

CAPITAL REGION BOCES



FACULTY ASSOCIATION

CONSTITUTION

Revised 2013
Revised 2003

CONTENTS

	PAGE
ARTILCLE I – NAME	4
ARTICLE II – PURPOSE	4
ARTICLE III – MEMBERSHIP	4
ARTICLE IV – OFFICERS	5
ARTICLE V – EXECUTIVE BOARD	5
ARTICLE VI – REPRESENTATIVE COUNCIL	5
ARTICLE VII – AFFILIATION	6
ARTICLE VIII – CHAPTERS	6
ARTICLE IX – AMMENDMENTS	6

BYLAWS

Article I Meetings	7
Article II Quorum	7
Article III Duties and Powers of Officers	8
Article IV Duties and Power of the Executive Board	11
Article V Representative council	12
Article VI Committees	13
Article VII Nominations and Elections	13
Article VIII Authority	14
Article IX Amendments	14

POLICIES

1	Stipends	15
2	Election of Delegates to ED #10	15
3	Election of Delegates to AFT	15
4	Establishment of Savings Account	15
5	Changing of Policy	16
6	New Business at Representative council	16
7	Representative Council Agenda	16
8	Operating Procedures	16
9	Membership List	16
10	Election Procedure	16
	Balloting Counting Flow Chart	17
11	Separation of Committees	18
12	Budget Committee	16
13	Audit Committee	18
14	Adjournment Time	18
15	Procedure for Motions	18
16	Dues for On Leave	18
17	Student Incentive Award	18
18	Mileage Reimbursement for Reps	19
19	Memorial for Deceased Members	19
20	Communications Committee	19

Constitution of the Capital Region BOCES Faculty Association

ARTICLE I

NAME

The name of this organization shall be the
Capital Region BOCES Faculty Association

ARTICLE II

PURPOSES

- Section 1 To work for the advancement of education and the improvement of instruction
- Section 2 To develop and promote the adoption of such ethical practices and standards of preparation and participation as mark a professional
- Section 3 To unify and strengthen the educational environment
- Section 4 To enable members to speak with a common voice on matters pertaining to the education environment and on issues of employment
- Section 5 To promote the occupational welfare and working conditions of the membership

ARTICLE III

MEMBERSHIP

- Section 1 Active membership in the Association shall be open to employees of the Capital Region BOCES with the exception of those people engaged in supervisory, administrative and evaluation functions.
- Section 2 Active membership shall be continuous until the member
- a) Leaves the BOCES
 - b) Resigns from the Association
 - c) No longer pays active dues
- Section 3 Active members of this organization are also members of the New York State United Teacher and its affiliates
- Section 4 According to procedures adopted by the Representative Council, the Representative Council, upon recommendations of the of the Association Executive Board may reinstate a member who has previously been suspended or expelled from the Association.
- Section 5 Present members, upon retirement, may continue as a member of a Retiree Chapter (when established)
- Section 6 At present previously employed members may retain Benefit Trust coverage by becoming an associate member of NYSUT. Interested parties may contact NYSUT directly.
- Section 7 Only active members of the Association may:
- 1) Be elected to an office
 - 2) Be a NYSUT delegate
 - 3) Be an AFT delegate
 - 4) Be elected to the Representative Council

ARTICLE IV

OFFICERS

The officers of this organization shall be a president, a vice president, chapter vice presidents, a secretary, and a treasurer.

ARTICLE V

EXECUTIVE BOARD

Section 1 The Executive Board shall consist of the officers of this Association and the following:

- Grievance Coordinator
- Membership Coordinator

It shall be the executive authority of the Association.

Section 2 Whenever a majority of the Executive Board or Representative Council shall agree that an officer or a member of the Representative Council has been grossly negligent of the duties defined in the by-laws, or is incapacitated, they shall recommend to the Representative Council that the office be declared vacant if the Council so votes, by two-thirds majority.

Section 3 A walk in election shall be held within 30 days, to fill the unexpired term.

ARTICLE VI

REPRESENTATIVE COUNCIL

Section 1 The Representative Council shall be the legislative and policy forming body of the Association.

