

**CONSTITUTION  
YOUNGSTOWN DIOCESAN CONFEDERATION OF TEACHERS**

**ARTICLE I - NAME**

**The name of this organization shall be “Youngstown Diocesan Confederation of Teachers,” hereinafter referred to as the Confederation.**

**ARTICLE II - AIMS AND OBJECTIVES**

- Section 1. To improve the quality of education in our schools by securing the conditions necessary for the best professional service and the most effective learning atmosphere.**
- Section 2. To secure improved wages, hours, working conditions and other economic advantages through organization and negotiations.**
- Section 3. To raise the standard of the teaching profession by securing the professional rights essential to the best educational service.**
- Section 4. To cooperate with other interested organizations to advance the interests of Catholic education, to improve the quality of education and to secure legislation that will provide adequate financial support for the Catholic school system.**
- Section 5. To protect the rights of all teachers.**
- Section 6. To provide a source on information to the public about the effectiveness of their investment in education as interpreted by the Confederation.**
- Section 7. To promote a continuous increased membership to achieve the aims and objectives of the organization.**

**ARTICLE III - MEMBERSHIP**

- Section 1. All teachers, librarians, and the guidance counselors with proper certification/license and contracted by an affiliated school shall be eligible in this Confederation. Applicants for membership in this organization whose employment status is not clearly defined in the provisions of this Constitution may be elected to membership by a majority vote of the Executive Board.**
- Section 2. Supervisory personnel with an administrative contract shall not obtain membership. Members who are promoted to any position with an administrative contract shall be automatically removed from active membership on the effective date of the promotion.**

- Section 3. Teachers in newly affiliated schools will be granted membership effective August 1 of the year in which their school affiliated.**
- Section 4. A member may be suspended, expelled or otherwise disciplined for acts detrimental to the Confederation as determined by the Executive Board. Such disciplinary action shall be subject to the provisions of the By-Laws of this Constitution.**
- Section 5. Members are considered in good standing if dues payments are current.**
- Section 6. Voting privileges shall be accorded only to those teachers who are members in good standing at least one week prior to the general or special membership meeting at which the voting takes place or mailing date of a mailed ballot.**

#### **ARTICLE IV - OFFICERS**

- Section 1. The officers of the Confederation shall be President, Vice President--High School, Vice President--Elementary School, Secretary, Treasurer.**
- Section 2. Members must be in good standing for at least one (1) year before the election and meet criteria for bonding to hold office. All officers will carry bonding insurance at the Confederation's expense.**
- Section 3. The tenure of the office shall be three (3) years. Officers shall be eligible for re-election.**

#### **ARTICLE V - DUTIES OF OFFICERS**

- Section 1. The President shall:**
- A. Preside at all meetings of the Confederation and the Executive Board and shall act as chairperson or be an ex-officio member of all committees appointed by her/him as President of this Confederation.**
  - B. Possess the authority to call special meetings.**
  - C. Be a co-signer on all legally or financially binding document of the Confederation.**
  - D. By virtue of the office of President, at his or her discretion, possess the right as executive officer of the YDTC, to serve on any negotiating committee.**
  - E. Represent the viewpoint of the Confederation when and where necessary.**
  - F. Appoint another officer on the Executive Board to perform the President's duties when she/he is absent.**
  - G. Coordinate elections and recruitment of new members with the Executive Board.**
  - H. Be responsible for administering health and welfare benefits and programs as defined by the negotiated basic contract(s).**
  - I. Be responsible for collecting and storing all financial records pertinent to the**

operation of the Confederation and its programs.

- J. Assist the in-coming President for a period not to exceed one (1) year to facilitate the transition process of a change in leadership.

**Section 2. The High School Vice President shall:**

- A. Be a member from an affiliated high school.
- B. Determine the model to be used in negotiating the high school contract.
- C. Serve as chief negotiator or coordinator for high school negotiations.
- D. Serve as assistant to the chief negotiator or coordinator during elementary negotiations. Duties will be defined by the Elementary Vice-President.
- E. Act as recorder during negotiations and correspond with the Executive Board on a timely basis.
- F. Upon request, assist the President in execution of her/his duties.
- G. Administer the High School Benefit Reimbursement fund and maintain its records.

