

CONSTITUTION

ARTICLE I—NAME

The name of the organization shall be the COUNCIL OF SCHOOL SUPERVISORS AND ADMINISTRATORS OF THE CITY OF NEW YORK (LOCAL #1, AFFILIATED WITH THE NEW YORK STATE FEDERATION OF SCHOOL ADMINISTRATORS AND AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS, AFL-CIO).

ARTICLE II—PURPOSE

Section 1. The Council of School Supervisors and Administrators of the City of New York shall represent its members individually and collectively, in matters concerning salaries, working conditions and educational policies, and all other areas which relate to the administration and supervision of schools and shall assist members in matters concerning their welfare.

Section 2. In matters concerning collective bargaining, the CSA shall be the sole bargaining agent for all its members.

ARTICLE III—MEMBERSHIP

Section 1. Membership in CSA shall be granted to all individuals who are serving in educational supervisory or administrative titles and are represented by CSA in collective bargaining. These titles include principals, assistant principals, education administrators and other supervisory and administrative titles in the New York City school system, charter school principals, assistant principals and administrators, day care directors and assistant directors, principal interns in the Leadership Academy and New Leaders programs and such other titles and positions that in the future are represented by CSA, and all future supervisor and administrative titles for which CSA is deemed to be the exclusive bargaining agent and which the Executive Board approves as members.

Section 2. Charges

a. Any charge or complaint against any member for misconduct, malfeasance, misfeasance, nonfeasance, violation of the Constitution, Bylaws, Rules and Regulations, or any CSA collective bargaining agreement, or decision of the Membership, or Executive Board, or conduct inimical to the best interest of CSA, shall be submitted, in a written form and signed by the charging party, to the Secretary of CSA (unless the person charged is the Secretary, in which event the charge shall be filed with the President of CSA). The Secretary (or the President) shall present the charge at the next meeting of the Advisory Committee which shall serve as a screening committee to determine if there is a basis for submission of the charges.

b. Determination of the Advisory Committee that there is no basis for submission of the charges to the Trial Committee may be appealed to the Executive Board, as described in the Bylaws, through any member of the CSA in good standing. If the Advisory Committee feels that there is a basis for submission of the charges and if no member of the CSA in good standing appeals to the Executive Board the recommendation of the Advisory Committee, the matter shall go directly to the Trial Committee.

If the recommendation of the Advisory Committee to submit or not to submit charges to the Trial Committee is appealed to the Executive Board by a CSA member in good standing, the Executive Board shall hear the appeal at its next regular meeting.

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The decision of the Executive Board as to whether or not the charges shall be brought to the Trial Committee shall be final and binding.

Section 3. Retiree Membership

- a. Any person who at the time of retirement from his/her position in education is a member in good standing or who is eligible for continued coverage from the CSA Retiree Welfare Fund shall be eligible to be a retiree member.
- b. Retiree members shall remain in good standing so long as they are not more than 90 days in arrears for all retiree dues and assessments. When a retiree member in good standing dies, the surviving spouse or domestic partner may continue to pay retiree dues and assessments and receive retiree member benefits, except that he/she will not have voting privileges.
- c. Retiree members in good standing will be eligible to vote in CSA elections for CSA officers and retiree representatives to the CSA Executive Board. Should the number of retiree member ballots cast in the CSA officer election exceed 250, then those votes shall be weighed on the basis of a ratio between 250 and the actual number of votes cast.
- d. Retiree members shall not be eligible to serve in any CSA office as defined in Article IV.

ARTICLE IV—OFFICERS

Section 1. The officers of CSA shall be the President, who shall serve full-time and be paid, an Executive Vice-President and a First Vice-President who may serve full-time and be paid with the approval of the President and the Executive Board, five (5) Vice-Presidents, a Secretary, and a Treasurer. These ten (10) officers shall be elected by the membership-at-large. There shall be a Special Vice President for Retirees who shall be appointed by the President.

Section 2. The term of office, for all officers, shall be three (3) years.

Section 3. The President shall preside at all meetings of the Executive Board, Advisory Committee and general membership meetings, and shall have such other powers as may be vested in him by the Constitution and Bylaws. The President shall be ex-officio, a member of all committees of the CSA.

Section 4. The President and/or his designated representative(s) shall be the official representative(s) of the CSA in all matters affecting the interests of the membership.

Section 5. The Executive Vice-President shall act in the absence of, or at the request of the President, and shall have such other duties as may be prescribed in the Constitution and the Bylaws.

Section 6. a. In the event of a long-term incapacity of the President, as determined by a two-thirds vote of the Executive Board, or the death or resignation of the President, the Executive Board shall declare a vacancy. In the event of a vacancy in the office of President, the Executive Vice-President shall succeed to the office and the First Vice-President shall become the Executive Vice-President. The Advisory Committee shall select from the elected officers an individual who shall become First Vice-President, upon approval of the Executive Board.

b. In the event that the Executive Vice-President declines succession to the Presidency, the First Vice-President shall succeed to the office. The Executive Vice-President may continue to serve as Executive Vice-President and the Advisory Committee shall select from the elected officers an individual who shall become First Vice-President, upon approval of the Executive Board.

