

Syracuse Teachers Association, Inc.

Bylaws

ARTICLE I NAME

The name of this association shall be the Syracuse Teachers Association, Inc. hereinafter referred as the STA.

ARTICLE II DISCRIMINATION

Syracuse Teachers Association shall show no discrimination on the basis of sex, creed, color, race, national origin, sexual preference or political activities and beliefs.

ARTICLE III PURPOSES

The purposes of this Association shall be

- to work for the welfare of its members and their students, the advancement of education, and the improvement of instructional opportunities for all;
- to develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as mark a profession;
- to be the exclusive bargaining agent for the negotiation units it represents in the Syracuse City School District, and in compliance with current contractual agreements, shall develop and promote a continuing program to improve working conditions and instruction through formal negotiations with the District;
- to enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the Board of Education and other legal authorities;
- to hold property and funds and employ staff for the attainment of these purposes.

ARTICLE IV MEMBERSHIP

SECTION A - CLASSES AND DUES

1. Active Members

- a. Active membership in the Syracuse Teachers Association shall be open to all persons employed by the Syracuse City School District in all negotiation units represented by the STA.
- b. Active members of the Syracuse Teachers Association shall also be members of the New York State United Teachers and its national affiliates.
- c. Dues for STA regular members shall be the amount adopted by the STA Representative Assembly plus the current assessments established by the duly elected NYSUT and AFT Representative Assemblies.
- d. Active membership shall be continuous until the member leaves the school system, resigns in writing to the Syracuse Teachers Association or fails to pay membership dues.

2. Affiliate Members

- a. All daily substitutes and homebound teachers employed by the Syracuse City School District who are not eligible for active membership in the Syracuse Teachers Association may become affiliate members upon payment of dues to the Syracuse Teachers Association.
- b. The amount of said dues to the STA shall be determined by the Syracuse Teachers Association Executive Board.

3. On Leave Members/Associate Members

- a. STA members who go on unpaid leave may continue their affiliation with STA, NYSUT and AFT by requesting, in writing, to be put into the ON LEAVE MEMBERSHIP category.
- b. Dues for ASSOCIATE MEMBERSHIP status shall be the dues required by AFT and NYSUT for this category plus annual dues to the STA.

4. Retired Members

All members of the STA who have retired from the Syracuse City School District are automatically members of the NYSUT Retiree Council and are eligible to join the STA Retiree Chapter.

5. Honorary Members

Honorary membership may be extended by approval of the Representative Assembly at any regular meeting.

SECTION B - RIGHTS AND PRIVILEGES

1. Active Members

- a. All active members shall have the right to speak and vote at general meetings, hold office, serve on committees, attend all meetings of the Representative Assembly, be represented at the Representative Assembly and vote to ratify the contract of their negotiation units.
- b. If an STA officer or an officer of a unit represented by the STA desires to continue in office while on unpaid leave the following conditions must be met:
 1. The officer is able to continue to perform the duties of office.
 2. The Executive Officers of the person's unit recommend to STA's Executive Board that the officer be allowed to continue.
 3. The officer will pay full active membership dues.
 4. The STA Executive Board agrees to the continued service.

2. Associate Members - may attend meetings of the Representative Assembly; speak at general meetings, but may not vote.

ARTICLE V OFFICERS

SECTION A - COMPOSITION

1. Elected:

The elected officers shall be President, Executive Vice President for Labor Relations, four (4) Vice Presidents, a Recording Secretary and a Treasurer.

2. Appointed:

The President shall appoint a Parliamentarian.

3. Employed:

The STA may employ Labor Relations Staff.

SECTION B - DUTIES

1. President shall

- a. preside over meetings of the Executive Board and the Representative Assembly;
- b. appoint the Parliamentarian, the chairpersons and members of special (Ad Hoc) committees except the Elections Committee;
- c. be a member ex-officio of all committees except the Election Committee;
- d. represent the STA before the public directly, or indirectly through a designated representative.
- e. appoint the chairpersons and members of the STA Negotiation Teams subject to the advice and consent of the Executive Board;
- f. request as necessary, Committee Action reports from the Committee Chairpersons at each monthly meeting of the Representative Assembly;

