**The Constitution of the Waterloo Education Association**

Preamble

Believing that a better educational climate can be achieved through the democratic process and the concerted efforts of the professional people, we do hereby establish and inaugurate this constitution.

Article I: Name, Purposes and Rules of Order

A. This organization shall be known as the Waterloo Education Association and referred to hereafter as the WEA.

B. The WEA will be affiliated with the New York State United Teachers ( NYSUT), the National Education Association ( NEA) **and the American Federation of Teachers (AFT).**

C. Purposes:

 1. To strive for the attainment of constant improvement in the educational system as all levels of the community – local, state and national.

 2. To achieve high professional benefits through legal practices and ethical conduct.

 **(ADD) 3. To represent, negotiate, adopt rules of order, establish governance,**

 **promote the cause of education and improve working conditions of**

 **its members.**

D. Robert’s Rules of Order, Revised, shall be the authority on all questions of procedures not specifically stated in this constitution. The President will appoint a Parliamentarian to ensure that parliamentary procedure is followed.

Article II: Membership Eligibility and Selection

This organization is open to any professional educator of the Waterloo CentralSchool District, **including active (full time, part time, substitutes, retirees and social members. Agency Fee Payers are excluded from membership but retain the right to object to certain expenditures ( usually political activities that are not directly linked to local public relations or negotiations). Membership commences immediately upon joining.**

1. Definition of Membership
2. Active Member – Any certified professional educator who is presently employed in the Waterloo School **District,** excluding the Chief School Officer, Business Manager, all administrators, School Doctor, and Psychologist. Said member **shall also be a member of NYSUT, NEA and UFT.**
3. Retired Member – Any retired member who pays dues to **NYSUT, NEA and UFT. Said member automatically becomes a Social Member of the WEA.**
4. The membership year shall be from September 1 to August 31 of each calendar year. **( Moved from ARTICLE II, Section D, part 1 )**
5. Membership Rights
6. No persons otherwise eligible for membership shall be denied membership on the basis of race, creed, color, age, national origin or gender.
7. Members shall be restricted in the exercise of their right of freedom of speech concerning the operation of this Association or any other topic.
8. Members shall have the right to participate in the decision-making process of the Association and to receive accurate information needed for the exercise of this right.
9. All members shall have the equal right to run for and hold office, subject only to such qualifications and restrictions as may be stated in the Constitution.
10. Elections for any office or position in the Association shall be by secret ballot.
11. Voting rights of members shall be predicated on the principle of one person – one vote.
12. Members shall have the right to a complete accounting of all Association funds and expenditures.

Article III: Officers

1. The officers of the WEA shall consist of:
2. President **( Co-Presidents may be elected)**
3. Vice President
4. Secretary
5. Treasurer

 **( and shall receive a yearly stipend (to be determined)which goes with the terms of the office.)**

**( Eliminate # 3: 2nd Vice President and #6: Assistant Treasurer )**

1. Qualifications of Officers
2. All officers shall be active members in the WEA for a minimum of one year before being eligible to hold office.
3. The Treasurer must be bondable.

1. Duties of the Officers
2. The President shall be responsible for:
3. presiding at all association and executive committee meetings.
4. appointing all committee members and appointed officers with the approval of the Executive Board.
5. serving as an ex-officio member of all committees.
6. acting as spokesperson for the WEA.
7. calling all regular meetings of the WEA.
8. preparing the agenda for each association meeting.
9. performing all duties directed by the Executive Board.
10. filing the names of the new officers with the state and national affiliates.
11. submitting a budget to the Executive Board.
12. serving as delegate to NYSUT.
13. appointing officers to fill unexpected terms of positions vacated.
14. co-signing of checks.
15. The Vice President shall be responsible for:
16. assuming all Presidential duties in the absence of the President.
17. assuming the office of President if said office is vacated.
18. assuming any duties directed by the President and/or Executive Board.
19. acting as ex-officio member on **all** Standing Committees.
20. **chairing the Social Committee.**

