

LEVITTOWN UNITED TEACHERS

Constitution

ARTICLE I NAME

This organization shall be known as the Levittown United Teachers, Local 1383, affiliated with New York State United Teachers and its national affiliates.

ARTICLE II OBJECTIVES

The objectives of the Levittown United Teachers, local 1383 shall be:

1. To join teachers into relations of mutual assistance and cooperation.
2. To obtain for teachers all the rights to which they are entitled as Americans and as members of a vital profession.
3. To raise the standards of the teaching profession by securing, through collective bargaining, the conditions of work essential to the best professional service.
4. To promote such democratization of the schools as will enable them to better equip their pupils to take their place in the industrial, social and political life of the community and of the nation.
5. To promote the welfare of the children of the nation through progressively better educational opportunities for all.

ARTICLE III MEMBERSHIP

Section I Eligibility for Membership

1. All persons who are employed by the School District who are represented by the Levittown United Teachers, may join this organization.
2. Retired Levittown Teachers may join this organization.
3. Teachers of the Levittown United Teachers bargaining unit, who are not retirees, may retain membership in this organization.
4. Honorary membership may be granted to persons who make important contributions to this organization, but they will be nonvoting members. Such membership may be granted by majority vote of the Levittown United Teachers Executive Board.

Section II Responsibility of Members

1. Membership requires actual enrollment in the Levittown United Teachers. Agency fee payers are not members and therefore do not have membership rights.
2. It shall be the responsibility of the members to support this organization by active participation at membership meetings and in their respective schools.

3. It shall be the responsibility of members not on dues check off to be in good-standing by having paid fifty percent (50%) of their dues by October 1st and the remainder by February 1st. Delinquent members shall be notified during October and February. After one month of grace and failure to pay dues by November 1st or March 1st, membership of delinquent members shall terminate and they thereafter shall pay agency fee.

Section III Rights and Privileges of Members

1. Each member shall have the complete support and legal protection of this organization and/or the state and national affiliates.
2. Each member shall be entitled to all possible services made available to the general membership.
3. All Executive Officers shall be responsible for their actions to the general membership at membership meetings.
4. Any member shall be permitted to address the executive board at its regular monthly meetings.
5. The Executive board is not to deny the right of a member to bring complaints of improper functioning of this organization to the Public Review Board of the American Federation of Teachers, an independent and impartial board of prominent citizens.

Section IV Censure

1. Any member may have charges of censure brought against him/her by a two-thirds (2/3) vote of the Executive Board. Such censure must be approved at the next general membership meeting by a two-thirds (2/3) vote of the members present with notice of such action included in the calling of the meeting. The President is directed to call a membership meeting for such vote within twenty (20) school days after censure charges have been brought by the executive Board.
2. Censure shall be for violation of the Levittown United Teachers' Constitution.

ARTICLE IV ELIGIBILITY, DESIGNATION, TERM, NOMINATION AND ELECTION OF EXECUTIVE OFFICERS

Section I Eligibility for Office

1. No one may serve as an Executive Officer who is not a member in good standing.

2. No member is eligible to hold an Executive Office unless he/she has been an active member for at least twelve (12) months immediately prior to the election.

Section II Designation and Term of Officers

Executive officers, which include the President, Secondary (high school) Vice President, Middle School (junior high) Vice President, elementary Vice President, Vice President of Political Action, Treasurer and Recording Secretary will serve a three (3) year term from July 1st to June 30th.

