

**TANTASQUA EDUCATION ASSOCIATION
BY-LAWS**

As approved, June 2014

ARTICLE I. NAME OF THE ASSOCIATION

The name of the association shall be the Tantasqua Education Association hereinafter referred to as “the Association.”

ARTICLE II. OBJECTIVES

We the members of this Association, in order to fulfill our responsibilities to society and to our profession, do hereby adopt the following:

SECTION 1. General Objectives

- A. To maintain and improve the quality of education for all.
- B. To uphold high professional standards and to advance the socio-economic well-being of educators.

SECTION 2. Specific Objectives

- A. The Executive Board is authorized and directed to establish specific objectives within the framework of the general objectives in Section I above. These specific objectives shall be reviewed annually, revised if necessary, and published.

ARTICLE III. MEMBERSHIP

SECTION 1. Active membership shall be open to all staff members listed in the recognition clause of any agreement between the Tantasqua Education Association and the School Committee. Active membership shall commence upon payment of, or pledge of payment of the specified representation fee, for the Tantasqua Education Association, the Massachusetts Teachers’ Association, and the National Education Association.

SECTION 2. Active members of the Association shall also be members of the Massachusetts Teachers’ Association and the National Education Association.

SECTION 3. Active members shall be continuous until the member leaves, resigns from the association, or fails to pay membership dues.

SECTION 4. Associate Members – Associate members are those other persons interested in the advancement of the cause of education, who are not eligible for active membership. Application for said membership shall be made in writing.

SECTION 5. Retired Members – Retired members are those former active or associate members who, upon retirement, apply to the Treasurer of the Association.

SECTION 6. Honorary Membership – Honorary membership may be conferred by a two-thirds vote of the Executive Board or a general meeting of the membership.

SECTION 7. Adherence to the Code of Ethics of the Education Profession shall be a condition of continuing membership.

SECTION 8. Revocation of Membership – According to procedures adopted by the membership, the Executive Board may suspend from membership or expel any member who has been found in violation of the Code of Ethics of the Education Profession.

SECTION 9. Only active members as defined in Section 1 and 2 of this Article III shall have the privilege of voting and holding office in the Association.

ARTICLE IV. OFFICERS

SECTION 1. The officers of the Association shall be the President, the Secretary, and the Treasurer, who shall be elected by the entire membership; and also three (3) Vice Presidents, one (1) from the Junior High who shall be elected by the Junior High membership, and two (2) from the Senior High who shall be elected by the Senior High membership.

SECTION 2. Powers and duties of Officers

A. The President

1. The President shall preside over meetings of the Executive Board, Professional Rights and Responsibilities Committee, and the general membership.
2. He/She shall appoint the chairmen of standing committees and appoint members of special committees.
3. He/She shall be the Executive Officer of the Association and will carry out the policies of the Association.
4. He/She shall perform all other functions usually attributed to this office.

B. The Vice Presidents

1. The Vice Presidents will be elected by members of each respective building – Junior and Senior High Schools.
2. He/She will act as advisor, contract enforcer, spokesman, problem-solver, advocate, organizer, and communicator for his/her building.
3. The Vice Presidents will become chairmen of the Professional Rights and Responsibilities Committee for their respective buildings. In a joint meeting of the PR&R committees, the President of the Association will be the chairperson.
4. The Vice Presidents will conduct and organize membership enrollment among members and non-members, inform members of the policies, programs, services and accomplishments of the Association.
5. He/She will meet regularly (at least once each month) with committee chairmen to discuss activities.
6. He/She will submit at each meeting of the Executive Board a report from each committee for which he/she is responsible.

C. The Secretary

1. The Secretary shall keep accurate minutes of all meetings of the Executive Board, the General Membership, and the P.R. & R. Committee, and shall distribute these minutes to relevant parties.
2. He/She shall maintain official files and shall assist the officers of the Association with the Association correspondence.
3. He/She will receive copies and maintain a file of all communication sent out by the Association.
4. He/She will prepare an updated copy of the TEA Bylaws on an annual basis.

