

BEACON TEACHERS

ASSOCIATION

CONSTITUTION

AND

BY-LAWS

Amended May 26, 2009

CONSTITUTION

ARTICLE I

This organization shall be known as the Beacon Teachers Association.

ARTICLE II – OBJECTIVES

The purpose of this organization shall be:

1. To obtain for teachers the rights and working conditions to which they are entitled.
2. To work for the welfare of the students, the advancement of education, and the improvement of instructional opportunities for all.
3. To develop and promote the adoption of ethical practices, personnel policies and the standards of preparation and participation as mark a profession.
4. To obtain for teachers control over entry into their own profession.
5. To unify and strengthen the teaching profession.
6. 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.
7. To eliminate bigotry and intolerance in all its forms in education.
8. To foster an educational climate conducive to the free and open exchange of ideas.
9. To act as a bargaining agent in all contractual relationships between teachers and the Board of Education.
10. To act as a grieving agent for all members.

ARTICLE III – AFFILIATIONS

The organization shall maintain affiliations with DCUTC, NYSUT and its national affiliates (NEA, AFT, AFL-CIO).

ARTICLE IV – MEMBERSHIP

1. Employees of the Beacon City School District including classroom and special area teachers, librarians, guidance counselors, speech therapists, school social workers, psychologists, occupational therapists or any others who may become part of the Bargaining unit are eligible for active membership.
2. Part-time teachers are eligible to be full active members on a ½ dues basis.
3. Special Categories of membership shall consist of those persons eligible for membership in the State and National affiliates. Members in special categories (i.e. retirees) shall be entitled to all privileges of membership of those affiliates with exception of voting privileges within the BTA.

4. Chapters of special membership categories may be established upon application to and approval of the Representative Assembly for the purposes of:
 - a) Maintaining the ties of professional unity, representing and promoting special interests.
 - b) Providing a forum for the exchange of information of interest and benefit to members.
 - c) Each chapter shall function as an independent entity with officers and a Constitution which conforms to those of the Local, State, and National affiliates and any bargaining privileges provided by law.
 - d) Each chapter shall be entitled to one representative on the Representative Assembly as provided for in Article VIII, Section 2 of this Constitution.

ARTICLE V – MEMBERSHIP RIGHTS

1. Every member of this organization shall have equal rights and privileges to nominate candidates to hold office, to vote in elections or referendum, to attend membership meetings and to participate in deliberations and voting upon the business of the organization.
2. No discrimination shall ever be shown towards individual members or applicants for membership based on race, sex, religious faith, or political activities or beliefs.
3. An Association member may not be disciplined, fined, suspended or expelled from the BTA unless he/she is served with a written list of charges against him/her signed by at least 1/3 of the total membership given a reasonable time to prepare his/her defense and afforded a full and fair hearing. A majority vote of the Representative Assembly will be necessary to initiate such action the member.

ARTICLE VI – OFFICERS

1. The officers of the BTA shall be a President, Vice-President, Secretary and Treasurer.
2. The officers, NYSUT delegates, AFT Delegate(s), NEA delegates, the immediate past president, the building representatives, and committee chairpersons shall compose the Representative Assembly.
3. The length of the terms for the four officers of the Executive Board shall be two years, however, they shall be staggered. Commencing with the May 2009 Elections (July 1, 2009-June 30, 2011), and hence forth, the term of office for both the President and Secretary shall be two years. The terms of office for the Vice President and Treasurer shall remain one year in length for May 2009 Elections (July 1, 2009-June 30, 2010), and two years in length thereafter (July 1, 2010-June 30, 2012).
4. All officers of this association must be active members of the BTA.
5. No member may run for more than one position on the Representative Assembly.

