

# Substitutes United Buffalo Constitution and Bylaws Provisions

## Constitution

### Article I. Name

The name of the Association shall be, "Substitutes United/Buffalo (SU/B)".

### Article II. Purpose

**Section 1.** To develop and promote a continuing program to improve salaries, fringe benefits, working conditions and instruction through formal negotiations with the (City of Buffalo) School Board.

**Section 2.** To enable members to speak with a common voice on matters pertaining to the substitute teaching profession and to present their individual and common interests before the (City of Buffalo) Board of Education and other legal authorities.

**Section 3.** To provide and foster loyalty to the highest ideals in education and to aid in bringing about the realization of these ideals.

**Section 4.** To maintain the substitute teaching profession at a high level among other professions.

### Article III. Membership

**Section 1.** Active membership in the Association shall be open to all per diem substitute teaching personnel employed in the (City of) Buffalo Public Schools.

**Section 2.** Active membership shall be continuous until the member leaves the school system or takes another position in the school system.

### Article IV. Officers

**Section 1.** The Association shall consist of four (4) officers: President, Vice President, Secretary and Treasurer. All elected officers shall serve for two (2) year terms.

**Section 2.** (A). The President and Treasurer shall be elected during the even calendar years (i.e., 2010, 2012, 2014, etc.)

(B). The Vice President and the Secretary shall be elected during the odd calendar years (2011, 2013, 2015, etc.).

(Revised 10/2010)

# Constitution Continued

## Article V. Executive Council

**Section 1.** The Executive Council shall consist of the President, the Vice President, the Secretary, the Treasurer and eight (8) Delegates-at-Large. All elected Delegates shall serve two (2) year terms.

**Section 2.** (A) Four Delegates-at-Large shall be elected during the even calendar years (i.e., 2012, 2014, 2016, etc.); and

(B.) Four Delegates-at-Large shall be elected during the odd calendar years (i.e., 2013, 2015, 2017, etc.).

## Article VI. Meetings

**Section 1.** There shall be a minimum of one Association meeting per school year scheduled by the president at least one week in advance.

**Section 2.** The number of Executive Council meetings shall be determined and scheduled by the President at least three (3) days in advance unless an emergency meeting as determined by the President becomes necessary.

**Section 3.** The purpose of any Association or Executive Council meeting shall be indicated no later than at the time the meeting is announced.

## Article VII. Amendments

**Section 1.** The Constitution may be amended or revised by a 2/3 vote of the general membership present.

**Section 2.** The Bylaws may be amended or revised by a 2/3 vote of the general membership present.

**Section 3.** Notice of amendments to the Constitution and the Bylaws shall be given no later than one week prior to the time of the meeting.

## Article VIII. Affiliation

Substitutes United/Buffalo shall be affiliated with the New York State United Teachers (NYSUT) and its national affiliates.

(Revised 10/2010)

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## Bylaws

### Article I. Rules of Order

**Section 1.** Roberts Rules of Order, the most recent edition, shall be the authority on all questions of procedures not specifically stated in the Constitution and Bylaws.

**Section 2.** The rules contained in Robert's Rules of Order, shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or general practices of this Association.

### Article II. Duties of Officers and Delegates

**Section 1.** All Officers shall take office immediately following the adjournment of the meeting in which they are elected, unless otherwise provided.

**Section 2.** A vacancy between annual elections shall be filled by the President and the appointee shall serve to the end of the unexpired term. A vacancy in the President shall be filled by the Vice-President.

**Section 3.** The President shall preside at the meetings of the Association and the Executive Council. The President shall issue the call for all regular and special meetings of the Association and the Executive Council. The president shall be an ex-officio member of all committees.

**Section 4.** The Vice-President shall assume all duties of the President in case of his or her absence. The Vice President shall be an honorary member of all standing committees.

**Section 5.** The Vice-President shall be the Parliamentarian.

**Section 6.** The Secretary shall keep a record of all meetings of the Association. The Secretary shall keep a list of the membership and the record of attendance at the Association and Executive Council business meetings. At the end of the Secretary's term of office, the minutes, Executive council records and all other Association records shall be turned over to the new Secretary.

(Revised 10/2010)

## Bylaws continued

### Article II. Duties of Officers and Delegates continued

**Section 7.** The Treasurer shall be responsible for the collection of all dues. The Treasurer shall keep in trust the funds of the Association, depositing them in a local bank in the name of Substitutes United/Buffalo. Funds shall be disbursed only by check signed by the Treasurer and the President. The Treasurer shall keep an accurate account of receipts and expenditures. The Treasurer shall prepare a report of the financial status of the Association at the request of the President. The Treasurer shall attend all meetings of the Fiscal Control Committee. At the end of the Treasurer's term of office, all financial records and materials dealing with the Association shall be turned over to the new Treasurer.

**Section 8.** The Delegates-at-Large shall represent the views of the membership.

### Article III. Standing Committees

**Section 1.** The President shall appoint a chairperson and members of each standing committee.

**Section 2.** The Standing Committees are:

- A. Membership
- B. Negotiations
- C. Grievance
- D. Fiscal Control

### Article IV. Duties of Committees

**Section 1.** The Membership Committee shall promote membership.

**Section 2.** The Negotiations Committee shall act on behalf of the Association in accordance with the Taylor Law.

**Section 3.** The Grievance Committee shall protect the rights of members through an established grievance procedure as stated in our employment contract.

**Section 4.** The Fiscal Control Committee shall Audit the Treasurer's books.

(Revised 10/2010)

## Bylaws continued

### Article V. Election(s)

**Section 1.** The first regular meeting of the (school) year shall be the annual meeting for elections. At this meeting, nominations for officers and delegates shall be formalized. This does not preclude further nominations from the floor.

**Section 2.** The President shall make provisions for carrying out elections.\*

**Section 3.** A plurality vote of those members voting shall be necessary for the election of any office.

**Section 4.** The Delegates-at-Large shall consist of the top four (4) vote-getters.

**Section 5.** All elections shall be by secret ballot, unless, at the discretion of the President, an oral vote or show of hands will suffice.

### Article VI. Quorum

**Section 1.** A quorum to begin Executive Council meetings shall consist of one-half (1/2) of the Executive Council Members.

**Section 2.** No specific quorum shall exist for Association meetings as long as enough members are present to conduct business.

### Article VII. Dues

**Section 1.** The local dues shall be determined by the budget drawn up by the President and Treasurer and adopted by the general membership present.

### Article VIII. Compensation

**Section 1.** Salaries and compensation for committee work and other compensation shall be determined by the President and the Treasurer and adopted by the Executive Council.

(Revised 10/2010c.\*)