**Section 3. The Elementary School Vice President shall:**

- A. Be a member from an affiliated elementary school.
- B. Determine the model to be used in negotiating the elementary contract(s).
- C. Serve as chief negotiator or coordinator for elementary school negotiations.
- D. Serve as assistant to the chief negotiator or coordinator during high school negotiations. Duties will be defined by the High School Vice President.
- E. Act as a recorder during negotiations and correspond with the Executive Board on a timely basis.
- F. Upon request, assist the President in execution of her/his duties.
- G. Administer the Elementary Benefit Reimbursement fund and maintain its records.

**Section 4. The Secretary shall:**

- A. Keep track of eligibility of members for voting privileges.
- B. Take attendance at all meetings and verify voter eligibility.
- C. Keep an accurate record of all regular general membership and special membership meetings.
- D. Prepare and keep an accurate record of all Executive Board meetings. Submit the minutes of each Executive Board meeting at the next Executive Board meeting.
- E. Assist with correspondence of this Confederation.
- F. With assistance of the Executive Board, compile, edit, publish, and distribute quarterly newsletters, or as deemed appropriate by the Executive Board, as well as press releases regarding Confederation matters.
- G. Administer the Scholarship Fund Program and maintain its records.

**Section 5. The Treasurer shall:**

- A. Supervise the collection of and receive all dues due this Confederation.

- B. Make all payments and maintain financial records for authorized obligations of this Confederation other than those defined by the duties of other officers.**
- C. Prepare the material necessary for the annual financial audit performed by an outside agent determined by the Executive Board.**
- D. Prepare at least an annual financial report.**
- E. Make financial reports to the Executive Board and at membership meetings as necessary.**
- F. Keep the membership roll and be responsible for receipts and delinquent notices.**
- G. Prepare annual budget for the consideration by the Executive Board as deemed necessary by the Confederation President.**
- H. Pay all bills authorized by the Executive Board, retaining vouchers or invoices.**

## **ARTICLE VI - ELECTION OF OFFICERS**

**Section 1. The Executive Board will establish a timeline for the election process. This timeline will be prepared and presented to all members by February 1 of the election year.**

### **Section 2. Officer Election**

- A. Any member who meets the qualifications for office as defined in Article IV, Section 2, must submit in writing the following: 1. Name, 2. School, 3. Office. Nominations must be received by the President or designated representative as prescribed by the timeline.**
- B. Ballots shall be prepared and presented to each member who is eligible to vote. Ballots are to be completed and returned according to the established timeline.**
- C. The candidate receiving a plurality of votes to cast for each position shall be declared elected.**
- D. Confederation officers shall assume the duties of their office as designated in the Constitution or By-Laws of this Confederation.**
- E. A Presidential vacancy will be filled by a special election for the remainder of the unexpired term. Such election shall be held within thirty (30) days following the vacancy. The duties of the President during the interim shall be filled by the remaining officers.**
- F. Vacancies in the office other than President shall be filled by the Executive Board for the remainder of the unexpired term. Such election shall be held within ten (10) days of the notice of vacancy.**

### **Section 3. Assumption of duties of officers**

**Confederation officers will work with standing officers immediately after they have been elected. Confederation officers will assume the duties of their respective offices as of July 1 of the election year.**

## **ARTICLE VII - MEETINGS**

### **Section 1. General Membership**

- A. General membership meetings may be called by the President or a majority of the Executive Board.**
- B. A quorum shall consist of one-third (1/3) of the general membership. In the event a quorum is not present, a simple majority of those present will determine the outcome of any voting matter.**

### **Section 2. The Executive Board**

- A. The Executive Board shall meet at least five (5) times per year or at the request of any three (3) members of the Executive Board with a forty-eight (48) hour notice.**
- B. Special meetings may be called by the President or the request of any three (3) members of the Executive Board with a forty-eight (48) hour notice.**

### **Section 3. Ratification of Basic Contract Meetings**

- A. Ratification meetings will be scheduled by the appropriate Vice-President and the approval of the negotiating team and the President.**
- B. A quorum shall consist of one-third (1/3) of the members of the group affected by the contract being considered. In the event a quorum is not present, a simple majority of those present will determine the outcome of any voting matter.**
- C. All votes will be cast on paper ballots. Ballots will be counted by the Vice-President and one additional Executive Board member. Results will be announced immediately. Ballots will be saved for thirty (30) days at the Confederation office.**