ARTICLE VII – GENERAL MEMBERSHIP MEETINGS

1. The membership, through meetings and /or referendum shall be the highest policy-making body of the BTA.
2. General membership meetings shall be held:
 - a) At the call of the President, or
 - b) By petition to the President. Such a petition must be signed by 15% of the total membership and must include the items that will comprise the agenda.
3. The quorum for all general membership meetings shall be 10% of the total membership.
4. Items which may not be acted upon at a general membership meeting are:
 - a) Dues
 - b) Matters which have been subject to referendum within the past 12 months
 - c) Amendments or interpretation of the Constitution
 - d) Duties specifically assigned to other bodies by the Constitution and By-Laws
5. A regular meeting shall be held in September to welcome new teachers.
6. Additional regular meetings shall be held during the year, if necessary.
7. Representative Assembly meetings shall be held monthly during the school year. Special meetings can be called by the President whenever necessary.

ARTICLE VIII – REPRESENTATIVE ASSEMBLY

1. The Representative Assembly shall be the legislative and policy forming body of the BTA.
2. The Representative Assembly shall consist of the officers, delegates, and building representatives and committee chairpersons.
3. Voting members consist of the Executive Board, Building Representatives, and all other elected delegates. The President will abstain from their voting privilege as the NYSUT representative.
4. Delegates at large (NYSUT and AFT) shall each have 1 vote.
5. Each building representative on the secondary level (BHS and RMS) shall have one vote.
6. Each building representative on the elementary level (Glenham, JVF, South Avenue, Sargent) shall have 1/2 vote.
7. The past president is a member of the Representative Assembly for one year after their last elected year of service and shall have 1 vote.
8. Any member of the BTA who is not a member of the Representative Assembly may attend its meetings as a non-voting participant.
9. It shall be the obligation of the Representative Assembly to enforce the letter and intent of this BTA Constitution.
10. Pre-approved reasonable expenses incurred by representatives of the BTA on organization business shall be reimbursed by the organization.

ARTICLE IX – EXECUTIVE BOARD

1. The Executive Board shall consist of the officers.
2. Whenever a majority of the Executive Board shall agree an officer has been grossly negligent in his duties as defined by the By-Laws, or is incapacitated, they shall recommend to the membership that the office be declared vacant. If the membership so votes by a two-thirds majority, the vacancy shall be filled according to procedures Article XI, Sections 2e, 2f.
3. It shall be the obligation of the Executive Board to enforce the letter and intent of this BTA Constitution.

ARTICLE X – FINANCE

1. Regular dues and special category dues shall be fixed in the budget.
2. Additional finances may be obtained by various fund-raising activities, and/or by per capita voluntary assessments approved by the general membership.
3. Stipends for the officers, building reps and any other stipend positions shall be at least ½ of the Dutchess County average but not to exceed that same average.
4. The fiscal year shall be from July 1 to June 30.

ARTICLE XI – ELECTIONS

1. All elections shall be conducted by the Election Committee. The Election committee shall consist of the Vice – President as Election Committee Chairperson, one member from the elementary level, and one member from the secondary level both of whom shall be appointed by the Chairperson. The Election Chairperson may appoint up to six (6) tellers from the current membership.
2. Election of Officers
 - a. Nominations for office shall be made during the last week of April by written notification (including email) to the Elections Committee.
 - b. Notice shall be given in accordance to the Landrum-Griffin act.
 - c. Ballots shall be prepared by the Election Committee and the date shall be at least 15 days after the close of nominations. The election shall be held in accordance with referendum procedure, Article XIII, Number 1, Paragraph b. The candidates receiving a plurality of the votes cast shall be declared elected. The first such election following the adoption of this revised Constitution shall be held in May, 2009.
 - d. The officers of the Organization shall be installed on the first day of July.
 - e. A vacancy in the office of President shall be filled by special election.
 - f. Any other vacancy shall be filled by appointment of the President upon approval of the Representative Assembly. The vacancy will be filled until the next election when nominations for the position will be accepted.
 - g. The length of term for Officers under this agreement shall be two years, following the staggered election procedure in accordance with Article VI, number 3.

