contract proposals:

- | | |
|--------------------------|---|
| 1. Salary | evaluate salary schedule,
Considering relative seniority,
Cost of living increases and inflationary pressures |
| 2. Benefits | evaluate benefits, such as health,
Vacation, sick pay and other benefits |
| 3. Comparative Contracts | compare contract proposals and/or
Negotiated settlements from other school
Districts |

- C. When a tentative agreement between both parties has been reached, the results of this agreement will be presented for approval to the members of the Unit at the next scheduled meeting or at a special meeting called for this purpose.

2. NOMINATING COMMITTEE

- A. General. The Election and Nomination Procedure shall follow the prescribed dates set forth in the North Shore Schools Federated Employees Constitution. The Nominating Committee shall consist of the Past (current) President as Chairman and two members appointed by the current President and/or Executive Board.
- B. Nominating Committee Slate. The Nominating Committee shall prepare a slate of nominees for the offices of President, Vice President, Secretary and present such slate to each member no later than 30 days before the election after ascertaining that the nominees have been members in good standing for at least one year when nominated. (Definition of "good standing" – Must have attended 5 meetings from July 1st to June 30th of the previous year.)
- C. Additional Nominees. Any member who has been in good standing for at least for one year may be nominated for any office upon delivery to the Nominating Committee of a written petition of 25% of the members of the Unit. This must be presented 20 days prior to the elections.
- D. Closing Nominations. Nominations shall be closed and a list of all duly nominated candidates shall be presented to the membership no later 15 days before the election. Each nomination must contain a written statement of consent of the nominee.

3. SOCIAL AND WELFARE COMMITTEE

The Social and Welfare Committee shall consist of the Secretary and the Vice-President and shall be chaired by the Vice-President. The Social and Welfare Committee shall seek to further the purposes outlined in Article II of the Constitution.

It shall also be responsible for recommending to the Executive Committee expenditures regarding gifts for retiring employees and Unit's expressions of sympathy or remembrance to members in time of need.

ARTICLE V: RATIFICATION

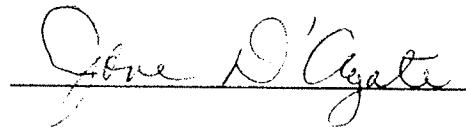
The Constitution and By-laws shall become effective immediately upon ratification by the membership by an affirmative vote of more than fifty (50) percent of the members in good standing.

State of New York)

County of Nassau)

This is to certify that the attached is a true copy of the Constitution and By-Laws of the North Shore Schools Federated Employees Secretarial Unit.

Dated this day of : November 6, 2013

A handwritten signature in cursive script, reading "Gene D'Agate", is written over a horizontal line.

President