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c. In the event the First Vice-President declines succession to the Presidency, he/she may continue to serve as First Vice-President. The Advisory Committee shall select from the elected officers an individual who shall be a full-time paid President upon approval of the Executive Board.

d. A special meeting of the Executive Board shall be called by the Executive Vice-President or the First Vice-President and/or Secretary to resolve the problem(s) indicated in sub-section "a", "b" and/or "c" above.

Section 7. In the event of a vacancy in any other office, the Advisory Committee, by a majority vote, shall designate a replacement subject to approval by the Executive Board at its next regular meeting.

Section 8. The five (5) Vice-Presidents shall have such duties as the President assigns.

Section 9. The Secretary shall keep a record of the proceedings of all meetings of the Executive Board.

Section 10. The Treasurer shall be responsible for the collection and disbursement of all funds of CSA.

Section 11. In the same election in which the general membership is eligible to vote for CSA officers, no person shall be a candidate for more than one of the following positions: President, Executive Vice-President, First Vice-President, Vice-President, Secretary, Treasurer.

Section 12. No person shall be eligible to be an officer of CSA, or a member of the CSA Executive Board, or an officer in any CSA district unit, who is not a member in good standing by the opening date for filing nominating petitions.

Section 13. CSA officers shall be elected by secret ballot.

Section 14. The officers shall have the rights and privileges and shall perform the duties usually assigned to their respective offices by *Robert's Rules of Order* except as otherwise specifically provided in this Constitution or in the Bylaws.

ARTICLE V—ORGANIZATION

Section 1. The legislative body shall be the Executive Board which shall consist of:

a. The elected officers of CSA.

b. The elected representative(s) of each membership classification. There shall be no fewer than one (1) representative for each membership classification.

c. The elected representative(s) from each CSA district or high school unit. There shall be no fewer than one (1) representative for each CSA district or high school unit.

d. The outgoing President of CSA who shall be a member for a two (2) year period immediately following his term of office if he continues as a member in good standing.

e. The two retiree member representatives elected by the retiree membership.

Section 2. Executive Board

a. The officers elected by the membership-at-large shall each have two (2) votes.

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b. The number of elected representatives of the membership classifications and their vote(s) shall be determined on the basis of one (1) vote for each one hundred twenty-five (125) members or major fraction thereof. This determination shall be based on membership in good standing as of the end of the fiscal year preceding the election. A proposed allotment of votes and of delegates shall be compiled by the Membership Department (under the supervision of the Comptroller) and sent to the Executive Vice-President. The Executive Vice-President shall present the proposed allotment of votes and representatives to the Executive Board at its November meeting for examination together with the then current allotment of votes and representatives. The Executive Board by majority vote, shall decide whether the current clusters are to continue or whether they shall be regrouped for membership classification on the Executive Board.

N.B. (Final date for members in good standing is as of the end of fiscal year 9/30.)

c. The number of district, high school and other organizational unit representatives and their vote(s) shall be determined on the basis of one (1) vote for each sixty-five (65) members or major fraction thereof. The procedure for determining the number of vote(s) and representatives shall be the same as in Section 2b above.

d. Two retiree member representatives shall each have one vote.

e. There shall be an election for the representatives described in “b”, “c” and “d” above as provided in the Bylaws.

f. The outgoing President shall have one (1) vote.

g. The number of CSA members in good standing on October 15th of each election year shall be used as a basis for determining the number of representatives and the number of votes referred to in “b” and “c” and “d” of this section.

N.B. (The October 15th date is final validation by Executive Director Operations audit of members in good standing as prescribed in Section 2b, above.)

h. No member of the Executive Board shall have more than two (2) votes.

i. No person may serve in more than one (1) voting position on the Executive Board.

Section 3.

The Advisory Committee of CSA shall consist of the elected officers of CSA, the Special Vice President for Retirees and three (3) members-at-large of the Executive Board elected by the Executive Board at the February meeting following the election of officers. These three (3) members-at-large shall serve for a three (3) year term provided that they are still members of the Executive Board.

ARTICLE VI—MEETINGS

Section 1. a. The Executive Board shall meet once a month except in July and August, at a time and place publicly announced. Special meetings of the Executive Board or of the Advisory Committee may be called by the President, or by a majority of the Advisory Committee, or by a petition signed by 25% of the members of the Executive Board. Special meetings can be canceled only by the party or parties that initiated the request for that special meeting.

b. Non-Executive Board members may be admitted to meetings upon request and approval by the Advisory Committee. Such request should state the purpose for the attendance of the non-Executive Board member(s). The limits of participation of such non-Executive Board member(s) at the Executive Board meeting shall be clearly indicated to these persons by the Advisory Committee. The President, or his designee, shall also inform the Executive Board at the beginning of the meeting of the presence of such non-members and of the limits of their participation. The Executive

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Board may alter the limits of participation or bar participation of non-members following the announcement by the President or his designee.

Section 2. The President shall meet with the Advisory Committee at least twice each month except for the months of July and August. At the signed written request of a majority of the Advisory Committee, the President shall meet with this committee within a week.

Section 3. *Robert's Rules of Order* shall be followed at all meetings except as otherwise specifically provided in this Constitution or in the Bylaws. A Parliamentarian shall be designated by the President and approved by a majority of the Executive Board present and voting.

Section 4. A quorum shall consist of 60% of the total number of votes of the Executive Board.