3. Election of Building Representatives and Professional Advancement Members
 - a. Election of Representatives to the Representative Assembly, and to the Professional Advancement Representatives shall be made by secret ballot and shall take place according to election procedures established by the Election Committee during the Month of May at least fifteen (15) days after the close of nominations.
 - b. Representatives–elect shall take their seats in the Representative Assembly effective July 1.
 - c. In each school building, organization members shall elect for a term of one year to the Representative Assembly, a total of two (2) representatives per building.
 - d. There will be NYSUT representatives and an AFT representative(s) and their term of service will be one year.

ARTICLE XII – NEGOTIATIONS AND CONTRACT RATIFICATION

1. The Negotiations committee shall be formed and charged no later than October 1 of the calendar year that negotiations will take place. The charge of this committee will be to survey the membership to get ideas for inclusion in the proposed package that the BTA will bring to the bargaining table.
2. All members of the Negotiations team shall be reimbursed expenses incurred during negotiations.
3. The Negotiations team should consist of at least five and no more than seven members.
4. The Members of the Negotiating team must reach consensus on the final Memorandum of Agreement before presenting said proposal to the Representative Assembly and the membership.
5. Each member of the Bargaining Unit shall receive a copy of the tentative agreement contract or contract amendments from the Chief Negotiator at least three days prior to the date set for ratification of the contract.
6. The written agreement shall be ratified by a majority vote of the total membership.
7. All stipends will be determined by the Budget Committee, chaired by the Treasurer, the year prior to the year of negotiations.
8. Stipends for the Negotiations Team will be paid upon the signing of a tentative agreement by both the BTA and the Board of Education.
9. During a year in which the election coincides with negotiations for a successor Collective Bargaining Agreement, the negotiating team will remain intact until a contract proposal is presented to the Representative Assembly.

ARTICLE XIII – REFERENDUM AND RECALL PROCEDURES

1. Referendum
 - a. A referendum vote on a specific issue shall be obtained by one of the following methods:

- 1) A majority vote of those present at a membership meeting. A motion for a referendum shall take precedence over the motion on the issue.
 - 2) A petition signed by twenty percent (20%) of the membership submitted to the president at any time. The president shall refer said petition(s) to the election committee which shall have five (5) days to validate them. The referendum on the issue shall be held within fifteen (15) days of the validation.
 - 3) A majority vote of the Representative Assembly.
- b. During the school year, all referenda shall be voted in on the following manner: the Election Committee shall instruct the Building Representatives to conduct a secret ballot vote, setting a specific date, time and place in each school building as needed within two (2) school days following either a vote for a referendum of the validation of petition(s), except in such cases where none of the above methods for obtaining a referendum is applicable. Uniform ballots shall be provided by the Election Committee. Upon completion of the ballot, the member shall place it in a locked voting box. Only the Election Committee shall have the authority to open these boxes and to tally the votes.
 - c. During the summer recess, the Election Committee shall determine voting time, place, and procedure on all referenda in consultation with the Executive Board except in all cases of recall
 - d. A referendum on any one issue may be held only once a year.
 - e. In order for a referendum to be valid, at least 50% plus 1 of the total membership must vote affirmatively.

2. Recall

- a. All elected officials shall be subject to recall by the General Membership.
- b. To initiate a recall a petition signed by 30% of the membership must be submitted to the Election Committee chairperson and must be validated within (5) school days after submission. If the chairperson makes no ruling within the time limit set forth, the petition shall be considered valid and recall procedures shall be initiated by the Election Committee.
- c. Under recall procedures a public hearing shall be held not less than two (2) weeks or more than three (3) weeks after the validation of the petition. The time and place shall be set by the Election Committee, and notice shall be given to all members at least one (1) week in advance on the hearing,
- d. A vote on the recall shall be held within three (3) days after the hearing according to referendum procedure in this Article Number XIII, Paragraphs 1 a-e. A two-thirds vote of the general membership shall be required for such a successful recall.
- e. If the incumbent is recalled, a special election shall be held. Nominations for the office shall be made at a special membership meeting called by the Elections Committee within three (3) days after the vote of recall. Such elections shall be held within five (5) days and shall follow the procedures

set for referenda in Article Number XIII, paragraphs 1 a-e as well as the Landrum-Griffin act.

