

Mamaroneck Teachers' Association

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CONSTITUTION  
MAMARONECK TEACHERS' ASSOCIATION

ADOPTED – 1979  
REVISED – 2014

# Mamaroneck Teachers' Association

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# Mamaroneck Teachers' Association

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## ARTICLE I – Name and Purpose

### Section 1 - Name

This organization is known as the **Mamaroneck Teachers' Association**, hereinafter referred to as the Association. This Constitution of the Association supersedes and replaces all previous constitutions and/or amendments heretofore adopted.

### Section 2 – Purposes

The purpose of this organization shall be:

- a. To promote professional excellence of its members;
- b. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
- c. To promote the participation of its members in the operational decisions affecting their employment;
- d. To promote the welfare and well-being of its members;
- e. To promote mutual assistance and cooperation with other organizations with which it is associated;
- f. To promote the unity and strength of its members;
- g. To maintain the integral part of the teachers in the learning process.
- h. To show no discrimination toward individuals on the basis of sex, sexual orientation, gender identity, creed, color, race, national origin or political activities and beliefs.  
*(Amendment VI, Article I Section 2h)*

## ARTICLE II – Membership

### Section 1 – Membership

- a. Membership in this Association shall consist of Active Members and Associate (Retiree) Members.
- b. Membership shall be maintained through the payment of all required dues.

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## Section 2 – Active Members

- a. Active membership in the Association shall be open to all professional personnel covered by Association contract with the Board of Education.
- b. Active membership shall be continuous until the member leaves the school system, resigns from the Association, fails to pay membership dues up to date, or is excluded by Association contract with the Board of Education.
- c. Active members shall be entitled to all rights, privileges and responsibilities of membership.
- d. Active members shall be members of the state and national associations with which the Association is affiliated.
- e. Elect the General Officers of the Association by secret ballot
- f. Ratify by a majority vote contractual arrangements made by the Association with the Board of Education of the Mamaroneck Public School System with any other organization.
- g. Absentee ballots will be available for members to vote on Article III Section 2d (1) If the member is out of the District on school related business, absentee ballots will be provided to members who show proper documentation (AESOP statement or signed absence authorization form provided by personnel.) Such documentation shall be brought to the MTA office no later than 48 hours before the date of the vote, where the absentee ballot will be completed and sealed. *(Amendment VI, Article II Section 2g)*

## Section 3 – Associate (Retiree) Members

- a. Active members who retire or are on leave may remain Association members as Associate (Retiree) members entitled to all rights, privileges, and responsibilities of membership except the right to vote, to hold office, or to represent the Association.
- b. Associate members shall be members of the state and national associations with which the Association is affiliated.

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## ARTICLE III – Legislature

### Section 1 – The Legislative Department

- a. The legislature shall consist of a General Assembly and a Representative Assembly.

### Section 2 – The General Assembly Meeting

- a. The General Assembly shall consist of all Active members of the Association
- b. The General Assembly shall:
  1. Meet at least once every ten weeks during school year: 1/5 of its membership shall constitute a quorum.
  2. Function according to Robert's Rules of Order
- c. Additional meetings of the GA may be called by the President or by the RA or by a petition of the President signed by fifteen members.
- d. The General Assembly shall:
  1. Ratify by a majority vote, all dues, assessments, and budgets proposed by the Representative Assembly at a General Assembly meeting. If a quorum is not present, the General Assembly shall be called a second time within eight (8) school days by the President or the Representative Assembly. At such time, decisions on dues, assessments and budgets may be taken by a majority of the members present. *(Amendment I, Article II, Section 2d) Adopted May, 1986*
  2. Elect delegates to meetings of those state and national associations with which the Association is affiliated.
- e. The General Assembly may:
  1. Make recommendations to the RA on its policy making decisions.
  2. By a two-thirds vote of the members present at a meeting in which there is a quorum, override decision of the RA.
  3. By a majority vote of its full membership, mandate action by the RA.
  4. Vote on the removal of an officer by a majority vote of the full membership when recommended by:
    - (1) A majority vote of the RA's full membership or
    - (2) when such a vote is called for, by 2/3 of the members present at a general meeting.