Section 5. Since all Executive Board members do not have the same number of votes, a majority vote of the Executive Board shall be a majority of the total votes cast by all Executive Board members present and voting. This majority vote shall prevail in all matters including the election of the members of the Board of Trustees of the CSA Welfare Fund, unless otherwise specified.

Section 6. A minimum of one general membership meeting shall be held every year. At least one (1) of these general meetings shall be held in Metropolitan New York.

Section 7. Crisis Situation

A. Declaration of a Crisis

A two-thirds vote of the Executive Board shall be necessary to declare a situation a crisis.

To approve any resolution related to that crisis (following the declaration of such crisis), a two-thirds vote is necessary. Only approved resolution(s) dealing with a crisis situation shall be the subject of a general membership meeting whose time and place shall be set by the Advisory Committee.

B. General Membership Meeting

1. Admission

a. In order to be admitted to the general membership meeting a person will present identification which will then be checked against the membership lists. Upon confirmation, a voting card shall be issued for hand votes and for redemption for a closed ballot.

b. CSA staff members designated by the CSA President will be admitted to the meeting.

2. Procedure

a. The Parliamentarian shall be present. The meeting shall be conducted in accordance with *Robert's Rules of Order*. However, no amendments may be made to the resolution(s) presented by the Executive Board.

b. The President or his designee shall make the opening statement.

c. There shall be an opportunity for statements and questions by those present. Such statements shall be limited to three (3) minutes per individual, alternating where possible between pro and con presentations. The total membership

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presentation shall be limited to two (2) hours exclusive of the opening statement and final remarks by the President and/or his designee.

d. Responses to any *questions* from the membership to the President or other officers or staff shall be made by these persons or their designees. A timekeeper shall be assigned. Responses to questions shall not be considered part of the two-hour limit indicated in "c" above.

e. The final remarks shall be reserved for the President and/or his designee. These remarks shall be limited to fifteen (15) minutes.

f. A quorum shall be necessary for proceeding to a vote on the resolution(s) presented by the Executive Board. This quorum shall consist of twenty per cent (20%) of the CSA membership. A statement indicating the number of CSA members shall be made at the opening of the meeting. Attendance, for purposes of a quorum, will be counted on the basis of those who have been admitted to the meeting. This attendance will be announced prior to the vote on the resolution(s).

g. Secret ballots must be used for voting on the resolution(s) presented by the Executive Board. These ballots shall be processed through tellers assigned by the Executive Board.

h. Approval of any resolution(s) shall be by a majority of the valid ballots cast. Implementation of the resolution(s) shall be binding upon all CSA members.

ARTICLE VII—REFERENDA

As a result of a two-thirds (2/3) vote of the Executive Board or by petition of twenty per cent (20%) of the membership of CSA, the Executive Board shall submit to a referendum vote any matter except a proposed amendment to this Constitution or matters relating to the admission or expulsion of members, or matters relating to dues and assessments. A majority vote of the valid ballots cast in the referendum shall decide the issue presented.

ARTICLE VIII—FINANCES

Dues and assessments shall be determined by the Executive Board.

ARTICLE IX—RATIFICATION OF CONTRACTS

Section 1. Negotiating Committee

a. There shall be a Negotiating Committee.

b. This committee shall include one (1) representative from each of the membership classifications.

c. The committee shall participate in the preliminary stages of negotiations between CSA and the representatives of the Board of Education.

d. An attendance record shall be kept for all sessions of this committee and such record shall be reported to the Executive Board at its next meeting.

e. The final negotiations between CSA and the Board of Education shall be conducted by the "CORE" group. The "CORE" group shall consist of the following:

1. The President of CSA

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2. The Chair of the Negotiating Committee
 3. Four (4) representatives of different membership classifications serving on the Executive Board nominated by the President and approved by a majority of the Executive Board
 4. Members of the CSA Staff and the Advisory Committee selected by the President (ex officio)
 5. The Counsel of CSA (ex officio)
- f. Throughout the negotiating sessions, all members of the Negotiating Committee shall be kept informed to the fullest extent possible.
- g. During the time that this committee is functioning, it shall present a progress report at every meeting of the Executive Board.
- h. Upon completion of the contract demands, and prior to the submission of these demands to the Board of Education, there shall be a written set of these demands presented to the Negotiating Committee for review, discussion and approval.

Section 2. When the Negotiating Committee presents a recommendation for the approval of a contract between the Board of Education and CSA, it shall be presented to the Executive Board for approval.

Section 3. Upon the approval of the Executive Board, it shall be submitted to the general membership of CSA.

Section 4. Ratification by the Membership

- a. After approval by the Executive Board, the proposed contract shall be presented to the membership for its approval and ratification.
- b. Changes in the proposed contract shall be mailed with a ballot to each member eligible to vote.
- c. Included with the ballot and contract summary shall be notice of a general membership meeting to be held for the purpose of discussing the terms and provisions of the contract. This meeting shall be held no earlier than five days following the mailing of the ballot and contract summary and shall not be held during July and August.
- d. Voting shall be by written or printed secret ballot and the voting procedures shall be contracted to an impartial outside organization selected by the Advisory Committee.
- e. The last date for return of ballots shall be no earlier than five days following the date of the general membership meeting.
- f. Approval shall be by majority vote of all the valid ballots cast.

