

CONSTITUTION AND BY-LAWS FOR
NORTH SHORE SCHOOLS FEDERATED
EMPLOYEES

SECRETARIAL UNIT

Adopted: January 14, 2014
Revised: March, 2019

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 and/or hold office provided they have attended at least three (3) general or committee meetings during the previous 12-month period. Service on any committee of the Unit shall count as one (1) credit.
3. Membership in the Unit shall be terminated only by resignation.

ARTICLE IV: OFFICERS

The officers of the Unit, also known as the Executive Board, shall consist of a President, a Vice President, and a Secretary each of whom shall be elected by the members of the Unit pursuant to Article III of the By-Laws. A Dental Plan Administrator shall be duly appointed by the President. A delegate to the Representative Council shall be elected by the members of the Unit pursuant to Article III of the By-Laws.

****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 24 business hours.**

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 chairperson 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 per cent (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 copies of an agenda in advance of each secretarial unit membership for distribution by Unit Secretary.
- G. Coordinate the work of officers and committees.
- H. Be a member of all committees, except Nominating Committee.
- I. Provide for special elections to fill vacancies in positions of officers and unit representatives.
- J. Refer all Unit business to the Vice President if unable to perform the duties of the office.
- K. Assume negotiating duties on a continual basis throughout negotiating and non-negotiating years.
- L. Attend all Representative Council meetings.
- M. Perform such duties as are usually attributed to the office, including but not limited to addressing grievances and concerns of the members of the Unit,
- N. 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 attend Representative Council meetings if the President or delegate is unable to.
- C. The Vice President must be an active member in good standing.

3. Secretary

- A. The Secretary shall take the minutes of the meetings and send copies to each member within two (2) weeks after a meeting is held.
- B. Issue notices for all membership meetings one week prior to date of meeting, except in cases of emergency meetings. The notice shall list the principal business to be transacted.
- C. Record the attendance of members at each meeting.
- D. Conduct the general correspondence of the Unit.
- E. Distribute meeting agendas to Unit membership in advance of each meeting as prepared by President.
- F. The Secretary must be an active member in good standing.

ARTICLE V: DUES

The annual dues shall be set by Representative 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 Council and the Unit's Executive Board. Any such determination as to expenditures of the Unit's funds shall be final and conclusive.

ARTICLE VI: REMOVAL OF OFFICERS/VACANCIES

Removal or vacancy 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 member of the Unit.

ARTICLE VII: AMENDMENTS

The Constitution and By-Laws may be amended by a two-thirds (2/3) vote of the Unit's members. The proposed amendment(s) shall be distributed, in writing, five (5) school days in advance of the proposed vote. Said revisions shall be voted upon by secret ballot.

ARTICLE VIII: REFERENDA

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 (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.

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. Four (4) meetings of the Unit shall be scheduled at the beginning of the Academic year (September to June). 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. The Secretary of the Unit shall send out meeting notices and include an agenda of same at least five (5) school days before the scheduled meeting.

Order of Business:

- a. Call meeting to order
 - b. Approve minutes of last meeting
 - c. Old Business
 - d. 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. The Secretary shall notify each member of the Unit of such meetings 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. All meetings shall be conducted in accordance with Roberts Rules of Order.
 4. 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 II: QUORUM

Thirty percent (30%) of active members of the Unit shall constitute a quorum to hold a meeting.

ARTICLE III: ELECTIONS

1. The officers and Representative Council Delegate of the Unit shall be elected for two (2) year terms by secret ballot within the first ten (10) calendar days of June 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 VI of the Constitution, the President shall fill this vacancy by appointment within 30 days. Vacancies resulting from removal pursuant to Article VI of the Constitution shall be filled by majority vote of the membership present at the next scheduled meeting immediately after such removal or at a special meeting called for that purpose.

3. 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. Negotiation Committee

It shall be the responsibility of the Negotiations Committee to present contract proposals, arrived at with the Unit's attorney or Union representative (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 four members, one of whom shall be the President. The President shall canvas the general membership for interest in volunteering for the Negotiating Committee (maximum 3 volunteers). In the event that more than 3 volunteers are interested in serving on the Negotiations Committee, the President will call a special meeting (in accordance with Article I Section 2 of these By-Laws) for the specific purposes of electing members to this committee. Voting shall be by a secret ballot.
- 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 a special meeting called for this purpose. Notice of meeting shall be sent to all members at least five (5) school days prior and include intent to discuss and vote on proposed contract.
- D. Tentative agreement will be voted upon by secret ballot, a quorum of 51% of the membership being present. A majority vote of the members present will carry.

2. NOMINATING COMMITTEE

- A. General. The President shall canvas the general membership for interest in volunteering for the Nominating Committee (a maximum of 4). No current officer may serve on the Nominating Committee.

- B. The Nominating Committee shall poll the general membership (including current officers) via email or other written communication for those interested in running for office. Only members in good standing may be considered. The definition of “good standing” as describe in Article III of Constitution herein.
 - C. Nominating Committee Slate. The Nominating Committee shall prepare a slate of nominees for the offices of President, Vice President, Secretary, and delegate to the Representative Council. Such slate will be presented to each member no later than 30 days before the election after ascertaining that the nominees have been members in good standing. At this point, nominations are closed.
3. SPECIAL/AD HOC COMMITTEES:
 Special/Ad Hoc Committees shall be defined as those committees authorized by the President temporarily for a specific purpose. Such committee will be dissolved once its stated purpose has been resolved.

ARTICLE V: RATIFICATION

The Constitution and By-Laws shall become effective immediately upon ratification by the membership. A majority vote of the members present shall affirm same.

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 _____ 2019.

Jane D'Agate
 President