

***CONSTITUTION OF THE
ROOSEVELT CHILDREN'S ACADEMY WORKERS
ASSOCIATION***

**ARTICLE I
Name**

This organization shall be known as the Roosevelt Children's Academy Workers Association – RCAWA, Local 7-105.

**ARTICLE II
Purpose**

The purposes of this organization shall be:

1. To advance the standards of its members professions;
2. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
3. To promote the best interests of its members in the operational decisions affecting their employment;
4. To promote the welfare and well-being of its members;
5. To promote mutual assistance and cooperation with other organizations with which it is associated;
6. To promote the aims and objectives of the New York State United Teachers (NYSUT), the American Federation of Teachers (AFT) and the AFL-CIO;
7. To expose and fight all forms of racism and discrimination;
8. To promote unity and strength of our professions.

**ARTICLE III
Membership**

There shall be the following membership categories: active and special.

1. Active: Active membership in this organization shall be open to any full-time or part-time person, except the chief executive officer and business manager, who is employed by the Roosevelt Children's Academy.
2. Special: Special membership shall be open to retired employees, employees on unpaid leave and employees excessed or laid off from the Roosevelt Children's Academy.
3. Membership shall be obtained only through the payment of all required dues.

ARTICLE IV

Dues

1. Active: The annual dues shall be \$120, plus current NYSUT and AFT dues. Local dues shall be assessed at the same percent as NYSUT and AFT for those members earning less than the basic teacher salary within the Roosevelt Children's Academy.
2. Special: The local dues shall be waived for special members. However, the member shall remit current NYSUT and AFT dues for his/her category of membership.
3. Any member whose dues are one month or more in arrears shall be deemed to be a member not in good standing and shall have his/her membership revoked. Membership shall be reinstated when the member has remitted all appropriate dues.
4. These dues shall increase annually by the same percent as the agreed to contractual increase.
5. The Fiscal Year shall be from September 1 through August 31.
6. The Executive Committee shall approve the tentative budget at the April Executive Committee meeting. Said budget shall be submitted to the General Membership for approval at the last General Membership meeting of the school year.

ARTICLE V

Officers

1. The officers of the RCAWA shall be President, Two (2) Vice-Presidents, Secretary, and Treasurer.
2. In addition there shall be one (1) Building Representative in each of the Roosevelt Children's Academy's buildings.
3. Duties of the President:
 - a. Be chief executive officer of the RCAWA.
 - b. Administer all affairs and execute all policies of the organization.
 - c. Preside at all meetings of the Executive Committee and general membership
 - d. Represent the organization with all external groups.
 - e. Appoint and establish the function of all committees with the approval of the Executive Committee.

- f. Call regular and special meetings of the Executive Committee, Officers, and General Membership.
 - g. Serve as delegate to the NYSUT and AFT Conventions.
 - h. Fulfill such other duties as the office requires and as are consistent with these bylaws.
4. Duties of the Vice-Presidents:
- a. In the absence of the President at an Executive Committee or General Membership meeting, one of the Vice-Presidents on a rotating basis shall chair said meeting.
 - b. Assist the President in executing the duties of that office
 - c. Report to the Executive Committee on progress of the matters at hand.
 - d. Serve as alternate delegate to the NYSUT and AFT conventions.
 - e. Attend all Executive Committee, Officer, and General Membership meetings.
5. Duties of the Secretary:
- a. Keep minutes of all meetings of the organization and Executive Committee with the wording of every motion and a statement to its resolution.
 - b. Submit all minutes to the President for previewing before printing.
 - c. Prepare minutes of all meetings and submit to the Executive Committee for approval and distribution.
 - d. Keep a list of all Executive Committee members and a record of their attendance at meetings.
 - e. Assist the President in keeping a file of all letters, reports, and records pertaining to the work of the organization.
 - f. Conduct correspondence for the organization under the direction of the President.
 - g. Notify all Executive Committee members of time and place of meetings.
 - h. Notify membership of time and place of all general meetings.
 - i. Attend all Executive Committee, Officer, and General Membership meetings.
6. Duties of the Treasurer:
- a. Maintain complete financial records.
 - b. Serve as coordinator of membership, maintain a list of members, and collect all dues.
 - c. Make disbursements by check for budgeted items, affiliate per capita dues, salaries, and petty cash expenditures upon receipt of statement for said expenditures.