1. The Secretary shall be responsible for:
2. Recording and keeping the minutes of the General and Executive Board meetings of the WEA.
3. Duplicating and distributing of said minutes to the Executive Board not later than five (5) school days after the meeting.
4. Performing any other duties the President and/or the Executive Board may request.
5. The Treasurer shall be responsible for:
6. the funds of the Association and deposit of said funds in the bank in the name of this association and disburse them upon authorization of the Executive Board.
7. the maintenance of complete records and accounts of monies received and disbursed.
8. assisting in the preparation of the budget and presenting it to the Executive Board.
9. reporting the financial status of the Association at each regular and Executive Board meeting.
10. seeing that an audit is done at the request of the Executive Board.
11. preparing and filing all necessary government financial forms.
12. performing any other duties the President and/or the Executive Board may request.
13. **coordinating with the building representatives the membership drive of the Association. ( past responsibility of Assistant Treasurer )**
14. Appointed Officers
15. Parliamentarian
16. The Parliamentarian shall be responsible for:
17. interpreting all rules and procedures governing this association at all General and Executive Board meetings.
18. following Robert’s Rules of Order, revised edition.
19. Terms of Office
20. The term of office shall be for two years and run from July 1 to June 30.
21. Officers can serve three (3) consecutive terms but may be re-elected after an absence of at least one (1) year.
22. Election of Officers
23. Election of officers shall occur not earlier than the fourth (4th) Monday in April and not later than the third (3rd) Friday in May within each district building on the same school day.
24. The election committee slate shall be given to each member in writing, not later than one (1) calendar week prior to the election.
25. A place for write-in votes shall be provided on the ballot.
26. Candidates receiving a plurality of all casted votes shall be elected.
27. The election committee shall serve as election tabulators and report the results at the close of the school day to the President and give the ballots to the President.
28. A secret ballot shall be used in the election of all officers.

Article IV: Executive Board

1. The Executive Board shall be responsible for :
2. conducting official business of the Association.
3. authorizing the transfer of funds from one budget category to another.
4. approving the budget and distributing it to the membership.
5. adopting policy and approving all changes.
6. Composition
7. Ex-officio members of the Executive Board shall be:
8. chairpersons of standing committees.
9. chairpersons of special committees who shall be ad hoc members.
10. immediate past President of the Association.
11. Voting members shall be:
12. Elected officials
13. Building Representatives
14. Each building shall be represented by no fewer than 1 rep per 16 members and no more than 1 rep per 19 members. Representation shall be calculated annually
15. Shall be elected in their respected building on a plurality vote basis for a period of two (2) years.
16. The Building Representative with the longest term of uninterrupted service shall be deemed as the Senior Building Representative.
17. Alternates for Building Representatives.
18. NYSUT delegates/alternates.
19. Voting
20. Majority rule will determine all Board action.
21. The President shall vote only when a tie exists.
22. Alternates and Observers
23. Alternates shall vote only when a representative is absent.
24. Observers may attend Executive Board meetings, provided they are:
25. Members in good standing of the Association, or
26. Specifically invited by the Board, and
27. They take no part in said deliberations, unless invited to by a (2/3) two thirds vote of the Board.

Article V: – Meetings

1. The General Assembly of the Association shall meet a minimum of two times per year, or as called by the President.
2. The Executive Board shall meet a minimum of once each month, or as called by the President.
3. Special meetings may be called by a simple majority of the total number of members of the Executive Board.
4. Special meetings may also be called through a petition signed by a quorum of the membership.
5. The President may set time and place for meetings. Notification must be given to the membership at least five (5) school days prior to said meeting.
6. Special meetings may be called by the President and/or the Executive Board, provided the meeting is called at a reasonable time and for just cause. The purpose of such emergency or special meeting must be stated in writing to the membership.
7. Quorums for all meetings shall not be less than twenty five (25) percent of the total membership.

Article VI: Standing Committees

1. Negotiations Committee

 The Negotiations Committee shall operate in accordance with procedures set forth in the current negotiated contract of agreement between the Association and the Board of Education. They shall be empowered to enter into collective negotiations with the Board of Education to achieve improved benefits under the Taylor Law.

1. Professional Rights and Responsibilities Committee

 This committee shall be responsible for those areas as set forth in the current negotiated contract of agreement between the Association and the Board of Education. These duties include, but are not limited to: aiding the processing of grievances, providing recommendations for the school calendar and acting as official liaison between teachers and the administration. The membership of this committee, in addition to the Chairperson, shall consist of a Building Representative from each building, appointed by the President.

1. Political Action Committee

 This committee shall study and report on local, state, and national legislation/elections which affect education and teacher welfare. It shall keep members of the Association informed on matters of concern to the teaching profession. This committee shall encourage appropriate action on pertinent legislation and endorsements.

1. Community Action Committee

 This committee shall promote understanding and goodwill between the teaching profession and other community groups. It shall disseminate information concerning schools and the profession to encourage public interest in education. It shall suggest procedures to be followed by individual members in regards to public relations. It shall suggest activities which the Association may sponsor as a service program for the schools and the community.

