

CONSTITUTION OF CTA

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CONSTITUTION OF CTA

ARTICLE I

This organization shall be known as the Corning Teachers' Association.

ARTICLE II

The aims of the Corning Teachers' Association are:

- A. To assist in fostering, delineating and strengthening the educational standards and policies of the Corning City School District.
- B. To develop and maintain communication and mutual understanding among the citizens, school board and administrative staff of the Corning City School District and this organization.
- C. To promote the professional welfare of the members of the Association and to support the interests of its members.
- D. To promote the unity and strength of its members.

ARTICLE III

MEMBERS

- Section A. The Corning Teachers' Association offers two types of memberships: Active and Honorary.
- Section B. Active Membership in the Corning Teachers' Association shall be open to all regularly appointed instructional and pupil personnel of the Corning City School District. Membership shall be maintained through the payment of all required dues.
- Section C. The bestowal of Honorary Membership may be proposed in regular Corning Teachers' Association Executive Council meetings and approved by the affirmative vote of two-thirds of those present and voting. Honorary members shall be exempt from paying dues and may not vote or hold office. Active members shall automatically become Honorary members upon retirement.
- Section D. Active members in the Corning Teachers' Association shall also be members of this Association's state and national affiliates and shall be assessed dues of those affiliates.

ARTICLE IV

GOVERNANCE

- Section A. Ultimate power within the Corning Teachers' Association shall be exercised through referendum of the active membership. Positions or policies established by referendum shall not be subject to reversal or modification except by subsequent referendum.
- Section B. Except for matters decided by referendum or by a vote cast by the membership at a general meeting, final authority in the Corning Teachers' Association shall rest with the Executive Council.
- Section C. The officers of the Corning Teachers' Association shall be: President, Vice-President, Recording Secretary, Executive Secretary and Treasurer as elected in accordance with the By-Laws.
- Section D. The directing body of the Corning Teachers' Association shall be called the Executive Council of the Corning Teachers' Association. The Executive Council shall consist of the elected officers, the immediate past President, the Association's Chief Negotiator, the Association's Grievance Chairperson, the Building Representatives and the Delegates to the State and National affiliates. The aforementioned persons shall sit as voting members of the Executive Council.
- Section E. No member of the Corning Teachers' Association may hold more than one elective office during the school year, excepting that of delegate to the State and National associations with which the Corning Teachers' Association is affiliated.
- Section F. A RETIRED TEACHERS' AFFILIATE (CTAR) was established following the May 31, 1991 approval by members of the CORNING TEACHERS' ASSOCIATION for the purpose of:
- (a) maintaining the ties of professional unity between active and retired school personnel and the Corning-Painted Post Area School District.
 - (b) representing and promoting the interests of retired school personnel and providing a forum for the exchange of information of interest and benefit to the retirees and for the expression of their views.

Membership shall be open to all who retire from district service and who have been members of NYSUT/AFT.

Retiree members shall not be entitled to vote in general elections or referenda or to hold office.

All members of the Retired Teachers' Chapter of the Corning Teachers' Association shall simultaneously hold membership in New York State United Teachers and the American Federation of Teachers on a retired member basis.

The Retired Teachers' Chapter shall elect a representative to serve as a non-voting member of the Executive Council of the Corning Teachers' Association.

As a business entity, the Retired Teachers' Chapter and the Corning Teachers' Association are one in the same and all financial activities need to be consolidated and reported as one entity with the IRS and/or Department of Labor. To simplify the process for reporting consistency, the retiree chapter will use CTA's federal tax ID number (EIN) and must be on the same fiscal reporting period. The Retiree chapter should provide at least a year end financial report to the treasurer of CTA. The financial report of the Retiree Chapter would summarize all revenue and expenses in addition to the year end checkbook and savings account balances.

The treasurer of the Corning Teachers' Association is responsible for incorporating the financial affairs of the Retirees Chapter into any filing with the IRS and/or the US Department of Labor.

The Retiree Chapter can maintain its own checkbook, if desired, and must still be responsible for reporting financial activities to retiree members as well as to the Corning Teachers' Association.