## **ARTICLE VIII - AMENDING THE CONSTITUTION**

### **Section 1. The Confederation shall adopt such Constitutional changes as it deems necessary or advisable for the conduct of business. The procedure for establishing changes to the Constitution will be:**

- A. Establish a committee to review.**
- B. The committee will present proposed changes to be reviewed by the Executive Board.**
- C. Changes will be presented to a general membership meeting for ratification or rejection.**
- D. The changes to the Constitution will become effective ten (10) days after approval by the general membership**

### **Section 2. Any Constitutional changes inconsistent with the laws or norms of the Catholic Church, or with any applicable public law shall be invalid and inoperative.**

**This Constitution, upon acceptance, becomes effective December 17, 2017 .**

<u><i>Charles Lozier</i></u>	<u>12-17-17</u>
<b>Charles Lozier, President</b>	<b>Date</b>

<u><i>Mary Ann Morrison</i></u>	<u>12-17-17</u>
<b>Mary Ann Morrison, Treasurer</b>	<b>Date</b>
<b>Constitutional Revision Committee Chair</b>	

<u><i>Maria Dick</i></u>	<u>12-17-17</u>
<b>Maria Dick, Secretary</b>	<b>Date</b>

**BY-LAWS  
of the  
Youngstown Diocesan Confederation of Teachers**

**ARTICLE I - EXECUTIVE BOARD**

- Section 1.** The Executive Board shall be composed of the elected officers of the Confederation and the elected building representatives from each elementary unit and high school unit.
- Section 2.** The Executive Board shall have the power to carry on all the business and the affairs of this organization including, but not limited to the following:
- A.** To approve an annual budget which shall then constitute the Board's approval of expenditures of the type and amount contained therein, and to revise that budget as and when it deems such revision necessary and/or proper.
  - B.** To empower the President to employ accountants, agents and/or other persons having skills and knowledge the Executive Board deems necessary in the conduct of the business and affairs of this Confederation.
  - C.** To sue and be sued, complain and defend, on behalf of and for the use of the Confederation.
  - D.** To purchase, take, receive, lease as lessee, take any gift, devise, or bequest, or otherwise acquire, and own, hold, use, deal in or with, any real or personal property, and/or any part of property and assets of the organization.
  - E.** To sell, convey, mortgage, pledge, lease as liaison, and otherwise dispose of all or any part of property and assets of the organization.
  - F.** To do anything they deem necessary or appropriate to the exercise of the foregoing power(s) or any other power not specifically granted to and limited to any other body or officer in and by this Constitution only.

**ARTICLE II - BUILDING REPRESENTATIVES**

- Section 1.** The building representative is a member in good standing, elected by each local unit.
- Section 2.** The building representative will have the voting power based on the number of members in the school. The number is determined by the Confederation membership roster. For example, if there are 25 members at a particular school, the building representative's vote is worth 25 votes. This roster is valid for one calendar year, from October 1 through September 30.
- Section 3.** The building representative shall:
- A.** Chair all building meetings which shall be called at her/his discretion or at the request of the Confederation President or at the request of one-third

of the local unit membership.

- B. Process all grievances when requested by teachers of each local unit pursuant to the Confederation contract.**
- C. Be responsible for the distribution of all information from the Confederation office to the members of their local units, including new member information.**
- D. Take responsibility for the conduct of all elections held in the local unit.**
- E. Attend all Executive Board meetings and meetings of all committees of which they are members.**
- F. Provide the Confederation with dues and service method of payment of each member of her/his local unit.**
- G. May delegate further union responsibilities to other members within the local unit.**
- H. Ensure that the contract is followed at the local unit.**
- I. Serve as liaison between the local unit and the administration.**

### **ARTICLE III - ELECTION OF BUILDING REPRESENTATIVES**

**Section 1. The Executive Board will establish a timeline for the election process. This timeline will be prepared and presented to all members by February 1st of the election year.**