1. Internal Public Relations Committee

 The purpose of this committee will be to keep members informed of events happening within the national, state and local Associations, news from specific buildings and important happenings in the lives of our individual members.

1. Social Committee

 This committee shall be responsible for arranging all social functions of the Association. It shall also be responsible for all gifts and memorials given by the Association.

1. Scholarship Committee

 This committee will regulate, with approval of the Executive Board, the criteria for awarding the following scholarships, while maintaining the intent of the original scholarship. This committee will select the recipients of these scholarships.

1. WEA and Betty Pontius Educational Scholarship
2. Virginia Priebe Scholarship
3. John Neff Scholarship
4. Mike Osowski Scholarship
5. Caitlin E. Gillan Scholarship
6. **Election Committee (New Addition)**

 **The purpose of this committee is to facilitate and oversee all aspects of the election of officers and building representatives of the Association. The chairperson is chosen by the President and members of this committee can not be either a current officer or a person who is running for office.**

 Article VII: Amendment Procedures

1. A proposed amendment to the Constitution may be present by:
2. The Executive Board
3. A petition signed by a quorum of the Association.
4. Any standing committee.
5. The voting on a proposed amendment will be done by secret ballot in individual buildings within five (5) days after the Association meeting at which the amendment was presented.
6. The proposed amendment shall be ratified by a two-thirds (2/3) majority.

**Bylaws of the Waterloo Education Association**

**ARTICLE I: Membership**

1. **Membership is open to any professional educator of the Waterloo Central School District, including active ( full time, part time, substitutes), retirees and social members.**
2. **A member may request to be excused from a duty if he or she wishes to be relieved from an obligation imposed upon him or her by the by-laws or by virtue of some position or office he or she holds.**
3. **No persons otherwise eligible for membership shall be denied membership on the basis of race, creed, color, age, national origin or gender.**
4. **Members shall be restricted in the exercise of their right of freedom of speech concerning the operation of the Association or any other topic.**
5. **Members shall have the right to participate in the decision-making process of the Association and to receive accurate information needed for the exercise of this right.**
6. **All members shall have the equal right to run for and hold office, subject only to such qualifications and restrictions as may be stated in the Constitution.**
7. **Voting rights of members shall be predicated on the principle of one person – one vote.**
8. **Members shall have the right to a complete accounting of all Association funds and expenditures.**

ARTICLE II: Officers

1. Association officers will be paid stipends in accordance with the formula provided.
2. (Co) President: contractual base salary x 8% plus state (NYSUT) and national (NEA/UFT) dues.
3. Vice President: contractual base salary x 2% plus state (NYSUT) and national (NEA/UFT) dues.
4. Secretary: contractual base salary x 2% plus state (NYSUT) and national (NEA/UFT) dues.
5. Treasurer: contractual base salary x 5% plus state (NYSUT) and national (NEA/UFT) dues.
6. Local dues for all officers of the Association will be waived.
7. The stipend for the Chief Negotiator (Chairperson of the Negotiations Committee) will be determined by the Executive Committee. It will not exceed 10% of the negotiated base salary for the initial year of the successor agreement. The Association will pay the state and national dues for the Chief Negotiator during the non-negotiating years covered by a multi-year contract. The local dues will be waived.
8. The Treasurer of the Association will prepare a detailed report to be presented and approved at the regular meetings of the Executive Committee. An annual report will be prepared and presented at the annual organizational meeting detailing the previous fiscal year activity.
9. Upon recommendation of the President and the approval of the Executive Committee, funds may be transferred from one budget line to another when deemed necessary.

**ARTICLE III: Executive Board**

1. **The make-up and duties of the Executive Board shall be in accordance with the guidelines established in Article IV of the Constitution of the Waterloo Education Association.**

ARTICLE IV: Dues

1. Annual local dues will be proposed by the President in the annual budget and subject to approval of the Executive Committee.
2. Annual dues will be assessed in accordance with the following classifications:
3. Full-time professional unit members, including teachers, guidance counselors, school psychologists, and registered nurses will pay a full assessment.
4. Half-time or less professional unit members and Teaching Assistants will pay a 50% assessment.