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## Section 3: The Representative Assembly

- a. The Representative Assembly shall consist of members chosen by the Active members within each school building and the elected officers of the Association.  
*(Amendment I; Article II; Section 3a) Adopted April, 1982*
- b. Representatives shall be apportioned within each school building according to its respective active membership at a ratio of one representative for every 12 active members or portion greater than four.  
Teaching Assistants – One computer TA Rep  
                                  One elementary Rep  
                                  One secondary Rep  
Nurses --       One Rep
- c. Membership rolls as of May 1 of the year elections are held shall determine representation for the succeeding year.
- d. Election of Representatives shall be held annually by school building during the first week in June and those receiving the highest number of votes shall be declared elected. To be a candidate for the Office of Representative, a nominee shall have been an active member during the year in which he seeks the nomination.
- e. When a vacancy occurs in the representation from a school building the active members of the building shall provide for a special election to fill the vacancy.
- f. The Representative Assembly shall meet at least once a month during the school year at a time and place of its own determination: a majority of its membership shall constitute a quorum to do business. The duties of the representatives shall include scheduling and calling building meetings, generating an agenda, coordinating monthly meetings with building administrators on matters of mutual concern and attending meetings with teachers and administrators. *(Amendment VI, Article III Section 3 f)*
- g. A roll call shall be taken at each meeting and published in its minutes.
- h. The Representative Assembly will determine its own rules of procedure.
- i. The members of the Representative Assembly shall:
  1. Approve appointive membership of all standing, ad hoc or other committees necessary to fulfill the goals of the Association; such committees shall report to the Representative Assembly on a regular basis.
  2. Recommend dues, assessments and budgets for approval by the GA.
  3. by a majority vote, mandate that the President establish new committees.
  4. approve all special financial appropriations *(not exceeding \$ 500.00)*
  5. set the agenda for the General Assembly meetings.
  6. prepare resolutions for national and state conventions.
  7. disseminate information and recommend action on education bills
  8. recommend to the General Assembly the composition, selection process, term and duties of the negotiating team.
  9. investigate, respond to and act on personnel and professional matter within their respective buildings as well as district-wide.

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10. determine election procedures for the Association
11. be responsible for planning social functions for the Association

## **ARTICLE IV – Officers**

### **Section 1: Executive Board**

The officers of this Association shall be a President, a First Vice-President, a Second Vice-President, a Treasurer and a Secretary.

### **Section 2: Petition Procedure**

- a. Each member in good standing shall be given reasonable opportunity to complete a petition to run for office.
- b. Notice of the offices to be filled and further details about petitions will be provided via email by the MTA's election chairperson.
- c. The Executive Board shall appoint an ad hoc Elections Chair/Designee and/or representatives to conduct and monitor each election held by the members in each building. *(Amendment VI, Article IV Section 2a,b,c,d)*

### **Section 3: Election**

- a. By majority vote, all officers shall be elected by secret ballot in January for a term of two years beginning July 1<sup>st</sup> following the election.
- b. Written notice announcing the time and place of elections shall be given to each member in good standing.
- c. The results of the election shall be announced by the election chairperson.
- d. The Secretary and/or Election Chair/Designee shall preserve all election records, including ballots, for a period of time equal to the term of office or the election cycle. Further, if the election is contested, the records shall be preserved for a period of one year after a final determination is made in the contested election. *(Amendment VI, Article IV Section 3a.b.c.d)*

### **Section 4: Majority Vote**

A majority of all votes cast for each office shall be necessary to constitute an election.

### **Section 5: Vacancy**

Vacancies in office shall be filled for the remainder of the term by special election.

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## ARTICLE V – Duties of Officers

### Section 1: The President shall:

- a. preside at all meetings of the General Assembly and the Representative Assembly.
- b. have the tie-breaking vote in the Representative Assembly.
- c. be ex-officio member of all committees.
- d. make appointments to all committees subject to approval of the Representative Assembly.
- e. supervise and administer the staff and property of the MTA.
- f. be the spokesperson for the Association and shall be responsible for responding to communications received by the Association.
- g. have the executive powers of the Association.
- h. make recommendations to the Representative Assembly and the General Assembly.
- i. attend Board of Education meetings or designate a representative.
- j. maintain communication with parent and community organizations.
- k. present an annual report to the Association and such other reports which may be required.
- l. have the privilege of expending Association funds not to exceed limits set by the Representative Assembly.
- m. sign all checks drawn upon the treasury.

### Section 2: The First Vice-President shall:

- a. assume all the duties of the President in his/her absence.
- b. assist the President in his/her duties.
- c. attend all Board of Education meetings or designate a representative. *(Amendment III, Article IV, Section 2c, 3c) Adopted Feb. 14, 1996*
- d. be responsible for the orientation of all new teachers in MTA and contractual matters.
- e. coordinate the publication of the annual report to the membership on the progress of all committees.
- f. coordinate information relative to public relations.
- g. attend all meetings of Representative Assembly and have voting privileges. *(Amendment I; Article IV; Section 2g) Adopted April 26, 1982*

### Section 3: The Second Vice-President shall:

- a. assist the President and First Vice-President in their duties.
- b. disseminate necessary information relative to membership and assist the drive for full membership.