Section III Nomination and Election Procedure

1. Election committee – Elections shall be conducted by a five (5) member election committee appointed by the President with the approval of the Executive board. The Election Committee shall designate its chairperson.
2. The L.U.T. shall provide notice at least fifteen (15) days prior to the close of nomination of the time, place and procedure to be used for nominations.
3. Nomination: Any eligible member who wishes to be a candidate for Office must submit to the Election Committee a nomination petition signed by at least fifteen (15) members in good standing. This petition must be submitted to the Election Committee at least twenty (20) days prior to the day of the election. No member may be a candidate for more than one Executive office in any given election. For the Elementary, Middle, and High School Vice Presidential positions, each candidate, at the time he/she submits a nomination petition, must be assigned at least three-fifths (3/5) of his/her work day at the school level of the Vice-Presidential position for which he/she is seeking election.
4. The election of Officers shall take place on one designated school day which shall be during the last two (2) weeks in May. Notice of election by U.S. Mail shall be sent to the last known home address of each member in good standing at least fifteen (15) days prior to elections. The voting shall take place in every school where there is an active member of the local. The election shall be by secret ballot according to the terms and conditions of the Landrum-Griffin Act. *Note - - If there is no contest for President, notice of election need not be by U.S. Mail.
5. Election Procedure:
 - a. Only members of the bargaining unit shall vote for Officers.
 - b. The building representative shall give each member of the bargaining unit in good standing a ballot and two envelopes, an outer envelope which will be identified with name, signature and social security number and an inner unidentified envelope.

- c. The member shall vote, seal the ballot in the inner envelope and seal the inner envelope in the outer envelope and personally place it in a sealed ballot box.
- d. In each building, the polls will close fifteen (15) minutes after the close of the school day.
- e. After the close of the polls, two (2) members of the Election Committee and/or designees of the Election committee shall transport the ballot boxes to the Union Office where the signatures on the envelopes will be verified.
- f. The inner envelopes shall be opened and the ballots mixed together to preserve the secret ballot. The ballots shall then be counted. A candidate must receive a plurality of the valid votes cast in order to be elected.
- g. In the event of a tie, a run-off election between the tied candidates shall take place within five (5) school days after the election results are announced. Such election shall be by secret ballot.
- h. If there is only one candidate for one or more Executive Office(s), the Recording Secretary shall cast the one vote for that (those) candidates(s) at the membership meeting held in June.
- i. In the event that a member knows in advance that he/she will be absent on election day, the member may vote by absentee ballot.

ARTICLE V VACANCIES IN EXECUTIVE OFFICES

Section I Presidential Vacancy

In the event that there is a vacancy in the presidency, the Vice President with the greatest seniority as Vice President shall immediately become President. If two or three Vice Presidents are tied for the greatest seniority, the Executive board will select the Presidential replacement from the tied Vice Presidents by plurality vote at a special meeting called by the recording Secretary within five (5) school days of the vacancy.

Section II Vacancies in Other Offices

In case of vacancy occurs among the Officers other than the President, the President shall inform, in writing, each member of the Executive Board of such vacancy within five (5) school days. Each building representative shall post notification of the vacancy in his/her building and also put notice of said vacancy in each member's mailbox on the day of receipt. Any active member in good standing for at least twelve (12) months may submit his/her name as a candidate, in writing, to the President within five (5) school days of notification. An election to

fill the vacancy shall be held ten (10) school days after notification of vacancy has been posted. Elections will take place according to the election procedure outlined in the L.U.T. constitution. Filling vacancies by election as outlined above shall only prevail if there were more than six (6) months remaining in the term(s) when such vacancy(ies) occurred. If not, then the President shall appoint, with the approval of the Executive Board, replacements for such vacancy(ies).

ARTICLE VI DUTIES OF EXECUTIVE OFFICERS

Section I President

1. The President will call and preside at all meetings of the Local and of the Executive Board, will be an ex-officio member of all committees, will sign all necessary papers and documents, will countersign all checks, administer all obligations, represent the Local wherever and whenever required, perform all duties and observances pertaining to NYSUT and its national affiliates.
2. The President will confer with and be directed by the Executive Board in all but routine matters of the Local.
3. The President will carry out the wishes of the membership as expressed by the Executive board.
4. The President will check all correspondence and publications before release.
5. The President will, with the approval of the Executive Board, appoint chairpersons and all other members of all standing committees and special committees which are created.

