

(Revised June 2017)

Constitution and By-Laws United
Teachers of Island Trees

Article 1 – Name

This organization shall be known as the United Teachers of Island Trees, Local number 17-070.

Article 2 - Purposes

Section 1

To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

Section 2

To develop and promote professional participation in the adoption of such ethical practices, personnel policies, and standards of preparation as mark a profession.

Section 3

To unify and strengthen the teaching profession and to secure and maintain salaries, retirement, tenure, professional and sick leave and other working conditions necessary to support teaching as a profession and to protect and defend teachers' rights and welfare.

Section 4

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

Section 5

To hold property and funds and to employ a staff for the attainment of these purposes.

Article 3 – Membership

Section 1 - Active Members

Active membership in the United Teachers of Island Trees, Local 17-070 shall be open, upon payment of dues, to Teachers, Chairpersons, Guidance Counselors, Lead Teachers, Coordinators, Psychologists, Librarians, Speech

Therapists and other personnel and employees deemed proper by the Executive Board of the United Teachers of Island Trees.

Section 2 – Associate Members

- A. Members in good standing who are retiring may continue as Associate Members for life, paying such annual dues as the Executive Board of the Retiree Chapter of Island Trees may determine.
- B. Members on leave may continue as Associate Members paying such dues as the Executive Board may determine.

Section 3 – Rights and Privileges of Membership

- A. Members have the right to attend all meetings of the Executive Board and all general membership meetings.
- B. Active members shall have the right to attend and vote at all general meetings and all building meetings.
- C. Active members shall have the right to vote in all building elections and general elections for Officers, Representatives and Convention Delegates.
- D. Active members shall be eligible to serve as an Officer or as a member of any Committee as specified in the By-laws.
- E. Every member shall have the right to avail himself of any services and printed materials which the UTIT may provide for all its members.
- F. Active members have the right to call for a special membership meeting. A special membership meeting must be held within ten (10) school days upon petition of 25% of the active members to the Executive Board.
- G. Active members have the right to have any Collective Bargaining agreement presented to them at a General Membership meeting. They shall also have the right to vote on said agreement by secret ballot in their respective buildings, with five (5) school days of the presentation. Ratification shall be by Majority vote.

Section 4 – Censure, Suspension, Termination, Appeal and Reinstatement of Membership

- A. Censure – Any UTIT member of this organization may be censured by a $\frac{2}{3}$ vote by open ballot of the Executive Board on the recommendation of the PDP/APPR.
- B. Suspension – Any UTIT member of this organization may be suspended, temporarily losing his rights and privileges as a member by a $\frac{2}{3}$ vote

by open ballot of the Executive Board on the recommendation of the PDP/APPR.

- C. Termination – Any UTIT member of this organization may lose his rights and privileges as a member and may be dropped from the membership list of the organization by a $\frac{2}{3}$ vote by open ballot of the Executive Board on the recommendation of the PDP/APPR.
- D. Appeal – Any UTIT member of this organization censured, suspended or terminated may appeal such decisions to the General Membership. The President shall call a General Meeting to hear such appeals. The Membership shall vote by secret ballot following the usual voting procedure as set forth in the By-laws.
- E. Reinstatement

Article 4 - Officers

Section 1

The Officers of the United Teachers of Island Trees shall consist of a President, two (2) Vice Presidents (a Vice President who shall be an elementary school person and a Vice President who shall be a secondary school person), a Secretary, and a Treasurer.

Section 2

All the Officers (*beginning in the 2018-2019 school year*) shall be elected to a two-year term of office by secret ballot according to the terms and conditions of the Landrum-Griffin Act, Title IV Election.