Section 2 The Representative Council shall consist of the Executive Board and Representatives elected on the basis of the one representative for every twelve members or the majority portion thereof, this being defined as seven or more. Election of Representatives will be held in September, with Representatives beginning their term in October. Additional Representatives will be presented by Chapter Vice Presidents and appointed by the President.

Section 3 For every twelve members of the Career and Technical Education Teachers Chapter or major portion thereof, one member shall be elected to the Representative Council.

Section 4 For every twelve members of the Special Education Teachers Chapter or major portion thereof, one member shall be elected to the Representative Council.

Section 5 For every twelve members of the Teaching Assistant/Teacher Aide Chapter or major portion thereof, one member shall be elected to the Representative Council.

Section 6 For every twelve members of the Service Chapter or major portion thereof, one member shall be elected to the Representative Council.

Section 7 Any member of the Association who is not a member of the Representative Council may attend its meetings and may receive permission to speak.

ARTICLE VII

AFFILIATION

The affiliation of this organization shall be with the New York State United Teachers and its affiliates.

ARTICLE VIII

CHAPTERS

Section 1 A chapter will represent its members within the Association

Section 2 Active Membership

a) Career and Technical Education Teachers Chapter

Active membership in this organization shall be open to all eligible members of the Teachers' Bargaining Unit who work in the Career and Technical Education Division as defined in the recognition clause of the chapter contract.

b) Service Chapter

Active membership in this organization shall be open to all eligible members of the Service Bargaining Unit as defined in the recognition clause of the chapter contract.

c) Teaching Assistant / Teacher Aide Chapter

Active membership in this organization shall be open to all eligible members of the Educational Assistant Bargaining Unit as defined in the recognition clause of the chapter contract.

d) Special Education Teachers Chapter

Active membership in this organization shall be open to all eligible members of the Teachers' Bargaining Unit who work in the Special Education Division and School Support Services Division as defined in the recognition clause of the chapter contract.

ARTICLE IX

AMENDMENTS

Amendments to this constitution may be made by a two-thirds majority vote of the members present, providing there is a quorum, after the proposed amendment has been recommended by two-thirds of the members of the Executive Board. Copies of the proposed amendment must be distributed to the membership at least two weeks prior to the vote.

BYLAWS

ARTICLE I

MEETINGS

Section 1 Executive Board

A mandatory meeting of the Executive Board shall be called by the President once every month August through June. He/she may also call a meeting at his/her discretion. At the written request of at least two members of the Board, he/she must call a meeting.

Section 2 Representative Council

A mandatory, meeting of the Representative Council shall be called by the President at least once every school month. Meetings shall be conducted at the call of one of the following:

- a) The President
- b) Upon written request to the Executive Board from at least three members of the Representative Council
- c) By any member upon written request to and approval of the Executive Board.

The Executive Board shall prepare the agenda for each Council Meeting and circulate it to all members of the Representative Council. Agenda's shall be sent to Reps at least one week prior to the meeting, giving them time to discuss them with their chapter members in advance.

Section 3 General Membership Meetings

The Executive Board shall call at least two meetings of the general membership each year scheduled as follows:

- a) During the month of September
- b) In the spring, at the discretion of the President

ARTICLE II QUORUM

Section 1 Executive Board Meetings

The Executive Board quorum shall consist of two-thirds of all members.

Section 2 Representative Council Meetings

The Representative Council quorum shall consist of 50% of its possible Representative Membership, provided that at least one Representative from each Chapter is present.

Section 3 General Membership Meetings

- a) The General Membership Quorum shall consist of 20% of all members.
- b) A majority of the members present will rule in deciding questions before them.

Section 4 Chapter Meetings

- a) The Chapter Meetings quorum shall consist of 20% of all chapter members.
- b) A majority of the members present will rule in deciding questions before them.

ARTICLE III

DUTIES AND POWERS OF OFFICERS

Section 1 President

- a) 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. The President shall serve as first delegate to the NYSUT Representative Assembly.

