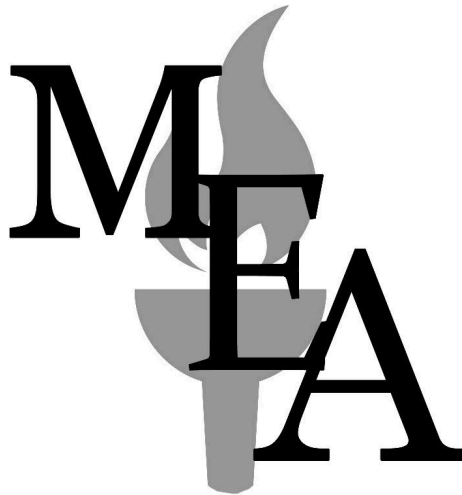


CONSTITUTION
of the
Monson Educators' Association,
Incorporated



Monson Educators' Association

ADOPTED: 1967	INCORPORATED: JUNE 12, 1992	
REVISED:	MAY 21, 1975	MAY 28, 1985
	NOVEMBER 17, 1988	MAY 20, 1992
	SEPTEMBER 3, 1996	MAY 27, 1999
	JUNE 5, 2003	JUNE 3, 2008
	MARCH 19, 2009	JUNE 12, 2024

Table of Contents

Table of Contents.....	2
ARTICLE I.....	3
Name.....	3
ARTICLE II.....	3
Philosophy and Objectives.....	3
ARTICLE III.....	4
Membership.....	4
ARTICLE IV.....	5
Officers.....	5
ARTICLE V.....	8
Executive Board.....	8
ARTICLE VI.....	10
Association Representatives.....	10
ARTICLE VII.....	10
Meetings.....	10
ARTICLE VIII.....	11
Committees.....	11
ARTICLE IX.....	13
Affiliation.....	13
ARTICLE X.....	14
Rules and Procedures.....	14
ARTICLE XI.....	14
Dues.....	14
ARTICLE XII.....	15
Earnings and Reimbursements.....	15
ARTICLE XIII.....	15
Rules for Amending the Constitution.....	15
ARTICLE XIV.....	16
Internal Grievance Procedure.....	16
ARTICLE XV.....	16
Statement of Dissolution.....	16

ARTICLE I

Name

The name of this organization shall be the Monson Educators' Association, Incorporated.

ARTICLE II

Philosophy and Objectives

We, the members of this Association in order to fulfill our responsibilities to society and to our profession do hereby adopt the following to maintain and improve the quality of education for all.

SECTION 1: To promote within the teaching group the highest type of professional practices; to encourage active participation of all teachers in the solution of school problems; and to arouse allegiance to a genuine spirit of professional ethics.

SECTION 2: To promote, encourage, and assist other teacher associations and to promote cooperation among such organizations and the members thereof.

SECTION 3: To cooperate with parent-teacher associations and other civic bodies having educational objectives and to aid in interpreting to the public the problems of the public schools.

SECTION 4: To encourage members to exercise their rights and privileges as citizens and to accept, willingly, leadership in civic affairs.

SECTION 5: To represent bargaining unit members for purposes of collective bargaining and improvement of working conditions.

SECTION 6: Specific objectives: The Board of Directors is authorized and directed to establish specific objectives. These specific objectives shall be reviewed annually and revised, if necessary.

SECTION 7: To engage in any other related activities as are consistent with the law.

ARTICLE III

Membership

SECTION 1: Active Members

A. Active membership is available to:

1. Any unit employee in the Monson School System, upon payment of dues, herein provided, may become an active member of the Association.
2. Other employees of the school committee, upon submission of a written request to any member of the Board of Directors, may become members by a majority vote of the full membership and upon payment of dues.

B. Active members of the Association shall also be members of the Massachusetts Teachers Association and the National Education Association.

C. Active membership shall be continuous until the member leaves, resigns from the Association, or fails to pay membership dues.

D. The Association shall guarantee that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

SECTION 4: Any teacher, retired from the Monson School System, who has been a member of the Monson Educators' Association, shall become an honorary member with social privileges. No payment of dues shall be required.

SECTION 5: Adherence to the Code of Ethics of the education profession shall be a condition of continuing membership.

SECTION 6: Revocation of Membership. According to procedures adopted by the membership, the Board of Directors may recommend to suspend from membership, to expel or discipline any member who has been found in violation of the Code of Ethics of the education profession.

SECTION 7: Only active members as defined in Section 1, Paragraph A, Subsections 1 and 2 of this Article III shall have the privilege of voting and holding office in the Association.