D. The Treasurer

1. The Treasurer shall hold the funds of the Association and disperse them in accordance with budgeted authorization.
2. He/she shall bill the membership for annual dues, collect dues through the Vice Presidents in each building and transmit amounts due the Massachusetts Teachers' Association.
3. He/She shall maintain a role of the members.
4. He/She shall keep accurate account of receipts and disbursements, and shall report to each meeting of the general membership.
5. All disbursements over one hundred dollars (\$100.00) shall be countersigned by the President of the Association.
6. He/she shall prepare an annual financial statement for publication to members as directed by the Executive Board.
7. He/She shall keep the President and the Executive Board informed of the financial condition of the Association, and prepare and submit a budget to the Executive Board for review before June 1. The budget must then be presented to the full Association for approval before the end of the school year.
8. He/She shall be bonded by the Association.
9. He/She shall require that for each TEA fundraising activity, all monies submitted to the Treasurer are accompanied by a completed TEA Financial Report Form.

10. He/She shall serve as the liaison with the district payroll officer concerning TEA, MTA, and NEA matters.

SECTION 3. Terms and Succession

- A. The President and Vice Presidents shall serve one year and may run for re-election.
- B. The Secretary and Treasurer shall serve for one year and may run for re-election.
- C. The organizational meeting of the PR&R Committee shall take place on the third Monday of May of each calendar year. At its organizational meeting, the PR&R Committee shall determine by the majority vote which of the three (3) Vice Presidents would succeed to the Presidency should this office become vacated before the completion of the election term. Such a term is to be considered interim until the office is filled through a special election held in accordance with Association Bylaws. In the case of extended absence, the designated Vice President will assume the office of the President until the President returns from his/her extended leave.
- D. In the event that a Vice President is unable to complete the remainder of a term of office, the PR&R Committee from this person's respective school shall elect by majority vote one of its own members to serve as Vice President. Such a term is also to be considered interim until the office is filled through a special election held in accordance with Association Bylaws.

SECTION 4. Executive officers and members of the PR&R Committee shall be installed on the third Monday of May of each calendar year. All other officers shall be installed on July 1st.

ARTICLE V.

SECTION 1. The Executive Board shall consist of the officers of the Association—President, three (3) Vice Presidents, Secretary, Treasurer, immediate past President of the Association, and a representative of units A, B, C, and D. It shall be the executive authority of the Association.

The dues of the following Executive Board members: the President, the three (3) Vice Presidents, the Secretary, and the Treasurer shall be paid annually by the Association. An additional stipend equal to three times the dues shall be paid to the President. An additional stipend equal to two times the dues shall be paid to the Treasurer and to the Secretary.

SECTION 2. Powers and Duties of the Executive Board

- A. Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association and shall carry out policies of the Association.
- B. It shall report its transactions to the general membership and suggest policies for consideration by them.
- C. It shall adopt an annual budget for the operation of the Association. It shall have the accounts of the Association audited annually.
- D. The Executive Board shall have the power to employ a staff for the efficient management of the Association and adopt personnel policies for this staff.
- E. It shall establish committees and create policies governing them.

ARTICLE VI. Affiliation

SECTION 1. No person shall be admitted to or be continued as an active member in the Association who is not also a member of the Massachusetts Teachers' Association and the National Education Association.

SECTION 2. Application for affiliation to the Massachusetts Teachers' Association and the National Education Association shall be made in writing by the President or the Secretary of the organization seeking admission. This application shall be accompanied by a list of the officers and their addresses.

SECTION 3. Every local association shall submit annually to the Massachusetts Teachers Association (prior to July 1st):

- A. A list of its officers and their addresses.
- B. The names and addresses of all members on an official enrollment form furnished by the Massachusetts Teachers' Association.
- C. A statement setting forth all amendments or changes in its Bylaws during the preceding year.

SECTION 4. Eligible associations shall be admitted by a majority vote of the Executive Committee of the Massachusetts Teachers' Association. As a condition of eligibility, all local associations shall include in their Bylaws a provision for a combination of national-state-local memberships.

ARTICLE VII. MEETINGS

SECTION 1. Executive Board – The Executive Board shall meet at least four times during the school year on a schedule to be determined by the Executive Board. Three members of the Executive Board may request additional meetings.

SECTION 2. General Membership Meetings - There shall be at least two general membership meetings each year, which shall be determined by the Executive Board. Three members of the Executive Board may request additional meetings.

SECTION 3. Special Meetings - Special meetings of the general membership may be held at the call of the President or upon written request to the Executive Board from five percent (5%) of the membership. Business to come before special meetings must be sent in writing to each Vice President for distribution to each member. Business shall be confined to these items.

SECTION 4. Quorum

- A. The majority of their members shall be a quorum for the Executive Board and Committees.
- B. A quorum for general meetings shall be twenty percent (20%) of the members.

