

**CONSTITUTION
OF THE
RONDOUT VALLEY FEDERATION
OF
TEACHERS AND SCHOOL RELATED PROFESSIONALS**

- I. NAME: Rondout Valley Federation of Teachers and School Related Professionals. To be hereafter also known as (RVF).
- II. AFFILIATION: The RVF shall be affiliated with the New York State United Teachers (NYSUT) and its National Affiliates.
- III. PURPOSES: The purpose of this organization shall be to:
 - A. Provide employment security for the membership of the RVF.
 - B. Negotiate bilateral working agreements with the Board of Education.
 - C. Promote the interest of public education.
 - D. Advance the standards of the Teaching Profession.
 - E. Advance the standards of School Related Personnel.
 - F. Encourage a better understanding and closer relationship among RVF members, community, Board of Education and administration.
- IV. MEMBERSHIP:
 - A. Membership in this Federation shall include all personnel within the community of interest of all bargaining units represented by the RVF as defined in the Public Employment Relations Law (Taylor Law), those being teachers, school counselors, occupational therapist, physical therapist, physical therapist assistant, social workers, speech language pathologists, athletic trainers, related service providers, sr. crisis intervention counselors, school to transition specialist, registered nurses, secretaries and paraprofessionals.
 - B. Membership in the RVF shall include membership in the New York State United Teachers and the American Federation of Teachers.
- V. OFFICERS: Officers of this Federation shall be President, First Vice-President (Organization), Second Vice-President (Educational Issues), Third Vice-President (Membership & Benefits), Treasurer, and Secretary.
 - A. In the event that the President is unable to complete their term of office, First Vice-President (Organization) shall assume the duties of President that year. The Second Vice-President (Educational Issues) shall assume the duties of the First Vice-President (Organization), and a new Second Vice-President (Educational Issues), shall be appointed by the Executive Committee.
 - B. Should the President and First Vice-President (Organization) be unable to complete their term of office, the line of succession to fulfill the duties of the vacated office of President shall be Second Vice-

President (Educational Issues), Third Vice-President (Membership & Benefits), Treasurer, and Secretary.

- C. In the event that an officer, except the President or First Vice-President (Organization), is unable to complete their term of office, the Executive Committee shall appoint a person for that office for the remainder of the term.

VI. DUTIES OF OFFICERS: The duties of officers shall be as follows:

A. President:

1. Shall serve as spokesperson, or be solely empowered to designate spokesperson, for the RVF.
2. Preside at all regular and special business meetings.
3. Preside at meetings of the Executive Committee.
4. Vote in case of a tie.
5. Organize an agenda for all business and Executive Committee meetings.
6. Call special meetings.
7. Annually appoint special committees with approval of the Executive Committee. In the event that the Executive Committee cannot meet in time for approving an appointment, the President may tentatively appoint members to committees pending approval at the next Executive Committee meeting.
8. Appoint, with the approval of the Executive Committee, the trustees of the Rondout Valley Employees Benefit Trust in accordance with the Document of Trust. The President shall serve as a trustee.
9. Act as chairperson of each negotiations committee or defer to ARTICLE XV, B3.
10. Annually, with the First Vice-President (Organization), appoint standing committee members.
11. Serve as ex-officio member of all committees.
12. Annually appoint a parliamentarian who will act as final authority on all questions of parliamentary procedure who will act as final authority on all questions.
13. Represent the RVF at conventions of organizations with which it is affiliated with the approval of the Executive Committee.
14. Annually appoint a Grievance Chairperson with the approval of the Executive Committee.
15. Annually appoint a newsletter editor in chief with the approval of the Executive Committee.
16. Annually appoint a political action coordinator with the approval of the Executive Committee.
17. Annually appoint a COSH chair with the approval of the Executive Committee.

18. Fulfill such other duties as their office requires and as are consistent with this constitution.
19. Act as custodian of all official RVF files.
20. Remove appointees for reasons of gross negligence or violations of the duties of the position as prescribed by the President and the Executive Committee with the approval of the Executive Committee.

B. First Vice-President (Organization):

1. Preside at meetings in the absence of the President.
2. With the President, appoint standing committee members.
3. Chair nominating committee.
4. Chair voting and tabulation committee, excepting the First Vice-President tabulation vote
5. Comply with ARTICLE V.
6. With the approval of the President, attend all the meetings of the Negotiations Committee and report to the Executive Committee.
7. Carry out other duties as directed by the President as they are consistent with this constitution.