Section II Vice Presidents

1.
 - a. The Vice President representing the elementary school level will be responsible for elementary school concerns and act as liaison to the Officers and Executive Board for those elementary school concerns.
 - b. The Vice President representing the middle school level will do likewise, for the middle schools.
 - c. The vice President representing the high school level will do likewise for the high schools.
 - d. The Vice President of Political Action
2. The Vice Presidents will assist the President in attending meetings and performing other duties as assigned by the President.
3. In the absence of the President, the Vice President with the greatest seniority as Vice President may call or preside at an Executive board or membership

meeting. If the President is unable to submit a written order of business, the senior Vice President will determine the agenda for the meeting.

4. The senior Vice President may call an Executive Board meeting during a month for which a monthly meeting was not called.

Section III Treasurer

1. The Treasurer will receive all money from all sources and issue all receipts, present a financial report to the members at each meeting or whenever required to by the President, forward all per capita dues to the proper affiliated unions and issue checks for all budgeted expenses. If the money is deposited in a bank or other institution, it will be in the name of the Levittown United Teachers, Local 1383.
2. With the other officers, the Treasurer will prepare an annual budget for the upcoming school year and present same during the June membership meeting.
3. The financial records of the Treasurer will be audited by an auditing committee composed of the President and two members in May or the financial records may be audited by a private company. The auditing report will follow the Treasurer's annual report.
4. The Treasurer will perform an other duties assigned by the President.

Section IV Recording Secretary

1. The Recording Secretary will attend all meetings and record and maintain all minutes of all meetings.
2. The recording Secretary will be responsible for the tabulation of results of secret ballot referendum in accordance with the procedures set up for a referendum.
3. The recording Secretary will provide copies of minutes of Executive Board meetings to all members.
4. The Recording Secretary will perform any other duties assigned by the President.

ARTICLE VII BUILDING REPRESENTATIVES

Section I Number

Each school will be entitled to a Building Representative. Any school that has between 30-60 bargaining unit members (not including substitutes) will be entitled to two (2) Building Reps; any school that has over sixty (60) bargaining unit members (not including substitutes) will be entitled to three (3) Building Reps.

Section II Election of Building Reps

1. The election of Building Reps shall be in June of odd-numbered years and the term of office shall be two (2) years.
2. No one may serve as Building Rep who has not been a member in good standing for at least (12) months immediately prior to the election.
3. Building Reps will inform all members in their buildings, by written notice in mailboxes, of the upcoming Building Rep election at least one week prior to the election. Interested individuals will inform the building Reps of their candidacy. All eligible candidates' names will appear on the ballot. Building Reps will conduct a secret ballot election. Only members in good standing may vote for Building Reps.
4. The Executive Board may appoint Building Rep/Building Reps for any school that, for whatever reason, does not have Building Rep/Building Reps.
5. Building Rep vacancies that occur during the Building Rep's term of office should be filled for the remainder of the term by election within ten (10) school days.

Section III Duties of Building Reps

1. The Building Reps will represent the members of their respective building at Executive Board meetings.
2. The building Reps will aid in the collection of dues, recruitment of new members and distribution of union literature.
3. The Building Reps will carry out the resolutions of the Local in their respective buildings.
4. The Building Reps will endeavor to enforce the provisions of the contract and report contractual violations to the President

ARTICLE VIII NYSUT REPRESENTATIVE ASSEMBLY AND AFT CONVENTION DELEGATES

Section I Election of Delegates

1. The number of NYSUT Representative Assembly and AFT Convention Delegates that the L.U.T. is entitled to is determined by NYSUT and AFT respectively. The President is automatically the ranking NYSUT Representative Assembly and AFT Convention Delegate.
2. The remaining number of NYSUT Representative Assembly and AFT Convention Delegates shall be elected in November of odd-numbered years.
3. Election of NYSUT Representative Assembly and AFT Convention Delegates shall be according to the election procedure established by L.U.T. Constitution for Officers.

Section II Duties of Delegates

1. NYSUT Representative Assembly Delegates shall attend NYSUT Election district meetings.
2. NUYSUT Representative Assembly Delegates shall attend the annual NYSUT Representative Assembly and perform whatever functions are necessary to represent the interests of the L.U.T.
3. Representative Assembly Delegates shall perform whatever duties relating to Election District activities or the Representative Assembly as may be assigned them by the President.
4. AFT Convention Delegates shall, at the president's request, attending the bi-annual AFT Convention and perform whatever functions are necessary to represent the inters of the L.U.T.
5. AFT Convention Delegates shall perform whatever duties relating to AFT activities or the AFT Convention as may be assigned them by the President.

