

*North Shore Schools
Federated Employees*

*Constitution
and
By-Laws*

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CONSTITUTION

ARTICLE I

NAME

The name of the organization shall be the North Shore Schools Federated Employees, Glen Head, New York.

ARTICLE II

PURPOSE

SECTION 1. To work for the welfare of the North Shore Schools and the advancement of education.

SECTION 2. To maintain the standard of the teaching profession by protecting and advancing the professional interests of its members and by promoting proper ethical relationships within the profession.

SECTION 3. To unify and strengthen the component units of the North Shore Schools Federated Employees and to serve as the exclusive bargaining agent for the members employed by the North Shore School District in order to secure the optimum terms and conditions of employment necessary to support its members in their professions.

SECTION 4. To enable members to speak with a common voice and to present their individual and common interests before the Administration, Board of Education, other community groups, or local authorities.

SECTION 5. To hold property and funds and to employ a staff for the attainment of these purposes.

ARTICLE III

MEMBERSHIP

SECTION 1. Active Teacher Membership. Membership in the Federation shall be open to those who are described in the recognition clause of the negotiated agreement between the Federation and the Board of Education.

SECTION 2. Active Secretarial Membership. Membership in the Federation shall be open to those who are described in the recognition clause of the negotiated agreement between the Federation—Secretarial Unit—and the Board of Education.

SECTION 3: Active Teaching Assistants Membership. Membership in the Federation shall be open to those who are described in the recognition clause of the negotiated agreement between the Federation—Teaching Assistants—and the Board of Education.

SECTION 4. Retired Membership. Membership in the Federation shall be open to those North Shore retirees who meet the eligibility requirements contained in the By-Laws.

SECTION 5. Special Membership. Membership in the Federation shall be open to members of the teacher bargaining unit who are on unpaid leave of absence. Special members will pay dues to NYSUT and its national affiliate as prescribed in the special category of the NYSUT dues structure. Special members will not have voting rights or be represented on the Representative Council.

SECTION 6. Affiliation. Membership in the N.S.S.F.E. shall include membership in NYSUT and its national affiliate.

SECTION 7. Discrimination shall not be shown with respect to membership rights, benefits for individual members or application for membership; there will be no limitation on the basis of race, ethnicity, gender, religious belief, political belief or sexual orientation.

SECTION 8. Membership in good standing shall be determined only through the payment of dues in the following manner:

- A. Upon ratification of the budget, the amount of the dues shall be determined annually by the Representative Council. This shall be done no later than October 15th.
- B. Payment of dues shall be made through payroll deduction or through the following cash payment schedule:
 1. November 15— one-half of the annual dues or an amount equal to the annual assessment of NYSUT and its national affiliate, whichever is greater;
 2. January 15— one-half of the remaining balance;
 3. March 15— final payment.
- C. A person will be deemed delinquent in dues and no longer considered to be a member in good standing if the appropriate dues installments are not made by November 30, January 31, and March 31.
- D. A person who elects to remove himself/herself from payroll deduction will automatically be considered to be a cash-paying member and must adhere to the payment schedule set forth.
- E. All other dues-related matters shall be decided by a majority vote of the Representative Council based on a joint recommendation of the President and Treasurer.

- SECTION 9. Only active members in good standing of the N.S.S.F.E. have the right to:
- A. Vote at building/unit level and general membership meetings;
 - B. Vote for officers of the Federation and for building and unit representatives;
 - C. Appear before the Representative Council and be recognized by the chair;
 - D. Hold any office or be a member of any committee of the Federation;
 - E. Vote for ratification of each unit's respective collective bargaining agreement at a general membership meeting;
 - F. Vote to approve any expenditure of \$1,000 or more not provided for in the approved budget;
 - G. Vote to approve the expenditure of any additional funds referred to in ARTICLE III, SECTION 8, F;
 - H. Propose and/or vote on amendments to both the Constitution and the By-Laws of the N.S.S.F.E. as provided in ARTICLE X of the Constitution and ARTICLE X of the By-Laws.

SECTION 10. The Representative Council shall determine and certify the number of members in good standing in each building, in each unit and overall at the third Representative Council meeting of each school year.