ARTICLE V

MEETINGS

- Section A. Regular business meetings of the Executive Council shall be held at 4:00 P.M. on the first and third Thursdays of each month during the school year. The hour and/or day of an Executive Council meeting may be changed, or additional meetings convened, by means of a majority vote of the Executive Council or by order of the President.
- Section B. All business meetings of the Executive Council or of the General Membership shall be conducted in accordance with Robert's Rules of Order.
- Section C. Special business meetings of the Executive Council or of the General Membership must be convened by the President when petitioned to do so by ten percent of the active members of the Corning Teachers' Association, with a signed statement designating the purpose of the meeting. The President may convene a meeting of the General Membership whenever necessary.
- Section D. Business meetings of Executive Council shall be open to all active members of the Corning Teachers' Association.
- Section E. Only active members in good standing shall have the power to vote and hold office. A member in good standing is a member whose payment of dues is current.

ARTICLE VI

QUORUM

A majority of those entitled to vote shall constitute a quorum for all business meetings of the Executive Council. Thirty-three percent of the active members shall constitute a quorum for all business meetings of the General Membership, except as indicated in Article II, Section C; Article VIII, Part II, Section B; and Article VIII, Part III, Section B of the By-Laws.

ARTICLE VII

AMENDMENTS

Section A. Amendment(s) to this Constitution may be proposed in either of two ways. A proposed amendment(s) may be presented to and approved by the Executive Council, or a proposed amendment(s), accompanied by the signatures of at least one-third of the Active Membership, may be presented to the President.

The President must then present such amendment(s) to the General Membership in accordance with Section B of this Article.

Section B. Amendment(s) to this Constitution will be made by referendum vote to the General Membership, provided a copy of the Amendment(s) has been given to each active member at least ten work days prior to the day or days on which the referendum vote to adopt the amendment(s) is to be taken.

Prior to the referendum vote, Executive Council will provide an opportunity for members to make comments or ask questions about the proposed amendment(s).

To adopt any amendment(s), at least 25% of the membership needs to vote and a two-thirds majority of those voting need to approve of the proposed amendments.

BY – LAWS

ARTICLE I

DUES AND BUDGET

Section A. The annual budget and amount of annual dues of the Corning Teachers' Association shall be developed by the newly elected officers following their confirmation of election to office. This budget and amount of annual dues will be submitted to Executive Council for their possible amendment and final approval. This budget and amount of annual dues shall then be presented to the General Membership for their approval within ten work days following Executive Council approval. The total budget and amount of annual dues will be voted upon as a whole prior to the close of the school year. The budget and amount of annual dues must have been given to each voting member at least three work days prior to the day on which the vote concerning the budget and amount of annual dues is to be taken. A simple majority of those voting shall be needed to approve the budget and amount of annual dues. The fiscal year of the Corning Teachers' Association shall be July 1 through June 30.

Section B. Dues shall be paid in cash, by check or money order payable to the Corning Teachers' Association, or by payroll deduction through arrangement with the District business office.

The annual membership campaign shall be conducted during September and updated monthly.

The payroll deduction form, if chosen, shall be provided by the Corning Teachers' Association from the District; upon execution, this form shall become the property of the District business office and remain effective until written revocation of the name is received by that office and the Corning Teachers' Association's President.

A member, who has paid full dues in cash or by check or money order and who leaves the District's employ before the end of the school year, may recover pro rata part of his/her dues by submitting a written request to the President. For such purposes the membership year shall be defined as the ten month period from September to June inclusive, and dues for those whole months when the member would not be employed by the District shall be returned.

Section C. Part-time instructional and pupil personnel employees of the District shall incur a dues obligation equal to a pro rata equivalent of the total dues commensurate with the individual's percentage of full-time employment. No individual will incur a dues obligation less than ten percent of that of a full-time employee. All instructional and pupil personnel on leave of absence shall incur a dues obligation equal to that established by the affiliated State and National Associations of CTA if they desire membership.

ARTICLE II

ELECTIONS

Section A. The annual election of officers of the Corning Teachers' Association and of Delegates to the affiliated State and National Organizations shall be held during May. Members in good standing wishing to appear on the ballot as a candidate for office or as a delegate to the affiliated State and National Organizations may do so by obtaining a nominating petition and returning such with the signatures of at least ten (10) members in good standing and representing at least three different buildings. The nominating petitions must be received by the Election Committee at least eleven (11) work days prior to the balloting date as established by the Executive Council. The President shall certify the receipt of any and all petitions by acknowledgement to the petitioner through written or oral communication.