- g. submit a written agenda to all members of the Representative Assembly and the members of the Executive Board prior to the scheduled meeting;
 - h. review and approve all expenditures authorized by the STA Representative Assembly, Executive Board, or approved STA Budget;
 - i. be authorized, as well as the Treasurer, to deposit and disburse funds belonging to the STA in accordance with the policies of the STA Representative Assembly and designate co-signers for disbursements when needed;
 - j. be involved in the Budget preparation with the Treasurer;
 - k. perform such other duties as are necessarily incident to the office of President.
2. First Vice President shall
- a. be the presiding officer at the Executive Board meetings, meetings of the Representative Assembly, and membership meetings in the absence of the President;
 - b. assume the duties of the President as outlined in this article, in the absence of the President, or in the event that the President shall become incapacitated;
 - c. take on such duties as determined by the President;
 - d. perform such other duties as may be requested or assigned.
3. Second Vice President shall
- a. be the presiding officer at Executive Board meetings and meetings of the Representative Assembly in the absence of the President and First Vice President;
 - b. organize and conduct membership campaigns for enrollment of non-members in the unified association and inform members of policies, programs, services, and accomplishments of the STA;
 - c. provide all buildings with copies of the current bylaws as well as posting on the STA website. All members shall be notified of any changes to the current bylaws;
 - d. be responsible for coordinating ongoing assistance to members of the STA, school system and the community;
 - e. be responsible for the maintenance of membership records, and the tasks necessary to provide information regarding these records to state and national affiliates;
 - f. perform such other duties as may be requested or assigned.
4. Third Vice President shall
- a. be the presiding officer at Executive Board meetings and meetings of the Representative Assembly in the absence of the President, First Vice President, and Second Vice President;
 - b. be responsible for the STA Representative Elections;

- c. be responsible for maintaining an accurate Representative list and publish revisions to be made available at the regular meetings of the Representative Assembly and provide a monthly report to the president and the Executive Board.
 - d. be responsible for the existence of a Building Committee in each building;
 - e. keep a record of attendance of STA Representatives at the Representative Assembly, and shall report attendance to the President;
 - f. perform such other duties as may be requested or assigned.
5. Fourth Vice President shall
- a. be responsible for intra-organizational correspondence with STA delegates and members regarding the annual VOTE-COPE drive;
 - b. perform such other duties as may be requested or assigned.
6. Recording Secretary shall
- a. keep accurate minutes of the meetings of the Executive Board and the Representative Assembly; and shall submit such minutes to the President no later than the Monday following the meeting at which they were taken;
 - b. forward to all STA Representatives, the minutes of the immediate past meeting of the Representative Assembly within one week prior to the next meeting of the Representative Assembly;
 - c. be responsible for keeping an up-to-date copy of the STA Bylaws at the STA Office;
 - d. perform such other duties as may be requested or assigned.
7. Treasurer shall
- a. receive and deposit all funds belonging to the Syracuse Teachers Association to the credit of the Syracuse Teachers Association in a depository designated by the Executive Board;
 - b. keep an accurate record of the receipts and expenditures;
 - c. pay all monies authorized by the Representative Assembly or the Executive Board in addition to expenditures in the approved budget after such expenditures have been reviewed and approved by the President;
 - d. make a report at each regular meeting of the Representative Assembly;
 - e. submit an annual report to the Representative Assembly. The annual report shall consist of a summary of the previous year's financial transactions in accordance with NYSUT and AFT requirements, and shall be presented at the conclusion of the audit but no later than the November Representative Assembly meeting. (See Article XII, Section C.)
 - f. perform such other duties as may be requested or assigned.

8. Executive Vice President for Labor Relations shall
 - a. assist in contract negotiations;
 - b. be responsible for contract enforcement;
 - c. provide member service information and service;
 - d. perform other duties as are necessary and incident to the office of Executive Vice President for Labor Relations;
 - e. the Executive Vice President for Labor Relations shall not hold any other elected position. Other than NYSUT/AFT/NEA delegate

SECTION C - TERM OF OFFICE

1. Elected officers shall assume office on July 1, following the election.
2. The officers of the STA shall be elected for a term of three years.
3. The Executive Vice President for Labor Relations shall be elected in the year following the STA general election.

