

BY-LAWS OF THE SHREWSBURY EDUCATION ASSOCIATION

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**By-Law Committee
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The By-Laws of the Shrewsbury Education Association are the governing rules of the Association. The current revision reflects the necessity to update the laws and to more

accurately adhere to correct by law format. This document will serve as a concise listing of the rules that govern the Association.

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SHREWSBURY EDUCATION ASSOCIATION MEMBERSHIP BYLAWS

Article I
NAME

The name of the organization shall be the Shrewsbury Education Association, herein after referred to as the Association. The Association was incorporated February 13, 1986.

Article II
OBJECTIVES

The objectives of the Association are:

Professional

To promote interest in the profession and to recognize the responsibility it represents
To support high standards of proficiency and performance
To earn and to nurture the respect and the cooperation of the citizens of the community

Charitable

To support and encourage involvement in community service

Social

To provide opportunities for social interaction between new and seasoned professionals
To promote professional collegiality

Article III
AFFILIATION

Membership shall be unified at the Local, State, and National levels.

The Association shall be unified at the Local, State and National levels.

The Association shall be affiliated with the Massachusetts Teachers Association,

herein called the MTA.

The Association shall be affiliated with the National Educational Association, herein after called the NEA.

Article IV
MEMBERSHIP and FINANCE

I. The two classifications of Association membership are: *Active* and *Retired*.

A. Active members are those members who are engaged in work of a professional nature in the public schools of Shrewsbury, and who comply with the requirements of the MTA Constitution, Article III, Section 5a, and Article VIII, Section 1. The designated categories are: teachers, faculty, unit

B administrators, department chairs, and nurses. B. Retired members are those members of the SEA who wish to continue affiliation with the Association after retirement.

C. The dues of the Association shall be set each year at the Annual meeting by a majority vote of the Membership present.

D. The annual dues of Active members employed fifty percent (50%) or less shall be one half (1/2) those of employed full time members.

II. The Association dues shall be according to the payment schedule.

A. Association dues shall be payable each year by November 1st, with the exception of those members electing the payroll deduction plan.

III. The Association shall be conducted according to a budget.

Article V
GOVERNANCE

Section 1 Elected Officers and Executive Committee

Official personnel of the Association shall be: President(s), Vice President PreK-4, Vice President Middle Level, Vice President High School, Secretary, and Treasurer. They comprise the Executive Board and only they shall have the right to vote at Executive Board meetings.

Section 2 Duties of the Executive Board

The Executive Board shall meet prior to regular meetings of the Board of Directors upon the call of the President or a majority of its members.

Upon the Executive Board rests the duties, responsibilities, and final authority for the conduct of the Association in all matters, including professional negotiations with the Town of Shrewsbury School Committee, except as stated otherwise in the By Laws; provided that the Executive Board may, at any time, refer any matter to the entire membership for general consideration.

The Executive Board may designate a substitute committee to act in its place on any matter, final approval of such action resting with the Board of Directors.

The Executive Board shall act annually upon the President's appointments of Chairpersons of those committees authorized by the By Laws.

The Executive Board shall be the Committee on Finance. It shall prepare, annually, a budget for the ensuing fiscal year, subject to amendment and approval by the Board of Directors.

The Executive Board shall appoint an Audit Committee consisting of three members and /or a Professional Agency to audit the accounts. The Board of Directors shall approve the hiring of a Professional agency and the cost for auditing services every other year and/or as needed.

Section 3 Board of Directors

There shall be a Board of Directors composed of the Officers of the Association, the immediate past President, the Building or Faculty Representatives, and the Chairpersons of all Standing Committees.

There shall be a proportionate number of Representatives on the Board from each Primary, Elementary, Middle and High School building.

There shall be a Representative on the Board from each of the following groups: Administrator/Director, nurse, and retiree.

The Negotiation Team shall be comprised of a representative cross-section of our stakeholders. The Negotiation team will be approved by the Executive Board who thoughtfully works to ensure a cross-section.