ARTICLE IV

REPRESENTATIVE COUNCIL

SECTION 1. The Representative Council shall be the legislative and policy-making authority of the Federation. It shall consist of elected officers, elected representatives, and standing committee chair people.

SECTION 2. Elected officers shall consist of a President, two Vice Presidents, a Secretary, and a Treasurer. These officers shall constitute the Executive Board.

SECTION 3. Representatives. Each building and affiliated unit will be represented in the following manner:

- A. There shall be two representatives to the Council elected by the active members in good standing from each building or unit. Buildings or units whose membership exceeds thirty (30) as determined by the Federation membership on March 31st may elect one additional representative for every fifteen (15) members above thirty (30).
- B. The terms shall be staggered.
- C. Each building shall have a Chief Representative. The elected Representatives in each building may choose to waive the position of Chief Representative provided that they accept collective responsibility for discharging the duties of Chief and

Building Representatives as described in the By-Laws, Article V, Sections 1 and 2.

D. The Retiree Unit shall be entitled to one representative.

SECTION 4. After election of officers, the President and the Executive Board Elect, with the approval of the incumbent Representative Council, shall appoint the chairpersons of the following Standing Committees: Benefit Trust, Grievance and Educational Policy. The standing Political Action Committee shall be co-chaired by the President, and Vice Presidents. This shall be accomplished by July 1st.

SECTION 5. The term of elected officers, representatives, and standing committee chairpersons shall be two years and shall begin on July 1st following election.

SECTION 6. Whenever any elected office becomes vacant, a special election by the active members in good standing shall be held within twenty (20) school days of the occurrence of such vacancy.

SECTION 7. Only members who have been active members in good standing in the Federation for at least one (1) year immediately prior to an election or an appointment may be eligible to hold office. Active membership shall be maintained during a person's term in office.

SECTION 8. Meetings of the Representative Council shall be held at least once a month according to a schedule prepared by the Executive Board and approved by Representative Council members. An agenda shall be prepared by the President and distributed to all active members at least five school days prior to each meeting. Meetings are open to all active members in good standing.

SECTION 9. The Representative Council shall function only when a quorum is present. Each member shall have one (1) vote and a majority vote is necessary for the purpose of conducting business or setting policy.

SECTION 10. When a member has been absent for more than three (3) Representative Council meetings in the same school year, the individual may be requested to attend a hearing to review his/her absences.

- A. The hearing will be conducted by the Executive Board who in turn shall review the individual case and act upon it as: a) reprimand and/or b) salary reduction;
- B. If the individual does not attend the hearing, dismissal is automatic and immediate.

ARTICLE V

ELECTIONS

SECTION 1. Nomination and Elections of Officers.

- A. Elections shall be conducted by an Elections Committee, the personnel of which shall be as follows:
 - a. The Elections Committee shall be chaired by a Chief of Elections, who shall serve a one-year term and be appointed by a majority vote of the Representative Council at its March meeting. The Chief of Elections shall be remunerated with a stipend of \$150.00. The position of Chief of Elections shall be posted to the active membership at least 10 school days prior to the March Representative Council meeting.
 - b. The Committee shall consist of one Election Committee Representative from each building, who shall serve a one-year term and be appointed by a majority vote of the Representative Council at its March meeting. The Election Committee Representatives shall be remunerated with stipends of \$75.00. The position of Election Committee Representative shall be posted to the active membership at least 10 school days prior to the March Representative Council meeting.
 - c. No individual seeking any elected position may serve as Chief of Elections or as an Election Committee Representative in any year that s/he is a candidate for (re)election.
- B. Under the direction and coordination of the Chief of Elections, the Elections Committee shall
 - a. Post all open positions and all positions whose terms are expiring, as well as the positions' responsibilities and nominating procedures, to the general membership. This shall occur no later than the first school day in April.
 - b. Post blank petitions for the office of President, Vice President, Secretary and/or Treasurer to the general membership. This shall occur no later than the first school day in April.
 - c. Collect completed petitions by the last school day in April. Only petitions carrying the names and signatures of twenty (20) active members in good standing shall be accepted by the Elections Committee.
 - d. Present a formal nominating report to the Representative Council at its May meeting. This report will include all candidates as well as an

overview of procedures for voting, counting ballots and certifying results. Said procedures must be approved by majority vote of the Representative Council.

