

**Easthampton Education Association
By-Laws
June 2020**

**ARTICLE 1
NAME OF ASSOCIATION**

- A. The name of the association shall be the Easthampton Education Association, herein referred to as the "EEA".

**ARTICLE 2
OBJECTIVES**

- A. We, the members of the EEA, do hereby adopt the following general objectives in order to fulfill our responsibilities to our profession:
1. To maintain and improve the quality of education for all.
 2. To uphold and promote high professional standards.
 3. To urge and encourage active participation of all members in the solution of school problems.
 4. To urge all members to be progressive students of education.
 5. To arouse allegiance to a genuine spirit of professional ethics.
 6. To defend and protect every member's working rights.
 7. To represent all members equally.
 8. To accomplish such other objectives as are permissible under the law and incidental to the objectives set forth herein.

**ARTICLE 3
MEMBERSHIP**

- A. The EEA shall be affiliated with the Massachusetts Teachers Association and the National Education Association.
- B. Membership in the EEA shall be classified as Active, Retired, or Honorary and shall be available to those who pay the yearly designated dues.
1. Active members are teachers, educational support personnel, administrative assistants, custodians (known forthwith as "Chapters") who declare their intention to make payment of designated dues through payroll deduction or by lump sum payment by November 30 of each year. The EEA shall continue to offer Active membership to those members laid off due to a reduction in force with a reduction in dues of fifty (50) percent. Such eligibility for Active membership shall continue as long as such persons are eligible to be recalled or for one (1) year, whichever is longer.

2. Retired members are those former Active members who, upon retirement, choose to maintain their membership in the EEA by declaring their intention to make payment of designated dues.
3. Honorary members are those chosen by a two-thirds ($\frac{2}{3}$) majority vote of the Executive Board, and/or a two-thirds ($\frac{2}{3}$) majority vote of the general membership as outstanding friends of education. The membership must be given adequate prior written notification of the intent to bestow honorary membership upon a candidate. Said notification shall be accompanied by the candidate's qualities.

- C. Active membership shall be continuous until the member transfers from the system and/or resigns from the EEA and/or fails to pay membership dues.
- D. Adherence to the MTA Code of Ethics of the Education Profession shall be a condition of continuing membership according to the procedures adopted by these by-laws (see below).

The Executive Board may suspend membership or expel any member who has been found to be in violation of the Code of Ethics of the Education Profession.

1. At least thirty (30) days written notice stating the reasons for suspension or expulsion must be given to the member.
2. Before a member is suspended or expelled by the EEA, the member has the right to a hearing before the Executive Board.
3. A member suspended or expelled by the EEA Executive Board has the right to appeal their suspension or expulsion to the general membership. A two-thirds ($\frac{2}{3}$) majority vote by the general membership will be required to rescind the EEA Executive Board decision.

- E. Only Active members as defined in Section B of this Article 3 shall have the privilege of voting and holding office in the EEA.
- F. The membership year for the EEA shall be from July 1 to June 30. Membership shall then be continued from year to year until a member cancels his/her membership with a sixty (60) day notice in writing, retirement, or death. The current membership list will be updated regularly (at least four (4) times per year) by the Membership Chair.
- G. Upon request, the EEA will submit a list of its officers and addresses, as well as a copy of the by-laws with any changes or amendments made in the previous year prior to November 30.
- H. Any Active member transferring from another district during the school year and whose association dues are paid in full shall automatically be a member of the EEA with all rights and privileges until the next academic year.

**ARTICLE 4
OFFICERS**

- A. The officers of the EEA shall be President, Vice-President/Grievance Chairperson, Secretary, Treasurer, and Membership Chairperson.
- B. The officers of the EEA shall be President, Vice-President/Grievance Chairperson, Secretary, Treasurer, and Membership Chairperson shall be elected for a two-year term of office. Furthermore, the President and Vice-President/Grievance Chairperson as well as the Treasurer and Membership Chairperson will be elected in opposite years. The President and Membership Chairperson will be elected in odd-numbered years and the Vice-President/Grievance Chairperson and Treasurer will be elected in even-numbered years.
- C. Stipends for the offices of President, Vice President/Grievance Chairperson, Treasurer, Membership Chairperson, and Secretary shall be set by the Executive Board prior to publishing the slate of officers before an election. Changes in stipends may be voted upon by the Executive Board if due cause is demonstrated and approved by a majority vote of the general membership. Said changes shall remain in effect for one (1) year, at which time motions by the Executive Board members for new changes may be entertained.
- D. Annual stipends for EEA officers shall be as follows and shall include payment of membership fees in full for President, Vice-President, Treasurer, Secretary and Membership Chairperson:

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|--------------------------------------|------------|
| President | \$2,000.00 |
| Vice-President/Grievance Chairperson | \$2,000.00 |
| Treasurer | \$2,000.00 |
| Membership Chairperson | \$1,000.00 |
| Secretary | \$ 750.00 |

- E. Powers and duties of Officers:
 - 1. President
 - a. Shall be the Executive Officer of the EEA and be charged with carrying out the policies of the association.
 - b. Shall prepare an agenda, attend, and preside at all meetings of the Executive Board and the general membership.
 - c. Shall appoint or remove the chairperson of all committees with the approval of the majority of the Executive Board.
 - d. Shall call special meetings of the general membership when due cause warrants it.
 - e. Shall confer with the Executive Board on the appointment of committee members.