Section 4 Responsibilities of Official Personnel

- The President shall preside at all meetings of the Association, the Executive Board, and the Board of Directors. S/he shall be a member ex officio, of all Committees; supervise all planning for the efficient working of the Association; and perform such duties as usually devolve upon the position. The President shall represent the membership through communication with Central Administration and the School Committee. The President shall appoint the chairperson(s) of all Committees, subject to the approval of the Executive Board. The President shall meet with the Secretary prior to all Board meetings to formulate the agenda. The President shall assume the position of chair of the Negotiation Committee to direct and formulate the negotiation plan. In the event a Co Presidency exists and upon the approval of the Board of Directors, the elected leaders shall define the responsibilities each shall assume to achieve harmonious and productive service to the Membership.
- The Vice President shall assume the duties and responsibilities of the President in the case of his/her absence, disability, or at his/her request. The Vice President shall assume the responsibility of coordinating and facilitating public relations and communication with the Association membership and other organizations, groups, and the Community. The Vice President shall assume the position of co chair of the Negotiation Committee and assist with the coordination of the negotiation plan. In the event a Co Vice Presidency exists and upon approval of the Board of Directors, the elected leaders shall define the responsibilities each shall assume to achieve harmonious and productive service to the Membership.
- The Secretary shall be responsible for keeping full and accurate minutes, including attendance, of all Board of Directors, Executive Board, and General meetings. S/he shall keep a list of all officers, faculty representatives, and standing committee members. The Secretary shall be responsible for the preparation and coordination of all meetings and functions of the Executive Board, the Board of Directors, and the negotiation Team including Annual Meeting. The Secretary shall take the official minutes for the Association during

negotiations meetings, including attendance. The Secretary shall meet with the President prior to all Board meetings to formulate the agenda. S/he will send the agenda, previous Board meeting minutes and the Treasurer's Report to the Board of Directors no later than five days prior to the next Board meeting. The Secretary shall be accountable to the Board of Directors.

- The Treasurer shall be the custodian of the funds of the Association. S/he shall keep an accurate record of all receipts and disbursements, shall pay bills with the approval of the Board of Directors, and shall retain and maintain a system of vouchers properly filed. The Treasurer shall be accountable to the Board of Directors. The Treasurer shall provide a written account of the Association's finances to the Secretary at least seven days prior to the next Board meeting. The Treasurer shall ensure that a review of the Association's finances is conducted by an audit committee of three Association members and/or by an accredited professional agency approved by the Board of Directors after the Annual Meeting in the even numbered years. The Treasurer shall provide a written financial report of the previous year at the first Board meeting in the new school year.

- The Web Maintenance person for the Association Website shall maintain the website during the academic school year. This will include:

1. Posting new documents and information to the website within 4 working days of receiving said documents/information.
2. A monthly check of links to ensure that they are working and are accurate.

Final decisions on all web content resides with the Executive Board.

- The Board of Directors shall have control of the affairs of the Association, except when the Association is in General Meeting; shall fill temporary vacancies that may occur in its own body or among the officers until the next Annual Meeting; shall take charge of the funds of the treasury and direct the expenditure of same as may be required to carry on the work of the Association; and shall carry forward such measures as will best coordinate the work of the MTA and the NEA.

- The members of the Board of Directors who are Building or Faculty representatives shall have the responsibility of maintaining two way efficient communications. They shall affect continual contact with all members assigned to

them. Information and materials shall be communicated and distributed in a timely manner, including “ten minute” meetings in conjunction with the first staff meeting of the month.

Article VI **MEETINGS**

Section 1 ANNUAL MEETING

- The Annual Meeting shall be held no later than the last week in May at such an hour and place determined by the Executive Board before October 31st. The menu and cost of the dinner shall be determined by the March Board of Directors meeting.
- The official terms of all elected officers and faculty representatives shall begin on the first day of July, following the election at the Annual Meeting. The offices for president and vice president shall be nominated and voted upon in the odd numbered years. The offices for secretary and treasurer shall be nominated and voted upon in the even numbered years.
- The term of office for all elected officers shall be two years. The officers shall be eligible to run for additional two-year terms in the same office. If an officer has filled an unexpired term he/she shall be eligible for election for two full terms.
- The use of Absentee ballots shall not be allowed.
- At the Annual Meeting, the President, Secretary, Treasurer, Audit Committee and/or Professional Agency, and all Committee Chairpersons shall submit written up to date overviews of the year’s activities.

Section 2 GENERAL MEETING

- General Meetings of the Association may be called by the President or upon the written request of any ten (10) members of the Association. In the event the negotiation process becomes protracted, the Board of Directors has the authority to call a General Meeting for the purpose of requesting an assessment to cover

contract negotiation costs. A written notice must be sent to all members and non-members at least five (5) days prior to the date of the requested meeting.

Section 3 BUILDING MEETINGS

- Building meetings may be called by the Board of Directors or the Faculty Representative, on occasion, to provide information to the membership. Written notice should be sent to the Membership at least three (3) days prior to the meeting.