ARTICLE X—TRIENNIAL REVIEW

There shall be a triennial review of the operations of CSA.

ARTICLE XI—ADOPTION OF A NEW CONSTITUTION

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The adoption of a new Constitution is to be by a majority vote of the Executive Board, and a majority vote of the general membership through a secret ballot.

ARTICLE XII—AMENDMENTS TO THE CONSTITUTION

Section 1. A proposed amendment to this Constitution must be submitted to the Secretary of CSA in writing. It must be supported by any one of the following:

- a. A petition signed by five (5) members of the Executive Board of CSA, or
- b. A petition signed by twenty per cent (20%) of the members in good standing in a CSA district unit, or
- e. A petition signed by twenty per cent (20%) of the members in any given classification, or
- d. A petition signed by twenty per cent (20%) of the general membership in good standing of CSA, or
- e. A proposal made by the CSA Constitutional Revisions Committee.

Section 2. The proposed amendment shall appear for the first reading and discussion on the agenda of the Executive Board for the meeting following receipt by the Secretary. The proposed amendment shall have its second reading and discussion and be voted upon at the meeting of the Executive Board following the one at which it was originally discussed.

Section 3. The adoption of an amendment shall require two-thirds (2/3) of the total vote of the Executive Board.

ARTICLE XIII—DISTRIBUTION OF FUNDS IN THE EVENT OF DISSOLUTION OF CSA

Section 1. In the event of dissolution of the CSA, its assets shall be liquidated and its debts paid. If funds remain, they shall be refunded to the present members who were in good standing for the last full fiscal year prior to the date of dissolution.

Section 2. The amount of refund to each of these members in good standing shall be the product of his paid dues for the last full fiscal year prior to the date of dissolution and the ratio of remaining funds to the total dues collected in that fiscal year.

ARTICLE XIV—BYLAWS

Bylaws to implement this Constitution shall be enacted by a majority vote of the Executive Board.

ARTICLE XV—SUPREMACY OF THE CONSTITUTION

Section 1. This Constitution and every part thereof shall take precedence over any Bylaws, motion, resolution, or any other act or measure adopted by any body or agency of this organization.

Section 2. No part of this Constitution may be eliminated, suspended, revised or limited in force except by an amendment to this Constitution duly adopted.

BYLAWS

ARTICLE I—NAME

The name of the organization shall be the COUNCIL OF SCHOOL SUPERVISORS AND ADMINISTRATORS OF THE CITY OF NEW YORK (LOCAL #1, AFFILIATED WITH THE NEW YORK STATE FEDERATION OF SCHOOL ADMINISTRATORS AND AMERICAN FEDERATION OF SCHOOL ADMINISTRATORS, AFL-CIO).

ARTICLE II—PURPOSE

Problems concerning salaries, working conditions, and all other areas which relate to the administration and supervision of schools which are referred to members or membership classifications should be brought to the attention of the President of CSA.

ARTICLE III—MEMBERSHIP

Section 1. Members in Good Standing

An individual who qualifies under any one of the categories listed below shall be deemed a member in good standing:

Category A—Present members

All members of CSA who are not more than ninety (90) days in arrears for all dues or assessments.

Category B—Newly Appointed or Assigned Supervisors and Administrators.

All persons who receive assignments or appointments as supervisors or administrators on a budgeted line and who begin paying their dues within three (3) months of the date of their assignment or appointment will be considered members in good standing on the first day of the month following the receipt of such dues.

Category C—All Other Supervisors and Administrators

A supervisor or administrator who is not a member of CSA, or a former member who has fallen in arrears in dues payment or assessments for more than ninety (90) days, may become a member in good standing on the first day of the month following receipt of dues payments. These members, however, are subject to insurance regulations which require the completion of a "statement of physical condition."

Category D—Members Who Go On A Leave of Absence Without Pay

a. Members who go on a leave of absence without pay cease to be members in good standing and are not entitled to any membership benefits except that members who go on leave without pay in order to serve full-time as officers or staff employees of CSA can continue to pay dues and assessments and maintain their membership rights.

b. Members who return from a leave of absence without pay must rejoin as "New Members" as provided in Category "B" above.

c. Any member who, for reasons of health, goes on a leave of absence without pay will retain membership in good standing for a period of one year commencing with the beginning of the leave of absence. Such a member will be entitled to all membership rights and privileges except that such a member will not be covered for disability benefits if the disability occurs while the member is on the leave of absence without pay for reasons of health.

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Category E—Waiver of Dues Payments

- a. Members who because of unique personal circumstances are unable to pay dues or assessments may retain their membership in good standing upon investigation and recommendation by the Treasurer and the approval of the Advisory Committee.
- b. Any member on leave of absence without pay for reasons of health (see Category D, c above) will have his/her dues payments waived for a one-year period commencing with the beginning of the leave of absence.

Category F—Retiree Members

Any person who at the time of retirement from his/her position in education who is a member in good standing of CSA or who is eligible for continued coverage from the CSA Retiree Welfare Fund shall be eligible to be a retiree member. A retiree who does not become a member within 12 months immediately following his/her retirement may join, but must wait 18 months for medical and health benefits. A member who is in arrears for dues payments or assessments for more than 90 days may become a retiree member in good standing on the first day of the month following receipt of payment of three months arrears and current dues and assessments..

