

# SUBSTITUTES UNITED BUFFALO CONSTITUTION AND BYLAWS PROVISION

## Article I. Name

The name of the Association shall be "Substitutes United/Buffalo (SUB)"

## Article II. Purpose

Section 1. To develop and promote a continuing Program to improve salaries, fringe benefits, working conditions and instruction through formal negotiations with the (City of Buffalo) School Board.

Section 2. To enable members to speak with a common voice on matters pertaining to the substitute teaching profession and to present their individual and common interests before the (City of Buffalo) Board of Education and other legal authorities.

Section 3. To provide and foster loyalty to the highest ideals in education and to aid in bringing about the realization of these ideals.

Section 4. To maintain the substitute teaching profession at a high level among other professions.

Section 5. To promote community engagement through involvement and sponsorship of non-political activities and public events within Buffalo and surrounding communities of Western New York.

Section 6. To maintain a relationship of mutual assistance and cooperation with organized labor.

## Article III. Membership

Section 1. Active membership in the Association shall be open to all per diem substitute teaching personnel employed in the (City of) Buffalo Public Schools. Active membership is the completion of an enrollment form that has been submitted to NYSUT and Substitutes United of Buffalo.

Section 2. Active membership shall be continuous until the member leaves the school system, leaves the union or takes another position in the school system.

Section 3B: Active membership for per diem substitute teachers who arbitrarily left the union may reinstate their membership by paying a nonrefundable fee of \$100 with the completion of an enrollment form that has been submitted to NY SUT and Substitutes United Buffalo. If nonrefundable fee is not paid, membership will not commence until a total of 50 full days have been worked and dues taken out.

## Article IV. Officers

Section 1. The Association shall consist of four(4) officers: President, Vice President, Secretary and Treasurer. All elected shall serve for 2 year terms.

Section 2. (A) The President and Treasurer shall be elected during an even calendar year, 2022, 2024, 2026 etc.

(B) The Vice President and Secretary shall be elected during the odd calendar 2023, 2025, 2027 etc.

## Article V. Executive Council

Section 1. The Executive Council shall consist of the President, Vice President, Secretary, Treasurer and eight (8) Delegates at-Large. All elected Delegates will serve two (2) year terms.

Section 2. (A) Four (4) Delegates-at-Large shall be elected during even calendar years (2022, 2024, 2026 etc.) and

(B) Four (4) Delegates-at-Large shall be elected during odd calendar years (2023, 2025, 2027 etc.)

(C) If pandemics, catastrophes, long term school closings etc, prevent an election, everyone will run for all positions the following year that we are able to conduct them. After that the election will revert to the normal schedule for elections.

Section 3. (A) If a member is removed from the Council "for cause" by a majority of the board, said member may not run for any office for a period of five (5) years.

(B) If a member of the Council supplies information of any kind discussed at the Executive Council Meetings, to a non-council member, even if it is a union member, that person will be removed immediately from the Executive Council and the President will appoint a new Council member until the next election. The person removed may not run for any position on the Council for a period of 5 years.

## Article VI. Meetings

Section 1. There shall be a minimum of 2 Association meetings per school year scheduled by the President at least one week in advance.

Section 2. There shall be a minimum of 9 Executive Council meetings per school year, shall be determined and scheduled by the President at least 3 days in advance unless an emergency meeting as determined by the President.

Section 3. The purpose of any Association or Executive Council meeting shall be indicated no later than at the time the meeting is announced.

### Article VII Amendments•

Section 1. The Constitution/ Bylaws shall be reviewed for revision every 3 years.

Section 1.2 The Constitution may be amended or revised by a 2/3% majority of the general membership present

Section 2.3 The Bylaws may be amended or revised by a 2/3% vote of the general membership present

Section 3.4 Notice of amendments to the Constitution and the Bylaws shall be given no later than one week prior to the time of the meeting.

### Article VIII Affiliation

Substitutes United/Buffalo shall be affiliated with New York State United Teacher (NYSUT) and its national affiliates.

Buffalo Public School emails may NOT be used to conduct union business or for politicking for the union.

# BYLAWS

## Article I. Rules of Order

Section 1. Roberts Rules of Order, the most recent edition, shall be the authority on all questions of procedures not specifically stated in the Constitution and Bylaws.