- f. The candidate receiving the plurality of the votes cast shall be declared elected, and shall take office immediately to complete the vacated term.

AUTHORITY ARTICLE XIV – PARLIAMENTARY

1. Robert’s Rules of Order, Newly Revised, shall be the parliamentary authority on all questions of procedure not specifically covered by this Constitution and By-Laws, or by such rules as the Assembly or membership may adopt.

ARTICLE XV – CONSTITUTIONAL REVIEW BOARD

1. The Constitutional Review Board shall be the final arbiter on petitions presented to it pertaining to this Constitution, its Amendments or By-Laws. One or more signatures on a petition shall be sufficient for presentation.
2. This Board shall consist of three (3) members in good standing that shall be nominated by the President and approved by two-thirds of the Representative Assembly. At the first Assembly meeting following the adoption of this Constitution when these appointments shall be made, all three Board members shall be designated for one year terms. Terms shall expire on June 30th of the appropriate year. A vacancy is filled by the above procedure. Members of the Executive Board may serve on the Constitutional Review Board.
3. The Assembly shall request the Constitutional Review Board to review the Constitution at least once a year for the purpose of suggesting Amendments to improve and/or clarify it.

ARTICLE XVI– AMENDMENTS

Amendments to this Constitution shall be adopted by a two-thirds majority of those active members voting in a referendum, provided that such amendments have been introduced in and approved by the Representative Assembly and have been initiated by the Membership according to referenda procedures as outlined in Article XIII. Copies of the proposed amendments shall be submitted to the members of the Association at least 14 days prior to the voting on such referendum.

BY-LAWS

ARTICLE I – MEETINGS

1. The Executive Board shall meet at the call of the President or at the request of three (3) members of the Executive Board.

2. The Representative Assembly shall meet at least once monthly at the call of the President. The President in consultation with the Executive Board shall prepare the agenda for each meeting and shall circulate the agenda to all representatives prior to the meeting of the Assembly. Meetings of the Assembly shall be open to all active members of the Association as well as members of affiliated chapters who are dues paying members of the Association.
3. Special meetings of the Representative Assembly may be held at the call of the President or upon written request to the Executive Board from 20 % of the members of the Assembly. Business to come before special meetings must be stated in the call, and business shall be confined to those items.

ARTICLE II – QUORUM

A 2/3 majority of the voting members shall be a quorum for the Representative Assembly, the Executive Board, and for standing committees.

ARTICLE III – DUTIES OF OFFICERS AND DELEGATES

1. The President shall:
 - a. Preside at all meetings of the Executive Board, Representative Assembly and the membership.
 - b. Issue notices for all meetings of the Assembly and Membership to the Secretary.
 - c. Set an agenda for all meetings of the Executive Board, Representative Assembly and the membership.
 - d. Administer the policies and decisions made by the Assembly and Membership.
 - e. Appoint all standing committee chairpersons prior to October 1, unless otherwise designated by this Constitution and By-Laws, and publish such appointments in the BTA newsletter and call for regular reports for all committees.
 - f. Shall be a delegate to the NYSUT Representative Assembly.
 - g. Serve as chairperson of the negotiating team.
 - h. Designate no less than four additional person(s) to negotiate with the approval of the Representative Assembly.
 - i. Appoint BTA Representatives to all District Committees and call for reports from all such committees to the Executive Board and the Representative Assembly.
 - j. Present a President's report to the Representative Assembly.
 - k. Present an annual report to the membership in the last quarter of the fiscal year.
 - l. Serve as ex officio as a member of all BTA committees.
 - m. Administrate the BTA office and employees, if needed, in accordance with the policies established by the Executive Board.

