

**Associaton of Greece Central Educational Professionals
AGCEP Constitution**

Article I
Name

The name of this organization shall be The Association of Greece Central Educational Professionals (AGCEP). AGCEP members shall be affiliated with NYSUT and its national affiliates.

Article II
Objectives

The purpose of the Association shall be to:

Section 1. Promote the professional welfare of its members.

Section 2. To advance a professional status for the group, develop ideas and methods, which will result in efficient service to the schools and community.

Section 3. To foster goodwill and fellowship and develop unity within the group.

Section 4. To promote and advance interest of the group.

Article III
Membership

Section 1. Membership in the Association is open to all school clerical and secretarial personnel, Teacher Aides (all classifications), Teaching Assistants, Child Care Associates, Job Training Specialists, Health Aides and Security (all classifications) who are employed by the Greece Central School District.

Section 2. Active membership shall commence upon receipt of a completed membership form from the Association. No person shall be denied membership on the basis of sex, race, national origin, religious or political belief, sexual orientation, disability or social status.

Section 3. Membership shall be Active and Agency Fee Payers.

Section 4. Agency fee payers may participate on committees, attend general meetings and receive all written communications, but may not vote or hold office.

Section 5. Term and Length of Membership

A. The membership year shall be from July 1st to June 30th.

- B. Active members shall be automatically renewed until the member leaves the School District or the Association Treasurer and the Greece Central School District (payroll office) receive the resignation in writing.

Section 6. A member may be expelled from the organization upon the bringing of written and signed charges by two or more members, who shall present such charges and documentation to the Executive Board. A majority vote of the Executive Board shall cause an expulsion hearing to be held at which time the accused member shall have the right to examine and question the charges and be represented by a person of their choice. At the conclusion of the hearing, a two-thirds vote of the Executive Board shall be required for expulsion. A person expelled from the organization may appeal the decision of the Executive Board to the membership by requesting a vote at the next monthly meeting. A simple majority of the members voting shall be sufficient to overrule the decision of the Executive Board to expel.

Section 7. A member shall automatically be dropped from the rolls of the organization upon being two (2) months in arrears in the payment of their dues.

Article IV **Officers**

Section 1. Election, Term and Assumption of Office

- A. Officers shall be elected to a two (2) year term, with the option to run for consecutive terms. A member of the Association shall be eligible to serve as an officer. The member must be an active member for one full year before running for any office.
- B. Active members shall elect the officers of this Association through a majority vote.
- C. Elections shall be held in May.

Section 2. Duties of Elected Officers

- A. The President shall:
 - (a) Call and preside at all regular and special meetings of general membership and the Executive Council.
 - (b) Appoint with the approval of the Executive Council all committees and committee chairpersons.
 - (c) Act as an official spokesperson for the Association.
 - (d) Recommend to the Executive Council an Association budget.
 - (e) Be responsible for an annual report to the membership.
 - (f) Appoint a representative from the proper group to fill a vacancy on the Executive Council with the approval of the Executive Council members.

- (g) Be empowered to disburse funds in the absence of the Treasurer.
- (h) Serve ex officio to assist the incoming president for a minimum of 90 days, and consultant through the first full year.
- (i) Appoint and chair the Grievance Committee.
- (j) Act as chief negotiator on behalf of the Association.

B. The Vice President shall:

- (a) Preside at regular meetings of the Building Representatives.
- (b) Attend all Executive Council meetings.
- (c) Prepare and distribute agenda at the Assembly meetings.
- (d) Be responsible for overseeing Elections.
- (e) Assume duties of the president in his/her absence.
- (f) Attend training workshops when offered.

C. The Secretary shall:

- (a) Attend, record, distribute and file minutes of the Executive Council and Assembly meetings.
- (b) Keep a roster of the members of the Assembly and of the Executive Council.
- (c) Record minutes of annual meeting
- (d) Have available a copy of the Constitution and Bylaws of this Association at all meetings of the Assembly.
- (e) Send out all memos and flyers to membership from officers and council.
- (f) Take care of any correspondence.
- (g) Attend training workshops when offered.

D. The Treasurer shall:

- (a) Have responsibility for the funds of this Association, deposit them in a bank in the name of this Association and disburse them upon authorization of the Executive Council.
- (b) Maintain complete records and accounts of money received and disbursed.
- (c) Keep the Executive Council and Representative Assembly informed of the financial condition of the Association.
- (d) Report at the annual meeting on the financial status of this Association.
- (e) Deliver to the new treasurer within 30 days of election all records and other materials of the Association related to this office.
- (f) Perform such other duties as may be required by the President, Executive Council or Representative Assembly.
- (g) Serve as ex officio to assist the incoming treasurer for at least 90 days.
- (h) Arrange for an independent audit of the finances of the organization annually and make same available to the Executive Council and membership.
- (i) Attend training workshops when offered.