In addition to those duties outlined above the President shall:

1. Work to ensure that the Executive Board and Representative Council act consistently with the policies of NYSUT and AFT regarding three-way unification
2. Work to ensure adequate representation at NYSUT and AFT conventions
3. Be consistent with Roberts Rules of Order, and allow issues to come before the Representative Council
4. Work to ensure that all member of the Executive Board are kept informed and abreast of all issues between the Association and the District
5. The President alone has the authority to sign Memorandum of Agreements and Memorandum of Understandings on behalf of the Association

The President shall not:

1. Sign any Memorandum of Agreement or Memorandum of Understanding with the Employer without the advice and consent of the Executive Board and the affected Chapter Vice President.
 2. Support or promote any activity that would knowingly jeopardize the three-way unification of the Association.
- b) The President shall preside over meetings of the Executive Board, Representative Council, General Membership and shall appoint the chairpersons and members of committees.
- c) With the approval of the Executive Board, the President shall appoint a Parliamentarian.
- d) Whenever the office of President shall become vacant, the Vice-President shall assume the presidency. A special general election will be conducted by the Representative Council to fill the unexpired term of the office of Vice-President.

Section 2 Vice-President

- A. The Vice-President shall perform the functions usually attributed to the office and shall assume the duties of the President during his/her absence. He/she shall serve on committees as directed by the President, except nominations, auditing, and election committee, and shall oversee the operation of each committee he/she serves on and report to the Executive Board.
- B. In addition to those duties specified above, the Vice President will:
- 1) Reports (where appropriate) are submitted at Representative Council by committee chairpersons
 - 2) Maintain effective communication with the President to stay abreast of issues

Section 3 Secretary

- A. The Secretary shall keep accurate minutes of all meetings of the Executive Board and Representative Council and maintain the official Association files (e.g., Negotiations, Grievance, Election, etc.), which shall be kept in the Association office file.
- B. In addition to those duties outlined above, the Secretary will:
- 1) Work to ensure that copies of the Executive Board meetings are available for distribution at Representative Council. These minutes will contain attendance and records of all discussions and motions voted on.
 - 2) Read back to the Representative Council, prior to any vote, any motion to be acted on and insure its accuracy.
 - 3) Maintain a Motion Log of all motions made at Representative Council
 - 4) Working with the Chapter Vice Presidents and the Membership Chairperson, NYSUT printout and bargaining unit eligibility lists from the district, generate and accurate membership list by unit, (Verify member's name, address, and telephone numbers using reps.
 - 5) Shall maintain the Association file of correspondence and assist the President with Association correspondence.
 - 6) Be responsible for mailing/emailing minutes and agenda to the Membership Chairperson at least eight days prior to meetings.
 - 7) Work to ensure that each chapter has the appropriate number of Representatives and keep attendance records at Representative Council meetings. Inform the Chapter Vice Presidents and the Association President when 2 absences occur.
 - 8) Be responsible, with assistance from the Treasurer, for the annual Agency Fee mailing

Section 5 Treasurer

The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Representative Council. He/she shall maintain a role of the members and collect dues and, or special fees. He/she shall keep accurate accounts of receipts and disbursements, shall report to each meeting of the Representative Council, and shall arrange for an annual audit by an outside accounting firm and report the results to the Executive Board and the Representative Council. He/She shall keep the President and the Executive Board informed of the financial condition of the Association. He/she shall be bonded at the Association's expense.

Section 6 Chapter Vice Presidents

The Chapter Vice President of each chapter shall:

- A) Serve as a member of the Executive Board
- B) Chair meetings of the appropriate chapter
- C) Serve as a liaison to expedite communications between the President of the Association and the members of the Representative Council and with members of each chapter as needed.
- D) Shall be responsible for the election of Representative Council members for his/her chapter in the month of September.