- n. Establish the meeting schedule for the Executive Board and Representative Assembly in September of each year in consultation with the Executive Board and the Representative Assembly.
- o. Inform and assist the Election Committee Chairperson regarding elections and/or referenda.
- p. To meet with the new teachers prior to September 15.
- q. To meet with the BTA membership in each building, prior to November 1, to discuss concerns and answer questions relative to their building and/or the BTA in general.
- r. Attend Board of Education meetings or appoint a designee from the Executive Board to attend and report.

Activities of these delegates are subject to review by the Executive Board, and approval of the Representative Assembly.

2. The Vice-President shall:

- a. Assume all duties of the President in case of the absence of the President.
- b. Familiarize himself/herself with duties of the presidency.
- c. Serve as chairperson of the elections committee.
- d. Attend each meeting of the Executive Board, Representative Assembly, and Membership.
- e. Fulfill other duties as shall be decided by the President, Executive Board, and/or the Representative Assembly.
- f. Report to the President any and all matters pertaining to district issues.
- g. Counsel the President on the selection on the members of the negotiating team.
- h. Report to each meeting of the Executive Board and the Representative Assembly.
- i. Will serve as the grievance representative of the association.

Activities of these delegates are subject to review by the President, and Executive Board, and approval of the Representative Assembly.

3. The Secretary shall:

- a. Keep a record of all meetings of the Association, Executive Board, and the Representative Assembly.
- b. Keep a record of all members present at all meetings.
- c. Issue notices of all meetings of the Assembly and the membership. Such notices shall be distributed at least 5 school days prior to the meeting.
- d. Make available the minutes of the meetings and distribute these minutes for distribution to the Association membership within five (5) school days.
- e. Carry out any official or social correspondence that is required by the Association.
- f. Serve as chairperson of the Constitution Committee.
- g. At the end of his/her term of office, turn over to the new secretary the minutes and any other records of the Association in his/her possession.

- h. Help the treasurer with the maintenance of the accurate roll of the membership.
- i. Create distribution lists of the active members.
- j. Have available a roster of all elected members of the Representative Assembly and their alternates as stated in Article VIII of the BTA Constitution.
- k. Fulfill other such duties as shall be directed by the President, Executive Board and the Representative Assembly.

Activities of these delegates are subject to review by the President, and Executive Board, and approval of the Representative Assembly.

4. The Treasurer shall:

- a. Serve as Chairperson of the Budget committee.
- b. Hold the funds of the Association.
- c. Disburse funds as authorized by the budget.
- d. Reimburse officers for reasonable expenses approved by the Executive Board or Representative Board according to c of this part.
- e. Be responsible for the billing and collection of dues.
- f. Record receipts and disbursements.
- g. Prepare and have available an annual report.
- h. Be responsible for maintaining an accurate roll of the Membership in conjunction with the secretary.
- i. Report to each meeting of the Executive Board and the Representative Assembly.
- j. Fulfill other such duties as shall be directed by the President, Executive Board and the Representative Assembly.
- k. Set up the Association books for an annual audit.
- l. Deliver the books and any Association materials to the new treasurer, if needed.
- m. Submit reports as required by NYSUT, AFT and NEA.

Activities of these delegates are subject to review by the President, and Executive Board, and approval of the Representative Assembly.

5. Delegates-At-Large shall:

- a. Serve as representatives of their respective constituencies.
- b. Report to the President any and all matters pertaining to secondary and elementary issues.
- c. Attend each meeting of the Representative Assembly and Membership.
- d. Attend all meetings, including all regularly scheduled meetings, Election District meetings, regional meetings, special meetings, and conventions of organizations in which they represent the BTA.
- e. Prepare reports for the Executive Board, Representative Assembly, and the Membership, to be published in the BTA newsletter.