- A. The vacancy for the position of President will be filled immediately for no more than 20 school days by the Vice President who is an Elementary Person on the odd-numbered school years, (2001-2002, 2003-2004, etc.) and the Vice President who is a Secondary School Person on the even-numbered years, (2002-2003, 2004-2005 etc.). During this 20-day period a new election for President shall be held as follows:
 1. Within five (5) school days of the date of resignation of the President, the Election Committee shall send notice of the new resignation, nominating ballots, and notice of the new election date to all members.
 2. Within five (5) school days of the date that the Election Committee performs the duties in Section 1 above, completed nominating ballots, and notice of the new election date to all members.
 3. The election process will proceed as stated in Article 15, Section 6, Paragraph C.3 through C.14.

B. In case a vacancy occurs among the officers other than the President, the President shall inform in writing each member of the Executive Board of such vacancy with five school days. Each Building Representative shall post notification of the vacancy on the day of receipt. Any active member, in good standing, may submit his or her name for consideration within three school days of notification. An election to fill the vacancy will be held ten school days after notification of vacancy has been posted. Elections will take place in each building.

Article 5 - Executive Board

Section 1

The Executive Board shall consist of Elected Officers, Building Representatives and their alternates, and the President of the Retiree Chapter or his or her alternate.

Section 2

Any Executive Board member who absents himself from (3) consecutive meetings or a total of (5) meetings, shall be removed from office at the discretion of the Executive Board.

Section 3

All newly elected Executive Board members must attend the June meeting.

Article 6 - Meetings

There shall be at least two General Membership meetings during the school year, one of which shall be held no later than October 15th.

Article 7 - Affiliations

Section 1

This organization shall be affiliated with The New York State United Teachers (NYSUT), and its national affiliates, The American Federation of Teachers, AFT/AFL/CLO, and the New York State AFL/CIO.

Section 2

Any affiliation or disaffiliation proposed, shall be decided upon by referendum of the general membership.

Article 8 - Dues

The Executive Board shall be empowered to collect dues from its members.
The amount of dues shall be set by the Executive Board.

Article 9 – Amendments

Section 1

- A. The Executive Board, who shall direct the Election Committee to distribute copies of the proposed amendment, including announcements of time of voting, to the membership within ten school days after the Executive Board has agreed to present the proposed amendment.
- B. Upon receipt of a petition signed by at least 25% of the membership in good standing, the Executive Board shall cause a referendum to be held on the subject of any amendment to the Constitution. Such a petition must list the text of the proposed amendment and the text of the article, if any, that it amends. Notice of the proposed amendments shall be distributed to the General Membership by the Election Committee ten calendar days prior to the General Meeting at which the amendments are to be presented and discussed. The voting shall occur within each building no later than three school days after the presentation at the General Meeting, by secret ballot.

Section 2

A $\frac{2}{3}$ "Yes" vote of those returned ballots shall be necessary to effect amendments, providing the returned ballots constitute at least 60% of the membership.

Article 10 - Parliamentary Authority

The rules contained in Robert's Rules of Order, revised, shall govern this organization except as otherwise provided in this Constitution.

Article 11 - Ratification of Constitution

This Constitution shall become effective immediately upon ratification by the membership by a $\frac{2}{3}$ majority in a secret ballot referendum, providing the returned ballots constitute at least sixty percent (60%) of the membership.

Article 12 - By-Laws

By-laws to implement this Constitution shall be enacted with a $\frac{2}{3}$ majority vote of the Executive Board and a simple majority vote of the General Membership.

Article 13 – Autonomy

This organization shall not affiliate with nor accept a charter from any organization which has as a condition of membership for the right of said organization to place a local trusteeship, or receivership, or to attach the local's funds.

Article 14 - Saving Clause

Should any provision of this Constitution and by-laws be held to be invalid by operation of law or by any tribunal of competent jurisdiction the remainder of this Constitution and by-laws shall not be affected thereby and the Executive Board shall have the authority to suspend the operation of such provision and adopt a new provision to take the place of such invalid provision.

