

**NEW YORK STATE LIFEGUARD CORPS**

**BYLAWS**

(Amended July 16<sup>th</sup>, 2019)

**ARTICLE I**

**NAME**

This organization shall be known as the New York State Lifeguard Corps (NYSLC).

**ARTICLE II**

**PURPOSES**

The purpose of this organization shall be:

1. To advance the standards of our profession;
2. To secure the conditions necessary to provide the greatest rewards for its members in their work environment;
3. To promote the best interests of its members in the operational decisions affecting their employment;
4. To promote the welfare and well-being of its members;
5. To promote mutual assistance and cooperation with other organizations with which it is associated;
6. To promote the aims and objectives of the New York State Lifeguard Corps and New York State United Teachers (NYSUT), United University Professions (UUP), and their national affiliates;

**ARTICLE III**

**AFFILIATIONS**

This organization is an affiliate of NYSUT, UUP and their national affiliates.

**ARTICLE IV**

**MEMBERSHIP**

1. Membership in this organization shall be open to any of the following titles, and such other similar titles that may be created, employed by the State of NY after successful completion of the lifeguard certification process, for the sole purpose of providing lifeguard services.
  - Chief Lifeguard
  - Assistant Chief Lifeguard
  - Field Captain (LISPRC)
  - Field Lieutenant (LISPRC)
  - Supervising Lifeguard (LISPRC)
  - Lifeguard 2
  - Lifeguard 1
2. Membership status shall begin with the registration by the New York State United Teachers (NYSUT) office, either through a payroll deduction authorization card or as letter of application accompanied by a dues payment.

- 36 3. The membership year shall extend from June 1 through May 31. Membership in good  
37 standing shall be maintained through payment of dues as defined in these bylaws, and shall  
38 be on a continuing basis throughout the membership year.  
39 4. An individual must be a member in good standing to be nominated for, elected to, or hold  
40 office in the NYSLC.  
41 5. There shall be no discrimination on the bases of sex, sexual orientation, creed, color, race,  
42 national origin, or political activities and beliefs.

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## **ARTICLE V DUES**

- 45 1. Active: The dues shall be \$22 per pay period, which includes current NYSUT and National  
46 Affiliate dues.  
47 2. Dues may be changed by a majority vote of the NYSLC Representative Assembly (RA) As  
48 per Article XV.

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## **ARTICLE VI OFFICERS**

- 51 1. The officers of the NYSLC shall be:  
52 President/Delegate to the NYSUT RA and other Affiliate Conventions  
53 1<sup>st</sup> Vice President/ Delegate to the NYSUT RA and other Affiliate Conventions  
54 Vice President for the Western Region/ Alternate Delegate to the NYSUT RA and other  
55 Affiliate Conventions  
56 Secretary  
57 Treasurer  
58 2. All statewide officers shall be voting members of the NYSLC Representative Assembly  
59 (RA).  
60 3. Duties of the President:  
61 a. Be chief executive officer of the NYSLC.  
62 b. Administer all affairs and execute all policies of the organization.  
63 c. Preside at all meetings of the NYSLC Representative Assembly (RA) and general  
64 membership.  
65 d. Represent the organization with all external groups.  
66 e. Appoint and establish the function of all standing committees, with the approval of  
67 the RA.  
68 f. Appoint and establish the function of ad hoc committees, with the approval of the  
69 Executive Council.  
70 g. Fill vacancies, with the approval of the Executive Council.  
71 h. Serve as the first delegate for NYSUT, American Federation of Teachers (AFT), and  
72 other affiliate conventions.  
73 i. Call meetings of the RA  
74 j. Perform other duties the office requires, consistent with these bylaws.