Write in votes shall be held valid only during a first round of balloting for any given office.

Section B. If the election of Officers and Delegates takes place in individual buildings, the election will be conducted under the supervision of the Senior Building Representative or his/her designee. The Senior Building Representative is that Building Representative now serving who has the most consecutive years of service as a building representative. The Senior Building Representative shall designate one area of his/her building as the poll. Members must pick up and immediately cast their ballots at this designated polling area. The Senior Building Representative will establish reasonable hours during which ballots must be cast.

All votes must be cast on a ballot created and supplied by the CTA Election Committee and approved by the Executive Council. Only upon providing their signature will CTA members receive a ballot. Completed ballots must be deposited in the closed container ballot box provided by CTA. At the conclusion of the election, ballot boxes will be returned to the Election Committee members by the Senior Building Representative (or their designee Building Representative) at a place/time prescribed by said committee. Unused and destroyed ballots shall also be returned to the Election Committee. Candidates will not handle the ballots under any circumstances. The ballots will be counted in the presence of the entire election committee.

Furthermore, the Executive Council can alter the voting method (i.e., paper, machine, electronic) with a majority vote if it is deemed necessary and proper for our membership. In the event that this is considered prudent, the Election Committee, with a majority vote of the Executive Council, will establish the voting procedure to accommodate the change in voting method. The results will not be considered valid until the Executive Council validates them with a majority vote.

The results of the election will not be considered valid until the Executive Council, by means of a majority vote, has deemed it so.

All ballots will be kept safe and on file for a period of one year following the date of the election.

Section C. If a general meeting of the Corning Teachers' Association is convened for the purpose of electing officers and delegates, the President, or his/her designee, shall preside. A two-thirds majority of active members must be present to constitute a quorum for the purpose of electing officers and delegates.

Each candidate for position, other than the President, will be allowed to address the membership present, for no longer than three minutes. Candidates for the Presidency shall be granted a maximum of five minutes to address the membership present. At the conclusion of such addresses, the active members present shall vote using the ballots supplied by the President of CTA.

Section D. Voting of the general membership, either at the building level or at a general meeting, shall be conducted by means of a secret ballot.

Section E. If three candidates are running for office and no one receives a majority of votes on the first ballot, the candidate with the lowest number of votes will be eliminated and a second ballot will be taken to determine the winner. If more than three candidates are running and no one receives a majority on the first ballot, all candidates, except those receiving the three highest number of votes, will be eliminated and a second ballot will be taken. If balloting is not conducted in a general meeting, active members shall receive written notice of a second and subsequent votes at least three work days in advance of voting. If balloting is conducted in a general meeting, each candidate shall be entitled to make a two-minute statement prior to second and subsequent votes.

ARTICLE III

ELECTION OF EXECUTIVE COUNCIL REPRESENTATIVES

Section A. Each school and the Central Office of the Corning City School District shall be entitled to one representative for the Executive Council. An additional representative shall be allowed for each FIFTEEN, or major fraction thereof, beyond the first fifteen active members. Active members working in more than one school shall be counted in their home school. Each school and the Central Office may nominate and elect an alternate(s) to serve when the elected representative(s) is/are unavailable to perform the duties of the office.

Section B. Executive Council representatives shall be elected in each school and the Central Office at a meeting called by the Senior Building Representative or by the President of the Corning Teachers' Association no later than the second week of school in June following election of officers and delegates. Election of Executive Council Representatives shall be conducted in accordance with Article II, Section B, of the By-Laws.

Section C. Executive Council Representatives shall serve two-year terms. Should a vacancy occur during an unexpired term, an election shall be conducted in accordance with Article II, Section B, of the By-Laws.

The following schools shall elect representatives in even numbered years: Erwin Valley, Calvin U. Smith, Winfield Street, CPP Middle School, and Central Office.

The following schools shall elect representatives in odd-numbered years: Frederick Carder, William E. Severn, Hugh W. Gregg, CPP High School, and HSLC.

However, in those schools entitled to two or more representatives, one or more representatives shall be elected each year to replace those representatives whose terms have expired.

