

**Miller Place
Teachers' Association**

CONSTITUTION

ARTICLE I: Name of Organization

Section 1: The name of the organization shall be the “Miller Place Teachers’ Association.” (MPTA)

ARTICLE II: Objectives

Section 1: To officially represent the professional staff to the Board of Education and the administration.

Section 2: To raise professional standards within our organization and within the profession at large.

Section 3: To improve the status of teachers by working with the appropriate local, state, and national organizations.

Section 4: To help meet physical, academic, emotional and social needs of our school children.

Section 5: To promote closer relationships among the members of our organization, home, school and community.

ARTICLE III: Membership

Section 1: Membership shall consist of all teachers, nurses, guidance personnel, and psychologists employed by the Miller Place School District who are members in good standing by the regular payment of dues.

Section 2: Affiliations
As a condition of membership in the Miller Place Teachers’ Association, a teacher must maintain membership in NYSUT, AFT, and AFL-CIO and all organizations NYSUT is affiliated with.

ARTICLE IV: Parliamentary Procedure

Section 1: All meetings, elections and procedures shall be in accordance with accepted parliamentary procedures as outlined in Roberts' Rules of Order, except those that may be amended in the by-laws.

ARTICLE V: Officers and Executive Board

Section 1: All officers, building representatives and Political Action chair shall be known as the Executive Board. The officers of the organization shall consist of:
(a) President, (b) Vice-President, (c) Secretary, (d) Treasurer

Section 2: The President, Vice-President, Secretary and Treasurer shall chair All Executive Board meetings in that order.

Section 3: All MPTA building meetings shall be chaired by the building representatives. This will be done on an alternating basis wherever possible.

Section 4: The President, Vice-President, Secretary and Treasurer shall chair All MPTA General meetings in that order. At least one of these officials must be present at all General MPTA meetings.

Section 5: Guest Speakers
All invited guest speakers must address the MPTA at all meetings before the regular order of business is acted upon. The guest speaker will leave after their portion of the meeting has been heard unless a member of the Executive Board present requests the guest(s) to stay.

ARTICLE VI: Nomination of Officers

Section 1: Any member in good standing interested in running for any Executive Board position must submit their nomination form to designated person by the deadline.

Section 2: No person shall be nominated for more than one of the following positions: President, Vice-President, Secretary, and Treasurer in any one election.

Section 3: Building representatives will be nominated and elected at the building level.

Section 4: Any member in good standing for two consecutive years immediately preceding the date of the election shall be eligible to be nominated and hold union office.

ARTICLE VII: Duties of the Executive Board

Section 1: The Executive Board shall handle all business of MPTA. It shall receive reports, authorize action and give directions to all officers and chairpersons of MPTA. The President or a majority of members of the Executive Board upon 48 hours notification to all members can call meetings of the Executive Board. Whenever possible notification shall be in writing.

Section 2: Each member of the Executive Board shall have one vote. Majority decisions are binding on all matters. The vote of each member must be recorded.

Section 3: The Executive Board is to prepare agendas for all General MPTA meetings. When possible, agendas will be distributed to the membership at least 48 hours prior to the meeting.

Section 4: The Executive Board shall approve an annual budget and act upon expenditures as may be required.

ARTICLE VIII: Constitutional Amendments

Section 1: This constitution may be revised, amended or augmented by a two-thirds vote of the members in good standing of the association. The membership shall be duly advised in writing of any such revision at least 5 days prior to the vote.

ARTICLE IX: Amendments of the By-laws

Section 1: The by-laws shall be amended in the following manner:

- a. The proposed amendment shall be submitted for discussion at any Executive Board meeting.
- b. Based upon the decision of the Executive Board the amendment shall be presented at the next General membership meeting or building meeting called for such purpose.
- c. The proposed amendment shall be voted on by sealed ballot at the building level. A majority of those voting is necessary for the amendment to pass.

BY-LAWS

ARTICLE I: Membership

Section 1: Good standing shall be maintained by regular payment of all required dues.

- a. Arrears of dues shall constitute loss of good standing. This includes people on paid leave of absence. Those people in arrears of dues will be considered non-members.
- b. Members signed up in district payroll deduction plan shall be considered in good standing.

Section 2: a. Membership is continuing during the period of a member's employment in his/her job title. Membership is continuing for members that transfer to another job title also represented by the MPTA. Members that leave service for a period of up to one year or are placed on a voluntary or involuntary leave of absence for any length of time automatically have their active membership reinstated upon return to active service with the employer in a job title represented by the MPTA.

b. A member who wishes to rescind his/her dues authorization must do so within the annual drop period beginning on August 1st and ending on August 31st. A member who drops his/her membership at any other time during the year shall nonetheless be obligated to continue payroll dues deduction until the beginning of the next official drop period. Notice of intention to drop one's membership must be made in writing by certified mail to the president of the MPTA.

c. A non-member may request reinstatement as a member of the MPTA at any time. The conditions of reinstatement of membership are as follows:

1. The non-member shall sign a membership enrollment form containing a payroll dues deduction authorization.
2. The reinstated member shall not be eligible to receive services, including but not limited to, legal representation or benefits for problems that occurred when the individual was not a member in good standing of the Association.