- f. Recommend actions required to coordinate and implement actions of affiliated organizations.
- g. Be reimbursed for reasonable expenses incurred in the performance of duties upon presentation of receipts and as approved by the Executive Board.
- h. As well as such duties as shall be directed by the President, Executive Board and/or the Representative Assembly.

Activities of these delegates are subject to review by the President, and Executive Board, and approval of the Representative Assembly.

ARTICLE IV – DUTIES OF THE EXECUTIVE BOARD

- 1. The Executive board shall be the executive authority of the Organization. It shall:
 - a. Approve all organization expenditures within the limits of the budget and establish annual dues.
 - b. Advise the President concerning the agenda for each meeting of the R.A.
 - c. Carry out the decisions and resolutions of the Assembly and the Membership.
 - d. Have the authority to employ a clerical staff, if needed, and establish policy for such employees.
 - e. Cause an annual auditing of the financial records of the organization.

ARTICLE V – DUTIES OF THE REPRESENTATIVE ASSEMBLY

- 1. The Representative Assembly shall:
 - a. Assist the President and Executive Board in the preparation of the agenda for General Membership meetings.
 - b. Act on reports of Committees.
 - c. Approve resolutions and policy statements.
 - d. Adopt rules for the conduct of its meetings which are consistent with the Constitution and By-Laws.
 - e. Approve the budget after budget hearings are conducted in each building.
 - f. Act on recommendations of the Executive Board declaring offices vacant by a two-thirds vote.
- 2. If a vacancy occurs on the Representative Assembly, the President can recommend someone to fill the position with approval of the Executive Board. That nominee will fill the vacant seat until the next election.

ARTICLE VI – DUTIES OF THE BUILDING REPRESENTATIVES

- 1. All Building Representatives shall:
 - a. Attend all meetings of the Representative Assembly.
 - b. Notify the Secretary of any necessary absence.

- c. Convey all relevant information to BTA members through a memo or meeting within one (1) week following each R.A. meeting.
- d. Distribute and/or post all printed materials as directed by the BTA.
- e. Coordinate all BTA elections and referenda proceedings.
- f. Act on concerns of BTA members and assist in the grievance process upon request.
- g. Actively recruit new BTA members.
- h. Assist the secretary and treasurer with the enrollment of new teachers and update current enrollment in their buildings.
- i. Assist new members in correctly completing and filing all membership forms for the BTA and NYSUT and then forwarding the forms to the Secretary/ Treasurer.

ARTICLE VII – STANDING COMMITTEES

1. Structure

- a. There shall be the following standing committees carrying the specific functions outlined below. Each committee may, with the approval of the Executive Board, organize special subcommittees from the membership of the Organization for specific activities.

2. Meetings

- a. Each standing committee shall meet regularly at the call of the Chairperson
- b. Each meeting shall be called with advance notice of at least one week
- c. Each meeting shall end with the determination of the next meeting date and some discussion of the next meeting's agenda.

3. Records

- a. Each committee shall keep a continuing record of activities. Chairpersons shall report, upon request by the Executive Board, Representative Assembly, or the general membership.

4. Titles and Duties

- a. The Election Committee shall be responsible for all elections of officers, special elections, voting on the contract, constitutional amendments, referenda and recalls. The elections committee shall be chaired by the Vice-President
- b. The Membership Committee shall be chaired by the Secretary and shall consist of the treasurer and one building representative from each building. This committee shall plan and execute a dynamic program to insure the continued growth and vitality of the Association. The committee shall keep accurate and up to date membership enrollment.
- c. The Budget Committee shall be chaired by the Treasurer and will prepare the proposed annual budget of the Association for presentation to the Executive Board, Representative Assembly, and the membership.
- d. The Scholarship Committee shall be responsible for acquiring funds for scholarships and determining the criteria for eligibility for BTA scholarships. The committee should consist of at least one member from the high school, middle school and elementary schools.