ARTICLE VIII. COMMITTEES

SECTION 1. Organization – There shall be the following standing committees having the specific functions outlined below:

- A. They shall have a designated number of members as stated in the specific committees selected to represent different groups in the Association and elected for staggered terms of three years.
- B. Each Committee, with the approval of the Executive Board, may organize from the membership of the Association special sub-committees and task forces for specific activities.

SECTION 2. Meetings – Each standing committee shall meet regularly according to a calendar developed by the chairperson of that committee. Special meetings may be called by the chairperson.

SECTION 3. Reports – Each committee shall choose a secretary who shall record the activities of the committee. The chairperson shall report to general membership meetings any action items. He/She shall prepare an annual written report, which the Executive Board shall file as part of the records of the Association. The chair of each standing committee shall present to the Treasurer by May 1 a budget request for the following year.

SECTION 4. Titles and Duties

A. Negotiating Team

- 1. The negotiating team for Unit A shall be elected by the PR&R Committee. The negotiating teams from Units B, C, and D shall be determined by ballot of the members from those perspective units. The size of each negotiating committee shall be determined by the PR&R Committee.
- 2. Shall negotiate with the School Committee on hours, wages, and working conditions including the instructional programs for all personnel in each bargaining unit.
- 3. Upon reaching tentative agreement on all matters under negotiation, each team shall prepare and submit its report and recommendations to the members within its unit at a ratification meeting. For ratification meetings, a quorum shall be considered twenty five percent (25%) of the members within that unit. A simple majority of that quorum shall be required for ratification.

B. Professional Development and Instructional Services

This committee shall be composed of five (5) elected members, two (2) from the Junior High and three (3) from the Senior High. They shall develop Association positions on all matters affecting

instruction, such as: governance teacher recruitment and selection, continuing education, pre-service and in-service education, student-teacher programs, staffing practices, evaluation, instruction facilities, and curriculum process. The committee shall initiate study and action and compile data for support of such positions in negotiations.

C. Human Relations and Public Relations

This committee shall consist of five (5) elected members, two (2) from the Junior High and three (3) from the Senior High. They shall plan, develop, and promote activities as appropriate to further the civil and human rights of students and educators to establish effective cooperative relationships among teachers, between teachers and students, parents, and community organizations. The committee will be responsible for overseeing at least one community-based fundraising activity per year in an effort to foster positive community/public relations.

D. Welfare

The Welfare Committee shall consist of five (5) elected members, two (2) from the Junior High and three (3) from the Senior High. They will work together to see that the condolences of the Association are expressed where needed, and shall cooperate with the Treasurer to see that any monies expended for this purpose are in accordance with the best interests of the Association and shall submit a report to the Board annually at the final business meeting. The following rules have been approved for the Welfare Committee:

1. That the TEA spend a sum not to exceed \$50.00+ delivery charge for an arrangement in the event of illness or hospital stay three days or more of any of the members, member's spouse or children.
2. That a sum of money not to exceed \$100.00 including delivery, be sent by the TEA in the event of the death of one of the members, member's spouse or children.
3. That a sum of money not to exceed \$50.00+ delivery charge be spent by the TEA in the event of bereavement of one of its members by loss of a member of the immediate family. Immediate family is defined as the parents, in-laws, brother or sister.
4. That the sum of money not to exceed \$50.00+ delivery charge to be sent for the death of retired members.
5. That a sum of money not to exceed \$50.00+ delivery charge to be spent in the event of death of a student who is presently enrolled in the school.
6. That the sum of money not to exceed \$50.00+ delivery be spent by the TEA in the event of death for present members of the TRD School Committee.
7. That a sum of money not to exceed \$50.00+ delivery be spent for the death of the Superintendent, building Principals or any other TRSD Central Office administrator.
8. That a sum of money not to exceed \$50.00+ delivery be spent on the occasion of a members marriage, birth or adoption of a child.
9. That the manner in which these monies are to be spent may be left to the discretion of the Welfare Committee.
10. Circumstances not covered by any of the above may be brought to the attention of the President, and, if appropriate, a sum of money not to exceed \$75.00 will be allocated.

The Welfare Committee will meet yearly to update these rules (if necessary), and have them approved by the Executive board.

E. Nominations and Elections

The Nominations and Elections Committee (N&E Cmte.) shall consist of five (5) elected members – two (2) from the Junior High and three (3) from the Senior High. No officer or member of the Executive Board may serve on this committee.

