

**BETHLEHEM CENTRAL TEACHERS ASSOCIATION - BYLAWS**  
(Amended: 1999-2000, 2004, 2005)

***Article I - Meetings***

*Section 1:* Executive Board -The Executive Board shall meet at least once a month at the call of the President, or at the request of three members of the Board.

*Section 2:* Representative Council- The Representative Council shall meet at least once a month. The Executive Board shall prepare the agenda for each meeting and shall circulate it to all members of the Council so that representatives have time to discuss it with their faculty members in advance of the Council meeting.

*Section 3:* Special Meetings -Special Meetings of the Representative Council may be held at the call of the President, or upon written request to the Executive Board from five faculty representatives. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

*Section 4:* General Membership Meetings -The Executive Board shall arrange at least one meeting of the members each year.

***Article II - Quorum***

*Section 1:* A majority of their members shall be a quorum for the Representative Council, Executive Board, and committees.

*Section 2:* A quorum for general membership meetings shall be one quarter of the membership of the Association.

***Article III - Powers of Officers***

*Section 1:* President-First Delegate -The President shall preside over meetings of the Executive Board, appoint the chairperson and members of standing committees, appoint special committees, be ex officio member of all standing committees, be the first delegate to all meetings of affiliated organizations, and shall be the executive officer of the Association. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office.

*Section 2:* First Vice-President -The First Vice-President shall chair the negotiations committee and work closely with one or more standing committees as the President may suggest. The First Vice-President shall become president when the presidency becomes vacant except as provided in Article V, Section 3 of the Constitution.

*Section 3:* Second Vice-President -The Second Vice-President shall be in charge of membership in professional organizations, national, state, and local and maintain a roll call of members. The Second Vice-President shall work closely with one or more other standing committees as the President may suggest.

*Section 4:* Immediate Past President -The Immediate Past President shall advise the Executive Board and assist the President at the latter's request.

*Section 5:* Secretary -The Secretary shall keep accurate minutes of all meetings of the Executive Board and Representative Council, shall maintain official files, and shall assist the President with Association correspondence.

*Section 6:* Treasurer- The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board or the Representative Council. The Treasurer shall transmit amounts due to the national and state affiliates. The Treasurer shall keep accurate accounts of receipts and disbursements and report to each meeting of the Representative Council. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Association and prepare the annual financial report for the Representative Council. The Treasurer shall be bonded by the Association, shall assist

the Executive Board in the initial drafting of the annual budget, and shall be a liaison with the scholarship fund raising and selection committee. The Treasurer shall oversee the maintenance of the BCTA headquarters, including rent and insurance, and shall arrange for the annual audit and preparation of the Federal Income Tax return.

*Section 7: Terms and Succession* --The officers shall serve for one year and may be re-elected without an intervening term. Whenever the offices of both President and First Vice-President shall become vacant between elections, except as provided in Article V, Section 3 of the Constitution, the remaining members of the Executive Board shall choose one of their members to serve as President pro tempore until the Representative Council can fill the vacancies.

#### ***Article IV - Power of the Executive Board***

*Section 1:* The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies established by the Representative Council, report its transactions and those of the Council to the members, and suggest policies for consideration by the Council.

*Section 2:* The Executive Board shall represent the Association in contract negotiations and the interpretation and application of federal and state mandates. Within policies established by the Representative Council it may make decisions binding the Association in these matters. The Executive Board may delegate its power to negotiate to another committee (Negotiation Team).

#### ***Article V - Powers of the Representative Council***

The Representative Council shall approve the budget, set the dues for the Association, act on reports of committees, and approve resolutions and other policy statements. It may adopt rules governing the appointment of non-elected positions, the conduct of the Association, and the conduct of meetings as are consistent with the BCTA Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and faculty representatives. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Council.

#### ***Article VI - Faculty Representatives***

*Section 1:* In each elementary school in the Bethlehem Central School District faculty members who are members in good standing with the Association shall elect for a term of two years one Faculty Representative to the Representative Council; in each secondary school in Bethlehem Central School District faculty members in good standing with the Association shall elect for a term of two years three Faculty Representatives to the Representative Council; the supervisory staff shall elect one representative for a two-year term. Where more than one such Representative is elected, one shall be designated the Senior Faculty Representative and the terms shall be staggered. Elections shall be held in May, and Representatives shall take their seats in the June meeting of the Representative Council.

*Section 2:* Faculty Representatives shall attend the regular meeting of the Representative Council unless they receive prior excuses from the President. After two unexcused absences of a Representative, the President may declare the seat unfilled and call for a faculty election to fill out the term. The President may designate a member in good standing to organize this special election.

*Section 3:* The Faculty Representatives, with the Senior Faculty Representative as chairperson, shall call faculty meetings of the Association members to discuss Association business, shall appoint such faculty committees as the Association may require, and shall organize and oversee the subsequent elections of faculty

representatives, the enrolment of members (in local, state, and national associations), and two-way association communication within the building or group.