SECTION D - VACANCIES

1. The Office of President

If the office of the President becomes vacant, the First Vice-President shall immediately assume the office and serve for the balance of the unexpired term.
2. All Offices Except President

Vacancy of an office, other than that of the President, shall be filled by an election held by the Representative Assembly at its next regularly scheduled meeting, and shall serve for the remainder of the unexpired term.
3. Interim Election Procedures
 - a. Interested candidates for an office, which has been declared vacant, shall submit their names and resumes (not to exceed 400 words) to the Chairperson of the STA Elections Committee by a date set in selection procedures proposed by the Elections Committee and adopted by the Representative Assembly.
 - b. Resumes will be printed and sent to all STA Representatives and Alternates with the notice of the next Representative Assembly.
 - c. Election to fill the vacant post will be conducted by the STA Elections Committee at the STA Representative Assembly.
4. Vacancy Due To Retirement or Resignation
 - a. When an Officer or Director notifies the Executive Board in writing of his/her intention to retire or resign on a specific date, the office shall be declared vacant as of that date. The Interim Election Procedures in Paragraph 1 through 3 above shall be implemented as of the next regularly scheduled Representative Assembly following notification.
 - b. If the Officer retiring/resigning is the STA President, the Office of First Vice President shall be declared vacant as of the date of the resignation/retirement, and the same Interim Election Procedures in

Paragraph 1 through 3 above shall be implemented as of the next regularly scheduled Representative Assembly following notification.

- c. If the person elected to the vacant office is an Officer or Director, his/her office shall be declared vacant as of the resignation/retirement date and same Interim election procedures in Paragraph 1 through 3 above shall be implemented as of the next regularly scheduled Representative Assembly following notification.

SECTION E - PARLIAMENTARIAN

1. The President shall appoint an official parliamentarian.
2. Duties:
 - a. The Parliamentarian shall act, when requested, as advisor to the President in matters pertaining to interpretation of the bylaws and to parliamentary usage.
 - b. The Parliamentarian shall attend all meetings of the Representative Assembly.
 - c. Perform such other Parliamentarian duties as may be requested or assigned.

SECTION F – LABOR RELATIONS STAFF

1. The Labor Relations Staff shall be employed by the STA with the approval of the Executive Board.
2. The Labor Relations Staff shall perform such duties as are per contract with the STA Executive Board.
3. The Labor Relations Staff shall be an ex-officio member of the STA Executive Board without vote.

ARTICLE VI EXECUTIVE BOARD

SECTION A - COMPOSITION

The Executive Board shall be composed of:

1. The elected officers
2. The Executive Vice President for Labor Relations
3. Eight (8) elected directors
 - a. four (4) directors for Unit 1
 - b. two (2) directors for Unit 8
 - c. one (1) each for Unit 10 and Unit 7
 - d. one (1) non-voting director from the retiree chapter.

SECTION B - ELIGIBILITY

1. Members of the Executive Board must be active full time employees of the Syracuse City School District.
2. Members of the Executive Board must be active members for at least three (3) years, including the year in which the election for office is held.

3. The Executive Vice President for Labor Relations must be tenured in the SCSD and member of the STA for at least 5 years including the year in which the election for office is held.

SECTION C - DUTIES

The Executive Board shall have and exercise the general conduct of the STA including but not limited to:

1. being the executive authority of the STA;
2. being responsible for the administration and management of the STA within the policies established by the Representative Assembly;
3. overseeing the expenditures of budget lines and shall control a discretionary fund of at least \$1,000 per year;
4. presenting a summary of its financial transactions to the Representative Assembly at their monthly meeting and suggest policies for consideration by the Representative Assembly;
5. attending all Executive Board and Representative Assembly meetings unless excused by the President;
6. making available to all STA members an approved summary of its meetings, including but not limited to attendance at meetings, votes taken, positions of persons voting, and general discussion on positions. It is understood that some items, by their nature, remain confidential. This summary shall be available at the STA Office.
7. the Directors are responsible for such liaison tasks with the STA Representatives as are deemed necessary by the President, and shall serve, on a rotating basis with the seven officers, to represent the STA at all appropriate public meetings.

SECTION D - TERM OF OFFICE

1. Directors:
 - a. Eight Directors shall be elected from and by the membership of the STA for terms of three years.
 - b. One non-voting director who is a retired NYSUT member shall be appointed by the STA Executive Board for a term of three years coinciding with the STA general election terms.
2. Directors shall assume office on July 1, following the election.

SECTION E - DECLARATION OF VACANCY

Whenever a majority of the Executive Board agrees that an officer or director has been grossly negligent of an individual's duties as defined in the bylaws, or is incapacitated, they shall recommend to the Representative Assembly that the office be declared vacant.

If the Representative Assembly so votes by a two-thirds majority, it shall follow election procedures stated in Article V Section D.

ARTICLE VII REPRESENTATIVE ASSEMBLY

SECTION A - COMPOSITION

1. The Representative Assembly shall consist of representatives elected by the STA active membership.
 - a. there shall be a least one representative from each school;
 - b. in schools having more than fifteen active members, a representative shall be elected for each unit of 15 or major portion thereof;
 - c. each duly accredited representative has a duly accredited alternate who shall be elected by the active STA members in the school.
2. Executive Board members ex-officio with voting privileges.