- e. Publish to the general membership the names of all candidates for all positions, as well as an announcement of the day of election, at least 15 school days before the election.
 - f. Publish to the general membership the rules for voting and for absentee ballots.
 - g. Organize a uniform process by which voting is conducted in each building, ensuring that polling is monitored at all times by at least two members in good standing and that polling is open for the entirety of the teacher work day in each building.
 - h. Organize and publish a uniform process by which ballots are counted in each building. The counting of ballots shall occur in view of at least three active members in good standing.
 - i. Certify the winners of all elections and publish the results to the general membership in a timely manner but no later than one school day after the election. Said certification shall require the unanimous consent of the Elections Committee.
- C. If any witness to the counting of ballots questions the veracity of the ballot count, or any member of the Election Committee votes against certification of the election results, such objections shall be made in writing to all officers not up for (re)election. Written objections must be made no later than one school day after the election. In such instances, the Representative Council shall hear the objections and decide a course of action at its June meeting.
- D. The election of officers shall take place on the last Wednesday in May.

SECTION 2. Nomination and Election of Representatives: The election of representatives and all component units shall follow the calendar for Nomination and Election of Officers. These elections are the responsibility of the incumbent representatives.

SECTION 3. Chief Representatives shall be chosen in June for the following school year. The Chief Representative shall be selected from and by the elected building or unit representatives

ARTICLE VI

QUORUM

SECTION 1. A majority of Executive Board members present shall constitute a quorum for the purpose of conducting business.

SECTION 2. A majority of Representative Council members present shall constitute a quorum for the purpose of conducting business.

SECTION 3. Thirty percent (30%) of the active Federation members in good standing shall constitute a quorum for voting purposes. In absence of the required quorum, all announced business to be conducted at the meeting shall be acted upon by the Representative Council at its next meeting.

ARTICLE VII

MEMBERSHIP MEETINGS

SECTION 1. There shall be a minimum of two general membership meetings during the school year.

SECTION 2. The members may call for a special membership meeting upon written petition to the President of twenty percent (20%) of the active members in good standing. The petition shall specify the purpose of the meeting. The meeting shall be conducted within 10 school days of receipt of the petition.

SECTION 3. At least five (5) school days' notice of general meetings shall be given to the members. This notice may be waived by Representative Council.

SECTION 4. The members may, by a majority vote at any general or special membership meeting, ratify a respective collective bargaining agreement and/or set policy for the Federation providing a quorum is present.

SECTION 5. All motions to ratify a collective bargaining agreement, to revise an unexpired contract or to ratify a proposed amendment to the Constitution and By-Laws shall be voted upon by secret ballot. All other motions shall be decided by standing vote unless a motion for a secret ballot is moved, seconded and adopted by a majority of the membership present.

ARTICLE VIII

RULES OF ORDER

Robert's Rules of Order, Revised, shall govern this organization in all cases not covered by this Constitution or the By-Laws.

ARTICLE IX

REFERENDA

SECTION 1. Referenda on matters other than amendments to this Constitution and By-Laws and election of officers may be proposed by:

- A. The Representative Council who shall distribute copies of the proposed referendum, including announcement of the time of voting to the active members in good standing within fifteen (15) school days after the adoption of the proposed referendum.
- B. Petition to the Representative Council, at a Representative Council meeting, signed by at least twenty-five (25) active members in good standing. Within fifteen (15) school days of receipt of the petition, the Representative Council shall distribute copies of the proposed referenda, including announcement of the time of voting to the members.

SECTION 2: Any proposal to revise an unexpired contract shall be treated as a referendum.

SECTION 3. A copy of the proposed referendum, including the time of voting, shall be presented in writing to the active members in good standing at least fifteen (15) school days before the vote. Voting shall be by secret ballot in each building or unit within twenty (20) school days after the announcement.

SECTION 4. Referenda on matters other than amendments to this Constitution and election of officers shall be adopted by a majority vote of the active members in good standing.

ARTICLE X

AMENDMENTS

SECTION 1. This Constitution may be amended by referendum only.