*Section 4:* The Supervisory Representative shall assume the same duties as the Faculty Representatives for those they represent.

*Section 5:* Faculty Representatives shall have been members of the Bethlehem Central Teachers Association for at least one year prior to their election and shall maintain their membership in good standing during their term of service.

### ***Article VII - Standing Committees***

*Section 1:* Structure -There shall be five standing committees carrying the specific function outlined below. They shall have members selected to represent different groups in the Association and be appointed for one-year terms.

*Section 2:* Meetings -Each committee shall meet according to the needs of the committee.

*Section 3:* Reports -Each committee chairperson will report to the President the activities of the committee and the results of their work. This information will be reported to the membership by the members of the Representative Council.

*Section 4:* Titles and Duties:

- A. Political Action Committee shall have broad concern for local, state and national legislation affecting the interests of the Association and for teacher endorsements and support of education oriented political candidates. The committee should study pending legislation and promote activities leading to the passage of desirable federal, state and local legislation and the election of teacher-supported candidates.
- B. Scholarship Selection Committee shall select from the graduating class the recipients of the BCTA Scholarships.
- C. Grievance Committee shall explore and prepare action-programs for securing satisfactory personnel policies and procedures for the redress of grievances and communicate the same to all members of the Association.
- D. Elections Committee shall conduct BCTA officer and delegate elections in accordance with federal and state laws. In addition, they will conduct the ratification vote of the BCTA Contract when called upon to do so.
- E. Negotiations Committee shall explore and prepare action-programs as necessary to aid the negotiations process by creating sub-committees with particular responsibility for salaries, leave, fringe benefits, insurance credit and investment facilities, and general working conditions, and assist and advise the negotiations team as may be necessary.

*Section 5:* Relation to Executive Board -The Executive Board shall assist the President in appointing members to the standing committees and in filling all vacancies as they occur. It shall review committee plans as necessary and decide any jurisdictional disputes between committees.

*Section 6:* Relation to State and National Associations -The standing committees shall seek to understand and relate to the objectives and programs of corresponding units of state and national associations and shall counsel with them.

### ***Article VIII - Special Committees***

*Section 1:* Each year the President shall appoint the BCTA representatives to the Calendar Committee, Professional Advancement Committee, and the Board/BCTA Process Committee, and other district committees as may be created from time to time.

*Section 2:* Each building will elect its own representatives to the Professional Practices Committee.

**Article IX - Appointed Officials**

*Section 1:* Each year the President shall in consultation with the Executive Board and approval of Representative Council appoint the following individuals -Dental Coordinator, Beacon Editor, Negotiations Chairperson, Vote/COPE Coordinator, BCTA Website Coordinator, and auditor.

*Section 2:* When necessary the President shall appoint, in consultation with the Executive Board and approval of the Representative Council, the members of the BCTA Negotiation Team to represent the Association in contract negotiations with the district.

**Article X - Elections**

*Section 1:* Nominations

- A. The active members of the Association in each building during March may nominate candidates for President-First Delegate, First Vice-President, Second Vice-President, Secretary, Treasurer, Executive Board, Delegates to NYSUT and AFT. The Senior Building Representative shall deliver all nominations in writing to the Chairman of the Elections Committee.
- B. The Chairman of the Elections Committee shall report all nominations to the Representative Council at its first April meeting. Members of the council may nominate other candidates from the floor.
- C. The Committee will then cause to be published brief information on each candidate.

*Section 2:* Election Procedure

- A. Notice of election must be mailed to each member in good standing to his last known address not less than fifteen days prior to the election.
- B. Balloting will take place during the month of April by secret ballot.
- C. The Elections Committee will tabulate ballots and they shall report the results to the President who shall cause them to be published.
- D. All ballots, including used and challenged ballots, envelopes used for balloting, tally sheets, and related election documents must be kept for one year.

*Section 3:* Installation

- A. All officers of the Association shall serve a one-year term starting at the first Representative Council meeting in June.

**Article XI – Local BCTA Dues Structure**

Full dues members will pay local BCTA dues equal to .25% of Step 1 – BA of the teacher’s salary schedule for the current contractual year. Split dues members will pay local BCTA dues equal to .125% of Step 1 – BA of the teachers’ salary schedule for the current contractual year. Full dues members are all BCTA members whose salary is equal to or greater than Step 1 – BA of the teachers’ salary schedule for the current contractual year. Split dues members are all BCTA members whose salary is less than Step 1 – BA of the teachers’ salary schedule for the current contractual year.

**Article XII - Authority**

Roberts Rules of Order, Revised shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Council may adopt.

**Article XIII - Amendment**

These bylaws may be amended by majority vote at any regular meeting of the Representative Council provided that the Executive Board has previously studied proposed amendments and that copies have been sent to Faculty Representatives two calendar weeks in advance of the meeting.