ARTICLE IV

ELECTION OF DELEGATES to the STATE & NATIONAL ASSOCIATIONS

Section A. Officers of the Corning Teachers' Association will make a recommendation and Executive Council will approve the number of delegates to be elected each year. It is not necessary to elect the full number of delegates allotted to the State and National Associations, provided that a vote by the Executive Council sets the number of delegates to be elected prior to the election of Delegates.

Delegates shall be elected in accordance with Article II, Sections A, B, C, and D of the By-Laws.

Section B. Delegates will be elected for a two-year term. Delegates to our state affiliate and election district will be elected during odd-numbered years. Delegates to our national affiliate will be elected during even-numbered years. In the case when a delegate resigns or cannot serve, the CTA President may call for a special election in accordance with Article IV, Section A, of the By-Laws.

Section C. If the number of allowed delegates should increase between elections, the President of the Corning Teachers' Association may call for an election in accordance with Article IV, Section A, of the By-Laws.

Section D. The President and Executive Secretary shall certify the election and forward the credentials of all elected delegates to the offices of the National and State affiliates as soon as possible, but no later than fifteen days before the convening of the respective conventions.

Section E. Delegates to the State AFL-CIO labor body convention shall be elected at least one month before the State Labor Convention.

- Section F. Delegates to affiliated organizations shall meet the same requirements as officers of this local.

ARTICLE V

DUTIES OF OFFICERS

- Section A. The regular term of all officers shall begin on July 1 following confirmation of their election in May by the Executive Council and shall be one year's duration.
- Section B. The President shall administer all affairs and execute all policies of this organization. The President will in all matters represent the Corning Teachers' Association as its **CHIEF SPOKESPERSON**. The President may not alter Corning Teachers' Association policy outlined in this Constitution or established by the Executive Council.

The President shall preside at all general meetings of the Corning Teachers' Association and shall enforce a strict observance of the laws and rules of same and shall conduct all meetings in accordance with Article V, Section D, of this Constitution. He/she shall call for an annual election in accordance with Article II, Section A, of the By-Laws. He/she shall call meetings of the officers when the need arises. He/she shall report the number of delegates to the State and National Organizations allotted to the Corning Teachers' Association.

If the Executive Council approves the appointee, the President shall appoint a Grievance Chairperson whose term shall run concurrently with that of the President. Should a vacancy occur in any office other than that of the President, the President shall, if Executive Council approves the appointee, fill the vacancy by appointment of an active member in good standing of the Corning Teachers' Association to complete the term of office.

The President shall oversee or make annual reports to the members of the Corning Teachers' Association pertaining to the state of the Corning Teachers' Association. The President, along with the Treasurer, shall oversee the collection of all monies due the Corning Teachers' Association from its members. The President, along with the Executive Secretary, shall keep an accurate record of dues payments and of the class of membership of each member and account for the same to the Treasurer. The President shall obtain bonding immediately upon his/her election to office. Should the President be found ineligible for bonding he/she shall be ineligible to assume office. The President will have custody of the ballots from any Association election or vote and shall maintain the security of those ballots for a period of one year following the date of the election or vote.

- Section C. The Vice-President shall preside at all meetings of the Executive Council of the Corning Teachers' Association and, in case of vacancy occurring in the office of President, shall succeed to that office for the remainder of the unexpired term.

At all Corning Teachers' Association meetings the Vice-President shall determine the presence of a quorum. The Vice-President, insofar as possible, shall ensure that each committee is organized and has a designated chairperson prior to the end of the school year in which he/she is elected. He/she shall appoint committee members, from the membership list at large, with the assistance of the President. He/she shall also serve as chairperson of the Public Relations Committee, if convened.

The Vice-President shall obtain bonding immediately upon his/her election to office. Should the Vice-President be found ineligible for bonding, he/she shall be ineligible to assume office.

Section D. The Recording Secretary shall keep minutes of all meetings of the Corning Teachers' Association and the Executive Council. He/she will duplicate and will distribute copies of the minutes of the Corning Teachers' Association meetings or Executive Council meetings to members of the Executive Council following such meetings.

The Recording Secretary shall keep a record of

1. Elected delegates and alternates to the State and National Organizations with which the Corning Teachers' Association is affiliated;
2. Executive Council Representatives;
3. Chairpersons and members of committees;
4. Officers and Presidential appointees.

The Recording Secretary shall obtain bonding immediately upon his/her election to office. Should the Recording Secretary be found ineligible for bonding, he/she shall be ineligible to assume office.

