

**The Newburgh Teachers' Association**  
**Teaching Assistant Chapter**  
**Bylaws**



**1. Building Representatives**

The teaching assistants in each school building will elect one (1) Building Representative and one (1) Alternate, buildings with fifteen (15) or more members will be entitled to two (2) Building Representatives and two (2) Alternates.

A. Terms of Office:

1. All Building Representatives shall be elected for a term of one year.
2. All Building Representatives' elections shall take place each school year between September 1<sup>st</sup> and the day prior to the October Building Representatives' Meeting. All Building Representatives will be elected under the supervision of the NTATAC Nominations and Elections Committee using electronic voting through an independent agency approved by the NTA Board of Directors.
3. Building Representatives shall take office on the day of the October Building Representatives' Meeting.
4. All Alternates shall be elected on the same basis as the Building Representatives. An Alternate may act in the absence of any Building Representative from his/her school.

B. Powers and Duties:

1. adopt the annual budget for the NTATAC;
2. act upon matters expressly delegated to it by the General Membership of the NTATAC,
3. Building Representatives will represent their respective schools, and shall have the responsibility to report back to their respective members as promptly as possible on all actions taken at the Building Representative meetings, and shall vote in accordance with the instructions given by the members in their schools.
4. In case of absence, a Building Representative shall be responsible for having an Alternate present in his/her behalf.

5. Individual problems of a member will be reported by the Building Representative to either 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 NTATAC. It shall be his/her duty to administer to all of the affairs of the NTATAC and to execute policies of the organization as determined by the Executive Committee, Building Representatives, NTATAC General Membership, the Delegate Assembly and the Board of Directors of the NTA;
2. preside at all meetings of the Building Representatives and NTATAC General Membership;
3. appoint NTATAC members to NTATAC standing committees and appoint and establish the functions and duties of all additional NTATAC committees;
4. call regular and special meetings of the NTATAC 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 NTATAC Chairperson.

## **3. Bylaw Amendments**

- A. An amendment to a bylaw may be proposed by any member of the NTATAC 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 NTATAC Executive Committee.
- C. Following consideration by the NTATAC Executive Committee, the bylaws may be amended by a majority of the NTATAC Building Representatives present and voting.
- D. A vote to consider a bylaw amendment shall take place at the first NTATAC Building Representatives' meeting immediately following the meeting of the Executive Committee at which the amendment was considered.