In addition to those duties specified above, the Chapter Vice President will:

- 1) Provide representation when requested
- 2) Work to ensure membership lists are accurate and up to date, and actively enroll new members. (Coordinate with Membership Chairperson and Recording Secretary)
- 3) Work to ensure members are represented, one representative for every 12 members or majority portion thereof, being defined as 7.
- 4) Work to ensure that Representatives are in contact with their constituents with regard to upcoming council agenda items.
- 5) Work to insure through reps that volunteers are available for:
 - a. Grievance Committee
 - b. Negotiations Committee
 - c. Other Committees e.g.
 - Nominations
 - Elections
 - Audit
 - Budget
 - Philanthropic
- 6) Conduct unit meetings as necessary
- 7) Work to ensure that every member of the unit has a constitution, a contract and is aware of their rights as an association member.
- 8) Set up a phone tree to ensure accurate and timely contact with all unit members.
- 9) Attend all Executive Board meetings unless excused.
- 10) Chapter Vice Presidents shall select negotiating teams. Negotiating teams shall consist of unit members and may include not more than 1/3 membership from other units. The President with Executive Board approval shall make appointment to the Negotiating team.
- 11) Work to ensure that each chapter has the appropriate number of Representatives and keep attendance records at Representative Council meetings. Inform the Chapter Vice Presidents and the Association President when two absences occur.

Section 7 Terms and Succession

Officers

Officers shall serve for a term of two years and may be reelected for consecutive terms with no term limits. Officer's term of office shall begin on July 1 and end on June 30.

ARTICLE IV

DUTIES AND POWERS OF THE EXECUTIVE BOARD

Section 1 The Executive Board shall be responsible for the management of the Association, approve expenditures to the amount of \$300, carry out authorized policies established by the Representative Council, report its transactions to the Representative Council members, and suggest policies for consideration by the Council.

The Executive Board shall authorize the Negotiating Team from any bargaining unit to enter into negotiations regarding a particular issue.

- Section 2 The Executive Board at its August meeting shall provide a plan for election of Representatives.
- Section 3 The Executive Board shall be responsible for the programs of the Association as determined by the policies established by the Representative Council.
- Section 4 Powers not delegated to the Representative Council or other groups in the Association shall be vested in the Executive Board.
- Section 5 The officers shall attend the scheduled meetings of the Executive Board unless excused by the President. After two unexcused absences of an officer, a two-thirds majority vote of the Representative Council may declare the seat unfilled and call for an election to fill out the unexpired term.
- Section 6 Grievance Coordinator shall:
1. Organize a Grievance Committee consisting of at least one member from each bargaining unit.
 2. Chair Grievance Committee meetings and submit a monthly report to the Executive Board and Representative Council of all grievances in process. This report shall include the contract violated, the article and section and the present stage.
 3. Work to ensure each member of the committee has a copy of all three bargaining unit contracts and is made aware of contractual language that is common to all.
 4. Work to schedule yearly grievance process training sessions using NYSUT field staff.
 5. Attend all formal grievance hearings along with the grievant.
 6. Maintain a grievance file and keep it up to date.
 7. Start a grievance time line calendar, to ensure that filing dates are complied with and none are missed.
 8. Work to ensure the Chapter Vice President is informed of all contractual problems so these issues are addressed in negotiations.
- Section 7 Membership Coordinator shall:
1. Be responsible for a welcoming letter (approved by the Executive Board) to act as an introduction to the Association and should include a brief description and should act as an invitation to join.
 2. Maintain membership lists and agency fee lists. Maintain communication with business office, and all Chapter Vice Presidents, and Secretary, to ensure accuracy of lists.
 3. New members will be informed of any new member workshops such as NYSUT's New Teacher Workshop and work to coordinate their attendance.
 4. Work with Executive Board to develop New Member programs.
 5. Be responsible for monthly reports to the Executive Board and the Representative Council.
 6. With information supplied by the Chapter Vice Presidents, generate an up to date, accurate and complete Representative Council list.
 7. Draw up and distribute a Representative Council telephone list to be available to the Executive Board.
 8. Work to ensure that each Chapter has the appropriate number of Representatives and keep attendance records at Representative Council meetings. Inform the Chapter Vice Presidents and the Association President when 2 absences occur.
 9. Take roll call and determine and announce quorum prior to the start of meetings.
 10. Be responsible for mailing/emailing minutes and agenda to Representatives at least one week prior to Rep Council prior to meetings.

Section 8 No member of the Executive Board shall become involved, either directly or indirectly in any activity that would jeopardize the three-way unification of the Association.

