

## **COMBO BY-LAWS**

### **ARTICLE I**

#### **QUORUM:**

A majority of their members shall be a quorum for the Executive Board and the Representative Council.

### **ARTICLE II**

#### **DUTIES OF EXECUTIVE BOARD:**

1. The President shall:
  - a. Preside at meetings of the Organization.
  - b. Fix the time of meetings.
  - c. Fix the order of business.
  - d. Appoint Committees of the Organization.
  - e. Take whatever steps necessary to insure a continuation of the orderly business of the Organization.
  - f. Serve as a delegate to all affiliated organizations or may send a designee to all conferences regardless of the locations.
  
2. The Executive Vice-President shall:
  - a. Act in the absence of the President and carry out Organization responsibilities at the direction of the President.
  - b. Shall act as Negotiation Chairperson and form a committee to represent members at the bargaining table.
  - c. Shall act as Grievance Chairperson.
  
3. The Secretary Shall:

Serve as presiding officer of the Organization in the absence of the President and Vice-President.

Serve as corresponding and recording secretary of the Organization, send notices of meetings by mail to members as required, shall keep roll of members of COMBO, and perform all other duties pertaining to the office of the Secretary.
  
4. The Treasurer shall:
  - a. Shall preside at meetings of the Organization in the absence of all other Officers.

- b. Be responsible for all financial matters including transactions, collection and transmittal of dues and disbursement of funds.
- c. Serve as Membership Chairperson.

### **ARTICLE III**

#### **POWER OF THE EXECUTIVE BOARD:**

The Executive Board shall be responsible for the management of the Organization.

It shall:

- a. Consist of the President, Vice President, Secretary and Treasurer
- b. Approve all expenditures within the approved budget, carry out policies of the Organization and keep the membership of the Organization informed of all pertinent organizational matters.
- c. Have the power and consent on all appointments of the President.
- d. Meet at least 4 times per year and at such times as the Board shall determine, or the full membership shall direct.
- e. In case replacement is needed, other than by the office of President, a new officer or representative shall be appointed by the Executive Committee to serve only to the end of the unexpired term.

### **ARTICLE IV**

#### **REPRESENTATIVE COUNCIL:**

1. The Representative Council shall consist of the Officers plus the elected representatives.
2. Representative(s) will be elected by each location prior to January 1, to serve a two-year term.
3. Duties of Representatives:
  1. Attend all Council Meetings.
  2. Serve on Grievance Committee
  3. Recruit new members.
  4. Distribute any information to members.
  5. Fill out grievance sheet for employee problems.
4. Building Representatives shall be elected no later than December 15<sup>th</sup> to serve a two (2) year term. Only those members working in the areas served by this building representative, as defined below, shall be eligible to vote for the office of building representative.

Main Campus (Liverpool)

Lee G. Peters CTC and Zogg

Rodax Campus, Henry Campus Main Building and Building B

Operations and Maintenance and Central Receiving (Bldgs. C&D)  
Itinerants  
McEvoy and local programs there i.e. CNC, Seven Valleys support staff

## **ARTICLE V**

### **POWERS OF THE REPRESENTATIVE COUNCIL:**

Powers of the Representative Council which consists of the Executive Board and the Building Representatives:

1. Approve the budget.
2. Establish the dues.
3. Approve all expenditures and carry out policies established by the Representative Council.
4. Keep membership informed of Union needs and activities.
5. Establish COMBO policies and or revise these policies.

## **ARTICLE VI**

### **STANDING COMMITTEES:**

The Executive Board shall develop Committees as necessary to fulfill the needs of the Organization and its members.

The President shall make appointments to Committees and act as an ex-officio member of all committees.

## **ARTICLE VII**

### **NOMINATIONS and ELECTIONS:**

Between October 15<sup>th</sup> and November 1<sup>st</sup> every two (2) years, nominations for elected office shall be solicited from the membership. Any member interested in running for office shall submit his/her name and the office to which he/she aspire to any current office or building representative. Once verified, the names received by November 20<sup>th</sup> shall be placed on the ballot and published to the membership immediately thereafter.

Elections shall be held no later than December 15<sup>th</sup> at a general meeting called for such purpose. Notice of the time and place for such meeting shall be distributed at least one week prior to the scheduled election. Only those who attend the meeting may vote in the elections except for those unit members who are working for OCM BOCES at the time of the meeting. Those who are working for OCM BOCES at the time of the meeting shall receive absentee ballots.

The election results will be tallied and announced at the end of the meeting by two (2) persons designated by the current President. Candidates or their designees may observe the vote count.

Absentee ballots will be given for approved leave or extenuating circumstances and will be accepted at the discretion of the Executive Board. The announcement of the elections will be posted on the COMBO website. The ballot should be requested 7 days prior to the election day and returned to the Building Representative or an Officer of the Executive Board by the time of the elections. Extenuating circumstances would include but not limited to: more than a 30 mile drive to the election site, family obligations or illness.

## **ARTICLE VIII**

### **AMENDMENTS:**

Amendments to these By-Laws may be adopted by;

- a. Two-thirds (2/3) majority of those voting at any regular general membership meeting provided that proposed amendments have been introduced at the preceding meeting of the Representative Council and copies have been distributed to all COMBO members.
- b. If a quorum is not available for (a.) then a ballot will be collected by Building Reps from each member.
- c. If a quorum is not available for (b.) then the changes are referred to the Executive Council for approval.

## **ARTICLE IX**

### **ROBERT'S RULES OF ORDER:**

Robert's Rules of Order, revised, shall be the parliamentary authority for this Constitution and by-laws, and meeting.