1. Members of this committee shall be elected by the membership.
2. The nominations' procedure for candidates seeking elective office shall be determined by the Nominations and Elections Committee, and approved by the Executive Board.
3. The committee shall be responsible for securing candidates for each of the elective offices and requesting biographical information regarding each candidate for use at the Candidates' Day. Elections shall be preceded by a Candidates' Day on the Monday immediately preceding elections. See E5 for more information on Candidates' Day.
4. The names of the candidates for elective office, together with information about each candidate, and voting locations, shall be posted in all Teachers' Rooms, all mail box areas, and the Central Office no later than two weeks preceding the date of the election.

5. The biographical information that is provided to the N & E Cmte. may be presented at the Candidates' Day by either the candidate him/herself, an appointed proxy, or a member of the N & E Cmte. If a speech has been provided (different than the biographical information), then this document may be read; however, this document shall be returned to the candidate as soon as possible following the Candidate's Day. The N & E Cmte. shall make no copies of this document.
6. The N & E Cmte. shall be responsible for conducting annual elections and for meeting the requirements of special elections. Upon approval of the PR&R Cmte., the N&E Cmte. may utilize the services of PR & R members not running for an office or TEA retired members to assist with voting and monitoring of the ballot boxes. These temporary workers are not N&E Cmte. Members.
7. All elections shall be conducted by secret ballot.
8. To be elected, a candidate must receive a majority of the votes cast.
9. All elected TEA officers and committee members are considered to be active representatives until a written resignation from their respective office or committee is filed with the Nominations Committee.
10. Special Elections will be conducted to fill vacancies in elected TEA offices, except when otherwise specified in the Bylaws of the Association.
11. Any Executive Board or PR & R committee position which becomes vacant prior to January 30th shall be filled by special election within twenty school days after the vacancy becomes official. Persons elected to fill such vacancies shall serve out the tenure of the position created by the resignation. Committee positions which become vacant between January 30th and the annual election shall be filled during the annual election process. Persons elected to fill such vacancies shall serve out the tenure of the position created by resignation.
12. TEA members serving on elected committees may seek Executive Office. Any such TEA member elected to Executive Office shall be considered as having resigned from his/her respective committee. Whenever a vacancy is created on a committee (due to any resignation) it will be filled by the candidate who received the next highest number of votes in the immediate past election for that committee, providing that candidate received at least 10% of the votes cast by the actual voting members of his/her building. If there are not enough qualified candidates to fill such a position, then a special election must be held. Persons elected to fill such vacancies shall serve out the tenure of the position created by election to Executive Office.
13. Annual elections shall be conducted by April 30th. The election shall run for two consecutive days to accommodate schedules and absences of voting members. Election time shall be from 7:15 A.M. until 2:30 P.M. on both days. It is the responsibility of each member to obtain and cast a ballot, which will be available in the designated voting locations. Voting locations will be supervised by either N & E Cmte. members, retired members, or PR & R committee members, who are not running for any office. Absentee ballots will not be available.
14. In the case of contested election results, all formerly elected members will remain in their elected offices until the contested election has been resolved.
15. Results will be posted within two days of the close of the election.

F. The Social Affairs Committee

This committee shall consist of the Vice Presidents and five (5) elected members – two (2) from the Junior High and three (3) from the Senior High. They shall organize such social activities as may serve the needs of members and promote fellowship within the Association.

G. Professional Rights and Responsibilities

This committee shall consist of:

1. The President of the Association, the three (3) Vice Presidents of the Association, and six (6) elected members from the Junior High and eight (8) elected members from the Senior High. They shall develop Association positions on all matters pertaining to rights of Association members, especially academic freedom, professional and personal leaves, administrative discipline and dismissal, and grievance procedures; and shall compile data for the support of such positions in negotiations.
2. They shall develop a program of orientation to the Code of Ethics for the members of the Association.
3. They shall advise the general membership on implementation procedures for the Code of Ethics.
4. They shall make recommendations to the Executive Board in cases of censure, suspension, or expulsion of members.
5. The elected members will serve for three consecutive years. The committee shall have the responsibility of negotiating in good faith any question of wages, hours, and other conditions of employment with the School Committee. The Negotiating Team will have the added responsibility of executing a written contract as per the General Laws of the Commonwealth (Chapter #763). The president of the Association will serve as chairperson of the PR&R Committee. This committee will have the power to make "on-the-spot" decisions and shall make an annual written report to the Board.