Article 15 – By-laws

Section 1 – Officers and Their Duties

A. The President shall:

1. Be the Chief Executive Officer of the Organization. It shall be his/her duty to administer all affairs of the organization as determined by the Executive Board or Organization.
2. Call regular and special meetings of the membership and the Executive Board, as well as, regularly scheduled Officers meetings.
3. Prepare an agenda for each meeting of the membership and the Executive Board.
4. Preside at all meetings of the membership and the Executive Board.
5. Attend at least one (1) School Board meeting per school year.
6. Must appoint annually or upon vacancy, subject to Executive Board approval, Chairpersons and members of Standing Committees and Special Committees, except Administrative members of PDP/APPR (Professional Development Plan/Annual Professional Performance Review).
7. Submit, to the Executive Board for a secret ballot vote, a list of up to 3 candidates for any position, other than grievance, which is paid by stipend.”
8. Have the power to remove, subject to Executive Board approval, Chairpersons of Standing and Special Committees, as well as, committee members.

9. Be the First Delegate to conventions and/or meetings of all affiliates.
 10. Coordinate the work of the officers and committees.
 11. Be an Ex-officio member of all Standing and Special Committees.
 12. Give a progress report at membership meetings.
 13. Appoint Chairperson of the Negotiating Committee, subject to Executive Board Approval. The committee will include at least one representative from K-4, 5-8, 9-12.
 14. Call a membership meeting within five (5) school days after the receipt of a petition of at least twenty-five percent (25%) of the membership in good standing.
 15. Perform such other duties as may be assigned to him/her by the organization of the Executive Board in keeping with the objectives of the organization.
 16. Prior to the concluding of any agreement with the Superintendent of Schools in regard to Article 15A paragraph 5 of the contract, the President shall notify the election committee chairperson with the exact wording of the proposed change and within five (5) days shall hold a secret ballot vote, which will include the wording of the proposed agreement. The decision made by a simple majority vote will be final.
- B. The Vice Presidents shall:
1. Act as aides to the President in such organizational matters as the President or the Executive Board deem necessary in keeping with the objectives of the organization.
 2. Have a significant working relationship with the Building Representatives on a regular basis for the purposes of keeping Building Representatives informed, as well as, insuring the rights of members of UTIT.
 3. Work closely with one or more Standing Committees as the President may suggest and, one shall become President in the event of a vacancy as outlined in Article 4, Section 3A of the Constitution.
 4. Attend at least one (1) School Board meeting per school year.
- C. The Secretary shall:
1. Keep accurate minutes of the Executive Board, and shall maintain official UTIT files and send out notification of all

meetings.

2. Keep an accurate update of all changes in the Croft Manual.
3. Keep attendance records of all Executive Board meetings and shall notify any member who has missed two (2) consecutive meeting pursuant to article 5 Section 2 of the Constitution.
4. Attend at least one (1) School Board meeting per school year.
5. Assist the President of the UTIT with all correspondence and any communication that the President deems necessary.
6. Retrieve mail from Post Office Box weekly.

D. The Treasurer shall:

1. Have charge of all funds belonging to the organization.
2. With other officers, present an annual budget to the membership.
3. File vouchers for all disbursements of money.
4. Make a financial report at regular Executive Board meeting and membership meetings.
5. Prepare and distribute to Building Representatives a list of monies due from membership.
6. Make per-capita payments to NYSUT, AFT, and to labor bodies with which the organization is affiliated.
7. Submit all records of the Treasurer's office to the Executive Board to be audited annually in the month of June.
8. Perform such other financial duties as may be deemed necessary by the President or Executive Board.
9. Attend at least one (1) School Board meeting per school.

Section 2 – Building Representatives and Alternates

A. Building Representatives and Alternates shall:

1. Schedule meetings for his/her building within the first two weeks of the new school year, in order to distribute copies of the UTIT Constitution and By-laws and entertain questions concerning terminology and interpretation of the existing contract and the UTIT Constitution.
2. Call regular monthly meetings with the faculty and administrator(s) of their building and other meetings as deemed necessary or as directed by the Executive Board.
3. Attend all Executive Board meetings
4. Attend at least one (1) School Board meeting per school year.
5. Serve as a liaison between the Executive Board and

membership.