SECTION 8: Active membership will be made available to members who have been laid off due to a reduction in force. Dues for such and all membership/units will be determined by the most updated NEA/MTA Dues Rates.

ARTICLE IV

Officers

SECTION 1: The officers of the Association shall be President, Vice-President, Secretary, and Treasurer.

A. It shall be the duty of the President to:

1. Preside at all meetings of the Association and the Board of Directors.
2. Supervise all plans for efficient work of the Association, and perform such other duties as outlined by the most updated position description.
3. Submit a written report at the last regular business meeting of the school year.
4. Shall be an ex-officio member of all committees except the Nomination Committee.
5. Represent the Association at conferences and meetings.
6. Represent the Association at the Massachusetts Teachers Association Annual Meeting of delegates and/or ensure appropriate representation from the Monson Educators' Association is in attendance.
7. Serve as the official spokesperson of the Association.

B. It shall be the duty of the Vice-President to:

1. Assume the duties and responsibilities of the President in case of death, resignation, absence, disability, or at the request of the President.
2. Appoint members of all committees with the approval of the President.
3. Carry out other such duties as requested by the President.

4. Submit a written report at the last regular business meeting of the school year.
5. Manage any/all incoming grievance reports as part of the grievance committee.
6. Perform any other duties as are outlined by the most updated position description.

C. It shall be the duty of the Secretary to:

1. Keep a record of all meetings of the Association and of the Board of Directors.
2. Regard all necessary correspondence for the Association.
3. Deliver a copy of the minutes of all meetings and correspondence to the President as soon as practical after each meeting for safe keeping in the Association files.
4. Perform any other duties as are outlined by the most updated position description.

D. It shall be the duty of the Treasurer to:

1. Manage the funds in a secured account of the Association and disburse those funds in accordance with the budgeted authorization.
2. Oversee the collection of annual membership dues, collect dues through the membership committee and transmit amounts due the Massachusetts Teachers Association and the National Education Association. Payments shall be made in accordance with a mutually-agreed upon schedule between the Massachusetts Teachers Association and the Monson Educators' Association.
3. Keep accurate account of receipts and disbursements, and shall report to each meeting of the general membership.
 - a. All disbursements over \$100 shall be countersigned by the Association President, Vice President, and/or Secretary.
4. Prepare an annual financial statement for publication to members as directed by the Executive Board.

5. Keep the President and the Executive Board informed of the financial condition of the Association and assist the Executive Board in the drafting of the annual budget.
6. Be bonded.
7. Work closely with the New Member Liaison/Membership Coordinator.
8. Perform any other duties as are outlined in the most updated position description.

E. It shall be the duty of the New Member Liaison/Membership Coordinator to:

1. Maintain a roll of the members.
2. Keep record of new enrollments.
3. Inform and educate new unit staff members of the Association, its responsibilities, rights, and dues.
4. Work collaboratively with local leadership to make sure there is a campaign to sign up new members.
5. Encourage new members to participate in available training, local, and statewide campaigns, professional development, and social events offered by the union.
6. Communicate regularly with the Massachusetts Teachers Association New Member Committee.
7. Work closely with the Treasurer.

SECTION 2: Terms and Succession

- A. All Officers and Board Members shall serve a two (2) year term and may run for re-election.
- B. New Member Liaison/Membership Coordinator shall serve for two years and may run for re-election.
- C. New Officers shall be installed on or before July 1 of each calendar year.

- D. Officers, Building Representatives, and Negotiating Committee members shall be compensated at a rate set by the membership during the budget process. Said rate to continue until changed at an Annual Meeting.
- E. In case a vacancy in an office other than the Presidency occurs, the Nominating Committee shall present the name of a candidate for office and the office shall be filled by election of a new officer to serve only to the end of the unexpired term. The membership shall be informed of the seat vacancy at a membership meeting before the meeting at which the election will be held.

SECTION 3: Impeachment

Officers of the Association may be impeached for violation of the Code of Ethics of the Education Profession, for misfeasance, for malfeasance, or for nonfeasance in office.

- A. Impeachment proceedings against an officer may be initiated by a written petition submitted to the Board of Directors and signed by twenty-five percent (25%) of the membership of the Association with no more than fifty percent (50%) from any one building.
- B. If, after a due process hearing, a two-thirds (2/3) vote of the Board of Directors shall sustain the charge(s), the office shall be declared vacant.
- C. The officer may appeal the decision at the next Association meeting, at which time a two-thirds (2/3) vote will be necessary to overrule the Board of Directors' action.
- D. The officer will be suspended from the title and duties of the office until the preceding procedures have been carried out.