Section 3. Vacancies

1. A vacancy in the office of President shall be filled for the rest of the term by the Vice President.

2. A vacancy in the office of Vice President, Secretary, or Treasurer shall be filled by election at the next meeting of the Executive Council.

Section 4. Officers

1. The elected officers of this Association shall be President, Vice President, Secretary, and Treasurer.

Article V **Executive Council**

Section 1. The Executive Council shall consist of 4 elected officers along with 6 elected Council Members. Council Members will be selected to a two (2) year term, with the option to run for consecutive terms.

Section 2. The Council Member of this Association “ideally” should consist of representatives from the senior high schools, middle schools, and elementary schools and represent various job titles.

Section 3. The Executive Council shall meet at least once a month.

Section 4. A quorum in the Executive Council shall consist of a majority of its members.

Section 5. Active members shall elect the Executive Council members of this Association through a majority vote.

Section 6. Executive Council shall represent the Association in all relations with other individual organizations, administration and the Board of Education.

Section 7. The administration of this Association shall be vested in an Executive Council, to include the elected officers and other members as prescribed in the constitution.

Article VI **Building Representation**

Section 1. Elections

- A. In each building Association members shall elect their representatives from the active members of that building for a term of one year with the option to run for consecutive terms.
- B. Building elections shall take place no later than May. Elected representatives shall take their seats at the first Building Representative meeting.

Section 2. Meetings

- A. Building representatives shall attend monthly Building Representative meetings, general meetings and all other special meetings as called by the Executive Council.
- B. Alternates with power to vote may be selected by Building Representatives from their respective buildings to serve in the absence of a representative.

Section 3. Responsibilities of Building Representatives

- A. The Building Representative shall:
 - (a) Periodically call meetings of their building members to discuss Association business, acting as chairperson.
 - (b) Organize and conduct election of yearly building representation.
 - (c) Enroll new members
 - (d) Fulfill such duties as requested by the Executive Council.
 - (e) Represent AGCEP members in the building for problem solving/grievance procedures.
 - (f) Attend training workshops when offered.

Article VII
Membership Meetings

Section 1. General meeting of the Active and Associate members shall be held in June at a time and place to be designated by the Executive Council for the presentation of annual reports and for installation of the new Executive Council and Building Representatives.

Section 2. Other general meetings may be called by the Executive Council, the Association President, or upon written request to the Executive council by 10% of the Active membership.

Section 3. A quorum in a general meeting shall be 10% of the Active membership.

Article VIII
Committees

Section 1. The Executive Council, either on its own initiative, or at the direction of the Representative Assembly, may establish special committees.

Section 2. The Election Committee shall conduct and supervise all elections of the organization.

Section 3. The Negotiations Committee shall be appointed by the Association President and “ideally” shall consist of representatives from the senior high schools, middle schools, and elementary schools and represent various job titles.

Section 4. The Grievance committee shall be chaired by the Association President and shall be comprised by appointed, active members with one (1) year of membership.

Article IX **Voting**

Section 1. A vote called for at a general meeting shall be passed when approved by a majority of all Active Members present.

Section 2. A vote called for through the mail shall be sealed and opened by the Conference and Balloting Chairman. Such vote will be passed when approved by a majority of all Active Members.

Section 3. The Constitution shall become effective when approved by 2/3 of the active membership.

Section 4. Voting by building representatives shall be by a majority vote.

Section 5. The election of Officer and Council Member results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one year.

Section 6. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons and facts, to the Elections Chairperson within five (5) days of the count. the Elections Chairperson shall issue its written opinion regarding the objections no later than 10 days after receipt of such objections.

Article X **Revenues**

Section 1. Membership Dues

- A. Active membership will be established upon the payment of annual dues, which will be set each year by the Executive Council, and approved by Building Representatives.
- B. Annual dues shall be paid by payroll deduction bi-weekly.
- C. Dues or any part thereof, are not refundable except by action of Executive Council.

- D. Annual local dues will be set by Executive Council and ratified by Building Representatives plus mandated increases in acquired affiliation fees including the national and state affiliates.
- E. The local union will be responsible for collecting agency-fee and shall adopt procedures consistent with local, state and federal law

Article XI
Rules of Order

Robert's Rules of Order, Revised shall govern this organization and all of its subordinate bodies in all matters not expressly covered by the constitution of this Association.

Article XII
Amendment

Section 1. Thirty percent (30%) of the membership may present, by petition, a proposed amendment to this constitution to the Secretary, who shall notify the membership of the proposed amendment no later than thirty (30) days prior to the next membership meeting. Discussion of the proposed amendment will be scheduled for said membership meeting.

Article XIII
Availability of Constitution

Section 1. The Secretary shall make available upon request a copy to any member of the organization.