Section 3: Loss of good standing shall be deemed sufficient cause to suspend any privileges of membership. Any person not in good standing cannot vote or hold office in the organization, until such time as the member regains good standing. Arrears may be paid to the Treasurer at any time that the Treasurer designates and at the regularly appointed times.

Section 4: Although all regular and part-time faculty members are eligible for membership, no person may be coerced into membership. One hundred percent membership is desirable and in the best interest of all, but is not mandatory.

- Section 5:
- a. Every member in good standing of this organization shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referendums, to attend membership meetings, and to participate in deliberations and voting upon the business of the organization.
 - b. No member may be fined, suspended, expelled or otherwise disciplined (except for nonpayment of dues) by this organization unless such member has been served with written specific charges and given a reasonable time to prepare a defense and afforded a full and fair hearing.
 - c. This organization shall show no discrimination toward any individual or group of individuals on the basis of sex, creed, color, race, national origin, sexual orientation, or political activities and beliefs.

Section 6: Non- Members:

- a. Any member of the bargaining unit(s) represented by the MPTA that is not a union member in good standing as defined in Article I § (1) above, shall not be eligible to receive from the MPTA or its state and national affiliates any service or benefit not expressly provided for in or conferred by the prevailing collective bargaining agreement with the employer. Services and benefits withheld from non-members shall include, but not be limited to (a) the right to be represented by the union at disciplinary hearings (e.g., § 3020-a, § 75, Part 83 hearings), meetings or interviews with administrators, supervisors or their agents that may lead to disciplinary action, § 913 examinations, workers' compensation proceedings, EEOC or NYSDHR proceedings, APPR appeals, and the like; (b) the right to have access to NYSUT, AFT or NEA Member Benefits programs, including any benefit plans purchased by the MPTA for the use of its members; and (c) the right to have access to NYSUT ELT programs.
- b. Non-members shall be ineligible to participate in any union activity reserved for members in good standing including, but not limited to, participate in any social, collegial, professional or other such events conducted by the MPTA.

ARTICLE II: Dues

Section 1: Dues for association members shall be determined by the Executive Board in September and shall be of sufficient size to meet, but not exceed the year's budget.

ARTICLE III: Parliamentary Procedure

Section 1: a. A quorum for all regular General MPTA meetings shall consist of a group made up of twenty-five percent of the members in good standing.

- b. A quorum for building meetings shall consist of thirty percent of members of the building in good standing.
- c. In the event that two building meetings are necessary in a single day, the quorum can consist of the two sessions.

Section 2: a. All memorandums of agreement must be approved, by a majority, by the Executive Board before being brought to the general membership for a vote.

ARTICLE IV: Meetings

Section 1: Building meetings will be held as necessary. Building Representatives will be elected in June for the following year.

Section 2: There will be a minimum of two General MPTA meetings per year.

Section 3: A member shall vote in the building where he/she spends the majority of his/her work-time.

- Section 4:
- a. Special General Meetings: Special meetings may be called on short notice at the discretion of the President, with the approval of the officers of the Executive Board. Special meetings can be considered part of the minimum meeting requirements.
 - b. Special General Meetings may also be called by petition of fifty percent of the general membership in good standing.

ARTICLE V: Elections and Offices

Section 1: Term of Office

Beginning with the school year 2002-2003, there will be a change in terms of office for the President, Secretary and Treasurer. The change will be from the current one-year term, to a two-year term.

For the school year 2002-2003, the Vice Presidents' term shall be for one-year only.

Beginning with the school year 2003-2004, the Vice Presidents' term shall be for two years. This assures that the terms of President and Vice President will not run concurrently.

The term of office shall be from July through June of the second calendar year. However, during a negotiation year the incumbent officers of the Executive Board will remain in office until a new contract is signed.

- Section 2:
- a. The election committee shall present a slate of officers nominating at least one person for each office. Provision for write-in candidates shall be made on the ballot.
 - b. The election committee shall be made up of building representatives. No one who is a candidate for office/delegate may serve on this committee.
 - c. The election committee must provide at least a 15-day period during which nominations will be taken.

d. Those considering running for a position must complete specific nomination form.

- Section 3:
- a. Elections shall be held annually before June 1st.
 - b. Elections can be held no sooner than 15 days after a notice of election has been sent by e-mail. Hard copies will be made available in a central location in each building. Notice of nominations and election date may be made at the same time.