ARTICLE IX EXECUTIVE BOARD

Section I Composition

The Executive Board is to consist of Executive Officers, Building Representatives and a representative(s) from the Retired Teachers Chapter. The number of Executive Board representatives that the Retired Teachers Chapter is entitled to will be determined by using the same ratio of representatives per number of members as is used in determining the number of Building Representatives per school. In no case, however, shall the number of Retired Teachers Chapter representatives exceed the number of Building Representatives from the school with the greatest number of bargaining unit members.

Section II Quorum

A quorum exists with the presence of at least twelve (12) Executive Board members from at least five (5) schools.

Section III Time and Calling of Meetings.

1. The Executive Board will meet at least once a month during the school year unless a membership meeting is held in its place.
2. An Executive Board meeting must be held in April of odd-numbered years in order to set up an Election Committee.
3. The June Executive Board meeting may be replaced by a June membership meeting.

4. The president is responsible to see that written or oral notices of meetings are sent to all Executive board members. The senior Vice President, in the absence of the president, may call meetings and preside in order to present the written order of business previously submitted to the Vice President by the President. At all other times the President presides.

Section IV Motions, Resolutions, Rule and Referendums

1. All motions and resolutions will be majority vote of the Executive Board.
2. Robert's Rules of Order will be considered the authority in all cases not covered by this Constitution for all Executive Board and membership meetings.
3. The Executive Board may vote to submit any important issue to the general membership in a referendum.

Section V Duties of the Executive Board

1. The Executive board will have complete authority to act in the best interests of the membership. No action of the Executive Board will violate a provision of this Constitution or the results of a referendum.
2. The Executive Board will have authority to set up committees, carry out the decisions of the membership as expressed at membership meetings or by referendums and to recommend amendments and other referendums to the membership.

ARTICLE X COMMITTEES

Section I Definition

1. Standing committees shall be defined as permanent committees which exist on a continual basis in order to deal with ongoing matters and concerns.
2. Special or ad hoc committees shall be defined as committees that are established to deal with specific problems and concerns and which exist until such specific problems and concerns are resolved.

Section II Standing Committees

1. Standing committees may be created by the Executive Board upon the recommendation of the President.
2. The chairpersons of standing committees shall report to the Executive Board.

Section III Special (Ad Hoc) Committees

1. Special committees may be created by the Executive board upon the recommendation of the President.
2. The chairpersons of special committees shall report to the Executive Board.

ARTICLE XI MEMBERSHIP MEETINGS

Section I Time and Notification of Membership Meetings

1. A membership meeting will be held during the first week in June.
2. The President is responsible to see that a written notice in regular membership meeting appears in the union newsletter or other written notice is sent to the members.

Section II Special Membership Meetings

1. The President may call a special membership meeting by informing the Building Reps, who will post notice of such meetings on the school bulletin boards.
2. The order of business of the special membership meeting will be confined to the special purpose for which the meeting was called and it will be assumed that time did not permit delay until a regular membership meeting.

Section III Quorum

A quorum for membership meetings exists with the presence of twenty (20) members and with representation of fifty percent (50%) of the schools.

Section IV Purpose(s)

1. It is necessary that the upcoming annual budget be voted on at the June membership meeting. Budget approval requires a majority vote of the members present.
2. New resolutions may be introduced at membership meetings.
3. Annual officer reports shall be presented at membership meetings.
4. Referendum may be proposed at membership meetings. Such proposals require a two-thirds (2/3) vote of the members present.

ARTICLE XII REFERENDUMS

Section I Type

1. Compulsory referendum shall be held to approve this Constitution or to amend this Constitution.
2. Other referendums may be initiated by the Executive Board.