SECTION 2. Amendments may be proposed by:

- A. The Representative Council who shall distribute copies of the proposed amendment, including announcement of the time of voting, to the active members in good standing within fifteen (15) school days after the adoption of the proposed amendment.
- B. Petition to the Representative Council, at a Representative Council meeting, signed by at least twenty-five (25) active members in good standing. Within

fifteen (15) school days of receipt of the petition, the Representative Council shall distribute copies of the proposed amendment, including announcement of the time of voting to the members.

SECTION 3. A copy of the proposed amendment, including the time of voting, shall be presented in writing to the active members in good standing at least fifteen (15) school days before the vote. Voting shall be by secret ballot in each building or unit within twenty (20) school days after the announcement.

SECTION 4. Ratification shall be by a two-third ($2/3$) vote of the active members in good standing.

SECTION 5. Effective dates shall be upon ratification.

BY-LAWS

ARTICLE I

ELECTIONS

SECTION 1. Voting Procedures.

- A. On the last Wednesday in May, active members in good standing shall vote for officers and representatives by secret ballot, in accordance with procedures developed by the Elections Committee and approved by the Representative Council.
- B. Those active members in good standing who are scheduled to be out of school on the day of the election may register to receive an absentee ballot up to five school days before election day. Absentee ballots cannot be requested on the day of the election. Absentee ballots must be returned to the Chief of Elections or to an Election Committee Representative. The absentee ballot must be returned in a designated, sealed envelope provided by the Elections Committee. Absentee ballots must be received on or before the close of election day. All such ballots shall be counted and included in the vote totals certified by the Elections Committee.
- C. Those active members in good standing who are unexpectedly out of school on the day of an election shall not be entitled to cast a ballot nor be entitled to an absentee ballot.
- D. The candidate(s) receiving the greatest number of votes will be declared the winner(s). In the event of a tie among two or more candidates, the Elections Committee shall conduct a run-off election by the end of the school year in which the election was held.
- E. There shall be no slate balloting.
- F. Each member shall vote in the building in which s/he works. Any member who works in multiple buildings shall vote in the building of her/his choice.
- G. Each member may only cast one ballot per election.

ARTICLE II

REPRESENTATIVE COUNCIL

SECTION 1. Powers and Duties of the Representative Council.

- A. Interpret and enforce the Constitution, By-Laws, and policies of the N.S.S.F.E. Any interpretation of the Constitution, By-Laws, and policies by Representative Council may be appealed by the members at a subsequent general membership meeting, providing a quorum is present.
- B. Approve resolutions and other policy statements.
- C. Act as liaisons between the general membership and the Representative Council.
- D. Create and discharge special committees as needed.
- E. Approve Presidential appointments and removal of all members of standing and special committees.
- F. Assign business to the appropriate committee.
- G. Act upon committee recommendations.
- H. Transact all business and direct affairs of the organization at general membership and representative council meetings. All motions shall be decided by standing vote. Any motion for a secret ballot must be moved, seconded and adopted by a majority of the Representative Council.
- I. Authorize the hiring, removal, and payment of any employee of the Federation.
- J. Act to fill an office that has become vacant when less than a year remains in the term of office.
- K. Adopt and approve the annual budget including stipends for officers, representatives, and committee chairpersons.
- L. Vote on the amount of dues to be assessed each member for the year.
- M. Monitor all elections and referenda to ensure proper procedures are followed.
- N. Determine whether and with whom the N.S.S.F.E. should affiliate beyond the local level.
- O. Perform such other duties and/or waive deadlines as are provided in the Constitution and By-Laws.
- P. Powers not delegated to officers, the Executive Board or other groups in the Federation will be vested in the Representative Council.
- Q. Side letters or memoranda of agreement must be approved by a 2/3 vote of the total membership of the Representative Council as constituted at the time such an agreement is under consideration. In cases when a proposed side letter or memorandum of agreement is highly personal and confidential in nature, approval by the Representative Council shall be waived upon unanimous consent of the Executive Board.

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ARTICLE III

EXECUTIVE BOARD

SECTION 1. Powers and Duties of the Executive Board.