SECTION B - QUALIFICATIONS AND ELECTION

1. A minimum of one year's active membership is required for the representative and alternate.
2. Elections are to be held in May by the members in each school. Between the 2nd and 3rd weeks in May, there shall be a call for candidates interested in serving. If the number of candidates exceeds the number of positions, an election shall be held. The candidates with the highest number of votes will be declared elected.
3. Chief Representative:

Should more than one representative seek to serve as Chief Representative, an election shall be held. Members of all Units are eligible to vote for Chief Building Representative. The person with the highest number of votes shall be declared elected.
4. The names of all representatives and alternates shall be sent to the STA Office by the fourth week in May and as changes occur.

SECTION C - RESPONSIBILITIES

1. The Representative Assembly shall be the legislative and policy-forming body of the STA.
2. At meetings of the STA Representative Assembly, only STA Representatives or their voting Alternates or ex-officio members may make or second motions. Only STA Representatives, Alternates, Officers, Directors, and professional staff may speak. Special permission to address the Representative Assembly for a specified time may be granted by a majority vote of the Representative Assembly.
3. STA Representatives shall attend the regular meetings of the Representative Assembly unless granted prior excused permission from the President.
4. The Representatives and/or Alternates shall attend all meetings of the Representative Assembly. The Representative, if present, is the voting member. In the absence of the Representative, the Alternate shall be the voting member. A special voting badge shall signify voting privileges. A voting alternate shall use the badge in the absence of the Representative. Voting badges shall be used for all hand votes and further divisions of the house.

5. The Chief STA Representative will oversee all STA activities in the building, distribute or arrange for the distribution of all STA materials, and be the liaison between the STA and the STA members on the person's staff.
6. The Chief STA Representative shall organize the STA Labor Management Team in the person's school. It must consist of: the Chief Building Representative, one (1) Unit 1 member, and one (1) member of any STA Unit (1, 7, 8, or 10). The duties of this committee are pursuant to the Contractual Agreement between the Syracuse Teachers Association bargaining Unit 1 and the Syracuse Board of Education, and the Operational Guidelines for School Leadership Teams jointly developed by the STA and the Syracuse City School District.
7. Representatives shall promote the interests of the STA and conduct monthly informational meetings in their respective sites; secure memberships; have copies of the bylaws, contracts and other pertinent materials available to serve those represented; be responsible for holding an election in May in their schools to elect members to the Representative Assembly and report immediately the results to the Third Vice President.

SECTION D - TERM OF OFFICE

1. Representatives shall serve one (1) year and shall assume office July 1st.
2. There will be no limit as to number of terms.

SECTION E - VACANCIES

1. After two unexcused absences of a Representative, the President may declare the position vacant and call for an election to fill the unexpired term. The Third Vice President may designate a member in good standing to conduct the special election.
2. A Representative who fails to perform the person's duties as outlined in the bylaws of the STA may be recalled by a petition to the President signed by a majority of the active Syracuse Teachers Association members in a school. The President must order a new election to fill the vacancy.
3. A vacancy in the Representative Assembly shall be filled by an elected Alternate. The new Representative shall call a meeting to elect a duly qualified Alternate to serve until the next annual election. The new Representative shall notify the Third Vice President of the newly elected alternate within three days after the election.

ARTICLE VIII MEETINGS

SECTION A - EXECUTIVE BOARD

1. Regular Meetings
 - a. Executive Board Meetings shall be held on a school Monday prior to the monthly meeting of the Representative Assembly and at such other times as deemed necessary by the President.

- b. The meeting held in September shall be scheduled at the discretion of the President.
- 2. Notice
 - a. A written agenda must be developed by the President and the Executive Board prior to the meeting.
 - b. A tentative agenda must be submitted in writing to members of the Executive Board at least twenty-four (24) hours prior to the meeting.
 - c. Tentative agenda items must be submitted to the President at least seventy-two (72) hours prior to the meeting.
- 3. Quorums and Vote
 - a. Two-thirds (2/3's) of the members of the Executive Board shall constitute a quorum.
 - b. Adoption of motions shall be determined by vote of a majority of those present and voting.