ARTICLE V

REPRESENTATIVE COUNCIL

Section 1 The Representative Council shall:

- a) Approve the budget
- b) Annually set and accept the dues for the Association
- c) Approve all expenditures other than those set by the budget, by policy statements or by the Executive Board
- d) Act on reports of committees
- e) Approve resolutions and other policy statements
- f) Communicate with those they represent

Section 2 Representatives shall attend the regular meetings of the Representative Council unless excused by the President. After two unexcused absences of a Representative, a two-thirds majority vote of the Representative Council members present provided there is a quorum may declare the seat unfilled.

Section 3 The Representative may call meetings of those Association members whom he represents to discuss Association business and work to enroll non-members and shall maintain communications with his/her constituents.

Section 4 Members of the Representative Council will serve from October 1 to September 30.

ARTICLE VI

COMMITTEES

Section 1 The President shall appoint such committee chairpersons and members as are necessary to carry out the program of this Association.

Section 2 Each committee shall meet regularly according to a calendar developed by the committee chairperson and may hold special meetings at the call of the chairperson.

Section 3 Each committee shall keep a continuing record of activities and procedures. The chairperson shall report as necessary to the Executive Board and shall prepare an annual written report summarizing gains and unmet goals which the Executive Board shall distribute to the members and which shall become a part of the continuing committee record in the Association file.

Section 4 Each year the President shall appoint an election committee, an audit committee and a budget committee. These committees shall operate according to rules approved by the Representative council. No officer of the Association shall serve on either the election committee or the audit committee.

Section 5 The following shall be defined as standing committees:

- | | | | |
|-----------|------------|-------------|----------|
| Grievance | Nominating | Negotiation | Election |
| Budget | Membership | Audit | |

The Chairperson and Members of all committees shall serve from October 1st to September 30th.

ARTICLE VII

NOMINATIONS/ELECTIONS

Section 1 **Nominations**

- a) The Nominating Committee, in February of an election year shall in writing, poll the Membership for candidates for President, Vice-President, Chapter Vice-Presidents, Recording Secretary, Corresponding Secretary, Treasurer and Delegates.
- b) The Chairperson of the Nominating Committee shall report all nominations to the Representative Council at the March meeting. At that time, he/she shall deliver the Election Committee Chairperson brief information on each candidate.
- c) The Election Committee will include on its ballot a brief resume of each candidate as provided by the Nominating Committee.

Section 2 **Balloting**

- a) Voting shall be conducted by secret ballot during the month of April. Format is outlined in Policy #10 – Election Procedure or as determined by the Rep Council.
- b) Newly elected officers, between May and July 1, shall prepare with current officers, to assume their duties.
- c) In May, the Election Committee shall issue a report to the Representative Council including the following:
 1. A copy of the ballot
 2. A copy of the candidates resumes
 3. A tally of the election results over the signature of the Election Committee members.
- d) The actual ballots returned and counted shall be forwarded by the Election Committee Chairperson to the Recording Secretary. The Recording Secretary shall preserve the ballots as part of the official election file for a period of two years. The election file shall be available for inspection upon written request of any member and shall be kept in the Association office file.

ARTICLE VIII
AUTHORITY

Roberts Rules of Order most recent edition shall be the parliamentary authority for this Association on all questions not covered by the constitution and bylaws.

ARTICLE IX
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the membership present provided that:

- a) There is a quorum
- b) The proposed amendments have been previously studied by the Executive Board
- c) The members have had copies of the proposed bylaw amendment at least two (2) calendar weeks in advance of the vote

POLICIES

Policy #1 STIPENDS

Stipends shall be paid semi-annually and shall be as per current budget, approved by the Representative Council.