- e. The Social Committee shall make the arrangements for any social affairs of the BTA and should prepare a budget of all costs to be incurred and submit them to the Treasurer for Approval by the Executive Board.
- f. The Constitution Committee shall review the BTA Constitution on a yearly basis and shall be chaired by the Secretary. All amendments must be approved as per Article XV of this Constitution.
- g. The Retirement Committee shall be responsible for informing the membership of any changes within the New York State Retirement System and reporting those changes to the Representative Assembly.
- h. The Public Relations Committee shall
 - 1. Have the chairperson of this committee appointed by the President.
 - 2. Prepare and disseminate information from the Association to the public using the following media: newspapers, radio, television, news letters, and the website, etc.
 - 3. Seek to develop public understanding of the Association's philosophy and its programs and also the programs of the Beacon City School District.
 - 4. Develop procedures by which the Association can work cooperatively with parents and the public with civic, fraternal, and social organizations.
 - 5. Prepare a budget of all costs to be incurred and submit them to the Treasurer for Approval by the Executive Board.
 - 6. Have the chairperson of this committee will appoint the editors of the newsletter.
 - 7. Distribute the newsletter to each member of the Association.
- i. The Grievance Committee shall insure all provisions of the current contractual agreement between the BTA and the Board of Education are upheld and shall report all grievances to the Representative Assembly. The Representative Assembly may recommend that the grievance be carried to arbitration with approval of the Representative Assembly. The Vice President will serve as chairperson of the Grievance Committee.
- j. The Technology Committee shall be responsible for the development and upkeep of the BTA website and developing a budget for the cost of its upkeep for approval to the Treasurer.
- k. The Political Action committee shall:
 - 1. Have the chairperson appointed by the President.
 - 2. Be responsible for soliciting contributions from the membership for VOTE-COPE.
 - 3. Consider recommendations of NYSUT and AFL/CIO and this Association pertaining to all levels of government.
 - 4. Study proposed legislation and the records of government officials that may affect this Association and our schools.
 - 5. Initiate recommendations on the basis of its study to the Representative Assembly and the membership.
 - 6. Have all NYSUT and AFT delegates as its members.

ARTICLE VIII - COMMUNICATIONS POLICY

1. **Newsletter**

a. **Preamble**

The following guidelines shall serve to govern the organization and publication of the official organ of the BTA, *Between Assignments*.

b. **Selection of the Editor**

The editor shall be appointed by the Chairperson of the Public Relations committee, with the approval of the president. It shall be the editor's responsibility to recruit a staff.

c. **Budget**

The Editor shall present a proposed budget for the newsletter to the Budget Committee prior to the adoption of the budget for the next fiscal year. Any additional expenditure, not provided for in the adopted budget, must be recommended by the Executive Board and approved by the Representative Assembly prior to the said expenditure.

d. **Editorial Policy**

The content of *Between Assignments* shall be limited to the following four (4) areas of distinction:

1. All content shall reflect the official positions and policies of the BTA, with the following three (3) exceptions:
2. The President of the BTA should present his views in a message to the members from time to time.
3. Letters to the editor of responsible length containing personal views from members shall be published.
4. Members of the BTA may place articles, adhering to the Canons of Journalism, concerned with BTA positions, policies, and issues of interest to teachers in the Commentary Section. For both Letters to the Editor and the Commentary Section, the writer's name and BTA affiliation shall be attached, and an editor's note shall accompany these sections indicating that "The opinions expressed do not necessarily reflect the official views and policies of the BTA."

The editor may be directed to issue a retraction and/or a correction of any content by a simple majority of the Executive Board, Representative Assembly, or general membership. These above stated policies relating to the publication of the newsletter shall be published in at least one (1) of the first three (3) issues following the start of each election year.

5. **Standing Committee Reports**

Standing Committee Reports shall be made on a regular basis at the Representative Assembly meetings.