SECTION B - REPRESENTATIVE ASSEMBLY

- 1. Regular Meetings
 - a. The Representative Assembly shall hold meetings on the third school Wednesday of each month from October to June inclusive, unless said date falls during a school vacation, in which case, it shall be the fourth Wednesday of the month.
 - b. The meeting of the Assembly in September shall be scheduled at the discretion of the President.
- 2. Notice
 - a. A tentative agenda must be submitted to the STA Representatives in writing at least twenty-four (24) hours prior to the meeting.
 - b. Tentative agenda items must be submitted to the President by duly elected STA Representatives by ten (10:00) a.m. on the Monday preceding the Representative Meeting.
- 3. Quorums and Vote
 - a. A quorum of the Representative Assembly shall be defined as a majority of the total voting membership at any meeting called with less than one week's notice.
 - b. A quorum for all other Representative Assembly meetings shall be a majority of those voting members in attendance at the meeting.
 - c. The Elections Committee shall serve as tellers who will count all votes other than voice votes at the Representative Assembly. In the event that there are not a sufficient number of tellers at a meeting, the Assembly shall elect acting tellers to serve at that meeting.
 - d. A majority vote of those present and voting shall adopt a motion, except as otherwise directed by these bylaws.

SECTION C - GENERAL MEETINGS

- 1. Regular meetings
 - The President shall call a meeting of the general membership in affected negotiation units.

2. Notice
 - A notice shall be sent by phone, fax, or email to Representatives to inform the membership.
3. Voting
 - Voting procedures, except as otherwise provided by law, shall be developed by the Elections Committee.

SECTION D - SPECIAL MEETINGS

1. The President or President's designee may call special meetings.
2. No business shall be transacted at any special meeting except that for which it has been called.
3. A notice shall be sent by phone, fax, mail or email to Representatives to inform the membership.

**ARTICLE IX
COMMITTEES**

SECTION A - STANDING COMMITTEES

- | | |
|---------------------|--------------|
| 1. Bylaws and Rules | 3. Grievance |
| 2. Election | 4. Personnel |

SECTION B - DUTIES AND COMPOSITION

1. Bylaws and Rules Committee
 - a. Composition
 - i. The Bylaws and Rules Committee shall be composed of at least five (5) members; two (2) shall be selected by the Executive Board and three (3) from the Representative Assembly. The 2:3 ratio must be preserved.
 - ii. The Committee shall elect its own chairperson.
 - iii. The Parliamentarian shall serve as ex-officio without vote.
 - b. Duties
 - i. The Committee shall receive and study all proposals for amending the bylaws.
 - ii. The Committee shall review the bylaws every three (3) years to keep current.
 - iii. The Committee shall prepare the amended or revised document and submit it to the Executive Board when needed. (See Article XVI Amendments.)
2. Elections Committee
 - a. Composition
 - i. The Elections Committee shall be composed of seven (7) members and shall contain at least one member from each education level: elementary, middle and senior high.

- ii. This committee shall elect its chairperson.
 - iii. No member of the Executive Board or any candidate for office shall serve on the Elections Committee.
 - b. Vacancy
 - If a vacancy occurs, the Chairperson shall declare the position vacant and call for an election at the next meeting of the Representative Assembly to fill the position so that the number of the committee remains at seven (7).
 - c. How elected
 - Nominated and elected by members of the Representative Assembly by majority vote.
 - d. Election Procedure as per ARTICLE X.
- 3. Grievance Committee
 - a. Composition
 - i. The Grievance Committee shall be composed of nine (9) members.
 - ii. One (1) member from each unit (4) and one (1) additional member from each division; elementary, middle, and high school (3). The 4 Unit members will be selected by the Executive Board and the three divisional members from the Representative Assembly; ex-officio members, the Labor Relations Specialist(s) and President or designee.
 - b. Duties: The Grievance committee will meet as needed to review grievances that have reached the Stage 2 level. Members, working in conjunction with the Labor Relations Specialist(s) will determine which shall proceed to arbitration.
- 4. Personnel Committee
 - a. Composition: This sub-committee of the Executive Board shall consist of five (5) volunteer members.
 - b. Duties: The Personnel Committee shall be convened to discuss and resolve personnel matters relative to the STA staff.

SECTION C - SPECIAL (AD HOC) COMMITTEES

- 1. The President shall have the authority to create any special committee when need has been determined.
- 2. A Special (Ad Hoc) Committee shall automatically terminate when the assigned task is completed.

SECTION D - GENERAL PROCEDURE

- 1. Committees shall perform such other duties as may be requested or assigned.
- 2. Quorum. A majority of any committee shall constitute a quorum for the transaction of business unless otherwise provided.