- 75 k. The President shall perform the following fiduciary responsibilities  
76 l. The President shall be one of the responsible financial officers of the organization, and  
77 shall and shall be authorized to co-sign financial instruments, and make regular and  
78 usual disbursements of funds.  
79 m. The President shall certify to the Secretary Treasurer of the American Federation of  
80 Teachers that the annual audit/internal financial review were presented to the entire  
81 Membership annually.
- 82 4. Duties of the First Vice President:  
83 a. Assume the duties and responsibilities of the President when the President is absent.  
84 b. Serve as the second delegate to NYSUT, AFT, and other affiliate conventions.  
85 c. Perform other duties the President may delegate.  
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- 87 5. Duties of the Second Vice President/Western Regional Officer: Regions F,G,H,I  
88 a. Assist the President and first Vice President.  
89 b. Serve as the alternate delegate to NYSUT, AFT, and other affiliate conventions  
90 c. Oversee the publication of the NYSLC newsletter.  
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- 92 6. Duties of the Secretary and the Treasurer:  
93 a. Perform the duties usual to these offices.  
94 b. Performs other duties the President may assign.  
95 c. The Treasurer shall perform the following fiduciary responsibilities.  
96 d. The Treasurer shall receive record and deposit all dues monies and other income in  
97 the name of the organization.  
98 e. Shall reimburse local officials as mandated by the Expense Reimbursement Policy.  
99 f. Shall maintain accurate membership records.  
100 g. Shall be one of the responsible financial officers of the organization and be  
101 authorized to co-sign financial instruments and make regular and usual disbursements  
102 of funds.  
103 h. Maintain all financial records of the organization.  
104 i. Present periodic financial reports to the Representative Assembly, the Executive  
105 Board, and an annual report to the general membership.  
106 j. Collaborate with the Executive Board in the preparation of the annual budget,  
107 k. Arrange for an independent audit of the finances of the organization annually  
108 no later than March 30<sup>th</sup> and make available to the Executive Board, and the  
109 membership Reporting Department of the New York State United Teachers.  
110 l. Transmit per-capita payments on a regular basis to the Membership Reporting  
111 Department of the New York State United Teachers:  
112 m. Perform other financial duties as delegated by the President or assigned by the  
113 Executive Board.  
114 n. Perform duties of the office and reports as required by Labor-Management Reporting  
115 and Disclosure Act, the Internal Revenue Service and the guidelines developed by  
116 NYSUT, AFT, and NEA.
- 117 7. Statewide officers may also serve as chapter or region officers.  
118 a. All attempts should be made to organize delegates from each region.  
119 b. Special elections shall be arranged for regions looking to organize

- 120 outside of the general election years.
- 121 8. Statewide officers may serve consecutive terms with no term limits.
- 122 9. Statewide officers may not hold more than one statewide office at a time.
- 123 10. Terms of office shall be two years, commencing on October 1 in the year of election.
- 124 Officers shall remain in office until successor assumes office.
- 125 11. Vacancies
- 126 a. If the office of the President becomes vacant, the First Vice President shall assume
- 127 the office of President until the next scheduled election.
- 128 b. Other vacancies should be filled by presidential appointments, with Executive Board
- 129 approvals, until the next scheduled election; except that delegates to the NYSLC RA
- 130 and NYSUT, AFT, and other affiliate conventions may not be appointed.
- 131 c. In the event a member of the executive board does not pass the requalifying
- 132 procedure after being elected, that officer will be allowed to finish the current term
- 133 until the next election

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## **ARTICLE VII EXECUTIVE BOARD**

- 136 1. The elected officers shall constitute the Executive Board.
- 137 2. Duties:
- 138 a. Determine the time and place of RA meetings.
- 139 b. Recommend an order of business and rules of procedures to the RA.
- 140 c. Implement policies established by the RA.
- 141 d. Approve appointments to ad hoc committees, upon recommendation of the President.
- 142 e. Adopt rules of procedures for its own operations.
- 143 f. Recommend policy to the RA.
- 144 g. Act on behalf of the RA in matters necessary to accomplish the purposes of the
- 145 Union.
- 146 h. Approve the creations of individual chapters within regions.
- 147 3. A quorum shall be a majority of the members of the Executive Board.

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## **ARTICLE VIII REPRESENTATIVE ASSEMBLY**

- 150 1. The Representative Assembly (RA) shall consist of the duly elected statewide officers and
- 151 other delegates elected by and from the regions.
- 152 a. Immediate past president should have a non-voting seat at Representative
- 153 Assembly Meetings
- 154 2. The RA shall be the legislative and policy making body of the Union.
- 155 3. Duties
- 156 a. Establish policies of the organization.
- 157 b. Adopt the annual budget of the organization.
- 158 c. Act upon expenditures as may be required.
- 159 d. Interpret the Bylaws.

- 160 e. Approve standing committee appointments and establish responsibilities for those  
161 committees.  
162 f. Meet at least twice a year.  
163 g. Authorize referendum by the membership.  
164 h. Establish committees as necessary by a majority vote of those present and voting.  
165 4. Each duly elected member of the RA should be entitled to one vote; there shall be no proxy  
166 or absentee votes.  
167 5. A quorum of the RA should be a majority of the registered members of the RA.

168 **ARTICLE IX**  
169 **REGIONS AND CHAPTERS**

- 170 1. The NYSLC is composed of the following regions:  
171 Region A Central New York  
172 Region B Taconic  
173 Region C Department of Environmental Conservation  
174 Region D Saratoga/Capital District  
175 Region E Thousand Island  
176 Region F Finger Lakes  
177 Region G Genesee  
178 Region H Niagara  
179 Region I Alleghany  
180 Region J Long Island  
181 Region K Office of People With Developmental Disabilities  
182 Region L New York City Parks  
183 Region M Palisades  
184 2. Each region is entitled to elect delegates to the RA.  
185 3. The number of delegates for each region shall be based on the number of members in those  
186 regions.  
187 4. Each region shall be entitled to one delegate for every 80 members or fraction thereof; except  
188 each region shall be entitled to at least one delegate.  
189 5. When a member of a region is elected as a statewide officer, that officer shall not reduce the  
190 number of delegates that region is entitled to elect.  
191 6. Individual units within region may establish chapters under procedures that are approved by  
192 the Executive Council.  
193 7. Any chapter or region policies and procedures shall be consistent with these Bylaws.  
194 8. Return on dues to regional chapters  
195 a. Each chapter shall be entitled to a return of dues for use in official union  
196 organizing activities at a rate per member determined annually at the winter  
197 Representative meeting  
198 b. The distribution of these funds must be documented and in accordance with a  
199 duly adopted regional budget.  
200 c. A comprehensive itemized budget for the coming year, in addition to itemized  
201 receipts from the previous year's budget must be submitted to the NYSLC  
202 Treasurer at the summer meeting in order to receive the funds for the current year.

