

CONSTITUTION
TEACHING ASSISTANTS' CHAPTER
OF THE NEWBURGH TEACHERS' ASSOCIATION

ARTICLE I – Name

The name of this unit shall be The Teaching Assistants' Chapter of the Newburgh Teachers' Association, hereinafter referred to as the NTATAC.

ARTICLE II – Purposes

1. to align the teaching assistants with an active organization which has influence and power to effect benefits for both teachers and teaching assistants through legislative and other action;
2. to work actively with the Newburgh Teachers' Association educators in promoting the interests of children and educators;
3. to engage in collective bargaining with the employer;
4. to promote the interests of the teaching assistants.
5. to represent its membership in county, state, national and other professional organizations in which the majority group interest are concerned;
6. to promote the best interest of the public schools in our community;
7. to promote the aims and objectives of New York State United Teachers (NYSUT) and the American Federation of Teachers (AFT);
8. to expose and fight all forms of racism and discrimination; and
9. to support the principles of the American labor movement

ARTICLE III – Affiliations

This organization shall be affiliated with the Newburgh Teachers' Association, New York State United Teachers (NYSUT), national affiliates, and those organizations mandated by the Delegate Assembly.

ARTICLE IV – Local [NTATAC]

1. The NTATAC shall consist of those unit members who hold collective bargaining rights in the Newburgh Enlarged City School District
2. The NTATAC shall be bound by the provisions of the Constitutions of NYSTUT and AFT as amended.

ARTICLE V - Structure

1. Chapter business shall be transacted under the supervision of an Executive Committee consisting of a Chairperson who shall serve in a dual role as Delegate Assembly Representative, a Corresponding Secretary, and two members elected at large. Additional representatives to the NTA's Delegate Assembly will be elected pursuant to the NTA's Constitution;
2. The teaching assistants in each school building will elect a building representative and 1 alternate;
 - a. The building representative and alternate will serve for one year
 - b. The responsibilities and duties of the building representatives and alternates will generally be to represent the teaching assistants in their school
3. Duties of the Chairperson: The Chairperson shall:
 - a. 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, General Membership, the Delegate Assembly and the Board of Directors of the NTA;
 - b. preside at all meetings of the General Membership,
 - c. act as sole spokesperson for the NTATAC except where the chairperson designates this authority;
 - d. appoint and establish the functions and duties of all committees
 - e. call regular and special meetings of the membership
 - h. fulfill such other duties as his/her office requires and are consistent with this Constitution.
4. Duties of the Secretary: The duties of the secretary shall be those usual to that office and to perform such other duties as may be required by the chairperson.

ARTICLE VI – MEMBERSHIP

1. Membership shall be open to all teaching assistants in the school district.
2. The NTATAC will show no discrimination toward individuals on the basis of gender, sexual orientation, age, creed, color, race, national origin, or political activities and beliefs.
3. Membership shall be obtained only through the per capita dues payment for any category of membership.
4. There shall be the following membership categories: in-service and honorary. Individuals will be required to maintain unified membership with NYSUT and AFT and with those organizations mandated by the Constitution and Bylaws, and by the constitutions and bylaws of NYSUT and the AFT.
5. Only in-service members shall be eligible for elected office.
6. Only in-service members shall pay dues and vote.

ARTICLE VI I– Meetings

1. General Membership Meetings shall be held at least four a year, convened by the Chairperson. Special meetings may be called either by the Chairperson or by a petition of ten members;
2. Ten members of the Chapter shall constitute a quorum for the transaction of business.

ARTICLE VIII – Elections

1. Members of the Executive Committee designated in **Article VI, 1** shall be elected by a majority of the votes cast.
2. Nominations: Candidates for officer positions shall be nominated according to procedures established by the Committee on Nominations and Election Procedures.
3. Elections: Officers shall be elected according to the procedures established by the Committee on Nominations and Election Procedures
4. Terms of Office: Officers shall be elected on the second Tuesday in February on which school is in session, for a term of three years and shall assume office on the first day of July of the same year in which they are elected

ARTICLE IX – Committees

1. The chairperson designed in **Article VI, 1** shall appoint Ad Hoc Committees as deemed necessary by the Executive Committee;
2. Standing Committees of the Chapter shall be the following:
 - a. Nominating Committee or/and Election Committee,
 - b. Membership Committee,
 - c. Hospitality and Program Committee,
 - d. Legislative Committee,
 - e. Negotiations Committee.

ARTICLE X – Dues

1. Annual dues shall cover membership in the Newburgh Teachers' Association and its state and national affiliate. These dues are payable to the Newburgh Teachers' Association;
2. NYSUT and AFT dues will be $\frac{1}{2}$ of the teachers' dues.
2. NTA dues will be $\frac{3}{4}$ of the teachers' dues

3. An annual budget for the Chapter will be produced by the NTA in conjunction with the Executive Committee of the Chapter.

ARTICLE XI – Constitutional Amendments

1. An amendment to the constitution may be proposed by any member of the Chapter as long as it is not contrary to the NTA Constitution
3. In order to be considered for adoption, a proposed amendment shall be submitted in writing to the Executive Committee.
3. A proposed amendment shall be published in an official publication of the Chapter at least 10 days prior to the meeting at which it is to be considered.
4. This constitution may be amended by a two-thirds vote of the members of the membership present and voting.

ARTICLE XII – Fiscal Year

1. The fiscal year of the NTATAC shall begin September 1 and end August 31.
2. The NTA shall maintain all records and reports required by other affiliated Organizations.
3. There shall be an annual audit of the books and the financial status of the chapter
4. The NTATAC budget shall be adopted no later than April of each year.

ARTICLE XIII– Rules of Order

1. Robert's Rules of Order Newly Revised shall be the authority on all questions of procedure.

ARTICLE XIV – Ratification

Ratified November 29, 2005
Amended September 26, 2006

BYLAWS

1. BUILDING REPRESENTATIVES MEETINGS

- A. A record of the proceedings (minutes) shall be made and maintained by the Secretary.
- B. Terms of Office
 - 1. Written notification of the election results, including the name of the building representative and his/her alternate will be in the hands of the Teaching Assistants' Election/Nomination Committee no later than Friday of the election week.
 - 2. When an alternate acts in the absence of any representative from his/her school, it shall be duly noted on the records.
- C. Powers and Duties:
 - 1. Representatives will represent their respective schools, and shall have the responsibility to report to the building members as promptly as possible.
 - 2. In case of absence, a Representative shall be responsible for having the alternate present in his/her behalf.
 - 3. Individual problems of a member will be reported to the building Head Delegate and the Executive Committee, if further action is required it will be reported to the Grievance Committee.
- D. Building Representatives:
 - 1. Shall be responsible for Building Representative and alternate voting and election in his/her school;
 - 2. Shall be responsible for filing representative and alternate election results with the Teaching Assistants' Election/Nomination Committee no later than two days after the election;
 - 3. Shall be responsible for informing his/her building members of action(s) of the Teaching Assistants Chapter and the NTA;
 - 4. Shall be responsible for filing monthly written reports with the Chairperson of meetings held in the school with members, delegates and principal;
 - 5. Shall attend the Building Representative meetings, if 70% of the meetings are missed he/she will be subject to dismissal unless he/she is represented by a duly elected alternate.