#### **Section 2. Building Representatives**

- A. Each elementary unit and each high school unit shall elect one (1) building representative.**
- B. Each building representative shall be elected for a two (2) year term.**
- C. Each local unit shall complete the election process consistent with the timeline established by the Executive Board.**
- D. The candidate receiving a plurality of votes cast for the position shall be declared elected.**
- E. A vacancy will be filled by the local unit for the remainder of the unexpired term.**
- F. Building representatives may not concurrently hold the Confederation President, High School or Elementary Vice-President, Secretary, or Treasurer.**

#### **Section 3. Delegates to other affiliated organizations**

**Affiliate delegates to be elected to affiliate organizations shall be elected according to the Constitution and by-laws of that organization.**

### **ARTICLE IV - COMMITTEES**

**Special committees shall be appointed at the discretion of the President and/or Executive Board. Such committee(s) shall begin to function immediately and report to the Executive Board at each meeting for the life of the committee.**



## **ARTICLE V - DISCIPLINARY ACTION AND IMPEACHMENT**

- Section 1.** Upon the submission of written, formal charges to the Executive Board, any member may be reviewed for acts detrimental to the Confederation. Such charges shall be detailed, drafted, and signed by not less than five (5) per cent of the regular membership.
- Section 2.** The Executive Board shall send a copy of the charges within five (5) working days by certified mail to the member charged. The member will have ten (10) working days after the receipt of the petition to respond in writing to the Executive Board. A hearing of the Executive Board will be held within (10) days to determine the member's status with respect to these charges.
- Section 3.** At the hearing on the charges, the Executive Board members (excluding the member charged if the charged member is on the Executive Board) shall sit as the hearing panel and accept evidence presented by the petitioners and by the member being charged. Either or both parties may be represented by counsel. After carefully weighing all the evidence presented and its own findings, the Executive Board shall vote by secret ballot as to the validity of the charges and what sanctions, if any, are to be imposed if the charges are found to be valid. The consent of two-thirds (2/3) of the Executive Board shall be necessary to impose any sanctions.
- Section 4.** Impeachment of officers will follow the outline procedure for action against a member.

## **ARTICLE VI - DUES**

- Section 1.** Annual Confederation dues for high school members shall be a sum equal to one and five-tenths (.015) of the previous year's high school BA, Step 1 total salary as stipulated in the basic contract between the Diocese of Youngstown, Office of Catholic Schools and the Diocesan Confederation of Teachers.

Annual Confederation dues for elementary members shall be a sum equal to one and five-tenths (.015) of the previous year's elementary school BA, Step 1 average salary as stipulated by the basic contract between the Youngstown Diocesan Confederation of Teachers and the parishes.

- Section 2.** Part-time teachers governed by the negotiated contract(s) and contracted for less than seventy-five (75) percent will pay one-half (1/2) of the regular annual dues. Part-time teachers contracted for twenty-five (25) percent or less will pay one-fourth (1/4) of the regular annual dues.
- Section 3.** Teachers who leave before the end of the school year or begin after school has

begun will have dues prorated.

**Section 4.** Members may choose to use payroll deduction according to the Dues Check-Off procedure in their basic contract.

**Section 5.** Members choosing to pay dues directly to the Confederation must pay dues in full by November 1 of the current school year. Late payments are subject to 2.5% penalty per month. Members are responsible for any bank fees associated with their payments.

## **ARTICLE VII - REIMBURSEMENT**

**Section 1.** The Confederation President shall be reimbursed for any lost wages which occur due to her/his fulfilling her/his position as President. In addition to the above mentioned compensation, the President shall be entitled to an additional stipend of thirty-six (36) percent of the current school year's high school BA, Step 1 total salary. During negotiation years the President will also be compensated as other negotiators. This compensation will be paid at the end of each quarter throughout the fiscal year.

The outgoing President will be reimbursed for assisting the incoming President as described in Article V, Section 1-J. Reimbursement will be \$250.00 plus mileage plus an hourly rate determined by the Executive Board not to exceed twenty-five (25) percent of the President's salary. This compensation will be paid at the end of the fiscal year.

**Section 2.** The Vice President, Secretary, and Treasurer shall be entitled to twenty-seven (27) percent of the current school year's high school BA, Step 1 total salary. During negotiating years, the Vice-Presidents will also be compensated as the other negotiators are compensated. During non-negotiating years, meetings required will be compensated at the rate of twenty-five dollars (\$25.00) per meeting. This compensation will be paid at the end of each quarter throughout the fiscal year.