C. Second Vice-President (Educational Issues):

1. Serve as RVF Representative to the District-wide Improvement Team and report to the President and Executive Committee.
2. Serve as resource on educational issues.
3. Sub-Chair nominating committee.
4. Sub-Chair voting and tabulation committee, excepting the Second Vice-President tabulation vote.
5. Comply with ARTICLE V.
6. Carry out other duties as directed by the President as they are consistent with the constitution.

D. Third Vice-President (Membership & Benefits):

1. Serve as membership chairperson and as such provide Building Representative with a roster of members in good standing.
2. Serve as a resource on RVF, NYSUT, and AFT Member Benefits.
3. Chair Constitution and Bylaws committee
4. Comply with ARTICLE V.
5. Carry out other duties as directed by the President as they are consistent with this constitution.

E. Treasurer:

1. Collect all dues, service fees and other revenues and

- transfer those necessary dues payment to RVF affiliates.
2. Keep a record of the financial status of the Federation and report monthly to the Executive Committee.
 3. Treasurer will prepare the annual budget for presentation to the executive committee by April's executive committee meeting.
 4. The treasurer shall present the proposed budget at the annual general membership meeting.
 5. Comply with ARTICLE V.
 6. Process disbursement vouchers and issue checks as authorized by the President as it is consistent with this constitution.
 7. File all financial records of the Federation in the RVF office file.
 8. Secure an annual external audit to be made available to the Executive Committee.
 9. Have the financial records available for an internal audit to be done by an Ad Hoc Committee in December and June.
 10. Carry out other duties as directed by the President, as they are consistent with this constitution.

F. Secretary:

1. Keep an accurate record of all regular and special meetings of the Federation.
2. Keep an accurate record of all meetings of the Executive Committee including attendance.
3. Carry on all necessary correspondence, including managing RVF mailings (regular or electronic) as requested by the officers.
4. File copies of all correspondence and meeting minutes in the official RVF file.
5. Administer and record RVF representative oaths of office.
6. Comply with ARTICLE V.
7. Carry out other duties as directed by the President as they are consistent with this constitution.

VII. NOMINATIONS OF OFFICERS:

Nominations for officers shall be made by the Nominations Committee at the regular business meeting to be held in April. Additional nominations may be made from the floor at this meeting only after which nominations are closed.

VIII. VOTING FOR OFFICERS:

A. Voting for officers shall be held on the same day in individual

buildings no sooner than fifteen working days after the nominations are closed.

B. All officers shall be elected by secret ballot.

C. There shall be a provision for a write-in procedure.

IX. TERMS AND CONDITIONS OF OFFICE:

A. The terms of office shall be two years.

B. The terms of office shall commence on July 1 and end on June 30.

C. All RVF officers must take and adhere to an oath of office by September 30 of each year.

X. REMOVAL FROM OFFICE:

Whenever a two-thirds (2/3) majority of the total general membership shall decide by vote (at a meeting called according to Article XVII) that an officer is unable to serve, or has been grossly negligent, or has been in violation of the duties prescribed in the Constitution the office shall be declared vacant.

XI. BUILDING REPRESENTATIVES & UNIT REPRESENTATIVES:

A. Each building or unit, regardless of total membership in that building or unit, shall be entitled to a minimum of one (1) representative (herein after B.R. or U.R.).

B. Each building shall have one senior B.R. In those buildings where there is more than one B.R. the Senior B.R. shall be determined by seniority in the Executive Committee. Should the most senior B.R. decline the position, then a consensus agreement among the representatives in the building shall determine the Senior B.R.

C. There shall be one (1) retiree RVF member, to be appointed by the President before September 1, for a one-year term as a non-voting member.

D. All terms shall be for one year.

E. The terms of office shall commence on July 1 and end on June 30.

F. All B.R. & U.R. must take and adhere to an oath of office upon election.

XII. DUTIES OF THE B.R. AND U.R.:

A. Attend monthly executive meetings and special meetings as called by union officers, as voting members, of the Executive Committee.

B. Represent the concerns of the members in their building or union and bring these concerns to the Executive Committee for consideration.

C. Be a member of the RVF Grievance Committee when required by the Grievance Chair.

D. Police the contract in their building or unit.

E. Hold monthly building or unit meetings and distribute information as

- required by the President or the Executive Committee.
- F. Carry out specific instructions of the Executive Committee.
- G. Supervise all elections in their building or unit

XIII. VOTING FOR BUILDING AND UNIT REPRESENTATIVES:

Members in each building shall elect their respective Building Representative(s) on the basis outlined in the by-laws, for a term of one year. The voting shall take place in each building by June 15, and after election of officers has taken place. Each affiliate unit shall elect its Unit Representatives according to this Constitution's By-Laws. Unit representatives for each unit shall be elected by that unit only.