Section II Procedures for Conducting Referendums

1. Referendums may be proposed by:
 - a. The Executive Board by a majority votes; or
 - b. The membership at a regular membership meeting by a two-thirds (2/3) vote; or
 - c. Petition signed by at least fifty percent (50%) of the membership in good standing. Such petition shall be presented to the Executive Board. The petition must include the text of the proposed referendum and, if a Constitutional amendment, the Article of the Constitution that it amends.
2. The Executive Board shall distribute copies of the proposed referendum, including announcements of voting, to the membership within twenty (20) school days after the referendum has been proposed by or to the Executive Board.
3. Voting, by secret ballot, shall take place in each school within ten (10) days after the proposed referendum as been distributed to the members.
4. A two-third (2/3) vote of those returned ballots shall be necessary to approve a referendum, providing at least sixty percent (60%) of the membership returns valid ballots.

ARTICLE XIII COLLECTIVE BARGAINING

Article XIII Fair Practices

1. The Levittown United Teachers agrees to maintain its eligibility to represent all members of the bargaining unit by continuing to admit persons to membership in the Levittown United Teachers without discrimination on the basis of creed, color, national origin, sex or marital status.
2. The Levittown United Teachers agrees to fairly represent all members of this bargaining unit.

Section II Grievance Procedures

All grievances shall be processed by a Grievance Committee.

Section III Grievance Committee

1. The grievance committee shall consist of the President and as many members in good standing as are appointed by the President and approved by the Executive Board.
2. The grievance committee shall choose its chairperson
3. The duties of the grievance committee are:
 - a. To represent and counsel any member of the bargaining unit in grievance matters.
 - b. To have the chairperson of the committee inform the President, if the President is not the chairperson, of each request for counsel and representation by a member of the bargaining unit; an account of the actions of the chairperson or members of the committee shall be presented to the President, if the President is not the chairperson; confidential matters may be omitted from said accounts;
 - c. To process grievances in accordance with the procedures established in the contract;
 - d. To have the chairperson make recommendations of the Executive Board, if all attempts to resolve the grievance have failed, on whether or not to take a grievance to arbitration; the Executive Board will then vote for or against going to arbitration.
 - e. To have the chairperson make an annual report to the general membership at a membership meeting, the report shall state the number of grievance cases processed and violations of grievance procedures, if any, by School Board members, administrators or parents; details of grievance cases processed shall not be reported by the chairperson unless permission is granted, in writing, by the aggrieved individual/
 - f. To have the Building Representatives act as liaisons between the grievance committee and aggrieved members in each building;
 - g. To have the chairperson meet with his/her committee to instruct same in grievance procedures, counseling techniques and duties of representatives in grievance cases.

Section IV Negotiations Committee

1. The President of the L.U.T. shall be an ex-officio member of the negotiations committee.
2. Any member of the Local is eligible to serve on the negotiations committee.
3. The members of the negotiations committee shall be appointed by the President with the consent of the Executive Board.
4. The negotiations committee shall choose its chairperson.

5. The negotiations committee shall construct a proposed collective bargaining contract for negotiation with the School Board. Construction of the proposed contract shall be based upon proposals from any members of the Local.
6. The duties of the chairperson of the negotiations committee are:
 - a. To meet, along with his/her committee, with members or representative of the School Board and to present and negotiate upon the proposed contract and all items contained therein.
 - b. To present the proposed contract to the Executive Board for its approval prior to presentation to the full membership for its approval.
 - c. To have the proposed contract reproduced in sufficient quantities to provide one for every member of the Local. A printed memo of agreement must be in the hand so the members at least twenty-four (24) hours before a vote on ratification can be taken.
 - d. To submit the Executive Board-approved contract to the general membership for ratification by secret ballot.
 - e. If the contract is approved by majority vote, to arrange a meeting between the representative of the School Board, the President of the L.U.T. and one other Officer of the L.U.T. The purpose of said meeting will be to obtain the signatures of the necessary officials upon the approved contract.
 - f. To arrange with the School Board for publication of the contract which shall be given to each member of the Local with sufficient copies to be made available to all instruction employees of the District.