ARTICLE V

Executive Board

SECTION 1: The Executive Board shall consist of the officers and members elected at large. It shall be the executive authority of the Association. If ESP units are affiliated, there will be proportional ESP representation across units and build

ings. The Executive Board shall consist of proportional members according to the percentage of building staff.

The Association shall apply the one-person, one-vote principle for representation on the Executive Board and other governing bodies except that the Association shall take such steps as are legally permissible to achieve ethnic-minority representation at least proportionate to its ethnic minority membership.

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. It shall establish committees and create policies governing them.
- E. Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his duties as defined in these Bylaws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership votes by two-third (2/3) majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

SECTION 3: The Board of Directors will meet at least monthly during the school year on a schedule to be determined by the members of the board at the start of the union calendar year. The President or three (3) members of the Board of Directors may call for additional meetings.

SECTION 4: It shall be the duty of the Past President to act in an advisory capacity to the President for one year after the new President takes office.

ARTICLE VI

Association Representatives

SECTION 1: If ESP units are affiliated, there will be proportional ESP representation across units and buildings. Association Representatives shall consist of proportional members according to the percentage of building staff and union needs.

The Association shall make every effort to ensure equitable unit representation and equitable building representation within the Board of Directors (including both officers and Association Representatives.)

SECTION 2:

- A. Each Representative must attend 75% of the Association meetings (Board, General, and Special meetings combined) in order to receive a stipend as outlined in the annual budget. Absences of which advanced notice has been given will not count against the 75% attendance. If a Representative must miss a meeting due to an emergency, it is the responsibility of the Representative to report the absence when known with any appropriate documentation or explanation.
- B. After two unexcused absences, the Board of Directors may declare the seat vacant and call for an election to fill the remainder of the term.
- C. The President shall designate the Nominations and Elections Committee to conduct such a special election.

SECTION 3: The Association Representative shall be responsible for distributing Association communications to the members, for keeping their members informed, and shall further act as liaison from the members to the Executive Board.

ARTICLE VII

Meetings

SECTION 1: The annual meeting of the Monson Educators' Association shall be held after the Annual Meeting of the Massachusetts Teachers Association.

SECTION 2: Other meetings of the Association will ordinarily be held:

- A. In September, November, January, and March.
- B. At the call of the President.
- C. At the call of the President when five (5) members of the Association submit to the President in writing a request for a meeting stating the specific business to come before the Association. Copies of said request will be sent to each Building Representative. Each Building Representative will inform the members they represent as to the date, time, place, and reason for the meeting.

SECTION 3: All meetings shall be attended by active members as outlined in ARTICLE III of this constitution or also by an invited guest approved by the President and Board ahead of the scheduled meeting.

ARTICLE VIII

Committees

SECTION 1: Organization

Committees shall include representatives from all constituencies. All standing committees shall have the specific functions outlined below:

- A. They shall have selected members to represent different groups in the Association and appointed for a term agreed upon by the selected members and the Executive Board.
- 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 and/or needs.
- C. A list of relevant and appropriate committees as needed for the year will be decided upon by the Executive Board before the first General Meeting of the union calendar year.

SECTION 2: Meetings

Each standing committee shall meet regularly according to a calendar developed by the Executive Board. Special meetings may be called by the Chairperson.

SECTION 3: Reports

Each standing 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.

SECTION 4: Standing Committees Titles and Duties

A. Negotiating Team

1. Shall negotiate with the School Committee on hours, wages and working conditions, and other terms and conditions of employment.
2. With the aid of appropriate committees, it shall prepare proposals to be approved by the general membership prior to being placed before the School Committee.
3. Upon reaching tentative agreement on all matters under negotiation, the team shall prepare and submit its report and recommendations to the members at a ratification meeting. Procedures for ratification of an agreement shall be developed by the Executive Board prior to the negotiations and/or should be included in the local Association-School Committee contract.

B. Nominations and Elections Committee

1. No officer or member of the Executive Board may serve on the Nominations and Elections Committee.
2. The Nominations and Elections Committee shall consist of representatives selected to represent different groups in the Association.
3. Members of this committee shall be appointed by the President with the advice and consent of the Executive Board.
4. The nominations procedure for candidates seeking elective office shall be determined by the Nominations and Elections Committee.
5. The Committee shall be responsible for securing candidates for each of the elective offices.

6. Anyone who is an active member of the Association may be a candidate for any office.
7. The Nominations and Elections Committee shall be responsible for conducting annual elections and for meeting the requirements of special elections.
8. The Association shall conduct all elections with open nominations and a secret ballot.
9. To be elected, a candidate must receive a majority of the votes cast.
10. The election process for each year shall be determined by the Board of Directors prior to the first General Meeting of the union calendar year.