ARTICLE V: Standing Committees

1. After the annual election, the President shall appoint a chairperson to each of the standing committees. The preceding year’s chairperson of each committee should serve as an advisor to the new committee for the following year.
2. The number of members on each standing committee shall be determined by the officers and a list of all chairpersons and members of the standing committees shall be sent to each member of the Association and entered into the Secretary’s minutes.
3. Each standing committee shall make reports and recommendations to the Executive Board and the Association. Each committee shall be required to keep a record of their activities and submit the same to the Secretary at the end of the year.
4. The standing committees shall be Legislative, Professional Growth, Public Relations, Social, Negotiations, Political Action, Community Action, Internal Public Relations, Election, Scholarship, Flower and Gift, Professional Rights and Responsibilities, Teacher of the Year and Sick Day Bank.
5. The Legislative Committee shall study and report on local, state, and national legislation, which affects education and teacher welfare. It shall keep the members of the Association informed on matters of concern to the teaching profession. This committee shall encourage appropriate action on pertinent legislation. The Committee will be comprised of the four (4) elected regional delegates to NYSUT.
6. The Professional Growth Committee shall work on the professional advancement of its unit members. Activities shall include, but not limited to, orientation activities for beginning unit members, organizing and conducting professional growth workshops and conferences, and keeping the Association informed on matters concerning professional certification/tenure.
7. The Public Relations Committee shall promote understanding and good will between the teaching profession and other community groups. It shall disseminate information concerning schools and the profession to encourage public interest in education. It shall suggest procedures to be followed by individual members in regard to public relations. It shall suggest activities that the Association may sponsor as a service program for the schools and the community.
8. The Social Committee shall arrange the social and recreational programs of the Association. The members of the Board of Education and their guests are invited to the first and last social function of the Association. All retired teachers are to be invited to all social functions of the Association. Any employees who are not active, honorary or social members of the WEA will be invited to special occasions only. For the purpose of good public relations, the annual spring testimonial dinner shall be deemed a special occasion. The Chairperson shall maintain a list of all honorary Association members and shall transmit this list to his/her successor.
9. The Negotiations Committee shall operate in accordance with the procedures set forth in the current negotiated agreement between the Association and the Board of Education. The chairperson, selected by the President, will assume the role of Chief Negotiator and, with the assistance of the President, shall select the spokesperson for this Committee. The chairperson and President shall select, from the Committee, the specific people who are to actively negotiate with the Board of Education representative(s). It is highly recommended that all active negotiators be on tenure.
10. The Scholarship Committee shall develop and implement procedures for the annual awarding of the Waterloo Education Scholarships. The chairperson, with the assistance of the President, shall select the members of the Committee. The Committee will annually evaluate and recommend revisions, as needed, the selection procedures for each of the various scholarships awarded. The Executive Committee will have final approval of all recommended revisions. The Scholarship Committee will select the annual scholarship winners. The Chairperson will prepare the annual award announcement and present the awards at the annual Commencement ceremonies, as well as prepare and distribute profiles of the annual winners to the Association and the public.
11. The Sunshine Committee shall be responsible for sending cards to unit members. Such instances will include a new birth, adoption, wedding, illness (extended or unexpected), retirement and death. In the case of death(s) in the immediate family of a unit member, cards may be sent to include spouse, children, siblings, corresponding in laws, and relatives/non-relatives that function in similar capacity. Those who leave due to retirement will receive five dollars per year of service and a congratulatory card.

 h. The Professional Rights and Responsibilities ( PR&R ) Committee shall be responsible for those areas set forth in the current negotiated agreement between the Association and the Board of Education. The duties include, but are not limited to: aiding in the processing of grievances and acting as official liaison between the Association and the administration. The membership of this committee, in addition to the Vice President who is the Chairperson, shall consist of each senior building representative. The senior building representative is defined as the individual who is currently serving the longest consecutive years in service as a building representative.

 i. The Teacher of the Year Committee will be responsible for developing and implementing procedures for the annual selection of the Waterloo Education Association’s Teacher of the year. The Chairperson shall select one (1) representative from each building to serve on the Committee. The Committee will appoint one (1) representative from each building to serve on the Committee. will annually evaluate and recommend revisions to the criteria and selection procedures for, as well as select the Teacher of the Year. The Committee will make the annual presentation at the spring testimonial, as well as prepare and distribute a press release announcing the winner.

 j. The Sick Day Bank Committee will be responsible for the implementation of current contractual language involving the operation of the Sick Day Bank. The Chairperson, with the assistance of the President, will appoint one (1) representative from each building to serve on the Committee.

 k. The Political Action Committee shall study and report on local, state, and national legislation and elections which affect education and teacher welfare. It shall keep members of the Association informed on matters of concern to the teaching profession. This committee shall encourage appropriate action on pertinent legislation and endorsements.

 l. The Internal Public Relations Committee shall keep members informed of events happening within the nation, state and local Association, news from specific buildings and important happenings in the lives of our individual members.