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- c. attend all Board of Education meetings or designate a representative. *(Amendment III, Article IV, Section 2c, 3c) Adopted Feb.14, 1996*
- d. keep the membership informed of state and national legislation.
- e. keep the membership informed of local news pertaining to the MTA.
- f. coordinate social activities with the Representative Assembly.
- g. attend all meetings of Representative Assembly and have voting privileges. *(Amendment I; Article IV; Section 2g) Adopted April 26, 1982*

### **Section 4: The Secretary shall:**

- a. record the minutes of all General Assembly meetings and Representative Assembly meetings.
- b. distribute meeting summaries to the general membership on a regular basis.
- c. maintain an accurate file of minutes of all MTA meetings.
- d. attend all meeting of the Representative Assembly and have voting privileges. *(Amendment I; Article IV; Section 5d) Adopted April 26, 1982*

### **Section 5: The Treasurer shall:**

- a. maintain an accurate record of the finances of the Association.
- b. be responsible for the collection of dues.
- c. be responsible to notify each member as to his/her status regarding dues.
- d. expend the funds of the Association upon specific and proper authorization.
- e. countersign all checks drawn upon the treasury.
- f. receive all monies paid to the organization.
- g. make an annual financial report to the Association.
- h. advise the President, Representative Assembly, and any other committee of the Association on financial matters.
- i. attend all meetings of the Representative Assembly and have voting privileges. *(Amendment I; Article IV; Section 5i) Adopted April 26, 1982*

## **ARTICLE VI – Protection of Right of Members**

- a. Every active member in good standing of this organization shall have equal rights 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.

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- c. No officer of the organization may be removed from office unless such officer has been served with written specific charges and given a reasonable time to prepare a defense and afforded a full and fair hearing before the Executive Board. Following the hearing, the Executive Board may recommend to the membership of the organization that the officer be removed from office by a two-third (2/3) vote of the Executive Board. Subsequently, the officer may be removed from office by a two-third (2/3) vote of the membership at a general membership meeting called for that purpose and pursuant to the organization's by-laws. (*Amendment VI, Article VI Section 1a,b,c*)

## **ARTICLE VII – Ratification of Collective Bargaining Agreements**

- a. Approval or disapproval of any Collective Bargaining Agreement with the employer shall be determined by a majority vote of the members in good standing of this organization, from the unit to which the Collective Bargaining Agreement applies at a membership meeting called specifically for that purpose and/or may be done at each school building. (*Amendment VI, Article VII Section 1a*)

## **ARTICLE VIII – Amendments**

This constitution may be amended by a two-thirds vote at any meeting of the General Assembly provided notice in writing of a proposed amendment shall have been filed with the secretary and presented to each school at least thirty days prior to the day of the meeting at which it is to be voted upon.

### **ENABLING ACT**

The ratification by two-third of the members of the Mamaroneck Teachers Association shall be sufficient for the establishment of this Constitution as the Constitution of the MTA superseding all existing constitutions with the exception that all present officers elected under the preceding constitution shall be allowed to complete their terms of office. This Constitution will become effective in the beginning of the following school year after the ratification and election of the Representative Assembly.

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## AMENDMENTS

### AMENDMENT I – Officer Voting Rights at Representative Assembly

#### **Article II, Sec. 3: The Representative Assembly**

- a. The Representative Assembly shall consist of members chosen by the active members within each school building and the elected officers of the Association.

#### **Article IV: Officers**

##### *Section 2: First Vice President*

- g. Attend all meetings of the Representative Assembly and have voting privileges.

##### *Section 3: Second Vice President*

- h. Attend all meetings of the Representative Assembly and have voting privileges.

##### *Section 4: Secretary*

- d. Attend all meetings of the Representative Assembly and having voting privileges.

##### *Section 5: Treasurer*

- i. Attend all meetings of the Representative Assembly and have voting privileges.

**ADOPTED APRIL 26, 1982**

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### AMENDMENT II: Approval of Dues, Assessments and Budget

#### *ARTICLE II, Section 2:*

- d. The General Assembly shall:
  2. Ratify by a majority vote all dues, assessments, and budgets proposed by the Representative Assembly at a General Assembly meeting. IF A QUORUM IS NOT PRESENT, THE GENERAL ASSEMBLY SHALL BE CALLED A SECOND TIME WITHIN EIGHT (8) SCHOOL DAYS BY THE PRESIDENT OR THE REPRESENTATIVE ASSEMBLY. AT SUCH TIME DECISIONS ON DUES, ASSESSMENTS AND BUDGETS MAY BE TAKEN BY A MAJORITY OF THE MEMBERS PRESENT.