- d. Maintain an account of all receipts and expenditures of the organization.
- e. Prepare an annual budget, with the assistance of the President to be submitted to the Executive Committee for review and approval.
- f. Distribute the tentative budget to the General Membership for their approval.
- g. Provide a quarterly financial report to the Executive Committee.
- h. Submit financial records for audit according to the bylaws of NYSUT and the AFT.
- i. Co-sign all disbursements with the signature of one other officer named on the bank signature card.
- j. Attend all Executive Committee, Officer, and General Membership meetings.

7. Duties of Building Representatives:

- a. Attend all Executive Committee and General Membership meetings.
- b. Within one week after Executive Committee meetings, meet with building members to report information.
- c. Distribute all union materials in a timely manner and maintain a file of said materials.
- d. Maintain a building file of all administrative directives, postings, member assignments, duty schedules, etc.
- e. Maintain an up-to-date building membership list.
- f. Keep a record of building concerns and how they are resolved.
- g. Keep RCAWA bulletin boards up-to-date and informative.
- h. Forward to the President for approval any literature prior to distribution in the building.
- i. Act as the grievance representative within the building.
- j. Schedule regular meetings with the building supervisor to address concerns of the members.

ARTICLE VI

The Executive Committee

- 1. The Executive Committee of the RCAWA shall consist of:
 - a. All elected Officers
 - b. All elected Building Representatives
 - c. All delegates elected to attend the NYSUT and/or AFT conventions
- 2. The Executive Committee shall:
 - a. Adopt an annual budget to be presented to the General Membership for approval
 - b. Act upon expenditures as may be required

- c. Interpret the bylaws
 - d. Act on policy matters for the organization between the meetings of the general membership
 - e. Make policy recommendations to the membership for their consideration.
3. The Executive Committee shall meet at least once per month during the regular school year. The time and place of such meetings shall be set by the Committee.
 4. Special meetings may be called by the president or by petition of a majority of the Executive Committee.
 5. A majority of the voting membership of the Committee shall constitute a quorum
 6. Each elected member of the Executive Committee shall be recompensed at a rate decided by the Committee and approved by the membership.
 7. Other salaried positions may be created with the approval of the Executive Committee and the general membership.
 8. Executive Committee meetings shall be run according to parliamentary procedure and an agenda shall be announced in writing at the beginning of each meeting.

ARTICLE VII

Nomination and Election Procedures

1. Building Representatives:
 - A. Nominations:
 1. Nominations for Building Rep shall be held at a building meeting no less than 5 working days before the election.
 2. Building rep nomination meetings shall be conducted by an Officer of the organization.
 3. Any member in good standing who is assigned to the building for more than 50% of the time shall be eligible for nomination for Building Rep.
 - B. Elections:
 1. Building Representative elections shall be held in each building on a date determined by the Executive Committee.
 2. Elections shall be held no later than October 1st, and the Rep shall assume office on October 15th.
 3. Elections shall be by secret ballot of the members assigned to the building for more than 30% of the time.