ARTICLE X ELECTION PROCEDURES

SECTION A - NOTICES OF NOMINATION AND ELECTION

1. Officers and Directors of the Syracuse Teachers Association and Delegates to the New York State United Teachers, American Federation of Teachers, and National Education Association Representative Assemblies shall be elected by secret ballot of the entire Syracuse Teachers Association membership. NYSUT/AFT/NEA shall be considered one delegate status.
2. Election procedures of the nomination and election of Syracuse Teachers Association officers, directors, and delegates shall be proposed by the Elections Committee and adopted by the Representative Assembly no later than the March meeting of the Representative Assembly. The proposed dates for the election shall be established by the Elections Committee so that the following conditions are met:
 - a. The results of the election are reported to proper affiliate organizations by the appropriate time
 - b. Four weeks shall be allowed for obtaining signatures on petitions between the date the right to make nominations and notice of election is mailed and the deadline for the return of petitions.
 - c. One week will be allowed for notification of certified candidates and a meeting with the Committee to go over guidelines. Candidates will sign a letter of intent to comply with the rules as discussed.
 - d. Campaigning shall begin on the Monday following notification of valid candidacy. A minimum of three school weeks shall be allowed for campaigning.
 - e. The election shall be conducted in each worksite (school/program/STA) on a date consistent with the timeline set by the Elections Committee.
3. The Representative Assembly shall determine whether to send, at Syracuse Teachers Association expense, a full allotment of delegates to each state and national Representative Assembly or a portion thereof.
4. In the event the Representative Assembly does not authorize sending a full allotment of delegates to any state or national Representative Assembly, authorized delegates will be determined in order of most votes received in the election and availability to serve.
5. Ranking of Delegates
 - a. Syracuse Teachers Association Delegates to affiliate assemblies shall be ranked in order of the number of votes received, highest first, and shall serve for periods of three years. Contingents of delegates shall be chosen in rank order from these lists, based on their ability to serve.
 - b. In event of retirement or resignation of state and national delegates, an interim election may be held. Delegates elected to fill vacancies shall be added in rank order following the rank order of delegates elected in the general election. These elections will be held no later than the January Representative Assembly and will follow the Interim Elections Procedures (Article V, D.2). In case of a tie, lots will be drawn. Term will run concurrent with general election terms.
6. Eligible nominees may run for one (1) officer position and any or all delegate positions.

7. Notice of right to make nominations and notice of election for Syracuse Teachers Association Officers, Directors, state and national delegates shall be mailed to all eligible members at their district work stations as designated by computer labels printed from the latest available payroll lists for all members of all units. In addition to this individual notification, the STA Office publication shall carry notice of election for three consecutive issues beginning with the date determined by the Elections Committee.

SECTION B - PETITIONS

1. Nomination petitions from all eligible candidates must be received at the offices of the Syracuse Teachers Association, Suite 100, 731 James Street, Syracuse, New York 13203 as specified in the election procedure.
2. Nomination petitions will be available from all Syracuse Teachers Association Representatives and at the Syracuse Teachers Association offices. Petitions cannot be circulated prior to the day following notice of right to make nominations and must be those provided by the Syracuse Teachers Association.
3. Valid nomination petitions must indicate the office or delegate status being sought, be signed by the nominee, and carry the following numbers of signatures of Syracuse Teachers Association members:
 - a. For President - 200 signatures from a minimum of 6 schools
 - b. For all other offices - 150 signatures from a minimum of 4 schools
 - c. For delegates - 50 signatures from a minimum of 3 schools
4. A nominee seeking election to more than one position must file separate and valid petitions for each petition.
5. The Elections Committee shall meet in the Syracuse Teachers Association within three days of the deadline for petitions to be returned to rule on the validity of all petitions. Decisions of the Committee shall be final except as otherwise provided by law. The Committee shall, as soon as possible, notify all candidates regarding eligibility and hold meeting as noted in Section A 2c.

SECTION C - CAMPAIGNING

1. Campaigning for any office or position shall not commence until the Elections Committee has officially notified all valid candidates.
2. Dissemination of campaign information in the schools:
 - a. Each independent candidate and each slate of candidates will be allowed one school mailing for campaign purposes.
 - b. Additional campaign literature may be placed in school mailboxes by candidates or their designated representatives once each week during the campaign period, but neither the school office staff nor the school mailing service may be used for this purpose.
 - c. Candidates may use designated Syracuse Teachers Association bulletin board(s) in each building for this purpose.
3. The individual candidates are responsible for information posted on their behalf.

