

***BOCES SUPPORT  
SERVICES  
ASSOCIATION***

***CONSTITUTION  
By-Laws***

*April 25, 2023*

# **BOCES SUPPORT SERVICES ASSOCIATION CONSTITUTION**

## **ARTICLE I- NAME**

The name of this association shall be the BOCES Support Services Association, of the Broome-Tioga Board of Cooperative Educational Services, hereinafter referred to as BSSA.

## **ARTICLE II - PURPOSES**

The purposes of the BSSA are as follows:

- A. To work to continually collaborate to increase the professional opportunities for all its members.
- B. To secure the conditions necessary to provide a safe, clean and productive work environment where all members feel comfortable to work to their best ability.
- C. To actively encourage participation of its members with the BSSA officers in the decision-making process affecting their employment through ongoing communication both in person and via email.
- D. To promote the welfare and well-being of its members.
- E. To promote the unity and strength of its members, enabling them to speak with a common voice on matters pertaining to the BSSA staff and to present their individual and common interests before the Board of Education, Broome-Tioga BOCES management, and other legal authorities.
- F. To ensure an environment that is free of racism and discrimination and to foster a climate in which all members are treated fairly.
- G. To promote mutual assistance and cooperation with other organizations with which it is associated.
- H. To promote the participation of its members in the operational decision affecting their employment.

## **ARTICLE III - AFFILIATION**

This association shall affiliate with the New York State United Teachers (NYSUT) and its national affiliates.

## **ARTICLE IV - MEMBERSHIP**

### *Section 1*

Active membership shall be open to all eligible support staff employed by Broome-Tioga BOCES, as specified in the current BSSA contract.

## **ARTICLE IV – MEMBERSHIP (continued)**

### *Section 2*

Membership shall be continuous, until the member fails to pay dues or resigns (terminates employment with Broome-Tioga BOCES for any reason).

## **ARTICLE V - DUES**

Local dues are determined by NYSUT annual charges and local operating expenses. Payment of these dues shall be made through payroll deduction during the September through June pay periods.

## **ARTICLE VI - OFFICERS**

The following officers will be elected by a majority vote of the BSSA:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Directors (4)

## **ARTICLE VII - RESPONSIBILITIES AND DUTIES OF OFFICERS**

### *Section 1 - President*

The President shall:

- A. Be the chief executive officer of the BSSA.
- B. Call regular and special meetings of the Executive Board and preside at all such meetings.
- C. Appoint the chairperson and members of all standing and special committees. The Executive Board shall approve the creation and dissolution of any such committees.
- D. Represent the BSSA before the public, either personally or through delegates.
- E. Perform all other functions as the office requires and as is consistent with this Constitution.

## **ARTICLE VII - RESPONSIBILITIES AND DUTIES OF OFFICERS (continued)**

### *Section 2 - Vice-President*

- A. The Vice-President shall assume the duties and responsibilities of the President in his/her absence, unless some other BSSA officer has been delegated by the President.
- B. Chair and/or serve on one or more of the standing committees as the President designates.
- C. Be responsible for the preparation and the distribution of the agenda for general membership meetings. (A general membership meeting will be held at least once a year by the President or Vice-President.)

### *Section 3 - Secretary*

- A. The Secretary shall keep accurate minutes of all meetings of the Executive Board and the BSSA.
- B. To keep records of election reports, committee reports, officer reports, and election/voting ballots.
- C. Prepare and distribute the Executive Board meeting agendas.
- D. Maintain official files and a roll of members.
- E. Assist the President with BSSA correspondence.

### *Section 4 - Treasurer*

- A. Receive, record, and deposit all monies and other income in the name of the organization.
- B. Keep the President and the Executive Board informed of the financial condition of the BSSA.
- C. Be one of the financial officers of the organization and be authorized to co-sign financial instruments and make regular and usual disbursements of funds.
- D. Prepare and present monthly statements to the Executive Board.
- E. Maintain all financial records of the organization.
- F. Perform duties of the office and prepare reports as required by the Labor Management Reporting and Disclosure Act, the Internal Revenue Service and the guidelines developed by NYSUT, AFT, and NEA.

### *Section 5 - Directors*

- A. Directors are members of the Executive Board and will serve on any other committees as appointed and approved by the Executive Board.
- B. Will represent BSSA members as needed.

## **ARTICLE VIII - THE EXECUTIVE BOARD**

### *Section 1 - Composition*

The Executive Board shall consist of all the officers, that is, the President, Vice-President, Secretary, Treasurer, and Directors.

### *Section 2 - Responsibilities*

The Executive Board shall:

- A. Serve as the executive authority of the BSSA.
- B. Work for the recognition of the BSSA and concern itself with all matters involving the welfare of the association.
- C. Be responsible for the management of the BSSA, approve all expenditures, carry out policies, and establish new policies.
- D. Approve an annual budget.

### *Section 3 - Meetings*

There will be a minimum of ten meetings yearly. If any officer is absent for three consecutive or five yearly meetings, only the President may make the motion to dismiss him/her from office. A majority vote of the members present is sufficient to conduct business.

## **ARTICLE IX - STANDING COMMITTEES**

### *Section 1 - Committees*

- A. Elections/Nominating Committee
- B. Grievance Committee
- C. Negotiating Committee
- D. Budget/Finance Committee
- E. Event Committee
- F. Newsletter Committee
- G. Labor Management Committee
- H. Membership Committee
- I. Any other Committee deemed necessary by the Executive Board.

### *Section 2 - Structure*

Members shall be appointed by the President and approved by the Executive Board. Each committee will consist of a chairperson and two or more members. At least one of the members will be on the Executive Board.