XIV. DELEGATES to New York State United Teachers & American Federation of Teachers:

- A. Each year members of the Rondout Valley Federation of Teachers and School Related Personnel will elect delegates and alternates to AFT and to the NYSUT Representative Assembly according to the constitution of these organizations. The number of delegates elected will be determined by AFT and NYSUT based on membership.
- B. It will be the duty of NYSUT delegates and alternates to attend monthly meetings of the NYSUT Election District No. 13 – the annual NYSUT Representative Assembly and report on an as needed basis to the President or the Executive Committee.
- C. It will be the duty of the AFT delegates to attend AFT conventions. Delegates will be sent to the AFT Convention when deemed appropriate by the Executive Committee.
- D. Election for NYSUT delegates will be held no later than June 15. One delegate will be elected each year for a three-year term. One alternate will be elected each year for a one-year term.
- E. Election for AFT delegates will be held no later than June 15.
- F. The term of office shall commence on July 1 and end on June 30.

XV. COMMITTEES:

- A. Executive Committee: This Committee shall be the governing body of the organization.

The major functions of this committee shall be:

1. To provide leadership in the implementation of the goals of the organization.
2. To prepare the annual budget.
3. Discuss items for the agenda of all business meetings.
4. Approve the Presidential appointment of officers and committee members to complete the unexpired terms of those unable to complete their terms of office.
5. Approve the monthly treasurer's report.
6. Approve the minutes of executive meetings.

7. Do all things necessary and proper to further the interests of the members of the RVF.
8. Approve Presidential appointments.
9. Approve dismissal of Presidential appointees for reasons of gross negligence or violations of duties of the position as prescribed by the President and the Executive Committee.

Membership of the Executive Committee shall consist of:

1. Executive officers of the RVF.
2. Elected representatives from the various building units and affiliate units on the basis of a representation ratio, which will be reviewed annually by the Executive Committee as outlined in the By-Laws.
3. The immediate Past-President of the RVF if they are a member in good standing.

B. Negotiations Committee:

The duty of these committees is to negotiate under the auspices of the Executive Committee, satisfactory bilateral agreements with the Board of Education for the various units represented by the RVF.

1. Membership of these committees shall be apportioned throughout the district according to affiliate units as outlined in the By-laws.
2. The Executive Committee of the RVF will be responsible for periodic evaluation of the formula to make certain that all affiliate units are equitably represented.
3. The chairperson of these committees shall be the President of the RVF. However, should the President decline to chair any of these committees, they shall either:
 - a. Appoint a chairperson whose designation shall be considered and approved by the Executive Committee.
 - b. Direct the Negotiation Committee to elect a chairperson from its own body subject to approval by the Executive Committee.

C. Grievance Committee:

The duty of this committee is to investigate all complaints, file appropriate grievances, and carry them through the grievance procedures as outlined in each affiliate's Agreement with the District under the direction of the Grievance Chairperson.

D. Standing and Ad Hoc Committees:

Standing and Ad-Hoc committees shall be established as needed and shall operate under the direction of the Executive Committee.

XVI. MEETINGS:

The time and place of all general membership meetings and all meetings

of the Executive Committee shall be decided upon by the President. There shall be a minimum of one regular business meeting per school year. Additional meetings may be called by the President as dictated by the operational needs of the Federation.

XVII. REQUESTED MEETING:

Upon written request of twenty percent (20%) of the members of the Federation, the President shall be obligated to call a special business meeting for the purpose of issues stated in the request.

XVIII. QUORUM:

A quorum for all regular and special business meetings, or one called for on written request as outlined in Article XVI, shall consist of fifteen percent (15%) of the members of the Union. A quorum for all committee meetings shall consist of one-third (1/3) of the members of that committee. With exception to contract ratification which will require 33% of contract members.

XIX. ELIGIBILITY FOR VOTING:

Only dues-paying members shall be eligible to vote at all business meetings, building or unit meetings, and in all appropriate elections. There shall be no absentee ballots. Service fee payers and Affiliate members shall not be eligible to vote.

XX. PROTECTION OF RIGHTS OF MEMBERS:

- A. Every member in good standing 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.
- B. No member may be fined, suspended, expelled, or otherwise disciplined (except for non-payment 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.
- C. This organization shall show no discrimination toward any individuals on the basis of sexual orientation, gender identity, racial identity, national origin or political activities and belief.

XXI. DUES:

- A. All RVF members shall pay local dues as determined by the Executive Committee when it constructs the annual budget, subject to the final approval by the membership.
- B. The dues of those who join the RVF, after the first day of the school

year because their employment in the district started late in the year, shall be prorated 1/21 of the annual dues. The annual dues will be deducted from each paycheck, beginning with the first check received by the new employee.