President**
 Vice President
 Special Education Teacher's Chapter Vice President
 Career and Technical Education Teacher's Vice President
 Teaching Assistant/Teacher Aide Chapter Vice President
 Service Chapter Vice President
 Secretary
 Treasurer
 Grievance Coordinator
 Membership Coordinator
 Newsletter Editors
 Webmaster

** In addition, the Association will incur the cost of a separate phone in the home of the President.

POLICY #2 ELECTION OF DELEGATES TO ELECTION DISTRICT #10

- a) The President shall be the first delegate.
- b) Election of delegate(s) shall be for a two-year term. Delegate is defined as the person who represents the Capital Region BOCES Faculty Association at all ED #10 meetings and conferences and who has the power to vote at the conferences. The alternate for the delegate, other than the President, shall be the person receiving the next largest number of votes in that election. The number of delegates shall be contingent upon the total active membership as defined by NYSUT policy.
- c) Delegates shall be elected as the same time as Officers, in the spring. Their term of office shall be from July 1 of the year elected until June 30, two years later.

POLICY #3 ELECTION OF DELEGATES TO AFT

- a) Election of delegates shall be for a (2) year term. Delegate is defined, as the person who represents the Capital Region BOCES Faculty Association at all AFT required meetings and who has the power to vote are the conferences. The number of delegates shall be contingent upon the total active membership as defined by AFT policy.
- b) Delegates shall be elected during opposite years as Officers, in the spring. Their term of office shall be from July 1 of the year elected until June 30, two years later.

POLICY #4 ESTABLISHMENT OF SAVINGS ACCOUNT

The Capital Region BOCES Faculty Association shall maintain a savings account in the First Teachers Credit Union.

At the end of each school year, the treasurer of The Association shall take all Association funds in excess of \$1,000 from the checking account, also in the First Teachers Credit Union and place them in the aforementioned savings account, CD, or other no risk financial vehicle at this or another institution with approval by the Executive Board.

These funds may be used for:

Cost of Arbitration

Carrying Association during periods of acute emergency and other items as deemed appropriate by the Representative Council acting with a majority vote.

The fiscal year for the Capital Region BOCES Faculty Association shall begin on July 1 and end the following June 30.

POLICY #5 CHANGING OF POLICY

Two-thirds of the Representative Council membership present provided there is quorum, acting consistent with the Capital Region BOCES Faculty Association Bylaws shall be necessary to effect a change in any policy once established.

POLICY #6 NEW BUSINESS AT REPRESENTATIVE COUNCIL MEETINGS

New Business - something that is not listed on Representative Council Agenda may be brought to table by a Council member.

POLICY #7 OPERATING PROCEDURES

This Policy is enacted in order to enable the Capital Region BOCES Faculty Association to be in the best position to protect the rights of all its members

1. Members should report concerns/issues directly to their Representative.
2. The Representative will notify the Chapter Vice President who will in turn notify the Grievance Coordinator if necessary.
3. In the event all of the above people are unreachable, the member should contact the NYSUT field office directly.

POLICY #8 MEMBERSHIP LIST

Membership list of Capital Region BOCES Faculty Association is not to be given to any other group nor is a member to use it for business or political purposes.

POLICY #9 ELECTION PROCEDURE

1. All ballots and returned envelopes will be color-coded as to chapter.
 - a) No member of a chapter can vote for a Chapter Vice President of another Chapter.
 - b) Will render that Chapter Vice President vote only invalid.
2. All ballots and returned envelopes will be randomly numbered to assured validity.
 - a) Duplicates will be invalid.
 - b) Master list of numbers and colors of ballots (not by name) to be made by the Election Committee chairperson.
3. Election Committee Members:
 - a) At least one member from each Chapter
 - b) To be chosen by the Chairperson
 - c) List to be ratified by the Representative Council/President

4. Ballots:

- a) All ballots to be opened at one time in the presence of all committee members.
- b) All ballots must be postmarked/received by set date (on ballot).

5. Counting

- a) The counting of ballots will follow the flow chart (see below).
- b) All ballots, envelopes and tally sheets will be given to the Recording Secretary to keep in our files.
- c) Discrepancy in tally sheets means a recount.