**ADOPTED MAY 1986**

### AMENDMENT III: Duties of Officers

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## *ARTICLE V: Duties of Officers*

### Section 2: First Vice President

- c. Attend all Board of Education meetings or designate a representative.

### Section 3: Second Vice President

- c. Attend all Board of Education meetings or designate a representative.

**ADOPTED FEBRUARY 14, 1996**

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## **AMENDMENT IV: MTA Dues for employee(s) on unpaid leave of absence**

Anyone who goes on unpaid leave of absence shall have their dues pro-rated for those months in which they were paid.

**ADOPTED NOVEMBER 17, 1997**

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## **AMENDMENT V: ARTICLE III – OFFICERS, SECTION 2: ELECTION**

By a majority vote, all officers shall be elected by secret ballot in January for a term of two years beginning July 1 following the election.

**ADOPTED JANUARY 8, 2007**

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## **AMENDMENT VI: ARTICLE I – Name and Purpose**

*(Amendment by addition – all new words underlined)*

### *Article I, Sec. 2: Purpose*

- h. to show no discrimination toward individuals on the basis of sex, sexual orientation, gender identity, creed, color, race, national origin or political activities and beliefs.

## **Article II – Membership**

### *Section 2: Active Members*

- g. Absentee ballots will be available for members to vote on Article III Section 1 and Article III – Section d3, if the member is out of the District on school related business. Absentee ballots will be provided to members who show proper documentation (AESOP statement or signed absence authorization form provided by personnel.) Such documentation shall be brought to the MTA office, where the absentee ballot will be completed and sealed prior to the vote. (***Amendment VI, Article II Section 2(g)***)

## **Article III - Legislature**

### *Section 3: The Representative Assembly*

- b. Representative shall be apportioned within each school building according to its members or portion greater than four.
  
- f. The Representative Assembly shall meet at least once a month during the school year at a time and place of its own determination: a majority of its membership shall constitute a quorum to do business. The duties of the representatives shall include scheduling and calling building meetings, generating an agenda, coordinating monthly meetings with building administrators on matters of mutual concern and attending meetings with teachers and administrators.

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## **ARTICLE IV: Officers**

### *Section 2: Petition Procedures*

- a. Each member in good standing shall be given reasonable opportunity to nominate candidates for office and to run for office.
- b. Notice of the offices to be filled, the right to make nominations, and the time, place, and proper form for submission of nominations will be published in the MTA webpage/newsletter and/or announced in a written communication from the President and/or Executive Board and be prominently posted in each building.
- c. Nomination procedures shall be determined by the Executive Board.
- d. The Executive Board shall appoint an ad hoc Elections Chair/Designee and/or representatives to conduct and monitor each election held by the members in each building.

### *Section 3: Election*

- a. By majority vote, all officers shall be elected by secret ballot in January for a term of two years beginning July 1<sup>st</sup> following the election.
- b. Written notice announcing the time and place of elections shall be given to each member in good standing.
- c. The result of the election shall be published and/or announced in a letter from the President or Executive Board, and posted prominently in each building.
- d. The Secretary and/or Election Chair/Designee shall preserve all election records, including ballots, for a period of time equal to the term of office or the election cycle. Further, if the election is contested, the records shall be preserved for a period of one year after a final determination is made in the contested election.

## **ARTICLE VI – Protection of Right of Members**

- a. Every active 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. No officer of the organization may be removed from office unless such officer has been served with written specific charges and given a reasonable time to prepare a

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defense and afforded a full and fair hearing before the Executive Board. Following the hearing, the Executive Board may recommend to the membership of the organization that the officer be removed from office by a two-third (2/3) vote of the Executive Board. Subsequently, the officer may be removed from office by a two-third (2/3) vote of the membership at a general membership meeting called for that purpose and pursuant to the organization's by-laws.

## **ARTICLE VII – Ratification of Collective Bargaining Agreements**

- a. Approval or disapproval of any Collective Bargaining Agreement with the employer shall be determined by a majority vote of the members in good standing of this organization, from the unit to which the Collective Bargaining Agreement applies at a membership meeting called specifically for that purpose and/or may be done at each school building.

**Representative Assembly ADOPTED June 16, 2014**