Section 2. Member Benefits

There shall be Member Benefits and Retiree Member Benefits to which all members and retiree members in good standing shall be entitled. Such benefits shall be made known to each member annually by the Membership Department. Included in the Member Benefits shall be a copy of each CSA NEWS to be issued at least once each month.

Section 3. CSA shall continue to accept signed check-off cards to CSA or full dues from individual members if a member is granted any of the following types of leaves:

- a. Terminal Leave
- b. Leave-in-Lieu-of-Sabbatical
- c. Sabbatical Leave. CSA membership dues during paid leaves of absence shall be established in proportion to the percentage of salary received during the leave.
- d. Sick Leave With Pay

Section 4. Loss of Membership in Good Standing

Failure on the part of a member to make continuous and uninterrupted payment of dues and assessments for three (3) consecutive months suspends "good standing" and all membership rights.

Section 5. Charges

A. The Trial Committee

The Trial Committee shall consist of three (3) members to be designated by the Advisory Committee and approved by the Executive Board.

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B. Notice and Hearings

1. The Trial Committee shall within five (5) school days of receipt of the charges from the Executive Board summon the parties to a hearing by giving written notice of no less than five (5) business days and simultaneously furnishing the charged party with a copy of the charges or complaint. The notice shall be sent by the Secretary (or the President).
2. If the charging party fails to appear at the hearing, as scheduled, without good and sufficient reason in the opinion of the Trial Committee, the charge or complaint shall be deemed dropped.
3. If the person charged fails to appear at the hearing, as scheduled, without good and sufficient reason in the opinion of the Trial Committee, the matter shall be heard in his/ her absence.
4. Both parties shall have the right to present all evidence pertinent to the charges or complaint as filed.
5. Each party shall have the right to be represented by a peer who must be a CSA member in good standing.

C. Determination

1. Upon completion of the hearing, the Trial Committee shall make a decision which may be appealed. No penalties shall be imposed until all appeals procedures have been exhausted.
2. The decision of the Trial Committee shall be reported promptly, in writing, to the Executive Board, and the Secretary (or President) shall forthwith furnish copies thereof to each of the parties.
3. Either party may appeal to the Executive Board on the procedures and/or the decision of the Trial Committee. The appeal must be filed, in writing, within two (2) weeks after the copies of the decision have been received by the party or parties concerned.
4. The Executive Board shall act on the appeal promptly and shall render a decision no later than ninety (90) days after receipt of the appeal.
5. The decision of the Executive Board shall be final and binding.

D. Penalty

A member found guilty of charges after a hearing and proceedings as herein above provided, and upon recommendation of the Trial Committee, may be penalized by: censure, a partial or total deprivation of member benefits for a specified period of time, suspension for a fixed period or until the alleged wrongful act is remedied, removal from office, a fine not in excess of \$500 or expulsion.

E. Records of Hearing

After the Trial Committee has completed its proceedings, it shall submit to the Secretary (or President) all records, documents, papers, and evidence in its possession which concern the charges or complaints.

F. Exhaustion of Remedies

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Where a member institutes a request for remedial relief within the framework of the CSA Constitution, Bylaws, Rules and Regulations, he/she shall be entitled to have the same processed diligently, and he shall cooperate in achieving a final determination or disposition.

G. Expulsion and Readmission

a. The Executive Board, by a vote of two-thirds (2/3) of its members present, shall have the power to expel, or to suspend for a term not exceeding one (1) year any member of this organization, provided that such member shall have received reasonable notice of the charges and shall have had reasonable opportunity to present a defense at a meeting of the Executive Board. Such member shall have a right to counsel. Action of the Executive Board relating to suspension or expulsion shall be reviewed on petition, by a special review board created in accordance with the Bylaws of this organization.

b. The Executive Board, by a two-thirds (2/3) vote, upon recommendation from the special review board that the member has fully complied with the conditions of his suspension, may restore full membership.

c. A person who has been expelled from membership in this organization shall not be eligible for readmission until the expiration date of one (1) year from the date of the expulsion. The Executive Board may readmit such a person to membership upon recommendation of the special review board, but only by a two-thirds (2/3) vote of its members present.

Section 6. Readmission and Restoration

A person who has been suspended, or was deprived of any member benefits, or was expelled and who has complied with conditions imposed upon him may, upon recommendation of the special review board, be restored to his full rights of membership by vote of the Executive Board present and voting.

Section 7. Special Review Board on Suspension and Expulsion

a. Three (3) members are to be selected by the President and two (2) members are to be elected by the Executive Board on an ad hoc basis to serve on this board.

b. This board shall review a petition to CSA for reinstatement from an expelled or suspended member and shall make its recommendation to the Executive Board.

ARTICLE IV—OFFICERS

A. Nomination and Election of CSA Officers

Section 1. Elections shall be held every three (3) years commencing December, 1979.

Prior to the general election for CSA officers the notice of election shall be published in the CSA NEWS two months and again one month prior to the final date for filing of nominating petitions. The same information shall be provided two months prior to the final date for filing petitions to all District Chairmen and CSA Executive Board members.

Section 2. Nominations for President, Executive Vice-President, First Vice-President, five (5) Vice-Presidents, Secretary and Treasurer included in Article IV, Section 1, of the CSA Constitution shall be submitted to the CSA office no later than October 31st accompanied by a signed petition of at least one hundred fifty (150) CSA members.