- A. Act as the administrative body of the Federation and have the power to act on all matters except as otherwise stated in the Constitution and By-Laws.
- B. Meet during the school year as needed.
- C. Present minutes of the Executive Board meetings to the Representative Council.
- D. Compile an annual calendar of Federation business in accordance with the Constitution and By-Laws, to be presented to the Representative Council at its September meeting. After approval, said calendar will be distributed to all active members within fifteen school days by the Secretary.
- E. Deliver to his/her successor and to the Federation all records pertaining to the respective office.
- F. Assist the webmaster with the development and updating of the Federation website.
- G. Prepare for and attend new member orientation.

ARTICLE IV

OFFICERS

SECTION 1. Powers and Duties of the President.

- A. Act as the Chief Executive of the Federation and represent the Federation before the public either personally or through a personal representative.
- B. Administer and execute the affairs and policies of the Federation.
- C. Act as chief spokesperson for the Federation.
- D. Serve as the First Delegate of the N.S.S.F.E. to the American Federation of Teachers Convention, the New York State United Teachers Representative Assembly, and meetings of ED 19.
- E. Call all regular and special meetings of the Federation, the Representative Council, and Executive Board.
- F. 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.
- G. Prepare and distribute copies of an agenda to the members and Representative Council in advance of each membership and Representative Council meeting.
- H. Preside at all meetings of the Federation, the Representative Council, and Executive Board.
- I. Appoint, with the approval of the Executive Board and Representative Council, a webmaster and the chairperson and members of all standing and special committees.

- J. Coordinate the work of officers and committees.
- K. Be an ex-officio member of all standing and special committees except the Election Committee.
- L. Provide for special elections to fill vacancies in positions of officers, building, or unit representatives.
- M. Prepare, with the assistance of the Treasurer, a budget for approval by the Representative Council at the regular October meeting.
- N. Circulate the proposed budget to the active members in good standing and hold hearings for each unit prior to the budget's adoption by the Representative Council.
- O. Be bonded and co-signer of all Federation and Benefit Trust Fund checks.
- P. Countersign all contracts and other instruments of the Federation.
- Q. Attend or send a representative to unit meetings, Board of Education meetings, and other special meetings in the interest of the N.S.S.F.E.
- R. Perform such other duties as may be assigned by the members or the Representative Council in keeping with the objectives of the Federation.
- S. Perform such duties as are usually attributed to the office.
- T. With the Vice Presidents, coordinate and attend monthly meetings with Central Administration to discuss issues of concern to the District and the Federation.
- U. Assume negotiating duties on a continual basis throughout negotiating and non-negotiating years.
- V. The President must be an active member in good standing.

SECTION 2. Powers and Duties of the Vice Presidents.

- A. Act as aides to the President as necessary.
- B. Serve in the temporary absence of the President, acquiring the rights and duties of the President. In the event that the President cannot fulfill his or her responsibilities for a period of time exceeding 15 school days, the Representative Council shall, by majority vote, select one of the Vice Presidents to serve as Interim President until the President returns to office.
- C. Serve as delegates to NYSUT Representative Assembly.
- D. Act as Parliamentarians and bring a copy of Robert's Rules of Order to all Federation meetings.
- E. Act as chairpersons of the Vote/Cope drive and serve as the N.S.S.F.E. representatives to the Committee of 100.
- F. Act as liaisons between the Executive Board and building representatives;
- G. Coordinate Federation participation in state or nationwide political action in conjunction with such organizations as NYSUT, UFT and AFT.
- H. Coordinate with the Negotiations Team all efforts to strengthen and support the Federation in contract negotiations.
- I. Attend meetings with the President and Central Administration to discuss issues of concern to the District and the Federation.

- J. Coordinate and delegate community outreach efforts designed to bolster the relationship between the North Shore community and the Federation.
- K. Coordinate annual Federation efforts to inform the community about issues pertaining to the school budget vote.
- L. Serve as liaisons between Representative Council and the Elementary Schools.
- M. Coordinate union newsletter and web page.

SECTION 3. Powers and Duties of the Secretary.