6. Announce his/her availability to discuss situations, notices, directives, etc., which may affect members of his/her building or the UTIT.
7. Act as the agent to help protect individual teacher's rights under the existing UTIT contract.
8. Institute grievance mechanism in conjunction with the Grievance Chairperson as deemed appropriate.
9. Any Building Representative may be removed from his/her position for dereliction of duty by a majority of members at a general meeting of the members in good standing of his/her building. The Executive Board will set policy for the replacement policy.
10. Notify Health and Welfare Committee Chairperson in the event of illness or death of a member or death in a member's immediate family or close relationship.
11. In case of the absence of a Building Representative at Executive Board meetings, alternates will carry his/her vote.

Section 3 – Retired Teachers of Island Trees

- A. The President of the Retiree Chapter (or an alternate in the case of his/her absence), will be a voting member of the Executive Board.
- B. The President of the Retiree Chapter shall be elected by a majority vote of the retired members.
- C. The term of office shall be concurrent with the other members of the Executive Board.
- D. The President of the Retiree Chapter shall represent the benefits and interests of his/her members to the Executive Board and negotiating team
- E. The President of the Retiree Chapter shall keep his/her members informed of conditions or benefit changes through regular mailings.
- F. The President of the Retiree Chapter shall act in a resource capacity for teachers contemplating retiring in the near future.

Section 4 – The Executive Board

The Executive Board shall:

- A. Be responsible for the management of the organization.
- B. Make and carry out policy.
- C. Act on reports of all committees.

- D. Approve all expenditures over \$25.
- E. Determine remuneration of officers, Committee Chairpersons, Building Representatives and others at the first Executive Board meeting.
- F. Employ an attorney and other persons it deems necessary to properly conduct the affairs of the organization.
- G. To sue, complain and defend on behalf of and for the use of the UTIT.
- H. To purchase, take or receive, lease as leasee, take any gift or bequest or otherwise acquire and to own hold, use, deal in, or with any real personal property of any interest therein.
- I. To sell, convey mortgage, pledge, lease as leaser and otherwise dispose of all or any part of its property and assets.
- J. Approve members of all Standing Committees.
- K. Carry out censure, suspension, termination, and reinstatement of membership as outlined in Article3, Section 3 of the Constitution.
- L. To do anything they deem necessary or appropriate to the exercise of the foregoing power or any other power granted to the Executive Board.

Section 5 – Standing / Special Committees and Coordinators

A. Description and Responsibilities:

1. There must be the following Standing Committees: Grievance, Election Delegates, Election, Negotiations (in negotiating years), Public Relations, Social and Perks, PDP/APPR, and such committees as the membership of the Executive Board may deem necessary to carry out the purposes of the UTIT.
2. The Chairperson and members of all committees shall be appointed annually or upon vacancy by the President with the approval of the Executive Board, with the exception of PDP/APPR and Committee of Election Delegates, or where otherwise specified in this constitution.
3. In October, the Executive Board will vote by secret ballot for any position, other than grievance, which is paid by stipend. Up to 3 candidates, chosen by the president, for each position will come from a list of all volunteers.
4. The Chairperson is responsible to make progress reports at the prior request of the President at the Executive Board

meeting.

5. The Chairperson of Standing Committees shall not by virtue of this position have a vote on the Executive Board.
6. Chairpersons and members of the Committees may be removed by the President with the approval of the Executive Board.
7. Any stipends paid to the Chairpersons or Committee Members must be approved by the Executive Board.
8. All members of the Committees must be members in good standing of the UTIT.