4. All posted campaign literature and materials distributed to teachers via other means should indicate the source and means of payment for such materials.
5. A list of Syracuse Teachers Association members and representatives will be available for examination by eligible candidates during the campaign period, at the Syracuse Teachers Association Office, Suite 100,731 James Street, Syracuse, New York 13203 between 8:00 a.m. and 5:00 p.m. Monday through Friday. Upon request, the Syracuse Teachers Association will provide two (2) membership lists and/or one (1) set of mailing labels for the period of campaigning. These lists and/or mailing labels will be restricted to the members' names, mailing address and building designations. Only two copies of the list and/or one (1) set of mailing labels will be provided per slate of candidates. Independent candidates for office and board of directors may request one (1) copy of said list, and one (1) set of mailing labels. The list can be obtained on the day campaigning opens and must be returned to the Syracuse Teachers Association on the day campaigning closes.
6. The STA newsletter is designed to disseminate essential information to the membership. It should not be used as a campaign vehicle.

SECTION D - CANDIDATE RESUMES

1. Eligible candidates must submit typed resumes on their behalf to the Elections committee at the STA Office, Suite 100, 731 James Street, Syracuse, New York 13203 with their completed nomination petitions.
2. Resumes should outline the candidates' qualifications for office and discuss reasons for seeking such office or delegate status.
3. Resumes shall be limited to the following:
 - a. All offices - 400 words
 - b. Delegates - 200 words
 - c. Candidates running for more than one position are entitled to no more than the maximum number of words designated for the highest single position.
4. All resumes and nomination petitions shall be accepted and secured by the Elections Committee on the specified dates during the posted hours.
5. The Elections Committee shall be responsible for printing, alphabetically by office, the resumes as submitted by all eligible candidates. Copies of all resumes shall be printed and distributed by the Syracuse Teachers Association Elections Committee at no cost to the candidates. Distribution, by school mail, shall be no later than five (5) days before the end of the campaign period. Sufficient copies will be sent to Representatives in each building for distribution to all Syracuse Teachers Association members.

SECTION E - BALLOTS

1. In the event of a contested election, the Elections Committee will set the order of names within each office by the drawing of lots.
2. An independent agency shall set the final form of the ballots with the approval of the Elections Committee.

SECTION F - VOTING

1. All Syracuse Teachers Association members of record as of the first day of the month in which the Election Procedures and Nomination Forms are mailed shall be eligible to vote.
2. The election, if contests occur between candidates for major office, shall be conducted by an independent agency selected by the Representative Assembly. Voting shall be conducted in accordance with rules established by the selected agency. In the event an office is uncontested, no election shall be held and the uncontested candidate shall be declared the winner. The candidate must comply with all election procedures.
3. Winning candidates shall be those receiving the highest number of votes for each office. As soon as the results of the election are made known to the Elections Committee, the Committee will notify the President and the winning candidate.
4. Results of the election shall be announced and distributed via the school mail by the Elections Committee to all Syracuse Teachers Association members as soon as the results are certified by the selected agency.
5. Elected officers and directors shall assume office on July 1, following the election. Elected delegates shall assume office immediately and shall serve for a period of three years.
6. In the event of a tied vote for any office, a new election will be held among or between the tied candidates.
7. Write-in ballots shall be declared invalid.

SECTION G - ELECTION OF EXECUTIVE VICE PRESIDENT FOR LABOR RELATIONS

1. Interested candidates shall submit their names and resumes (not to exceed 400 words) to the Chairperson of the STA Elections Committee by a date set in the Elections Procedures proposed by the Elections Committee and adopted by the Representative Assembly.
2. Resumes will be printed and sent to all STA Representatives and Alternates with notice of the Representative Assembly.
3. This position will be elected by the members of the Representative Assembly by a simple majority vote.

SECTION H- CONTESTING AN ELECTION

If an election is to be contested it must be done within 10 business days of the posting of the election results. Once contested, all parties will be notified and an independent agency will be engaged to render judgment on the validity of elections procedures and outcomes.

**ARTICLE XI
RATIFICATION OF CONTRACTS**

SECTION A - COPIES

Copies of the proposed changes in the contractual agreement between the Syracuse Teachers Association and the Syracuse City School District shall be available to all members in effected negotiation units prior to ratification.

SECTION B - GENERAL MEETING

The President shall call an information meeting of the general membership in affected negotiation units, at which time the proposed changes in the contractual agreement shall be explained by the Negotiating Team. Members shall be given the opportunity to ask any questions.

SECTION C - VOTING

Voting on the proposed Contractual Agreement shall be held within 48 hours following the information meeting of general membership. This vote shall be limited to Syracuse Teachers Association members who are members of this affected negotiation unit only.