- A. Maintain records of all Federation meetings.
- B. Maintain a list of members and record of attendance for Executive Board and Representative Council meetings.
- C. Collect monthly and annual reports of all committee chairpersons.
- D. Keep accurate record of all standing committee members and expiration date of term of office.
- E. Prepare and release minutes of Executive Board and Representative Council meetings to all members of the Executive Board and Representative Council before next meeting.
- F. Conduct an emergency election for President in the event that this position becomes vacant for any reason.
- G. Perform such duties as are usually attributed to the office.
- H. Make available to the general membership minutes of Executive Board and Representative Council meetings within five school days of approval of said minutes.

SECTION 4. Powers and Duties of the Treasurer.

- A. Receive funds and annual dues in the name of the Federation.
- B. Disperse funds upon budgetary authorization or upon authorization of the general membership.
- C. Transfer funds from one line item to another within the authorized budget with the approval of the Representative Council.
- D. Be bonded and a co-signer of Federation checks.
- E. Maintain accurate records of receipts and expenditures of the Federation in accordance with recognized accounting procedures.
- F. Supervise the membership drive and such other activities involving the collection of funds, as may be necessary.
- G. Maintain accurate records of Federation members.
- H. Transmit dues and membership records to the state and national affiliates.
- I. Provide monthly financial and membership reports to the Representative Council.
- J. Prepare an annual financial statement for publication to members.
- K. Assist the President in drafting an annual budget.
- L. Present accounts and records for audit at the close of the fiscal year.

- M. Arrange for the transfer of names on all Federation accounts upon taking office.
- N. Perform such duties as are usually attributed to the office.

ARTICLE V

REPRESENTATIVES

SECTION 1. Powers and Duties of the Chief Representatives

- A. Establish and distribute a calendar of monthly building meetings. Such calendar must be submitted to the President no later than the first Representative Council meeting of the school year.
- B. Serve as chairperson for monthly building meetings.
- C. Set up building meetings on an as-needed basis in addition to regular monthly meetings.
- D. Prepare a written building report for Representative Council meetings. Such report must be submitted to the President and Secretary at least two days prior to Representative Council meetings.
- E. Take responsibility for implementing decisions made at Representative Council.
- F. Set up monthly meetings among Representatives and building administration to discuss building issues.

SECTION 2. Powers and Duties of the Representatives.

- A. Be fully acquainted with the current collective bargaining agreement, the Constitution and By-Laws of the Association, and the duties of the position.
- B. Call regular monthly meetings with the members of the building/unit and other meetings deemed necessary.
- C. Distribute and/or post conspicuously in the building, all pertinent Federation notices, election results, bulletins, etc.
- D. Serve as liaison among Representative Council, building/unit members and administration or respective building/units.
- E. Transmit to the Executive Board and Representative Council the concerns of the members of the building/unit.
- F. Report and vote in support of building/unit member views on the Representative Council.
- G. Poll (when deemed necessary) building/unit members prior to voting at Representative Council.
- H. Conduct all elections, referenda, and other votes in the building/unit and forward the results to the President.
- I. Recommend to the President the names of possible committee members;

- J. Hold orientation meeting with all new building/unit members.
- K. Keep an active file of Federation materials.
- L. Submit copies of agenda and minutes of building/unit meetings to the President.

ARTICLE VI

COMMITTEES

SECTION 1. All committees shall be responsible to the Representative Council. Any action affecting Federation policy, procedures or expenditures over five hundred (\$500.00) dollars shall be subject to Representative Council approval.

SECTION 2: All committees shall have their chairs, membership and budget recommended by the Executive Board and/or Representative Council and approved by 2/3 of the Representative Council.

SECTION 3: The creation and/or removal of any standing or special committee shall be authorized by a majority vote of the Representative Council.

SECTION 4: Standing Committees shall be defined as those committees which are permanently authorized by the Representative Council. Standing Committees are designated as follows: Benefit Trust, Grievance, Educational Policy, Political Action.

SECTION 5: Special Committees shall be defined as those committees authorized temporarily for a purpose identified as necessary and proper by a majority vote of the Representative Council. All special committees are dissolved by the end of the school year during which they are authorized unless otherwise stipulated by the Representative Council. The Representative Council shall be required to authorize a Special Committee for Negotiations, chaired by the Chief Negotiator, no later than October of the final year of any contract that is set to expire.