- Section 4:
- a. Elections shall be held for President, Vice-President, Secretary, Treasurer and Delegates by secret ballot either by mail using a double envelope return or an on-site, sealed ballot box. If an on-site election is held, no one, except the person casting a ballot may see the marking of the ballot or may place it in the ballot box.
 - b. Mail-in ballots are sent to the MPTA Post Office box. Two persons who are not nominees shall transport the ballots to the tally site.

On-site elections: each ballot box should be transported to the tally site, unopened, by two persons from each building who are not nominees.

The election committee will count the ballots at a central location. The results of the count must be in writing/e-mail.

The committee in charge must keep the ballots, tally sheets, notice of results and related material for a period of one year after the election.

Section 5: A majority of the vote cast shall be deemed necessary to elect a candidate for any of the offices of the organization. Failing a majority vote for any one candidate, the vote shall be repeated until a candidate receives a majority vote.

Section 6: In the event that it is necessary to replace a duly elected officer who has resigned, nominations from the floor and elections for the office in question may be held as provided in Article IV, Section 4 (Special General Meetings). The President shall appoint a temporary officer with approval of the Executive Board.

Section 7: Recall of an officer of the Executive Board may be effected by two-thirds vote of the members in good standing.

Section 8: Any member on district approved leave, not including general sick days/daily absences; is responsible to contact his/her building representatives to obtain appropriate voting materials. See Section 4, b.

Section 9: Ballots will be provided 2 days prior to any election.

Article VI: Officers

Section 1: Each elected position shall receive a reimbursement for expenses incurred equal to 25% of the annual MPTA membership dues.

Section 2: Duties of President

The President shall:

- a. Term shall be for two years.
- b. Preside at all general meetings of the MPTA, as well as all regular and special meetings of the Executive Board except nominating committee meetings.
- c. After posting of positions, receipt of applications, President will, with the Executive Board, appoint all committees and committee chairpersons.
- d. Be empowered to call special meetings of the membership, at the direction of the Executive Board.
- e. Represent the Associations as the first delegate to the NYSUT Representative Assembly and shall also represent the Association as the first delegate to the delegate assemblies of the national affiliates, the AFT and AFL-CIO and all other associations that NYSUT is affiliated with.
- f. Represent the MPTA at the established meetings with the Administration and the MPTA.
- g. Be empowered to co-sign all checks.
- h. Be responsible for timely distribution of the minutes to the Executive Board.
- i. Be an ex-office member of all committees.
- j. Shall receive a reimbursement for expenses incurred of 15% of salary step MA-6.
- k. The President shall receive a reimbursement for expenses incurred of 9% of MA-6 for summer responsibilities.

Section 3: Duties of the Vice-President

The Vice-President shall:

- a. Term shall be for one year until the election year of 2003, at which time the term shall be for two years from then on.
- b. Assume the duties and responsibilities of the President in his/her absence.
- c. Be responsible for grievances.
- d. Be responsible for Constitutional Reform and Revision. A committee will be formed, when needed. The committee will consist of at least 1 member from each of the four buildings whenever possible.
- e. Be responsible for Restructuring the Committee system as needed. The Executive Board must approve all changes.
- f. Perform such other duties as the President may request.
- g. Shall represent the Association as the second delegate to the NYSUT Representative Assembly and shall also represent the Association as the second delegate to the assemblies of the national affiliates, the AFT and the AFL-CIO.

- h. Shall receive a reimbursement for expenses incurred of 8% of salary step MA-6

Section 4: Duties of the Secretary

The Secretary shall:

- a. Term shall be for two years.
- b. Record the minutes of the General Membership and Executive Board meeting. The minutes shall be made available to the President not later than five school days after such meetings have been held. All records of meetings shall be kept in the Association file.
- c. Maintain official files of the Association.
- d. Have available a copy of the Constitution and By-Laws of this Association at all meetings.
- e. Keep a record of attendance of all meetings of the Executive Board. The number of members at general meetings shall be recorded.
- f. Shall perform such other duties as the President may request.
- g. Maintain a calendar of events for the Association.
- h. Oversee the election process for officers and building representatives.
- i. In the absence of the President and Vice-President the Secretary will preside at regular and special meetings of the Association.
- j. Shall receive a reimbursement for expenses incurred of 7% of salary step MA-6 during his/her year of office.

Section 5: Duties of the Treasurer

The Budget Committee shall consist of the President and Treasurer. The Budget Committee will draft a proposed budget for the following year. This budget, upon approval of the Executive Board, shall be submitted to the membership by October 1st.