H. Scholarship Committee

This committee shall consist of seven (7) elected members: three (3) from the Junior High and four (4) from the Senior High. It will also include the Treasurer of the TEA. This committee shall be responsible for overseeing the Tantasqua Education Association's Memorial Scholarship Fund. Its duties are as follows:

1. Initiate and plan for appropriate scholarship fund-raising activities with suggestions from and support of the entire Association.
2. The amount of \$1000.00 shall be awarded in scholarships; these monies shall be given in two \$500.00 awards.
3. The scholarships will be funded through interest gained on Association accounts.
4. Evaluate scholarship applicants using the following criteria as a guideline:
 - a. Class Rank
 - ◆ four points for top 10 percent
 - ◆ three points for 10 to 20 percent
 - ◆ two points for 20 to 30 percent
 - ◆ one point for 30 to 50 percent
 - b. Financial Need
 - ◆ three points: great need
 - ◆ two points: moderate need
 - ◆ one point: some need
 - ◆ zero for little or no need
 - c. Citizenship and Extracurricular Activities
 - ◆ three points: exceptional participation
 - ◆ two points: moderate participation
 - ◆ one point: some participation
 - ◆ zero for little or no participation
5. Scholarship funds will be dispersed in the recipient's name after September 1 and upon acknowledgement of enrollment from the registrar's office of the recipient's school.

- I. Insurance Committee – The Insurance Advisory will meet annually to discuss current health care rates and to plan for any upcoming policy changes.

SECTION 5.

- A. Special Committees – As needed, the President may appoint such other special committees as may be necessary and shall discharge them upon completion of their duties.

B. Retirement Committee

The Retirement Committee shall be appointed each year by the President. It shall consist of five (5) members – two (2) from the Junior High and three (3) from the Senior High. The committee will also include the President of the Association. The President will add to the number of committee members when necessary.

1. The gift given to each retiree shall come from the TEA treasury. The monetary value of the gift shall be based on the following schedule:

Years as TEA Member	Amount
10-15	\$300.00
16-20	\$350.00
21-25	\$400.00
26-30	\$450.00
30 and above	\$500.00

Cases of people with fewer than 10 years of membership will be handled individually by the Retirement Committee with recommendations to the Executive Committee.

2. Retirees may choose one of the following types of gatherings:
 - a. no gathering (the gift will be presented by the President in private)
 - b. an afternoon reception (no dinner involved)
 - c. full evening dinnerIf there is more than one retiree, and if the retirees differ in their choices, then Choice C will be given preference over Choice B.
3. The duties of the Retirement Committee will be the following:
 - a. determine who is retiring and what type of function will occur
 - b. book a suitable restaurant or hall
 - c. arrange for appropriate food

- d. determine the cost per member (for food only)
- e. send invitations to the following:
 - all retirees, their families and friends
 - all retired TEA members
 - Superintendent and School Committee
 - TEA members

There will be no cost to the retirees being honored and their spouses/guests. Guest is to be interpreted as one guest in the absence of a spouse.

There will be no cost to the Superintendent and his/her spouse.

- 4. To take responsibility for collecting money and submitting expenses to the Treasurer.
- 5. Arrange guest speakers.
- 6. Determine and purchase appropriate gifts. Cash is an alternative.

ARTICLE IX. Rules and Procedures

SECTION 1. Roberts Rules of Order Revised shall be the authority of the Association.

SECTION 2. The President shall appoint a parliamentarian who shall attend all general membership meetings of the Association.

SECTION 3. The membership year and the business year shall be July 1st to June 30th each year.

SECTION 4. Any issue brought up for a vote at a full Association meeting shall be submitted to a secret ballot vote of the whole Association following the same twenty-four hour voting procedure set forth in Article VIII, Section 4, E12 if approved by two-thirds of the members present and voting at the meeting or by one half the total membership.

ARTICLE X. The Amendment Process

These Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Association, provided that copies of the proposed amendment(s) have been sent to all members of the Association at least two (2) calendar weeks in advance of the General Membership Meeting.

TANTASQUA EDUCATION ASSOCIATION
EXECUTIVE BOARD

- PRESIDENT, CHAIRPERSON
- VICE PRESIDENT, JUNIOR HIGH
- TWO (2) VICE PRESIDENTS, SENIOR HIGH
- SECRETARY
- TREASURER
- PAST PRESIDENT
- CHAIRPERSON, NEGOTIATING COMMITTEE