Section 3. For the election of December 1977, and for each and every election thereafter, it shall be a requirement that candidates for the offices of President, Executive Vice-President and First Vice-President shall be nominated jointly

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and shall be voted upon and elected jointly as a single ticket. In all respects not specified in this section, nomination and election of such slates shall be carried out in accordance with the appropriate requirements as set forth in the Constitution and Bylaws of CSA.

Section 4. Each candidate who has met all the eligibility requirements shall be entitled to have CSA send to the general membership two (2) mailings concerning his/her election. These two (2) mailings shall be made at CSA's expense.

Section 5. A person is eligible to vote in any CSA general election or CSA unit election if he/she has been a member in good standing for sixty (60) days or more prior to the mailing date of ballots for that election.

Section 6. The appropriate lists of nominees shall be sent as a ballot to all CSA members. Each candidate will prepare a statement of qualifications, not to exceed 150 words, and send it, no later than November 10th, to the Editor of the CSA NEWS, together with a photo of the candidate. These statements and photographs will be published in the special Election Issue of the CSA NEWS. Ballots must be mailed to every member eligible to vote no later than December 2nd and must be returned postmarked no later than December 15th. Election shall be by a plurality of the valid ballots cast. The ballots shall be designed with the officer position to be elected designated as "Title" with the candidates for that position placed on the ballot in an order determined by lot under each "Title."

If there is only one slate of nominees for President, Executive Vice-President and First Vice-President, and if there is only one nominee for Secretary, only one nominee for Treasurer, and no more than five nominees for Vice-President, the CSA Secretary shall cast one ballot containing the names of the nominees for the CSA officer positions at the first CSA Executive Board meeting following October 31st. The President shall declare the nominees on the ballot elected and there shall be no need to employ the mailing and voting procedures referred to in this section and in Section 7 following.

Section 7. The voting procedure shall be contracted to an impartial agency.

Section 8. A tabulation of the votes for each candidate in the election shall appear in the next issue of the NEWS.

Section 9. Officers shall assume office as of February 1st following their election.

B. Nomination and Election of Membership Classification Representative(s) to the CSA Executive Board.

Section 1. Nomination and election for the CSA Membership Classification Representative(s) to the CSA Executive Board shall be held within one (1) month of the last acceptable postmark date for ballots for the election for the CSA officers enumerated in Article IV, Section 1, of the CSA Constitution.

Section 2. a. Balloting for the representative(s) shall be conducted by the Election Committee as approved by the Executive Board.

b. Each membership classification may also elect alternate representatives who shall represent the unit at the Executive Board meetings in the absence of the elected representative(s).

C. Nomination and Election of Officers for the CSA Retiree Chapter

Section 1. Nominations and elections for the CSA Retiree Chapter Representative(s) shall be completed within one (1) month of the last acceptable postmark date for ballots for the election for the CSA officers enumerated in Article VI, Section 1, of the CSA Constitution.

Section 2.

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- a. The elected officers of the CSA Retiree Chapter shall be a Chair, two representatives who shall be members of the Executive Board of CSA, a secretary, a treasurer and such other officers as the chapter may choose to elect.
- b. The CSA Retiree Chapter may also elect an alternate representative who shall represent the chapter at Executive Board meetings in the absence of either of the representatives.
- c. The CSA President shall designate a retiree member to serve as Special Vice President for Retirees and the Special Vice President shall be a member of the CSA Advisory Committee.

Section 3. A challenge to the election of a representative to the CSA Executive Board or to the election of any other officer may be made in writing to the CSA Elections Committee appointed for the election. This committee will make recommendations to the Advisory Committee. The Executive Board will make the final resolution regarding the original challenge.

D. Nomination and Election of Officers for CSA District Units.

Section 1. There shall be established in every community district and in every high school district a CSA unit to which members of the CSA in that district shall belong. Additional CSA units shall be established for CSA members in good standing assigned to the Department of Education Central offices (District 33), or specialized districts (i.e. District 75, District 79) and other organizational units, as well as day care, shall be established by majority vote of the Executive Board.

Section 2. Nominations and elections for the CSA District Unit Representative(s) shall be held within one (1) month of the last acceptable postmark date for ballots for the election for the CSA officers enumerated in Article IV, Section 1, of the CSA Constitution.

Section 3.

- a. The elected officers of a CSA unit shall be a representative who shall be a member of the Executive Board of CSA, a secretary, a treasurer and such other officers as the unit may choose to elect.
- b. Each CSA unit may also elect an alternate representative who shall represent the unit at Executive Board meetings in the absence of the representative.
- c. The President shall appoint a Chair for each unit and may, in his/her discretion, appoint an Assistant Chair to provide leadership, communication and support to local units. Chairs and Assistant Chairs shall serve at the pleasure of the President.

Section 4. A challenge to the election of a representative to the CSA Executive Board or to the election of any other officer may be made in writing to the CSA Elections Committee appointed for the election. This committee will make recommendations to the Advisory Committee. The Executive Board will make the final resolution regarding the original challenge.

E. Submission of Names of Representatives and Officers for CSA Unit and Membership Classifications.

Before the February Executive Board meeting, each membership classification and each CSA unit shall submit to CSA, in writing, pertinent information on its representative(s) and/or officers.

