

## CONSTITUTION OF THE YONKERS COUNCIL OF ADMINISTRATORS

### Article I - Name

The name of this organization shall be the Yonkers Council of Administrators. (YCA)

### Article II - Objectives

The objectives of this organization shall be to:

- a. Unite all those who are eligible for membership to achieve the highest goals of education.
- b. Maintain and improve standards, benefits and conditions for personnel without regard to color, race, sex, background, or national origin.
- c. Obtain job security, protect seniority and merit.
- d. Cooperate with all responsible organizations in education.
- e. Promote understanding, participation, and support of the public communities and agencies.
- f. Be alert to resist attacks and campaigns which would create or entrench a spoils system, whether by administrative, legislative or funded corporations.
- g. Promote our demographic society by supporting every effort to enhance full educational opportunities to every child and student in our nation.

### Article III-Membership

The Yonkers Council of Administrators shall be comprised of members employed in education that hold certificates, credentials or licenses as administrators or supervisors appointed to such positions. Administrators or supervisors in maintenance or other craft then pedagogical shall not be eligible for membership.

- a. Membership shall be open to all professional and administrative personnel represented by this organization in negotiations and other business with the city, state and other employing authorities as defined by P.E.R.B.
- b. There shall be one class of membership, namely active members. An active member is one who is eligible under Article III whose name has been presented to the Executive Board and has paid his current dues and/or assessment. Membership is also open to retired members of the YCA bargaining unit who are current in dues.
- c. Permanent appointment to a position that does not meet the eligibility requirements for membership shall result in termination of membership.
- d. A member, to be eligible to vote in any organization election or at any organization meeting, must have paid all dues and/or assessments, or have taken advantage of the check-off privilege covering such payments applicable to the membership year.
- e. Retirees are only eligible to vote for the position of Vice President of Retirees.

#### Article IV - Officers/Elections

A. The officers of the organization shall be one (1) President, two (2) Executive Vice-Presidents, **ten (10) Vice-Presidents**, a Secretary and a Treasurer.

1. Each division of the Council shall be entitled to one Vice-President named by the division as follows:

- a. **Vice-President for Secondary Schools (2)**
- b. **Vice-President for PreK-8 Schools (2)**
- c. **Vice-President for PreK-6 Schools (2)**
- d. **Vice President for Assistant Principals (2)**
- e. **Vice-President of Retirees (1)**
- f. **Vice-President for New Members (1)**

2. Officers shall serve a three (3) year term effective **September 1<sup>st</sup> and ending August 31<sup>st</sup>**.  
**The officers shall be nominated and elected at an August meeting.**

3. **The general membership of the organization is to be notified by the Secretary prior to June 30<sup>th</sup> of the third year what elected offices will be vacant as of August 31<sup>st</sup>.**

The members present at the June meeting shall pass upon the Nominating Committee presented by the President. Members present for voting should represent 1/3 of the total membership. The Nominating Committee shall present its slate of candidates to the general membership on or before August 20<sup>th</sup>. **Official ballots verified by the Secretary shall be sent to the general membership within ten days of the August return to work date. Voting will take place at the location designated by the President on the last Thursday in August.** Election will be by secret ballot. Members must be present to vote and sign for their ballots, **or by an individually signed and validated ballot delivered by a YCA member during the voting hours on the day of the election.** No absentee ballots are allowed. Polling place will be open until 6:00 p.m. to accommodate administrators supervising after school programs or attending required meetings. For an election to be valid, at least 51% of the membership must have voted. Winners must have a simple majority of those voting. **The Secretary shall verify election results notifying the general membership prior to September 1<sup>st</sup>, which is the effective date of the new officers.**

4. Only a Retiree can be the Vice-President of Retirees. Only members currently employed in the bargaining unit can hold other Executive Board positions.

B. The President shall be an ex-officer member of all committees except the negotiating committee. The President shall be an active member of the negotiating committee.

C. If the office of the President becomes vacant or he/she becomes incapacitated, the **First** Executive Vice-President will succeed him/her. If a division level Vice-President position becomes vacant, the division organization to which the Vice-President belonged shall elect a member to succeed. If the office of Treasurer, Secretary, Executive Vice-President, and Vice-President of Retirees become vacant, the Executive Board will elect an active member to complete the term of office.

D. The Treasurer will engage an independent auditor to submit a written report to the Board and membership on an a triennial basis, if needed or requested by the Executive Board.

#### Article V - Executive Board and Officers' Duties and Functions

### Executive Board

1. The Executive Board shall consist of the President, two (2) Executive Vice-Presidents, **ten (10) Vice-Presidents**, a Secretary and a Treasurer.
2. The Executive Board shall direct the affairs of the organization except those specifically excluded. The Executive Board shall report regularly to the members seeking direction and guidance.
3. The Executive Board shall recommend policy and legislation to the parent body and shall recommend and interpret the policy and legislative programs of NYSFSA, AFSA and the AFL-CIO.
4. The Executive Board shall supervise all elections in the manner provided by the Constitution and shall decide all disputes arising out of such elections.
5. At the written request of one half of the members of the Executive Board or of 15% of the membership of this organization, the Executive Board shall submit to a referendum vote of the general membership any matter except a proposed amendment to the Constitution.
6. The Executive Board shall transact its business only at its regular or special meetings.