B. Function of Standing Committees :

1. Committee of Election Delegates:
 - a. Members of this committee are elected by the membership every two years.
 - b. Shall have broad concern for local, state and federal legislation affecting the interests of the UTIT and for the exercise of civic responsibilities of members.
 - c. Be diligent to inform members about newly-enacted legislation.
 - d. Study pending legislation and promote activities leading to the passage of desirable local, state, and federal legislation for schools.
 - e. Coordinate and support the efforts of the State Vote/Cope organization.
 - f. Delegates shall represent the district at the annual NYSUT Representative Assembly and any other convention the Executive Board deems necessary.
2. Grievance Committee:
 - a. Shall implement the grievance procedure as stated in the UTIT contract.
 - b. The Grievance Chairperson, upon the recommendation of the Grievance Committee, shall have the responsibility of making the decision as to whether a grievance shall proceed to the third stage. If the Chairperson decides not to proceed to the third stage and the Grievant agrees, the grievance procedure will terminate at that point. If the Grievant disagrees with the Chairperson's decision, he/she shall have the right to petition the Executive Board for

a hearing. Prior to the hearing it shall be the responsibility of the Chairperson and the Grievant to give copies of all pertinent information regarding the grievance to all members of the Executive Board at least five (5) days prior to the Executive Board meeting. It shall be the responsibility of the Elementary or Secondary Vice Presidents to contact legal services and have them render an opinion regarding the validity of the grievance. After presentation by the Grievant and the Chairperson, the Executive Board will render a final decision.

3. Negotiating Committee:

- a. The Negotiating Committee of the UTIT shall be composed of no less than three (3), nor more than five (5) members of the UTIT. The President of the UTIT is an ex-officio member of the committee and will not be included in the number of permissible committee members.
- b. The Negotiating Committee shall avail themselves of the use of consultants or advisors at the negotiation sessions.
- c. The Chairperson of the Negotiating Committee shall be responsible for the selection of members of the committee who shall include one representative from K-4, 5-8, 9-12. Subject to Executive Board approval.
- d. The Chairperson shall be responsible for the acquisition of pertinent information regarding contract settlements and the notification of all committee members of all meetings.
- e. During the negotiating year, the committee shall be responsible for the preparation of the negotiation items after survey of the membership and shall be empowered to assign various research jobs to committee and sub-committee members.
- f. Shall be empowered in a negotiating year to appoint a salaried negotiating team secretary with the approval of the Executive Board and shall allow the option of hiring a professional negotiator as part of our negotiating team.

- g. The negotiated package must be presented to and approved by a majority of the negotiating committee prior to submission to the Executive Board.
4. PDP/APPR:
- a. Members of this committee will also serve on the district PDP/APPR and attend district PDP/APPR meetings.
 - b. To explore and develop action programs to raise and maintain standards for certification employment and assignment.
 - c. To improve opportunities for pre-service continuing and in-service education.
 - d. To create and maintain rapport between UTIT and neighboring or closely related institutions of higher education.
 - e. Union members of PDP/APPR will make a recommendation with accordance with Section 4.
5. Public Relations:
- a. To maintain appropriate relations with Community regarding educational activities within the district.
 - b. To help administer the UTIT scholarships.
 - c. Work with the UTIT website coordinator.
6. Social and Perks:
- a. To conduct district UTIT social functions.
 - b. A Chairperson will be selected and it will be the responsibility of the Chairperson to:
 - i. In the event of the retirement of a member, to arrange for the purchase of an appropriate gift for the Retiree. The amount of the gift will be equivalent in dollars to the number of years of service times ten. The gift will be presented at the appropriate time.
 - c. Coordinate activities for members.
7. Committee Members:
- a. For all Committees, the names of all volunteers for any committee be made public and that the Chairperson shall present his/her rationale for his/her selection. The Executive Board will then approve or disapprove these selections. Refer to the section on

Standing Committees.

8. Election

- a. See Article 15 – Section 6 (below)

C. Coordinators Responsibilities

1. Health and Welfare

- a. Secure checks from the UTIT Treasurer for any amounts expended for illness, death or retirement.
- b. Have available a supply of applications for Mass Cards, Heart Fund, etc.. These are to be used in the event of the death of a UTIT member or a person in the member's family and any other close relationship.
- c. To arrange for flowers or gifts to be sent to the hospital or home of a member if he/she is hospitalized.
- d. Make sure Building Representatives are familiar with various forms (i.e.; dental and vision, membership, retirement, etc.).
- e. Keep contact with companies whose forms we use to make sure they are current.