F. Duties of Officers

Section 1. The **Secretary of CSA shall:**

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- a. Keep a true attendance record of the meetings of the Executive Board and the Advisory Committee.
- b. Keep a voting record on all motions and actions which are acted upon by the Executive Board.
- c. When requested by a vote of twenty-five percent (25%) of the Executive Board, publish the voting record on any specific motion or action within five business days on the CSA website. Should such voting record be published on the CSA website, the names of the Executive Board members shall be noted.
- d. The minutes and attendance of the last Executive Board meeting and the agenda for the forthcoming Executive Board meeting shall be mailed in time to reach members of the Executive Board at least five (5) calendar days before the forthcoming meeting.

Specific requests for CSA endorsements of political candidates for Citywide, Statewide or national office shall be included in the agenda mentioned in the above paragraph.

- e. Keep minutes of the proceedings of the Executive Board. Minutes of each Executive Board meeting, which have been approved by the Executive Board, shall be published within five business days on the CSA website.

Section 2. The Treasurer of CSA shall:

- a. Supervise the maintenance of bookkeeping records and copies of invoices, bills and receipts. He shall make a report to the Executive Board, based upon an independent audit of the CSA by an organization retained by CSA, none of whose members are affiliated with the CSA.
- b. Be the chairman of the standing Finance Committee of CSA.
- c. Supervise disbursements in accordance with the budget approved by the CSA Executive Board.
- d. Make interim reports to the Executive Board upon request.

Section 3. The President of CSA shall:

With the concurrence of the Treasurer, designate a staff member as fiscal officer who shall report to the Treasurer.

ARTICLE V—ORGANIZATION

Section 1. Advisory Committee

- a. The President shall meet with this committee at least twice each month, except for the months of July and August.
- b. The President shall hold additional meetings upon receipt of a signed request by a majority of this committee.
- c. Between regular meetings of the Executive Board, in matters of importance which require immediate attention, the President shall consult with the Advisory Committee.
- d. The committee shall determine the items for all regular and special meetings of the Executive Board.
- e. Before the end of the school year, they shall prepare a tentative schedule of the regular meetings of the Executive Board and the Advisory Committee for the coming school year, indicating the time and place of these meetings.

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Section 2. Committees

- a. Committees shall include the following standing committees and such ad hoc committees as shall be decided upon by the Executive Board: Chancellor's, PAC/CSA, Educational Policies, Finance, Grievance and Legal Rights, Legislative, Negotiating, Program, Public Relations and Publicity, and Unit Liaison. The chairman of each standing committee shall be designated by the President.
- b. Salaried employees of CSA may be assigned by the President to any CSA committee as resource consultants.
- c. All members of committees must be members of CSA.

Section 3. Executive Staff

- a. The President shall inform the Executive Board of the creation or elimination of any executive staff positions.
- b. Renewal of contracts for the executive staff personnel shall be a one year period.
- c. All executive staff contracts shall terminate on September 30th.
- d. For the position of Executive Directors, the contract shall terminate after a period of up to three (3) years ending October 1 following the election cycle.

Section 4. Vacancies

- a. In the event of a vacancy in the Advisory Committee, except for the President and the three (3) members chosen by the Executive Board, the Advisory Committee, by a majority vote, shall designate a replacement subject to confirmation by a majority vote of the Executive Board present and voting at its next regular meeting. In the event of a rejection of the designee by the Executive Board, the Advisory Committee, by a majority vote, shall continue to designate another name as a replacement until the Executive Board confirms.
- b. In the event that a representative of a membership classification can no longer function in that capacity, the members in that membership classification shall elect a new representative.
- c. In the event of a vacancy in any office of a CSA unit, with the exception of the Chair and the Assistant Chair, the remaining officers shall designate a replacement subject to confirmation by a majority vote at the next meeting of the members in good standing of that unit who attend.
- d. In the event of a vacancy in the three (3) members of the Advisory Committee elected by the Executive Board, the vacancy shall be filled upon nomination by the President and by a majority vote of the Executive Board present and voting.
- e. Election of Trustees for CSA Welfare Funds.

When a vacancy has occurred or is about to occur for a trustee for the CSA Welfare Fund, the CSA members of the DCC/CSA Welfare Fund or the CSA Retiree Welfare Fund, the CSA Secretary shall be informed by the Secretary (or his/her designee) of the particular Welfare Fund(s). The CSA Secretary shall place on the agenda of the next CSA Executive Board meeting an item calling for nominations for Trustee(s) for the CSA Welfare Fund(s). Nominations may be made from the floor. There shall be an announcement on the CSA Website for a ten-day period following the

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CSA Executive Board meeting in which nominations were opened, indicating the names of nominees. The announcement shall indicate that further nominations are invited from the CSA general membership. Any member may propose a nominee by submitting the name of a nominee by letter to the CSA Secretary. At the next Executive Board meeting the discussion for and election of a Trustee(s) for the CSA Welfare Fund(s) shall take place. The CSA Secretary shall announce the names of *all* nominees at the calling of the item on the agenda. The floor shall then be opened for further nominations. The President or presiding officer shall select a committee of three Executive Board members who will act as tellers for the balloting. A trustee shall be elected by majority vote of the Executive Board present and voting. In the event that no nominee obtains a majority of the ballots, the list of nominees shall be reduced to the two nominees who received the highest number of votes. A second ballot shall then take place, the nominee receiving a majority being declared a Trustee.