### President

1. The President is the chief executive and administrative officer and carries the duties and responsibilities of this office. The President directs all activities of other officers and of staff. S/he shall appoint ad hoc committees when advisable. S/he shall hire or retain such staff, auditing and professional personnel as needed subject to approval of the Executive Board.
2. The President shall appoint the chairmen and members of all committees except Negotiation and Grievance.
3. The President, at his/her discretion, or at the request of three members of the Executive Board, shall call a special meeting of the Executive Board.
4. The President shall prepare the agenda for each meeting of the Executive Board subject to the modification and approval of the Executive Board.
5. The President, where s/he deems the situation to be of such urgency that time is of the essence, or when s/he deems that the expense of a special meeting is not warranted, may conduct a referendum vote of the Executive Board to obtain a speedy determination. All decisions, whether at a regular or special meeting of the Executive Board or by referendum, shall require a majority vote.
6. The retiring President shall act in an advisory capacity to the incoming President and shall be an ex-officio member of the Executive Board for the year following his/her term in office.

### First Executive Vice President

1. **The duties of the First Executive Vice President will be determined by the President. The term of office will be the same three-year period served by all members of the Executive Board.**

### Second Executive Vice President

1. **The duties of the Second Executive Vice President will be determined by the**

**President. The term of office will be the same three-year period served by all members of the Executive Board.**

Treasurer

1. The Treasurer is the fiscal officer in charge of finances and financial reports as well as of fixed and other assets of the organization.
2. The Treasurer shall maintain records and prepare annual financial reports and submit them to the President. In addition, shall submit to the President, upon request, all written reports and books as requested.
3. The Treasurer shall sign all checks, vouchers, and other obligations for payment, which shall be countersigned by the President.
4. The Treasurer shall serve as Chairman of the Finance Committee.

Secretary

1. The Secretary shall keep minutes, records, and communications of all official matters.
2. The Secretary shall be responsible for appropriate notification of all membership of all special meetings.
3. The Secretary will be responsible for reporting to membership on all meetings.
4. The Secretary shall receive all reports prepared by any members or officers for transmittal to any other agency or organization. The Secretary shall then submit these to the President who shall present them to the Executive Board for approval. The Secretary shall be responsible for transmittal of all such reports following approval.

Article VI - Membership Meetings

Regular Meetings

1. There shall be at least two regular membership meetings a year, at least one each semester.
2. A regular membership meeting shall have the power to discuss matters brought before it and to make recommendations on these matters.

Special Meetings

1. The President at the written request of the Executive Board shall call a special meeting of the membership by 15% or more of the members by written request.
2. A special meeting shall discuss only those matters for which it was especially convened.

Article VII - Committees

Proposed amendment by the By-Laws Committee.

- A. The Executive Board shall establish and appoint members to the following committees as it deems necessary: Grievance and Negotiations. The Executive Board may dissolve any of the above committees by a simple majority vote.
- B. The President is empowered to form such special committees as s/he deems necessary at any time or upon the majority vote of the members in any meeting and shall form such committees as the membership directs.
- C. The Nominating Committee shall consist of **seven (7)** members. The **First** Executive Vice- President shall be a member and chair the committee. Two (2) other Executive Board members will be members of the committee as decided by the Executive Board. An additional **four (4)** members will be selected at large, approved by the Executive Board, and come from the active membership at large.

#### Article VIII - Dues

- A. The fiscal year shall be July 1 to **June 30<sup>th</sup>**. Dues shall be payable **semi-monthly via payroll deduction**.
- B. The structure of the dues will be three-fold:
  - 1. The sum required by AFSA on a per capita basis for affiliation with AFSA. AFL-CIO.
  - 2. The sum required by NYSFSA on a per capita basis for affiliation with NYSFSA.
  - 3. Local dues as established by a 2/3 vote of all currently employed members of the bargaining unit.

#### Article IX - Quorum

- A. One half of the total membership of the Executive Board shall constitute a quorum of that body.
- B. A quorum for a meeting of the entire organization shall be one third of the membership.
- C. The quorum for a special membership meeting of the organization shall be one third of the membership.
- D. To have a valid election, 51% of the membership must have voted

#### Article X - Parliamentary Procedure

All voting and parliamentary procedures not otherwise specified herein shall be in accordance with Robert's Rules of Order.

#### Article XI - Charter Obligations to AFSA

All organizational structure & organizational actions shall be in accordance with the charter requirements of AFSA, AFL, and AFL-CIO.

This Constitution was approved by a two-thirds vote of the membership on April 7, 1998.