Section E. The Executive Secretary shall assist the President, as needed, with correspondence of the Association. The Executive Secretary shall supervise the annual fall membership drive. He/she will keep membership records and update monthly. All dues' bills received by the Executive Secretary shall be presented to the Treasurer for disposition. The Executive Secretary shall obtain bonding immediately upon his/her election to office. Should the Executive Secretary be found ineligible for bonding, he/she shall be ineligible to assume office.

The Executive Secretary or his/her designee, along with the President, will certify all election results provided by the Election Committee. He/she shall notify successful candidates for office of their election as officers or delegates immediately following validation of the election results by the Executive Council.

The Executive Secretary shall organize and conduct the annual VOTE/COPE Campaign.

Section F. The Treasurer shall receive and deposit all funds belonging to the Corning Teachers' Association in a depository designated by the Executive Council. The Treasurer shall keep an accurate record of all receipts and expenditures and shall pay bills as authorized by the Executive Council. The Treasurer shall forward all per capita dues and see that current membership lists are forwarded to the offices of the national and state affiliates. Special care shall be taken to see that per capita dues are sent to the national and state offices no later than fifteen days prior to the opening of the respective conventions to make sure delegates from this local may be seated. The Treasurer shall obtain bonding immediately upon his/her election of office. Should the Treasurer be found ineligible for bonding, he/she shall be ineligible to assume office.

The Treasurer shall prepare budgets, financial statements, facilitate a financial review and/or an annual audit required by the AFT constitution and policy. The Treasurer will keep all financial records on file for three (3) years.

Section G. Upon retirement from office all officers shall deliver to their successors all money accounts, record books, and papers or other property belonging to the Corning Teachers' Association.

Section H. Where such exigencies as limited time or extended vacations preclude the calling of a general Corning Teachers' Association meeting or an Executive Council meeting, the officers of the Corning Teachers' Association shall have the authority necessary and proper to act for the Corning Teachers' Association. Such actions taken by the officers will be subject to reversal by means of a majority vote of Executive Council or by majority vote of the membership at a meeting called in accordance with Article V, Section C, of the Constitution.

ARTICLE VI

DUTIES OF THE EXECUTIVE COUNCIL

The Executive Council shall be the directing body of the Corning Teachers' Association. It shall conduct building elections in accordance with this Constitution and By-Laws. It shall confirm or reject nominations for appointments made by the President and Vice-President; shall amend as necessary and shall transmit to the membership the proposed annual budget of the Corning Teachers' Association for the membership's approval or rejection; shall reject or submit for general membership disposition, proposed amendment(s) to this Constitution; and shall have the power to make emergency expenditures not to exceed the limits imposed by the budget.

Executive Council shall have the responsibility of keeping a documented history of the Corning Teachers' Association. An Historian may be appointed by the Executive Council to carry out this responsibility. In the absence of an Historian, the Officers of Executive Council shall have the responsibility.

ARTICLE VII
DUTIES OF EXECUTIVE COUNCIL REPRESENTATIVES

- Section A. The elected Executive Council Representatives in each building (Building Representatives) shall act as the representative of his/her constituents and shall carry all policy matters back to them for consideration.
- Section B. The Building Representatives shall keep his/her constituents informed of the business of Executive Council and the Corning Teachers' Association by means of a building meeting or inner-school newsletter following each Executive Council meeting.
- Section C. The Senior Building Representative or his/her designee shall preside over all Corning Teachers' Association building meetings. The Senior Building Representative may call such meetings as needed, but must call a building meeting upon written request when such request is signed by ten-percent of the membership of that building.

ARTICLE VIII
REMOVAL OF ELECTED OFFICIALS

- Part I Any person elected to an office or position in the Corning Teachers' Association may and can be removed from such office or position by a recall vote. The request for such a vote may originate in either the electorate concerned or the Executive Council.
- Part II Recall of officials having a District-wide constituency shall occur only by vote taken in a general meeting.
- Section A. When presented a petition for recall bearing the valid signatures of twenty-five percent of the active membership or thirty-five percent of the voting members of the Executive Council, the President must call a general meeting of the entire membership (active) within six work days. At that meeting the subject of the petition and the petitioners may present on their own behalf, or through representatives, any material pertinent to the recall vote. When the assembled members are satisfied all germane issues have been heard, a vote by secret ballot will take place immediately.