ARTICLE VI—MEETINGS

Section 1. The Executive Board may, by a majority vote of its members present and voting, declare vacant the position of any member of the Executive Board who shall have been absent from either three (3) consecutive meetings of the Board, or a total of five (5) meetings within the period of twelve (12) consecutive months.

Section 2. Two quorum calls shall be required in order to end a meeting. The first call may be made at any time. If there is no quorum present, whatever motion is on the floor is automatically tabled. The meeting shall continue with a consideration of the next agenda item. If a second quorum call is made, and there is no quorum present, the meeting shall end at that point.

ARTICLE VII—REFERENDA

A person is eligible to vote in a CSA referendum if he/she has been a member in good standing for sixty (60) days or more prior to the mailing date of the referendum item(s).

ARTICLE VIII—FINANCES

Section 1. Dues and Assessments

A member may elect to pay his/her dues and/or assessments through:

- a. A system of check-off included in the CSA Agreement with the Board of Education, or
- b. Direct advance payment in cash of the full year's dues and/or assessments by October 31st of the given fiscal year.

Section 2. The fiscal year for CSA shall begin October 1st and end on September 30th.

Section 3. A Finance Committee shall be elected by the Executive Board at the February meeting.

Section 4. a. At the April meeting of the Executive Board, the Finance Committee shall present a proposed budget for the CSA for the next fiscal year. This budget shall include estimates of income and expenses on a line basis. The individual budget lines shall be grouped in the following categories consisting of items of similar classification:

1. Salaries and Fringe Costs
2. Union Member Benefits
3. Office Operations
4. Public Relations

Each of the four categories will be totaled and then reflected as a subtotal (in dollars and percentage) of the grand total budget submission. Any new line items proposed as an addition to the budget after it has been approved must be approved by the Executive Board.

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Authorization of the Executive Board is required if a proposed expenditure will generate an over-budget situation of any of the following:

1. 5% or more over-budget position in the Salaries and Fringe Costs category
2. 10% or more over-budget position in any of the other three categories.
3. 5% or more over-budget position applicable to the total budget (as revised).

The staff fiscal officer shall serve on this committee. The budget shall be adopted no later than the May meeting. The adoption of the budget shall require a two-thirds (2/3) vote of the Executive Board.

b. The budget, if not adopted in its entirety, may be adopted by sections. Those items not approved will be referred to the Finance Committee for revision. This revision will be presented to the Executive Board at its next meeting. Until rejected portions of the budget proposed by the Finance Committee have been revised and approved by the Executive Board, the prior year's budget relating to these items shall remain in force at the same number of dollars as in the previous approved budget.

Section 5. The proposed budget shall allow for needed appropriations to district units or membership classifications. Where such appropriations are made, the treasurer of that unit or classification shall submit a detailed statement of disbursement of these funds to the Treasurer of CSA. These reports shall be subject to audit by the Treasurer of CSA.

Section 6. Beginning with the Fiscal year 1973-74 (October 1, 1973) a member will be offered the option of paying only CSA dues or paying both CSA and Association dues to CSA with CSA remitting the pro rata share to the member's association. The administrative costs which CSA incurs as a result of the transmittal of association dues will be deducted from the pro rata share.

ARTICLE IX—RATIFICATION OF CONTRACTS

ARTICLE X—TRIENNIAL REVIEW

Section 1. At the May Executive Board meeting in election years the Advisory Committee shall propose and announce to the Executive Board the names of no more than ten (10) CSA members from which five (5) shall be selected to constitute a committee to recommend to the Executive Board areas of evaluation. Each of these five (5) members shall be approved by a separate and distinct voting procedure.

Section 2. The areas suggested by this committee for evaluation shall appear on the agenda for the June Executive Board meeting. Each recommended area shall be approved by a majority vote of the Executive Board.

Section 3. For each area approved by the Executive Board, the Advisory Committee, with the consent of the Executive Board, shall appoint a committee of three (3) CSA members to prepare and submit an evaluation of the particular area.

Section 4. No more than one member of the Advisory Committee may be appointed to any committee authorized in Section 3.

Section 5. The evaluation reports from the three-member committees shall be submitted at subsequent Executive Board meetings. Reports shall be submitted no later than the October meeting.

ARTICLE XI—ADOPTION OF A NEW CONSTITUTION

ARTICLE XII—AMENDMENTS TO THE CONSTITUTION

ARTICLE XIII—DISTRIBUTION OF FUNDS IN THE EVENT OF DISSOLUTION OF CSA

ARTICLE XIV—AMENDMENTS TO THE BYLAWS

Section 1. A motion to amend the Bylaws shall be proposed by an Executive Board member and shall be placed on the agenda for the Executive Board meeting following its receipt. At this meeting, it will have a first reading and discussion. At the next regular Executive Board meeting there shall be a second reading and a vote.

Section 2. At any meeting of the Executive Board, any By-Law (except this section) may be suspended for the duration of the meeting by a two-thirds (2/3) vote of the Executive Board.

ARTICLE XV—SUPREMACY OF THE CONSTITUTION