2. Membership

- a. Organize the UTIT portion of the new teacher orientation.
- b. Have on file an accurate list of members.
- c. Distribute copies of the UTIT Constitution to new members.
- d. Maintain an updated list of members with updated addresses and phone numbers for NYSUT along with building code.
- e. To keep in touch with members on leave of absence.
- f. Maintain updated building lists for elections, and provide such lists to the election committee as needed.
- g. Provide Treasurer with any and all updates to building lists as they occur.
- h. Handle all FMLA concerns.

Section 6 – Election and Voting Procedures

A. Elections

1. An Election Committee consisting of two members from each building, who are not on the nominating ballot, shall conduct

nominating and election procedure. The President shall appoint one member of this committee chairperson. Committee members will serve for a term of two years. Terms shall be staggered such that each school shall have one teacher in the first year and one teacher in the second year of his/her term at all times.

B. Date of Elections:

1. Elections for officers shall be held the last week in May.
2. The term of all elected officers shall be from July 1st to June 30th.
3. Election of Building Representatives and alternates shall take place within the first two weeks of June.
4. The term of all Building Representatives and Alternates shall be from July 1st to June 30th.

C. Procedures for the election of officers and convention delegates.

1. Nominating ballots and notice of elections shall be sent to all members at least 15 calendar day before elections. Within five (5) school days, the completed ballots will be submitted to the Election Committee Chairperson.
2. If an incumbent chooses not to seek reelection, a notice shall be sent to each UTIT member by the Election Committee Chairperson at least three (3) school days prior to the close of nominations.
3. Any member in good standing will be eligible to run for any office or Delegate to conventions.
4. Ballots will be distributed to each member of the election committee at least three (3) school days prior to the scheduled vote.
5. An unmarked sample ballot shall be posted in each building at least three (3) school days prior to the scheduled vote.
6. A "Meet the Candidate" meeting shall be held sometime between the posting of the sample ballot and the day of the election.
7. The membership coordinator shall provide an updated building list to the election committee member from that building at least three (3) school days prior to the scheduled election.
8. Election Committee members who are responsible for the security of the ballots and ballot boxes shall not be candidates.

9. Ballots shall be hand delivered by an election committee member to each member of the UTIT at which time the member shall initial the building membership list.
10. Ballots must be placed in the locked ballot box by the close of the school day.
11. A member of the election committee shall deliver the locked ballot box to the UTIT.
12. In the event that a member knows in advance that he/she will be absent on the day of a vote, that member, may vote by proxy upon submission of his/her vote in a signed and sealed envelope given to his/her election committee member representative prior to the closing time of that member's school on the day of the vote.
13. The Election Committee Chairperson shall count ballots with the members of the committee present.
14. The list of officers who were elected shall be posted in each building as soon as possible after the counting of the ballots.

D. Representation by Building Representatives and Alternates:

1. In each building the UTIT will elect one Building Representative for every 25 members and major fraction thereof.
2. Each building shall be guaranteed at least two representatives regardless of membership.
3. Each representative shall be entitled to one vote on the Executive Board.
4. Once the number of Representatives per building has been established and representatives elected, this number will not be decreased for the remainder of the school year.
5. Each building shall elect on alternate.

E. Election of Building Representatives and Alternates.

1. Nominating ballots and notice of elections shall be sent to all members at least ten (10) calendar days before elections. Within five (5) school days, the completed ballots will be submitted to the Election Committee Member in that building.
2. If an incumbent chooses to seek reelection, a notice shall be sent to each UTIT member in that building by the Election Committee Member running the election, at least three (3) school days prior to the close of nominations.
3. Any member in good standing will be eligible to run for

Building Representative.