 **m. The Election Committee shall facilitate and oversee all aspects of the election of officers and building representatives of the Association. The chairperson is chosen by the President and members of this committee can’t be either a current officer or a person who is running for office.**

ARTICLE VI: Meetings

1. A quorum for all meetings shall not be less than twenty five (25) percent of the total membership.
2. A quorum for all Boards and Committees shall consist of a simple majority of all its members.

ARTICLE VII: Elections

1. Nomination and election of officers and building representatives of the WEA shall be conducted in accordance to the guidelines established in Article III, Section F and Article IV, Section C of the Constitution of the Waterloo Education Association.
2. In case of any officer resignation, The Executive Committee shall have the power to fill the vacancy until the next annual election.
3. An officer may be removed from office before the term expires by a two-thirds (2/3) vote, by a majority vote when previous notice has been given, or by a vote of the majority of the entire membership. A successor may thereafter be elected for the remainder of the term.
4. The President of the Association, with the assistance of the Treasurer, will develop an annual budget that details Association income and expenditures on an annual basis. The fiscal year for the Association will be September 1 through August 31. The annual budget will be presented to and approved by the Executive Committee at its annual organizational meeting.
5. The annual budget will detail total annual budgeted expenditures as follows:
6. ADMINISTRATIVE: all stationary, office supplies and duplicating paper will be charged to this line. Committees requiring specific supplies will have them charged to this account, as well as all Association related postage.
7. CONFERENCE/WORKSHOP: all expenses involving Association participation in the following: state Association meetings and conferences, including Lobby Day and the Delegate Assembly.
8. CONTRIBUTIONS: all donations and sponsorships approved by the Executive Committee.
9. LEGAL: all expenses related to processing grievances and subsequent arbitrations; with the activity of the Negotiations Committee, including the Chief Negotiator’s stipend.
10. NEGOTIATIONS: all expenses associated with the activities of the Negotiations Committee, including the stipend of the Chief Negotiator.
11. REGION 6: all expenses, including assessments related to Association activity in Region 6.
12. SOCIAL: all expenses incurred by the Social, Flower and Gift, and Teacher of the Year Committees.

**ARTICLE VIII: Order of Business** and Parliamentary Authority

1. Robert’s Rules of Order, Revised, shall be the authority on all questions of procedures not specifically stated in the WEA constitution. The President will appoint a Parliamentarian to insure that parliamentary procedure is followed.
2. **The Order of Business is as follows:**
3. **Call to order**
4. **Quorum established by Secretary**
5. **Establish Agenda**
6. **Reading and approval of minutes from the previous meeting**
7. **Committee Reports (standing, special, ad-hoc)**
8. **Building Issues**
9. **Report of Officers**
10. **President’s Report**
11. **Unfinished Business (pending general business that was either tabled or postponed to the current meeting)**
12. **New Business**
13. **Announcements**
14. **Adjournment**

 A. Parliamentary Authority

1.Robert’sRules of Order, Revised, shall be the authority on all questions of procedures not specifically stated in the WEA constitution. The President will appoint a Parliamentarian to insure that parliamentary procedure is followed.

 **ARTICLE IX: Amendment Procedures**

 **1. In amending a previously adopted by-law, the rights of all members need to be protected. Every member needs to be given an opportunity to weigh in on a change and by-laws should never be changed as long as a minority greater than 1/3 disagrees with the proposal. Changes may be introduced either orally or in writing at any Association meeting**

 **2. The proper notice for a by-law amendment contains three (3) fundamental components:**

 **a. The proposed amendment, precisely worded.**

**. b. The current by-law.**

 **c. The by-law as it will read if the amendment is adopted.**

 **3. A revision to the by-laws is an extensive rewrite that often makes fundamental changes in the structure of the Association. Anything in the proposed revision may be amended before adoption.**

 **4. By-law amendments require a simple (with notice given) or 2/3 (with no previous notice given) majority standing or ballot vote of the active members present to be approved and results should be recorded in the minutes.**

 ARTICLE X: Quorum

 1. A quorum for all general meetings of the Association shall consist of one quarter (1/4) of the active members.

 2. A quorum for committee meetings shall consist of a simple majority of the committee.