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**ARTICLE X  
STANDING COMMITTEES**

- 205 1. Standing committees shall be  
206       A. Negotiations  
207       B. Grievance  
208       C. Social Media/Out Reach  
209       D. Union Organizing  
210       E. Audit Committee  
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212 2. The RA shall determine the responsibilities of these committees.

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**ARTICLE XI  
MEMBERSHIP MEETINGS**

- 215 1. Meetings of the general membership may be called by the President, the Executive Board, or  
216 a majority vote by the RA.  
217 2. A quorum for a general membership meeting shall be ten percent of the membership of  
218 record at that time.

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**ARTICLE XII  
ELECTIONS**

- 221 1. Elections shall be conducted following policies and procedures consistent with the  
222 constitutions of UUP, NYSUT, and AFT, and Landrum Griffin requirements.  
223 2. Election policies and procedures shall be approved by the Executive Board, distributed to the  
224 membership, and include the following provisions:  
225       a. Each member shall be offered a reasonable opportunity to nominate candidates  
226       for office.  
227       b. The notice of elections/call for nominations shall be sent by first class mail to the  
228       last known home address of each member in good standing as of the certification  
229       date of an election. It is the responsibility of the member to provide NYSLC with  
230       a current mailing address.  
231       c. An individual must be a member in good standing to be nominated for, elected to,  
232       or hold office.  
233       d. Election shall be by secret ballot.  
234       e. Instructions, nomination forms, and ballots shall be mailed to each member's last  
235       known home address at least fifteen days prior to respective due dates.  
236       f. Election to office shall be by a plurality of the votes cast.  
237       g. Terms of office shall be two years and commences on *October 1* of the year of  
238       election. Officeholders shall remain in office until successors assume office.  
239       h. Election results shall be reported in their entirety to the membership through the  
240       NYSLC newsletter and posted prominently in each duty location.  
241       i. All election records shall be preserved for one year.  
242 3. The elections for all NYSLC positions shall follow the following procedures while  
243 campaigning for office

- 244 a. Candidates may submit a written statement of 500 words or less by the deadline  
245 determined by the election committee to be published on the website.  
246 b. No union funds or paraphernalia with the NYSLC logo may be used in  
247 campaigning.  
248 c. Individuals wishing to campaign in person, or with written materials must bear  
249 the expense of producing and distributing such materials.
- 250 4. Between the close of nomination period and the mailing of the ballots to the membership  
251 for the election, the election committee will publish the list of nominees for all of the  
252 offices on the website, in addition to sending each installation a copy of the same list.  
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254 **ARTICLE XIII**  
255 **DELEGATES TO AFFILIATE ORGANIZATIONS**

256 Delegates to NYSUT, AFT, and other affiliates shall be elected under provisions of Article XII  
257 ELECTIONS in these Bylaws.

258 **ARTICLE XIV**  
259 **RIGHTS OF MEMBERS**

260 Every member in good standing of this organization shall have equal rights and privileges to  
261 nominate candidates, to hold office, to vote in elections or referenda, to attend membership  
262 meetings, and to participate in the business of the organization.

263 **ARTICLE XV**  
264 **AMENDMENTS**

- 265 1. Amendments to these bylaws may be initiated by the RA, the Executive Board, a Region, or  
266 a Chapter.  
267 2. A proposed amendment must be distributed to the membership by the Executive Board no  
268 later than 30 days prior to the RA that will act upon it. It must also be displayed in a  
269 conspicuous place.  
270 3. The RA may amend these Bylaws by a majority vote of those present and voting.  
271 4. Unless otherwise specified, amendments are effective immediately upon passage.

272 **ARTICLE XVI**  
273 **PARLIAMENTARY AUTHORITY**

274 The current edition of Robert's Rules, newly revised shall govern the conduct of meetings and  
275 transactions of this organization in all matters not specifically provided for in these Bylaws or in  
276 special rules of procedure.

277 **ARTICLE XVII**  
278 **RATIFICATION**

279 A copy of these proposed Bylaws shall accompany a ballot mailed to the last known home  
280 address of each NYSLC member in a secret ballot ratification election. Upon an affirmative vote  
281 by a majority of those voting, these proposed Bylaws shall be ratified and immediately in effect.