Section 2. The rules contained in Roberts Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or general practices of this Association.

## Article II. Duties of Officers and Delegates

Section 1. All Officers shall take Office immediately following the adjournments of the meeting in which they are elected, unless otherwise provided.

Section 2. A vacancy between annual elections shall be filled by the President and the appointee shall serve to the end of the unexpired term. A vacancy in the Presidency shall be filled by the Vice President.

Section 3. The President shall preside at the meetings of the Association and the Executive Council. The President shall issue the call for all regular and special meetings of the Association and the Executive Council. The President shall be an ex-officio member of all committees. The President shall appoint the Parliamentarian and the Sergeant-at -Arms with the consent of the Executive Council to serve the Association.

Section 4. The Vice President shall assume all duties of the President in case of his/her absence. The Vice President shall be an honorary member of all standing committees.

Section 5. The Vice President shall be the Parliamentarian unless someone else has been appointed by the President.

Section 6. The Secretary shall keep a record of all meetings of the Association. The Secretary shall keep a list of the membership and the record of attendance at the Association and Executive Council business meetings. At the end of the Secretary's term of office, the Minutes, Executive Council Records and all other Association records shall be turned over to the new Secretary.

Section 7. The Treasurer shall be responsible for the collection of all dues. The Treasurer shall keep in trust the funds of the Association, depositing them in a local bank in the name of Substitutes United of Buffalo. Funds shall be disbursed only by check. Checks must be signed by 2 Officers, President,/ Treasurer,/ Secretary. A check cannot be signed by the person whose name is the payee. The Treasurer shall keep an accurate account of receipts and expenditures. The Treasurer shall prepare a quarterly report of the financial status of the Association at the request of the President. The Treasurer shall attend all meetings of the Fiscal Control Committee. At the end of the Treasurer's term of office, all financial records and materials dealing with the Association shall be turned over to the new Treasurer.

## Article III : Standing Committees

Section 1. The President shall appoint a chairperson and members of each standing committee. The President at his/her discretion may also add or remove a member from said committee.

Section 2. Standing Committees are: Membership, Negotiations,  
Grievance and Fiscal Control

## Article IV Duties of Committees

Section 1. The Membership Committee shall promote membership.

Section 2. The Negotiations Committee shall act on behalf of the Association in accordance with the Taylor Law.

Section 3. The Grievance Committee shall protect rights of members through an established grievance procedure as stated in our employment contract.

Section 4. The Fiscal Control Committee shall select an Auditor and/or a financial review committee to review the Treasurer's books, and report his/her findings to the Executive Council no later than August of each year. The Fiscal Committee shall submit an annual budget to the Executive

Council no later than December of each year to be approved by the Executive Council. The Fiscal Control committee shall submit quarterly assessments of the financial status of the organization.

## Article V. Elections

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Section 1. The first regular meeting of the (school) year shall be the annual meeting for elections. Before this meeting nominations for officers and delegates shall be formalized by the election committee.

Section 2. The President shall make provisions for carrying out elections. All elections are open to the general membership and will be notified by regular mail and electronic correspondence.

Section 3. A plurality vote of those members voting shall be necessary for the election of any office. In the event of a tie vote for the election of any office, a runoff election shall be held in approximately 10 business days.

Section 4. The elected Delegates -at-Large shall consist of the top 4 vote getters.

Section 5. All elections shall be by secret ballot, unless at the discretion of the President, an oral vote or show of hands will suffice.

## Article VI. Quorum

Section 1. A quorum to begin Executive Council meetings shall consist of 50%, plus one, (6 members) of the Executive Council Members.

Section 2. No specific quorum shall exist for Association meetings as so long as there was timely notice of the meeting sent to the membership in accordance with the Constitution/Bylaws and enough members are present to conduct business.



## Article VII. Dues

Section 1. The Local dues shall be determined by the budget drawn up by the President and Treasurer, approved by the Executive Council and adopted by the general membership present.

Section 2. Dues are \$2.00 per day for the first 100 days of work per school year.

## Article VIII. Compensation

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Section 1. Salaries and compensation for committee work and other Association business compensation shall be recommended by the Fiscal Control Committee, determined by the President and the Treasurer and adopted by the Executive Council.