The Treasurer shall:

- a. Term shall be for two years.
- b. Collect all dues, receive all moneys of the Association, pay all authorized obligations of the Association, and be responsible for membership records and fees.
- c. Notify the membership of dues payable and issue receipts upon request for all dues or other moneys required.
- d. Notify members when dues are in arrears and they are no longer in good standing.
- e. Deposit all moneys of the Association in a safe depository.
- f. Maintain complete records and accounts of moneys received and disbursed.
- g. Render a financial status report to the Executive Board in accordance with the various budgetary items at each meeting of said Board.
- h. Prepare an annual financial report to the membership.
- i. Be authorized with the President and Vice-President to sign all checks.
- j. In the absence of the President, Vice-President and Secretary, the Treasurer will preside at regular and special meetings of the Association.

- k. Prepare MPTA records so the accountant can complete our IRS 990 form.
- l. Complete the IRS 1099 form annually.
- m. Prepare MPTA records for our bi-annual audit.
- n. Shall receive a reimbursement for expenses incurred of 7% of salary step MA-6 during his/her year of office.

Section 6: Duties of the Building Representatives

The Building Representatives shall:

- a. If necessary, call building meetings within one week following Executive Board meetings to discuss Association business.
- b. Follow up meetings with a memorandum of all pertinent information to building membership.
- c. Attend meetings of professional organizations pertinent to the welfare of the teaching profession. Reports of such meetings shall be made available to the membership.
- d. Act as a liaison between Executive Board and committees and their individual buildings.
- e. Attend tenure reviews for non-tenured teachers in their building.
- f. Each Building Representative shall receive a reimbursement for expenses incurred of 3% of MA 8 during his/her year of office.

Section 7: NYSUT and AFT Delegates and Alternates are to attend appropriate meetings and conventions.

Section 8: All officers and building representatives must attend at least 80% of all executive board meetings. For each meeting missed beyond that rate, a 6% deduction will be made in the second payment of the year.

ARTICLE VII: Standing Committees

Section 1: Standing Committees will be altered at the Executive Boards discretion.

The MPTA President, with the approval of the Executive Board, will appoint the chairperson of each Standing Committee. Positions for standing Committees will be posted annually for the specific tasks of each committee refer to the document called "MPTA COMMITTEES". The tasks of each Standing Committee are subject to change with the approval of the MPTA Executive Board. The MPTA President, Vice President, or Committee Chairperson with Executive Board approval may add or delete tasks that each committee is responsible for. Standing Committee chairpersons do not have a vote on the Executive Board.

Standing Committee chairperson will:

- 1. Oversee all aspects of the committee and its membership.

2. Submit a written schedule of meetings and/or events and/or activities to the Executive Board by the end of September.
3. Submit, to the Executive Board, a written summary of all meetings and/or events.
4. Insure that his/her committee handles its responsibilities in a timely fashion.
5. Evaluate the members of his/her committee in regard to their handling of assigned tasks with a checklist of individual activities.
6. Attend MPTA Executive Board meetings upon request and all General Meetings.
7. Recommend payment of stipends. Reasons must be submitted for any committee member not recommended to receive payment.
8. Keep a record of expenses and prepare a budget for the following year.
9. Attend meetings called by the MPTA Vice President.

The chairperson and each member of a Standing Committee will receive a stipend as outlined in the document called “MPTA COMMITTEES”.

- Section 2: In so far as possible, the President will appoint committee chairpersons and members in equal numbers from all schools, grades and special areas.
- Section 3: The term of committees shall be from appointment to June 30 of the following calendar year.
- Section 4: Chairpersons of Standing Committees do not have a vote on the Executive Board.
- Section 5: Negotiations Team - shall consist of the MPTA President, a Chief Negotiator who will act as Chairperson, and one representative from each building where possible. In the event that a building is not represented, the President with the approval of the Executive Board will choose a representative from the general membership. Reimbursement for expenses incurred by the Committee during negotiating years shall be 3% of the base pay (BA-1) for each member, and 5% of the base pay (BA-1) for the Chairperson/Chief Negotiator.
- Section 3: Special Appointees - Members appointed by the MPTA President with Executive Board approval to perform specific duties to benefit the MPTA. Special Appointees do not have a vote on the Executive Board. Each Appointee shall:
1. Submit, to the Vice President, a written summary of all activities.
 2. Attend MPTA Executive Board meetings upon request and all General Meetings.

Revision Committee:

Nancy Sanders, MPTA President (AMPS)
Fran Sullivan, MPTA Vice President (NCRMS)
Elaine Kelly, MPTA Secretary (MPHS)
Nicole Caperna, (HS)
Dom LoRe (HS)
Kelly Kozak (HS)

Jeff McGuire (NCRMS)
Dawn Hibbard (NCRMS)
Jeremy Koch (LADSBS)
Jennine McCann (LADSBS)
Natalie Staker (AMPS)