- C. Term of Office:
 - 1. Building Representatives shall serve a one (1) year term commencing on October 15th.
 - 2. Each Building rep shall remain in office until his/her successor assumes the office.
 - D. Vacancies:
 - 1. Should a vacancy occur in a building, with less than 2 months remaining in the term, the Executive Committee shall appoint an interim rep.
 - 2. Should a vacancy occur with more than 2 months remaining, a special election shall take place within 30 days of such vacancy.
2. Officers:
- A. Nominations:
 - 1. Nominations for Officers shall be held at a General Membership meeting no later than the first working day in October.
 - 2. Any member in good standing shall be eligible for nomination for Officer.
 - 3. Nomination procedures shall be determined by the Executive Committee and shall be in compliance with the requirements of the Landrum-Griffin Act.
 - 4. The nominations meeting shall be conducted by the election chair as appointed by the Executive Committee.
 - 5. Written notice of the dates, times and procedures for nominations and elections shall be mailed to each member in good standing at least 15 days prior to the General Membership meeting at which nominations shall be accepted.
 - 6. No member shall hold more than one elected office at a time.
 - B. Elections:
 - 1. Election for officers shall be by secret ballot at the polling place designated by the Executive Committee.
 - 2. Elections shall be held no later than October 15th.
 - 3. All members in good standing shall be eligible to vote.
 - C. Term of Office:
 - 1. Duly elected officers shall serve a two (2) year term commencing 30 days after the election.
 - 2. Each officer shall remain in office until his/her successor assumes the office.

D. Vacancies:

1. If the office of president becomes vacant with 3 months or less remaining in the term, the vice presidents shall act as co-presidents until the next regular election.
2. If the office of president becomes vacant with more than 3 months remaining, there shall be a special election conducted by the elections chair to fill the vacancy.
3. If any other office becomes vacant it shall be filled by election of the Executive Committee for a term of 3 months or less and by a special election of the General Membership for a term of more than 3 months.

ARTICLE VIII
Standing Committee

1. The following standing committees shall exist:
 - A. Negotiations
 - B. Curriculum
 - C. Political action
 - D. Professional Development
 - E. Such special committees as the Executive Committee may deem necessary
2. Chairpersons of each committee shall be appointed by the President with the approval of the Executive Committee.
3. Negotiations Committee:
Members of the negotiating committee shall be appointed by the President with the approval of the Executive Committee.
4. The President shall be an ex-officio member of all committees.
5. A written report on the activities of each committee shall be submitted regularly but not less than quarterly to the Executive Committee by the Chairperson.

ARTICLE IX
Meetings

1. General Membership Meetings:
 - A. Meetings of the general membership may be called by the president, by a majority of the Executive Committee or by petition of twenty (20) percent of the membership.
 - B. Membership meetings shall be held no less than two times per year.

- C. All members shall receive written notice of the time and place of the meeting.
- D. A quorum at a general membership meeting shall consist of one-third (1/3) of the total membership of record at that time.
- E. Motions shall be passed by a majority of those present at the meeting.

ARTICLE X

Protection of Rights of Members

1. Every member of this organization shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referendum, to attend membership meetings and to participate in deliberations and voting upon the business of the organization.
2. 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.
3. This organization shall show no discrimination toward any individual or group of individuals on the basis of sex, creed, color, race, national origin or political activities and beliefs.

ARTICLE XI

Contract Ratification

1. When the Negotiating Committee of this organization has reached a Memorandum of Agreement, the membership shall be informed and a general membership meeting shall be called to present and discuss the agreement.
2. The membership shall be given at least 24 hours notice of such meeting.
3. A vote of the members from the unit to which the Collective Bargaining Agreement applies shall be taken at the conclusion of this meeting.
4. The results of the vote shall be publicized within twenty-four (24) of the vote.

ARTICLE XII

Amendments

1. An amendment to this constitution may be proposed by the Executive Committee or an individual member at a general meeting.
2. If made by an individual member it shall be submitted to the Executive Committee in writing.

3. Proposed amendments must be distributed in writing to each member of the organization at least five days before the ratification vote.
4. An amendment may be ratified by a two-thirds vote of the members present at a general membership meeting which has been called for that purpose.

ARTICLE XIII

Parliamentary Authority

Meetings of all duly constituted bodies of this organization shall be governed by Roberts' Rules of Order, Newly Revised, except as otherwise provided in this constitution.