The ballot shall read:

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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <u> Name </u> (or position) of <u> Office </u>. </div> <div style="text-align: center;"> should be removed from the office </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>

If fifty percent of the ballots plus one are marked in the affirmative, the subject of the action shall be considered immediately removed from office or position, and that office or position shall be declared vacant. The resulting vacancy shall be filled in accordance with the provision of the By-Laws.

Section B. A quorum for a general meeting called to consider a recall petition shall consist of sixty-six percent of the active membership. The Vice-President shall certify the presence of a quorum at such a general meeting.

Section C. If the President of the Corning Teachers' Association should be the subject of a recall action, the recall petition shall be submitted to the Vice-President, who is immediately empowered and required thereby to institute the recall procedure outlined in Section A.

Section D. During the time between the presentation of the completed recall petition and the subsequent recall vote, the subject of the action shall be temporarily suspended from office or position or duties.

Part III Recall of officials elected by a single building shall occur only by a vote taken at a caucus of the active Corning Teachers' Association members based at that building.

Section A. When presented a petition for recall, bearing the valid signatures of twenty-five percent of the active members from a given building or thirty-five percent of the voting members of the Executive Council, the President must call a building caucus within four work days. At that caucus, the subject of the action and the petitioners may present, on their own behalf or through representatives, any material pertinent to the recall vote. When the assembled members are satisfied all germane issues have been heard, a vote by secret ballot will be taken immediately. The ballot to be used in this section shall be that prescribed under Part II, Section A. If fifty percent of the ballots cast plus one are marked in the affirmative, the subject of this action shall be considered immediately removed from office or position, and that office or position shall be declared vacant. The resulting vacancy shall be filled in accordance with the provisions of the By-Laws.

Section B. Fifty percent plus one of the active members of the Corning Teachers' Association who are based at the building involved, shall constitute a quorum for a building caucus.

Section C. The Corning Teachers' Association President shall chair the caucus and must be accompanied by one other Corning Teachers' Association Officer and one Executive Council voting member. The latter two must be Corning Teachers'

Association members whose base school is not the building involved in the recall caucus.

- Section D. Only active members based at the building involved shall be eligible to vote in a parochial recall action.
- Section E. During the time between the presentation of the completed recall petition and the subsequent recall vote, the subject of the action shall be temporarily suspended from office or position and duties.
- Part IV. If in any recall vote the number of affirmative ballots is insufficient to recall the subject official from office or position, no subsequent balloting may be conducted on the strength of the filing petition. The convener of the general meeting or the building caucus will, in such event, declare the subject of the action to have been vindicated, and the subject will immediately resume the conduct of his/her office's or position's affairs. The recall petition and the marked ballots shall be kept in the custody of the President, who shall maintain them as prescribed in Article V., Section B, of the By-Laws. The Recording Secretary shall publish a record of the quorum count and the vote count in such an action.

ARTICLE IX

STANDING COMMITTEES

- Section A. The Corning Teachers' Association shall have the following Standing Committees: Public Relations, Negotiations, Retirement, Legislative, and Election Committee.
- Section B. In so much as possible, each committee shall consist of a minimum of three members, all of whom shall be appointed by the Vice-President and confirmed by the Executive Council **(with the exception of the Election Committee)**. Each committee may elect a chairperson and a secretary from its own membership, unless one is appointed by the President and confirmed by the Executive Council.
- Section C. Standing Committees – Composition and Duties

Public Relations:

This committee shall be chaired by the Vice-President. The committee shall develop and maintain lines of communication between the Corning Teachers' Association and the community, promote a positive image of teachers within that community, and shall develop and maintain lines of communication within the Corning Teachers' Association.

Information pertaining to negotiations shall be released directly by the Negotiations Committee.

All external and internal communications, prepared by this or any other element of the Corning Teachers' Association, may be censored or withheld from publication by the President.

When necessary, sub-committees with specialized duties shall be appointed by the chairperson of the Public Relations Committee, whose appointments shall be subject to confirmation by the Executive Council.

Negotiations:

This committee shall consist of five voting members, one of whom shall be designated as Chief Negotiator by the President of the Corning Teachers' Association. At least three of the voting members of this committee shall be reappointed each year to ensure the continuity of experience and expertise with negotiations.