### *Section 3 - Meetings*

The chairperson or any committee member may request a meeting and set up the agenda.

## **ARTICLE IX - STANDING COMMITTEES (continued)**

### *Section 4 - Reports*

Each committee will prepare a written report at least once a year and present it to the Executive Board. The chairperson will report as requested to the Executive Board.

## **ARTICLE X - RESPONSIBILITIES AND DUTIES OF THE STANDING COMMITTEES**

### *Section 1 - Elections/Nominating Committee*

This committee shall concern itself with any and all matters regarding the nominations and elections of the BSSA officers.

It shall:

- A. Recommend election guidelines.
- B. Make all nominations known to the membership.
- C. Find qualified, impartial BSSA members to secure and count all ballots.
- D. See to it that every member receives a voting ballot.

### *Section 2 - Grievance Committee*

This committee shall concern itself with all grievances of BSSA members. A grievance is any breach of contract or alleged breach of contract. This committee shall investigate any such complaints presented to its members.

### *Section 3 - Negotiating Committee*

The committee is responsible for negotiating the terms of the new contract and will begin to meet in July of the year in which the current contract expires in order to present recommendations to administration in January.

### *Section 4 - Budget/Finance Committee*

This committee, chaired by the Treasurer, is responsible for the money spent by the BSSA. It will present an annual budget to the Executive Board. A director shall be assigned to this committee. The director assigned shall review and sign any invoice prior to payment being issued by the treasurer.

### *Section 5 - Event Committee*

This committee is responsible for planning, organizing, preparing, setting up, cleaning up, communicating with members, the executive board, and facility for festive gatherings for the membership.

## **ARTICLE X - RESPONSIBILITIES AND DUTIES OF THE STANDING COMMITTEES (continued)**

### *Section 6 - Newsletter Committee*

This committee shall publish a newsletter for the BSSA members.

### *Section 7 - Labor Management Committee*

This committee shall present BSSA members' concerns to the Broome-Tioga BOCES Human Resources Director.

### *Section 8 – Membership Committee*

This committee is responsible for verifying membership documents are up to date and stored in a safe and secure location, communicating closely with the Treasurer monthly, and verifying deduction reports and invoices for accuracy prior to payment to NYSUT or other benefit services through the union.

## **ARTICLE XI – NOMINATIONS**

Each member shall be given reasonable opportunity to nominate candidates for office.

- A. Notice of the offices to be filled, the right to make nominations, and the time, place, and proper form for submission of nominations will be mailed to each member.
- B. Nomination procedures shall be determined by the Executive Committee.
- C. Any member in good standing is eligible for nomination for office.

## **ARTICLE XII - ELECTIONS**

- A. Elections will be held in May, with the duly elected officers taking office July 1 of each year.
- B. If any elected position becomes open with fewer than six months left in the term, the Executive Board shall nominate and elect a replacement. If there are six months or more left in the term of the office, the Elections/Nominating Committee will arrange a special general membership election.
- C. Election shall be by secret ballot via mail or electronic voting.
- D. A ballot will be mailed to each member in good standing at least ten (10) days prior to the election.
- E. The results of the election shall be mailed to all members.
- F. The secretary shall preserve all election records, including ballots, for a period of one (1) year.

## **ARTICLE XIII - TERMS OF OFFICE**

All of the elected positions are for a two-year term, with half of the officers' terms expiring each year. One year, the President, Secretary, and two Directors will be elected. The next year, the Vice-President, Treasurer, and two Directors will be elected.

## **ARTICLE XIV - CONSTITUTIONAL AMENDMENTS**

An amendment to this Constitution may be proposed by either a majority vote of the Executive Board or not less than ten percent of the membership. A proposed amendment will be distributed in writing to each member at least five days before a ratification vote. A majority vote of those present at the general membership meeting will ratify the amendment.

## **ARTICLE XV - MEMBERS' RIGHTS**

### *Section 1*

Every member of this association shall have equal rights and privileges to nominate candidates; to hold office; to attend general membership and Executive Board meetings; to participate in deliberations of BSSA business; and to vote in any and all general elections.

### *Section 2*

No member may be fined, suspended, expelled, dismissed from office, or in any way disciplined by this association, unless the member has been served written specific charges, given a reasonable time to prepare a defense, and offered a full and fair hearing at an Executive Board meeting.

### *Section 3*

This association will show no discrimination toward individuals on the basis of sex, creed, color, national origin, political activities, religious belief, age, or disability.



## ARTICLE XVI – RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS

Approval or disapproval of any Collective Bargaining Agreement with the employer shall be determined by a majority vote of the active members of BSSA. Ratification can be done by one or all of the following as determined by the Executive Board:

- A) At meeting called specifically for the purpose of voting to ratify a Collective Bargaining Agreement.
- B) By Absentee Voting the method for which to be determined by the Executive Board.
- C) Electronic Voting the method for which to be determined by the Executive Board.

## ARTICLE XVII – COMPENSATION OF OFFICERS

The officers of BSSA Executive Board shall receive the following Stipends:

- A. President - \$175
- B. Vice President - \$125
- C. Treasurer - \$100
- D. Secretary - \$100
- E. Directors - \$60

*The stipends are based on the 10 regular meetings a year, any additional meetings will not add to the stipend. (Example. \$100 x 10 meetings equal \$1,000.00 per year to be paid out in two payments one in December the other in June of each year.) Each payment will reflect the number of months in attendance. (Example, Decembers check would be \$400, June's check would be \$600.)*

If more than two meetings are missed during the year, the stipend will be reduced accordingly.