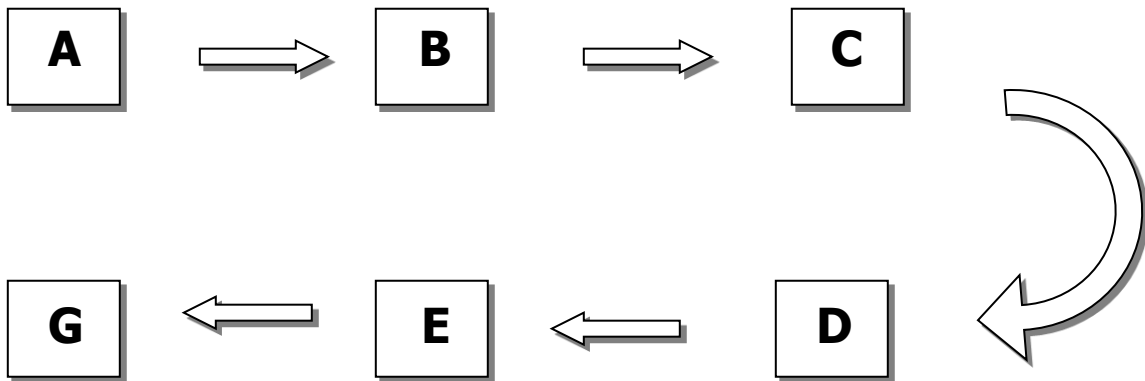
6. Invalid Ballots:

- a) Opened envelope prior to counting
- b) More than two vote/position
- c) Illegibility
- d) Not in by deadline
- e) Color and number do not match master list
- f) Majority of Election Committee members must agree

7. Results:

- a) The Election Committee chairperson will:
 - 1. Reports results at May Representative Council meeting
 - 2. Inform candidates as to win or lose
 - i. Records to be kept as to when and how
 - ii. Such records will become part of a report to the Representative Council
- b) The Election Committee members and observers will at no time reveal the number of votes or discrepancy of votes/position.
- c) All members will sign the results and a statement of secrecy.

BALLOTING COUNTING FLOW CHART



- A. Open with letter opener
- B. Chairperson:
 1. Check validity, duplicity (color, number)
 2. Oversee others
- C. Read votes:
 1. Legibility
 2. Correct Chapter Vice President vote
- D. Count votes
- E. Tally sheets
- G. Optional Recording Secretary:
 1. Accept all ballots, envelopes, tally sheets
 2. Transfer to files

POLICY #10 SEPARATION OF COMMITTEES

No member shall serve on both the Budget Committee and Audit Committee during the same term.

POLICY # 11 BUDGET COMMITTEE

All appropriate persons who need budget appropriations must submit their requests to the Budget Committee in writing by the February Representative Council meeting.

The Budget Committee will submit a proposed budget for the next school year to be approved by the Representative Council no later than the March Representative Council meeting.

If the budget is not approved, it will be revised and resubmitted at each Representative Council meeting until passed.

If the budget is not approved by the June meeting, the Association will follow a budget plan approved by the Executive Council.

POLICY #12 AUDIT COMMITTEE

The Audit Committee shall present a preliminary report to the Executive Board not later than the February meeting, along with its recommendation to the Budget Committee for the following year.

The final audit report of the Audit Committee will be presented to the Executive Board at its June meeting.

POLICY #13 ADJOURNMENT TIME

This policy requires the monthly representative Council meeting to be adjourned at 6:00 p.m. The meeting may be extended in increments of 15 minutes with the approval of the Representative Council

POLICY #14 PROCEDURES FOR MOTIONS

Motions made at Representative Council will be put in writing by the maker and given to the Secretary.

POLICY #15 DUES FOR ON LEAVE

Dues for on leave members amount to the total of the special NYSUT and AFT rate, plus \$10.00 per year for local expenses of the Association.

POLICY #16 STUDENT INCENTIVE AWARDS

A Scholarship Fund in the amount as stated in the current budget approved by the Representative Council shall be awarded to two dependents of Association members.(other than self) Such scholarships

shall be used for post-secondary education. One will be awarded on the basis of scholarship and one awarded on the basis of need. Selection to be made by the Student Incentive Committee based on application, and excluding member whose dependent has applied for said scholarship.

POLICY #17 CRBFA TRAVEL EXPENSE POLICY

All expense claims must be submitted to the treasurer for reimbursement on the appropriate expense claim form with original receipts attached.