SECTION 6: Participation in standing and special committees is open to all members in good standing. Openings on standing and/or special committees shall be posted to the general membership and requests from members to join said committees shall be gathered by building representatives and forwarded to the Representative Council. Members shall be given at least five (5) school days to express interest in writing to building representatives. In the event that the number of applicants exceeds the number of openings for a given committee, the Representative Council shall decide which members will sit on a committee by a majority vote.

ARTICLE VII

STANDING COMMITTEE CHAIRPERSONS

SECTION 1. Powers and Duties of all Standing Committee Chairpersons.

- A. Act as the spokesperson and expediter for the N.S.S.F.E. in matters pertaining to that committee.
- B. Call and Chair all meetings of that committee.
- C. Choose a secretary who shall keep a record of decisions and activities.
- D. Prepare a written monthly summary and a written annual report for the Representative Council.
- E. Deliver to his/her successor and to the Federation all records pertaining to the respective committee.

SECTION 2. Powers and Duties of the Director of the Benefit Trust.

- A. Administer and manage all funds and matters pertaining to the Benefit Trust Fund.
- B. Organize enrollment procedures for eligible individuals.
- C. Inform eligible individuals of rights and benefits of membership in the Benefit Trust Fund.
- D. Maintain accurate Benefit Trust Fund membership records.
- E. Maintain accurate records of claims processed.
- F. Receive funds for the Benefit Trust Fund.
- G. Disperse funds for insurance premiums and Benefit Trust Fund expenses only by check and upon authorization.
- H. Be bonded and a co-signer of Benefit Trust Fund checks.
- I. Maintain accurate records of all receipts and disbursements.
- J. Notify members of any change in Benefit Trust Fund benefits.
- K. Notify individuals who retire, are on unpaid leave of absence, or leave the District of options for continuing benefits.
- L. Act as liaison between members of the Benefit Trust Fund and the insurance company and/or agent.
- M. Provide an annual report to the members of the Board of Education and members of the Benefit Trust Fund.
- N. Present accounts and records for audit at the close of the fiscal year;
- O. Arrange for the transfer of names on all Benefit Trust Fund accounts upon taking over as administrator.
- P. Attend monthly Representative Council meetings.

SECTION 3. Powers and Duties of the Grievance Chairperson.

- A. Work closely with building/unit representatives to solve building/unit level complaints.
- B. Protect the rights of members in any cases of alleged breach of the collective bargaining agreement.
- C. Inform the President of all complaints/alleged grievances before instituting any formal procedures.
- D. Convene the Grievance Committee consisting of one (1) elementary member, one (1) secondary member, and the Chief Building Representative of the aggrieved party to determine when a complaint becomes a grievance.
- E. Process and pursue grievances as described in the current collective bargaining agreement.
- F. Work with the NYSUT Field Representative and the NYSUT staff to resolve such grievances to the satisfaction of the N.S.S.F.E.
- G. Inform the Representative Council as to the status of all outstanding grievances as well as resolutions.
- H. Keep informed on new developments and changes in laws, procedures, and court decisions as they relate to protection of teacher/secretary rights and enforcement of collective bargaining agreements.
- I. Maintain a record of all grievances.
- J. Any decision to take a grievance to arbitration will be decided by a 2/3 vote of the Executive Board and Grievance Chairperson.

SECTION 4. Powers and Duties of the Educational Policy Chairperson.

- A. Serve as a representative of the N.S.S.F.E. on the District's Professional Development Committee and attend such meetings.
- B. Act as a liaison between the members of the N.S.S.F.E. and the Inter-county Teacher Resource Center.
- C. Advise Representative Council and the members on the availability of in-service courses, conferences, workshops, study groups, lectures, professional meetings, and grants.
- D. Make recommendations, based on current research and available information, to the Representative Council and the members on ways to improve instructional opportunities and advance education.

SECTION 5: Powers and Duties of the Political Action Committee Chairpersons

- A. Coordinate political action and public relations efforts to best serve the interests of the Federation.
- B. Coordinate community outreach efforts designed to bolster the relationship between the North Shore community and the Federation.

- C. Coordinate annual Federation efforts to inform the community about issues pertaining to the school budget vote.

ARTICLE VIII

SPECIAL COMMITTEE CHAIRPERSONS

SECTION 1. Powers and Duties of all Special Committee Chairpersons.