This committee shall prepare the negotiable items; a majority of the committee must accept the tentative agreement to complete negotiations.

Internal notes will be kept for the purpose of future grievances and arbitrations.

At the conclusion of negotiations, a written copy of the proposed Agreement will be given to all members of the Corning Teachers' Association. The President shall call for a general meeting of the membership for the purpose of consideration and ratification of the new Agreement. Said meeting will be scheduled at least three work days after distribution to the membership of the written copy of the proposed Agreement.

The ratification vote will occur at the time of this meeting, with a majority of those voting needed to ratify the Agreement.

In order to accommodate members who are unable to attend the general meeting, arrangements can be made to vote on the work day prior to the date of the ratification meeting by contacting the President.

Retirement:

This committee shall study all matters pertinent to retirement and shall keep the Corning Teachers' Association membership informed of significant developments. This committee shall also provide for proper recognition of all retiring teachers and notify the President of such retirements. Those Corning Teachers' Association Delegates attending the annual retirement meeting of the New York State Retirement System shall be members of this committee.

Legislation:








This committee shall study and report to the Corning Teachers' Association through the Executive Council those local, state, and national legislative actions and elections

which have impact upon the members of the Corning Teachers' Association. This committee's role is expanded to include political action and recommendations for political action and specifically:

1. To actively seek, interview, and support appropriate candidates for the Corning-Painted Post School Board. The potential candidates will be interviewed by the full committee using a dialogue structured by the committee and their recommendations are to be submitted to the Executive Council for its approval. Such approval may take the form of raising monies to aid the candidate(s) in the election process and/or individual volunteers to aid the candidate(s) in their electioneering.
2. To actively present potential legislation to the state and national representatives of our legislative district which fosters and strengthens educational standards and which elevates the status of the teaching profession.
3. To alert the Corning Teachers' Association of any impending elections and legislation proposals which can affect our profession and recommend action to be taken by the Executive Council.

- Section D. The chairperson and members of all standing committees shall assume their duties immediately upon confirmation of their appointment and shall serve until the next annual May election or until their successors are appointed and confirmed. Chairpersons and members of special committees shall assume their duties immediately upon confirmation of their appointment and shall serve until the annual May elections or until such committees are dissolved.
- Section E. Each officer or chairperson of a committee shall keep files of data and records of experience which may be valuable for reference. Upon leaving office, the retiring officer or chairperson shall surrender these files to the Recording Secretary. The Recording Secretary shall be responsible for such material until a subsequent officer or chairperson is elected or appointed and confirmed.
- Section F. The President may appoint other special committees as the needs of the Corning Teachers' Association require. All such appointments are subject to confirmation or rejection by the Executive Council.

Section G. Election Committee: This committee shall oversee all aspects of the Officer/Delegate Election and ensure the following duties are conducted, per the chart below:

Duty	CTA President	Election Committee
Election date notification to all members, per the Landrum-Griffin Act		
Create Candidate Petition Forms		
Provide Candidate Petitions to interested parties		
Collect and Verify Petitions		
Create the Ballot		
Provide Senior Building Representatives with Ballots for each voting site		
Establish a time and place in which ballots are *returned to the Committee for counting. (*Ballots are not to be collected by or returned to any candidate).		

Furthermore, results are not valid until approved by a majority vote of the Executive Council and should not be revealed until said time. Committee members may not be candidates or current CTA officers or appointees. The committee will consist of a Chairperson elected by its membership and two other members. Members must be either a building representative or be nominated by their building representative and approved by the Executive Council.

ARTICLE X

AVAILABILITY OF THE CONSTITUTION

Section A. Copies of this constitution and all future amendments shall be submitted to the offices of the national and state affiliates.

Section B. Copies shall be available for any member of this local upon request to the President or Executive Secretary.

ARTICLE XI

REQUIREMENTS FOR PURCHASES

Purchases that exceed \$1000.00 must have the approval of the Executive Council of the Corning Teachers' Association. Before purchasing an item or related service that exceeds \$1000.00, the Corning Teachers' Association will investigate the estimated costs and the specifications of products in order to determine that the selected product will be cost-effective and will meet the needs as required by the Corning Teachers' Association Executive Council.