SECTION D - VOTING PROCEDURES

Voting procedures except as otherwise provided by law, shall be developed by the Elections Committee, submitted to the Executive Board for review and approved by the Representative Assembly.

**ARTICLE XII
REFERENDUM**

SECTION A - PROCEDURE

1. A referendum may be called when petitions signed by forty percent (40%) of the active membership are submitted to the Representative Assembly.
2. The President shall direct the Elections Committee to conduct the referendum.
3. The Elections Committee shall be authorized to establish procedure and conduct balloting.
4. Voting shall be by secret ballot.
5. The President shall notify the STA Representatives of the results as soon as possible but no later than two (2) weeks following the count. A majority of the active membership shall be required to pass the referendum.
6. Decisions made by referendum shall be binding on the STA for a minimum of one (1) year.

SECTION B - MATTERS NOT SUBJECT TO REFERENDUMS

1. Employment, assignment, promotion, discharge or compensation of staff.
2. Dues of STA
3. Amendments and/or interpretation of the bylaws.
4. Powers specifically assigned to other bodies by the bylaws.

**ARTICLE XIII
FINANCES**

SECTION A - FISCAL YEAR

The Fiscal year shall commence July 1 and shall end June 30.

SECTION B - REVENUE AND EXPENDITURES

1. Source of Revenue
 - a. dues
 - b. fees and grants
2. Expenditures
 - a. The President shall be authorized, as well as the Treasurer, to deposit and disburse funds belonging to the STA in accordance with the policies of the Syracuse Teachers Association Representative Assembly.
 - b. The President shall review and approve all expenditures authorized by the STA Representative Assembly or the Executive Board as well as those expenditures in the approved STA budget. Should a difficulty arise in such review and approval, the President shall place the item on the agenda of the next regular Executive Board meeting for dispensation.
 - c. In addition to overseeing the expenditures of budget lines, the STA Executive Board shall control a discretionary fund of at least \$1,000 per year.

SECTION C - AUDIT

1. The Treasurer's financial records shall be audited by a Certified Public Accountant at the end of the fiscal year in accordance with NYSUT and AFT requirements.
2. The Audit report shall be made available to the STA Representatives by the November meeting.
3. A majority vote of the members present and voting shall adopt the Audit Report.

SECTION D - BUDGET

1. In conjunction with the Executive Board, the Treasurer shall, together with the President, prepare and submit a proposed annual budget to the Representative Assembly at the April meeting each year.
2. The Annual Budget must be passed by the Representative Assembly before the end of the fiscal year.
3. A majority vote of the Representatives present and voting adopts the budget.

SECTION E - BONDING

All officers authorized to disburse funds shall be bonded and insured at the expense of the Syracuse Teachers Association.

ARTICLE XIV OFFICIAL PUBLICATION

SECTION A - STA NEWSLETTER

The STA newsletter shall be the official publication of the Syracuse Teachers Association.

1. The STA newsletter is designed to disseminate essential information to the membership.
2. The newsletter should not be used as a campaign vehicle.

ARTICLE XV PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws or by any special rules of procedure adopted by the Representative Assembly.

ARTICLE XVI AMENDMENTS

SECTION A - BYLAWS

1. Procedure: Proposals for amending these bylaws shall be submitted to the Bylaws and Rules Committee for review and study.
2. Notice
 - a. The Bylaws and Rules Committee shall provide thirty (30) days written notice of proposed changes to each member of the Executive Board.
 - b. After which, copies of proposed changes shall be made available to Representatives at least two (2) calendar weeks in advance of the meeting.
3. Vote
 - a. A majority vote of the Executive Board, at a regular meeting of the Board, approves presentation to the Representative Assembly.
 - b. Proposed Amendments must be approved by the affirmative vote of two thirds (2/3) of the Representatives present and voting at any regular meeting of the Assembly.

SECTION B - SPECIAL RULES OF PROCEDURE

1. Special Rules of Procedure may be adopted at any meeting of the Representative Assembly by a majority vote of those present and voting.
2. Special Rules of Procedure may be amended or rescinded at any meeting of the Representative Assembly by a two-thirds (2/3) vote of those present and voting without previous notice, or by a majority vote of those present and voting if previous notice has been given.

Amendments adopted by the STA Representative Assembly on January 10, 2007
Amendments adopted by the STA Representative Assembly in March 2008
Reformatted October 18, 2010

Amended by the STA Representative Assembly January 12, 2011
Amended by the STA Representative Assembly October 17, 2012

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