- A. Act as the spokesperson and expediter for the N.S.S.F.E. in matters pertaining to that committee.
- B. Call and Chair all meetings of that committee.
- C. Choose a secretary who shall keep a record of decisions and activities.
- D. Prepare a written monthly summary and a written annual report for the Representative Council.
- E. Deliver to his/her successor and to the Federation all records pertaining to the respective committee.

ARTICLE IX

SPECIAL COMMITTEE FOR NEGOTIATIONS

SECTION 1. Powers and Duties of Chief Negotiator.

- A. Survey the teachers for suggested proposals to be presented at the bargaining table.
- B. Assist and participate in the evaluation of the collective bargaining agreement and the preparation of collective bargaining proposals.
- C. Present the collective bargaining proposals to the members.
- D. Submit periodic progress reports and recommendations to the Representative Council and members.
- E. Present the tentative negotiations agreement to the Representative Council and members at a Special Meeting called by the President.
- F. Assist in the implementation of the collective bargaining agreement.
- G. Be responsible for distribution of copies of the finalized collective bargaining agreement to the members.

SECTION 2: Composition of the Special Committee for Negotiations

- A. The Special Committee for Negotiations shall be constituted as follows: President, Chief Negotiator, Grievance chair, one representative from Glen Head Elementary, one representative from Glenwood Landing Elementary, one representative from Sea Cliff Elementary, one representative from the Middle School, one representative from the High School. In the event that further school buildings are added to the North Shore Schools, those buildings shall be entitled to one representative each on the Negotiations committee.
- B. In the case of building representatives to the Special Committee for Negotiations, these members shall be elected by a majority vote of the voting members in good standing of that building no later than November of the final year of a contract.
- C. Chief Negotiator
 - 1. Nomination of candidates for Chief Negotiator shall take place by petition of at least twenty (20) active members in good standing and be endorsed with the signature of the candidate. Only members who have been active members in good standing in the Federation for at least five (5) consecutive years immediately prior to the upcoming negotiations may be eligible to seek the position of Chief Negotiator.
 - 2. Any individual seeking the position of Chief Negotiator will be expected to publicly state his or her qualifications at a Representative Council meeting. At least five days prior to this meeting, candidates must submit a written statement of qualifications to the President for distribution to Representative Council. This meeting shall be held at one of the schools in the district to allow for general membership attendance.
 - 3. The Chief Negotiator shall be elected by a majority vote of the Representative Council. Notice of such vote shall be given to the general membership at least 15 school days in advance

Section 3: Negotiations Committee Stipends

- A. If Representative Council retains an attorney for teacher contract negotiations then the annual stipend for chief negotiator will be three times the amount that individual members of the negotiation team receive.
- B. Compensation for Negotiating Teams shall be on a per annum basis and prorated thereafter.

ARTICLE X

RETIRED MEMBERS CHAPTER

SECTION 1. The Retired Members Chapter shall:

- A. Be established within the N.S.S.F.E. for the purpose of:
 - 1. Maintaining the ties of Professional unity between active and retired teachers and secretaries of the North Shore School District;
 - 2. Representing and promoting the interests of retired teachers and secretaries;
 - 3. Providing a forum for the exchange of information of interest and benefit to retirees and for the expression of their views;
- B. Be open to all N.S.S.F.E. members who retire from district service;
- C. Be charged dues on a retired member basis;
- D. Include all privileges of membership in the N.S.S.F.E. and NYSUT/AFT with the exception of ratification of the collective bargaining agreement and voting in the election for any Federation officer;
- E. Elect one member to serve as a representative to the Representative Council who:
 - 1. Must have been a member in good standing of the N.S.S.F.E. in his/her last year of active service in the District;
 - 2. Shall have one (1) vote.

ARTICLE XI

REMOVAL FROM OFFICE

SECTION 1. 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 Federation;
- D. The Representative Council by a two-third (2/3) majority of its members in case of a representative or committee chairperson and by a three-fourth (3/4) majority of its members in the case of an officer declares the office to be vacant.

ARTICLE XII

AMENDMENTS

SECTION 1. By-Laws may be amended by a simple vote, in accordance with the Constitution amendment procedure.