All receipts must be submitted to the treasurer for reimbursement by June 30 of the fiscal year in which the expense occurred.

Mileage for union business which is incurred beyond the normal workday commute will be reimbursed by the association at the appropriate IRS standard mileage rate. Mileage claims must be submitted to the treasurer for reimbursement during the months of December and June. Conference transportation, including mileage expense, is exempt from the December/ June submission dates.

Mileage for BOCES business (ex. Health Insurance Committee, PDP, Labor Management, etc.) will not be reimbursed.

Example 1: Member attends meeting after work. The normal commute from school to home equals 10 miles. The commute from school to FA mtg., to home equals 16 miles. Member would be compensated for 6 extra travel miles.

Example 2: Member attends meeting during normal working hours, (3 miles) then returns to work (3 miles). Member would be compensated for round trip mileage expense (6 miles).

Example 3: Member attends meeting after normal work hours, or on the weekend. Member travels from home to meeting (10 miles), returns home (10 miles). In this example, round trip mileage (20 miles) incurred on behalf of the FA will be reimbursed.

At certain times, extraordinary expenses are anticipated (conventions, conferences, etc.). Advances are appropriate in these circumstances. Expenses incurred against these advances must be immediately substantiated with receipts. Any excess advance should be returned to CRBFA at this time or, conversely, any amounts due the traveler should be promptly reimbursed. At the end of the calendar year, if still not vouchered by the individual, the advance must be considered income and reported to the IRS.

Revised 5/08

POLICY #18 MEMORIAL FOR DECEASED MEMBERS

That deceased members be remembered on a plaque as a tribute to their memory.

POLICY #19 COMMUNICATIONS COMMITTEE

Mission Statement

To provide a forum for communicating information, ideas, experiences and events of interest to the Association members via the TRIAD and the Association Website.

Guidelines

1. The deadline for articles / letters in the Newsletter shall be by the Rep Council meeting day. The date is also listed in the Calendar section of the TRIAD and the Website.
2. Letters to the Editor and/or Webmaster shall be edited for clarity, spelling, grammar, and length. Inaccurate or incorrect information will be edited by the committee and author will be notified.

3. Articles are edited by the Communication Committee for length, clarity and content. The general guidelines shall be a maximum of 240 words. The Communication Committee determines when letters appears based on space, topic and timeliness.
4. Letters to the Editor and/or Webmaster must be signed, and have members job title, chapter affiliation, and phone number attached, however it can be printed "Name Withheld by Request". Telephone number will not be printed but shall be used for verification purposes. Only verifiable personals will be printed in the TRIAD.
5. At no time shall personal information about members (such as home address, telephone numbers, e-mail addresses) or any other confidential information be posted on the Website.
6. Opinion pieces will also have a member's job title, chapter affiliation and a phone number attached. Opinions must be based on fact. Telephone number will not be printed but shall be used for verification purposes. A disclaimer that they are not the opinion of the Faculty Association, Executive Board or Communication Committee shall follow.
7. The TRIAD or Website will not be a vehicle to denigrate an individual or other chapter.
8. Controversial submissions must be backed with evidence.
9. Information summarized from other sources must name the source and date of information.
10. The TRIAD and Website will include, at the least, the following content area.
 - a) Information regarding Faculty Associations activities, events, opportunities and general updates.
 - b) Information pertaining to membership, forms, retirement and links.
 - c) General information regarding NYSUT Local 10-195 and AFT Local 2991 news.
 - d) Additional welcomed information includes but not limited to conference reports, member recognition for grants and awards, sharing of successful classroom ideas, exchange and requests for classroom materials.
11. No article or letter will be used that pertains to any ongoing negotiations or grievances without the Association President and that Chapter Vice President's approval.

Communication Committee

Every effort will be made to have a member from each chapter and retiree on the committee, one of whom shall be the Chair. The Association Vice President, who is a member by Constitution and has final approval of the content, shall also serve on the Committee as Co-Chair. The Committee shall meet at least monthly and shall adhere to those guidelines and parameters outlined in the Mission Statement and Guidelines.