**Section 3.** In addition to the above compensation, each officer is entitled to reimbursement for all miles to fulfill her/his Confederation duties. The amount of reimbursement for mileage will be determined by the Internal Revenue Service figure for the current fiscal year. Each officer will receive a log book for mileage when she/he assumes office. Miles are to be recorded and mileage books may be submitted to the Treasurer and paid regularly.

**Section 4.** Building representatives will receive a stipend equal to the total of:

- A.** .02 of the current school year's high school BA, Step 1 total salary.
- B.** \$6.00 for every member or service fee member on their school roster as of October 1 of the current school year.
- C.** A meeting fee for each meeting of the Executive Board as determined by the

**Executive Board and a mileage fee as determined by the Internal Revenue Service that fiscal year. Building representative stipends will be issued by June 30 of the current school year.**

**Section 5. Negotiator Compensation**

**A. Elementary Stipend for Annual Negotiation**

- 1. Compensation for required attendance for first time negotiator training will be \$50.00 provided that it is not held on or during a school day.**
- 2. Elementary negotiators will receive \$50.00 per day for general contract basic meetings (with a maximum of two meetings or \$100.00).**
- 3. Elementary negotiators will annually receive \$25.00 per local or Diocesan meetings (with a maximum of eight meetings or \$200.00).**

**B. High School Stipend for Negotiation**

- 1. Compensation for required attendance for first time negotiator training will be \$50.00 provided that it is not held on or during a school day.**
- 2. The maximum stipend for negotiating a contract will be \$50.00 per meeting (with a maximum of \$250.00).**

**ARTICLE VIII - FINANCES**

**Section 1. Any changes in the amount of regular dues and other fees must be approved by a two-thirds (2/3) majority vote of the members present at a general meeting. No motion to change dues may be introduced unless the membership is notified in writing of such proposal at least ten (10) days in advance.**

**Section 2. Additional finances may be obtained by various fundraising activities.**

**Section 3. The distribution of the Elementary Health Care Reimbursement Plan will be allocated on a prorated basis, according to each member's co-payments of health and/or vision insurance premiums for the current school year. The Confederation shall maintain a separate depository account in the name of Reimbursement Fund for the participating schools. The checks will be distributed by the 25th of August at the conclusion of the school year that premiums were paid.**

**ARTICLE IX - AVAILABILITY OF CONSTITUTION**

**Section 1. Copies shall be made available to other affiliated organizations upon request.**

**Section 2. Copies shall be given to all officers and building representatives. Copies are also available to any member in good standing who requests a copy from the Confederation office.**

**ARTICLE X - SAVINGS CLAUSE**

If any Article(s) or portion of this Constitution becomes invalid for any reason, remaining Articles and portions of Articles will remain in full force and in effect.

**ARTICLE XI - RULES OF ORDER**

**Section 1.** *Roberts Rules of Order Revised* shall govern in all cases not covered by this Constitution or the By-Laws of this Confederation.

**Section 2.** The President may assign a parliamentarian with the rules of order.

**ARTICLE XII - AMENDING THE BY-LAWS**

- Section 1.** The Confederation shall adopt such By-Laws as it deems necessary or advisable for the conduct of business. The procedure for establishing new by-laws or changes to existing by-laws will be:
- A. Establish a committee to review.
  - B. The committee will present proposed changes to be reviewed by the Executive Board.
  - C. Changes will be presented to a general membership meeting for ratification or rejection.
  - D. New by-laws will become effective as determined in the proposed changes.

**Section 2.** Any by-law inconsistent with this Constitution, the laws or norms of the Catholic Church, or with any applicable public law shall be invalid and inoperative.

These By-Laws, upon acceptance, become effective December 17, 2017.

<u>Charles Lozier</u>	<u>12-17-17</u>
Charles Lozier, President	Date

<u>Mary Ann Morrison</u>	<u>12-17-17</u>
Mary Ann Morrison, Treasurer	Date

<u>Maria Dick</u>	<u>12-17-17</u>
Maria Dick, Secretary	Date