XXII. FISCAL YEAR:

The fiscal year shall run from July 1 to June 30.

XXIII. AUTHORITY:

Parliamentary authority for all Federation meetings shall be Robert's Rules of Order.

XXIV. AMENDMENTS:

Amendments to this constitution may be made as follows:

- A. Proposed amendments to this constitution shall be initiated by the Executive Committee or by written petition signed by 1/3 of the membership of the RVF.
- B. Proposed Amendments will be distributed at a full membership meeting to be held at least fifteen (15) days prior to the vote on the proposed amendment. Ample copies of the proposed amendment shall be sent to each building.
- C. A two-thirds (2/3) vote of the ballots cast shall be required to pass a proposed amendment.
- D. The vote on a constitutional amendment shall take place in the individual building units, by secret ballot, on the same day.

XXV. PUBLICATION:

- A. Approval by the Executive Committee shall be required for use of the Federation name in promoting or advertising functions.
- B. If any member shall falsely represent this Federation, they shall lose their right to attend any or all business meetings and if currently serving as an officer, committee member, or appointee, they shall forfeit their right to serve.

XXVI. BYLAWS:

Changes in or additions to the bylaws may be made at any regular or special business meeting by making available to each member present a written copy of the proposed change or addition. The change or addition shall be passed if two-thirds (2/3) of those present and voting approve it.

BYLAWS
OF THE
RONDOUT VALLEY FEDERATION
OF
TEACHERS AND SCHOOL RELATED PROFESSIONALS

I. B.R. and U.R. REPRESENTATION

A. Buildings:

The formula for building representation on the Executive Committee shall be one (1) Building Representative for each fifty (50) members or major part thereof for the following buildings:

1. Each building in which RVF members are assigned.

Regardless of population, the District Office will be entitled to a minimum of one representative.

B. Affiliate Units:

The formula for Unit Representation on the Executive Committee shall be one Unit Representative for each fifty (50) RVF members or major part thereof for the following units:

1. Secretaries
2. There shall be at least one (1) Teacher Unit Representatives for the High School and one (1) Teacher Unit Representative for each other district school building
3. There shall be one (1) Unit Paraprofessional Representative from the Middle School – High School campus and one (1) from the Elementary Level

C. In the event that a designated position is not filled by election, it may be filled by any RVF member in good standing, in that building, as appointed by the President with the approval of the Executive Committee.

II. NEGOTIATIONS COMMITTEE:

Each Unit shall elect its own bargaining team according to the following formula:

A. Teacher Unit

1. One representative from each building will be elected by the

constituents of that building for each 40 teacher unit members or major part thereof for a term starting no later than January 1 of each expiration year, and ending with the ratification of the contract by all parties.

2. Each building regardless of total teacher unit membership in that building shall be entitled to a minimum of one representative to the bargaining team.

B. School Related Professional Units:

1. At least three representatives from the Secretarial Unit for a term starting no later than January 1 of each expiration year, and ending with the ratification of the contract by all parties.
2. At least three representatives from the Paraprofessional Unit for a term starting no later than February 1 of each expiration year, and ending with the ratification of the contract by all parties.
3. The elected Unit Representative from each unit shall serve as an additional voting member of that unit's negotiations committee.

III. There shall be no petitions required for any RVF office except in those cases where a petition is mandatory under election rules or laws over which the RVF has no control.

IV. SCHEDULE OF COMPENSATION:

A. RVF members who are holders of the following positions shall receive from the RVF treasurer the amounts of money as indicated in the annual budget in two prorated payments to be made in December and June for each year.

B. Executive committee members must fulfill their oath of office in order to receive compensation.

President
First Vice-President (Organization)
Second Vice-President (Educational Issues)
Third Vice-President (Membership & Benefits)
Treasurer
Secretary
Grievance Chair
COSH Chair
Newsletter Editor in Chief
One Newsletter Formatting Editor
One Newsletter Assistant Editor
Political Action Coordinator
Unit Reps
Building Reps

C. The negotiations Chairperson for each unit negotiation team shall receive the amount of money as indicated by the annual budget.

The indicated amounts shall be paid on signing the contract.

D. In the event that the holder of any of the aforementioned positions does not complete the full term, or serves concurrently in two positions, the Executive Committee shall decide on equitable compensation.

V. COMMUNICATION (Internal):

Copies of minutes of the Executive Committee meetings shall be available in each building after being approved at a formal meeting of the Executive Committee.

VI. AFFILIATE MEMBERSHIP:

The Executive Committee shall establish local affiliate non-voting membership dues for retirees and those members on unpaid leave of absence who wish to keep their RVF, NYSUT, and AFT membership status intact.