

**The Newburgh Teachers' Association**  
**Substitute Teacher Chapter**  
**Bylaws**



**1. Executive Committee**

A. Powers and Duties:

1. act upon matters expressly delegated to it by the General Membership of the NTASTC,
2. Individual problems of a member will be reported to the Executive Committee, and, if further action is required, it will be reported to the Grievance Committee.

**2. Structure**

A. Duties of the Chairperson: The Chairperson shall:

1. be the chief executive officer of the NTASTC. It shall be his/her duty to administer to all of the affairs of the NTASTC and to execute policies of the organization as determined by the Executive Committee, NTASTC General Membership, the Delegate Assembly and the Board of Directors of the NTA;
2. preside at all meetings of the NTASTC General Membership;
3. appoint NTASTC members to NTASTC standing committee(s) and appoint and establish the functions and duties of all additional NTASTC committees;
4. call regular and special meetings of the NTASTC membership;
5. fulfill such other duties as his/her office requires and are consistent with the NTA Constitution.

B. Duties of the Corresponding Secretary:

1. The duties of the corresponding secretary shall be those usual to that office and to perform such other duties as may be required by the NTASTC Chairperson.

**3. Bylaw Amendments**

- A. An amendment to a bylaw may be proposed by any member of the NTASTC as long as it is not contrary to the NTA Constitution.
- B. In order to be considered for adoption, a proposed bylaw amendment shall be submitted in writing to the NTASTC Executive Committee.

- C. Following consideration by the NTASTC Executive Committee, the bylaws may be amended by a majority of the NTASTC General Membership present and voting.
- D. A vote to consider a bylaw amendment shall take place at the first NTASTC General Membership meeting immediately following the meeting of the NTASTC Executive Committee at which the amendment was considered.