- Special meetings of the Board of Directors may be called by the President at the request of any two Board Members.

Section 4 CONTRACT INFORMATIONAL MEETING

- Following the successful completion of contract negotiations a meeting for voting on the acceptance of the proposed contract shall be called. Said meeting shall be duly posted and notification sent to all Members and Non-Members, as stated in the By-Laws, seven (7) calendar days prior to the Informational Meeting about the proposed contract. Informational meetings about the contract do not require a quorum.

- The use of absentee ballots shall not be allowed.

QUORUM

The number TWICE that of the Board of Directors voting membership shall constitute a quorum for the transaction of the business of the Association at General Meetings, except at a contract ratification, when the quorum shall be four (4) times that of the Board of Directors membership. (Informational meetings about the contract do not require a quorum.)

A majority of the Board of Directors shall constitute a quorum for the transaction of the business of the Board.

Three (3) members of the Executive Board shall constitute a quorum for the transaction of the business of the Executive Board.

Article VII

COMMITTEES

Section 1 General Requirements

Members of Committees authorized by the Board of Directors shall be appointed by the President and the Committee Chairperson.

Self supporting committees not subject to these By-Laws shall be created and continued by the Board of Directors.

The Chairperson of each committee shall submit, for the approval of the Board of Directors, a program of their work, stating plans and objectives, within thirty (30) days of appointment to the position.

Section 2 Membership Committee

There shall be a Membership Committee. This Committee shall act as a liaison with MTA/NEA, Human Resource Director and the town of Shrewsbury payroll department in maintaining accurate membership records. The Committee shall maintain up to date records regarding member status concerning changes in employment. The Committee shall work with the Association Treasurer and the town of Shrewsbury payroll clerk to ensure that dues deductions are kept current. The Committee shall inform new hires of the privilege and responsibility of professional membership.

Section 3 Negotiation Committee

There shall be a Committee for the purpose of Negotiation comprised of up to twelve members. The President shall be the Chair of the Committee and the Vice President shall be the Co-chair of the Committee. The Committee shall survey the membership, review recommendations from members and recommend items for negotiations in the ensuing contract negotiations. The Committee shall prepare and present to the Shrewsbury School Committee the contract proposals for consideration during the bargaining process. The Committee, through its spokesperson, shall keep the membership informed and current during the process of negotiations.

Section 4 Professional Rights and Responsibilities

There shall be a Committee of Professional Rights and Responsibilities. The Committee shall have the responsibility of processing all grievances subject to the grievance procedure as set in the Contract between the Association and the Shrewsbury School Committee.

Section 5 Sick Leave Bank Committee

There shall be a Sick Leave Bank Committee for the purpose of maintaining and overseeing the granting of sick bank days to employees, covered by the contract, when prolonged illness occurs. The Committee shall recommend to the Association when an assessment is to occur. The Committee shall consist of one teacher from each school, one unit B representative, and one representative from the Central Office Professional staff.

Section 6 Special Committees

- There shall be an Audit Committee and/or a Professional Agency appointed by the Executive Board. Said Committee and or Agency shall audit the accounts of the Treasurer after the Annual Meeting in the even numbered years.
- There shall be a By-Laws Committee. This Committee shall review and update the SEA By Laws as needed.
- There shall be a Committee on Professional Ethics to be composed of not less than five (5) members. This Committee shall, after due notice and hearing, have the right to censure or expel any member for violation of the Code of Ethics, subject to review by the Executive Board. A member, may, within sixty (60) days after the decision of the Ethics Committee, file an appeal from the decision, with the Board of Directors.
- There shall be a Contract Ratification Committee consisting of at least one SEA member from each of the school buildings. The Contract Ratification Committee shall oversee the voting process at the Contract Ratification Meeting including tabulation of all votes.
- There shall be an Insurance Advisory Committee. This Committee shall be comprised of one SEA representative and the President, or his/her designee. The Committee member shall be responsible for attending all Insurance Commission meetings held by the Town of Shrewsbury, for the purpose of selecting Insurance providers and setting yearly rates. The Committee member shall report to the Board, for a vote of approval, any and all recommendations of the Commission, as pertain to Insurance provider choices and rates.

Article VIII
AUTHORITY

The membership year and the business year shall begin July 1 and end on June 30 of the following year.

- Roberts' Rules of Order shall be the authority of the Association.

Article IX
AMENDMENT

These By-laws may be amended at the Annual Meeting of the Association by a two thirds (2/3) vote of the members present provided written notice of such action has been given to the members thirty (30) days prior to the meeting.