SECTION 5: Special Committees

Each year, the President and/or Vice President may appoint such other special committees as may be necessary and shall discharge them upon completion of their duties.

ARTICLE IX

Affiliation

SECTION 1: This Association shall affiliate with the Massachusetts Teachers Association and the National Education Association.

SECTION 2: This Association will annually submit the following to the Massachusetts Teachers Association:

- A. A list of officers with their home and school addresses and telephone numbers.
- 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 this Constitution during the preceding year or a copy of this Constitution.

ARTICLE X

Rules and Procedures

SECTION 1: ROBERT'S RULES OF ORDER, when not inconsistent with this Constitution, shall govern the proceedings of this Association.

SECTION 2: The President may appoint a Parliamentarian.

SECTION 3: The business year of this Association shall begin on July 1 and end on the following June 30.

SECTION 4: A quorum for all membership meetings of the Association shall consist of fifteen (15) members.

SECTION 5: A quorum for Board of Directors meetings shall consist of a majority of the board members.

SECTION 6: The contract of any unit shall only be modified by a majority vote of the members of that bargaining unit present and voting at a regular or special meeting of the Association. This meeting and contract proposals shall be posted in each building no less than 10 school days prior to the ratification meeting. A quorum for any such meeting shall be twenty-five percent (25%) of the Unit's membership.

If the Negotiating Committee for any Unit wishes to present a contract for ratification at the Orientation Meeting (August or September), then all current members of the bargaining unit involved shall be notified of the contract proposals by mail at least ten (10) days prior to the date of the meeting.

ARTICLE XI

Dues

SECTION 1: The annual dues shall be on a unified basis: the local dues, the Massachusetts Teachers Association dues, and the National Education Association dues. Secretaries and part-time teachers will pay a reduced rate.

Local dues shall adjust according to any changes made by the Massachusetts Teachers Association and/or the National Educators Association.

SECTION 2: Adoption of the budget by a two-thirds (2/3) vote of the membership at the Annual Meeting will determine the annual local dues for active members rounded to the next higher dollar amount. (e.g. \$80.01 becomes \$81.00)

SECTION 3: Dues shall be paid in full by October 1 of each year unless the member enrolls in the payroll deduction plan.

ARTICLE XII

Earnings and Reimbursements

All Board Members (officers and unit representatives) shall receive a stipend as determined by the budget of the Association at the end of each year prior.

ARTICLE XIII

Rules for Amending the Constitution

SECTION 1: The Constitution shall be amended after the following conditions have been satisfied:

- A. The proposed amendment is submitted to the Secretary in writing.
- B. The proposed amendment shall be sent to all members of the Association at least two (2) weeks prior to the meeting at which it will be voted on.
- C. A two-thirds (2/3) vote of the membership at a membership meeting accepts the proposal.

ARTICLE XIV

Internal Grievance Procedure

- A. The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems which from time to time may arise.
- B. A grievance is defined as any cause for a charge or complaint based upon an alleged event or alleged condition brought about by this Association or an Officer of this Association.
- C. Any active member may file a grievance with the Association.
- D. This Internal Grievance Procedure must be utilized by a dissatisfied member prior to the time that member can file a breach of duty of fair representation charge with the Labor Commission:
 - 1. The grievance shall be reduced to writing and sent to the President of the Association within ten (10) days (excluding legal holidays) of the alleged cause.
 - 2. The President will call a meeting of the aggrieved member and the Board of Directors within ten (10) days (excluding legal holidays) of receipt of said grievance.
 - 3. The Board of Directors will review the claim and, by a two-thirds (2/3) vote, take any action as they deem necessary to resolve the differences which are of concern.
 - 4. The aggrieved member may, if not satisfied with the Board's actions, appeal the decision before the membership at the next regular meeting of the Association. A two-thirds (2/3) vote shall be necessary to overturn the Board's decision. This vote shall be final and binding on all parties.

ARTICLE XV

Statement of Dissolution

This organization will be dissolved only after all of the following conditions have been satisfied:

- A. The proposal of disillusionment is submitted to the membership at a regular meeting of the Association.
- B. The proposal of disillusionment is submitted to the Secretary, in writing.
- C. The proposal of disillusionment shall be sent to all members of the Association at least two (2) weeks prior to the meeting at which the proposal will be voted on.
- D. A two-thirds (2/3) vote of the membership at a regular meeting accepts the proposal.
- E. All assets are disposed of according to the will of two-thirds (2/3) of the voting membership at the same meeting as above.