4. An unmarked sample ballot shall be posted in each building at three (3) school days prior to the scheduled election.
5. The membership coordinator shall provide an updated building list to the election committee member from that building at least three (3) school days prior to the scheduled election.
6. Election Committee members responsible for the security of the ballots and ballot boxes shall not be candidates.
7. If the number of candidates is equal to the number of positions to be filled (i.e. the number of representatives plus one alternate), each member shall be allowed to vote for the number of representatives. The person receiving the least amount of votes will be the alternate.
8. If the number of candidates is greater than the number of positions to be filled (i.e. the number of representatives plus one alternate), each member shall be allowed to vote for the number of positions to be filled. The candidates with the greatest number of votes shall be the representatives, and the candidate with the next highest number of votes shall be the alternate.
9. Ballots shall be hand delivered by an election committee member to each member of the UTIT in that building at which time the member shall initial the building membership list.
10. Ballots must be placed in the locked ballot box by the close of the school day.
11. A member of the election committee shall deliver the locked ballot box to the UTIT office.
12. In the event that a member knows in advance that he/she will be absent on the day of the vote, that member may vote by proxy upon submission of his/her vote in a signed and sealed envelope given to his/her election committee member representative prior to the closing time of that member's school on the day of the vote.
13. The Election Committee Chairperson shall count ballots with the members of the committee present.

F. Voting Procedures for Votes Other Than Elections

1. All ballots shall be uniform and prepared by the election committee at least three (3) days prior to the vote.
2. The membership coordinator shall provide an updated building

list to the election committee member from that building at least three (3) days prior to the scheduled vote.

3. Ballots shall be hand delivered by an election committee member to each member of the UTIT at which time the member shall initial the building membership list.
4. Ballots must be placed in the locked ballot box by the close of the school day.
5. A member of the election committee shall deliver the locked ballot box to the UTIT office.
6. In the event that a member knows in advance that he/she will be absent on the day of a vote, that member may vote by proxy upon submission of his/her election committee representative prior to the closing time of that member's school on the day of the vote.
7. Ballots will be counted by the Chairperson of the Election Committee with the members of the committee present.
8. Total union-wide results shall be posted in each building as soon as possible after the counting of the ballots.

G. Voting Procedures at General Membership Meetings

Whenever a secret ballot is called the Election Committee shall:

1. Prepare a ballot for membership.
2. Distribute the ballots to members in attendance.
3. Set a specific time for the voting to occur.
4. Collect all ballots and tally the count.
5. Report its findings through its Chairperson to the Membership or by posting the results in each building on the following school day.

Section 7 – Meetings

A. Executive Board Meetings:

1. The Executive Board shall meet at least once a month during the school year at the call of the President on a regularly scheduled day.
2. Special Meetings:
 - a. The Executive Board shall meet at the call of the President or at the request of three (3) members of the Executive Board. A quorum of the Executive Board shall consist of at least 50% of its members. Business to come before the special meeting must be stated in the call, which shall be sent in writing to each member.

- b. Meetings to be held as a result of petition of the membership must be called within five (5) school days of the receipt of such petition. To constitute attendance at the meeting, a member must be present for a period of two thirds of the Executive Board meeting.
- c. General Membership meeting may be called either by the Executive Board or by petition to the Executive Board of at least 25% of the members in good standing.

Section 8 – Membership Dues

- A. The membership dues shall be paid as stated in the Professional Employees' Agreement. The Membership year shall be from October 1st through September 30th. Active membership shall be continuous until the member leaves the school system, resigns from the Organization, or fails to pay full membership dues.
- B. Members of the UTIT shall pay their dues in the following manner:
 - 1. By payroll deduction. The total dues for the year shall be divided into 16 equal payments and deducted from each paycheck starting with the first paycheck in October.

Section 9 – Convention Delegates/Alternates

Delegates and Alternates to Convention shall:

- A. Have the President as the First Delegate to all conventions when he/she attends conventions.
- B. Have all members in good standing be eligible for delegate and alternate positions to conventions every year. Such positions shall be filed by secret ballot referendum by a majority vote of those voting. Convention Delegates will be elected for a two (2) year term.
- C. Have no vote on the Executive Board in their capacity as Delegates or Alternates.
- D. Compile a report of each convention to be distributed to membership as soon as possible.