- f. Shall serve as the official spokesperson of the association or appoint a designee.
 - g. Shall serve as a liaison between the three “anchors” of the school system: the EEA, the School Committee, and the Superintendent. Shall attend “anchor” meetings when scheduled.
 - h. Shall serve as a liaison between the association’s MTA representative and the general membership.
 - i. Shall be an attending member of the Executive Board and the general membership meetings.
 - j. Shall serve as a member of the Negotiating Team.
 - k. Shall perform all other functions usually charged to this office.
2. Vice-President/Grievance Chairperson
- a. Shall assume the duties of the President in his/her absence or when the Presidency becomes vacant prior to the completion of a term until a special election is held.
 - b. Shall serve as Assistant to the President and shall meet with the President on a regular basis to remain aware of association business.
 - c. Shall serve as a liaison between committees and the Executive Board and report each committee’s progress to the President and the Executive Board.
 - d. Shall attend Executive Board meetings and general membership meetings.
 - e. Shall serve as the EEA’s grievance chairperson and perform the following duties:
 - (1.) Meet with EEA members wishing to grieve issues or contract language.
 - (2.) Conduct appropriate research relevant to grievances filed.
 - (3.) Meet with Principals, the Superintendent, or other such parties construed as violators of contractual language.
 - (4.) Draft and submit appropriate and timely paperwork at all levels as outlined in the contract on the member’s behalf.
 - (5.) Maintain accurate records of all grievances filed.
 - (6.) Meet with the association’s MTA representative to discuss issues, resolutions, proceedings, and findings.
 - (7.) Insure proper procedures and protocols are adhered to throughout the grievance process.
 - (8.) Be available for subsequent meetings regarding grievances filed as contractual steps proceed.
 - (9.) Conduct grievance workshops periodically for the Executive Board and the general membership.
 - (10.) Prepare for and attend all arbitrations/mediations.
 - (11.) Shall serve as Chairperson of the negotiations team.
 - (12.) Shall perform all other functions usually charged to this office.
3. Treasurer
- a. Shall bill and collect annual dues from the membership for amounts due to the EEA, MTA, and NEA according to the requirements of those organizations and

with an agreed upon schedule of payments between the association and the state and national organizations.

- b. Shall hold the funds of the EEA and disburse them as authorized by the vote of the Executive Board or the general membership.
- c. Shall keep accurate accounts of receipts and disbursements and shall report to each meeting of the Executive Board and to the general membership.
- d. Shall bring to the Executive Board for approval all disbursements over three hundred dollars (\$300.00) other than stipends.
- e. Shall keep the President, Executive Board, and the general membership informed of the financial condition of the EEA.
- f. Shall attend all Executive Board and general membership meetings.
- g. Shall arrange for audits by an independent agency if the need arises and make contents available to the Executive Board and the general membership.
- h. Shall mentor the Membership Chairperson in the obligations and duties of the position of Treasurer of the association.
- i. Shall perform all other functions usually charged to this office.

4. Membership Chairperson

- a. Shall welcome/orient new employees/members.
- b. Shall maintain membership lists for the EEA and MTA and furnish on request, information to the Executive Board.
- c. Shall work with the Treasurer to bill members for unpaid dues.
- d. Shall work under the guidance of the Treasurer to learn the obligations and duties of the position of Treasurer of the Association.
- e. Shall perform all other functions charged to this office.

5. Secretary

- a. Shall keep records of all Executive Board and general membership meetings and shall have available said records for the general membership.
- b. Shall keep attendance records for all Executive Board members and make such records available to the general membership upon request.
- c. Shall be an attending member of Executive Board and general membership meetings.
- d. Shall be responsible for the distribution of meeting notices at least three (3) days before scheduled meetings.
- e. Shall be responsible for filling out required building usage forms prior to meetings.
- f. Shall be responsible for all necessary correspondence, as needed.
- g. Shall perform all other functions usually charged to this office.

F. New officers shall assume office on July 1 of each election year. To ensure a smooth transition, all new members shall attend the June meeting of the Executive Board.

**ARTICLE 5
CHAPTER CHAIRS**

- A. Each Chapter, except for “Educator”, of the EEA shall elect a “Chapter Chair” representative which will be as follows: 1 - ESP; 1 - Administrator Assistant; 1 - Custodian.
- B. Each Chapter will vote and elect its own representative to serve as Chapter Chair for its unit. The elected individuals shall hold a designated Chapter Chair seat on the Executive Board and will serve a two (2) year term.
- C. Stipends for the Chapter Chairs shall be set by the Executive Board prior to the publishing of the slate of officers before an election. Changes in stipends may be voted upon by the Executive Board if due cause is demonstrated and approved by a majority vote of the general membership. Said changes shall remain in effect for one (1) year, at which time motions by the Executive Board members for new changes may be entertained.
- D. Annual stipends for Chapter Chairs shall be as follows and shall include payment of membership fees:
 - Para-educator/ESP Chapter Chair \$400.00
 - Administrative Assistant Chapter Chair \$400.00
 - Custodian Chapter Chair \$400.00
- E. Powers and Duties
 1. Shall be an attending member of the Executive Board and the general membership meetings of his/her unit.
 2. Shall serve as the official spokesperson of his/her Chapter or appoint a designee.
 3. Shall serve as a liaison between the three “anchors” of the system: the EEA, the School Committee, and the Superintendent.
 4. Shall be responsible for the general oversight of grievances from the respective constituency.
 5. Shall bring forth unit concerns to the EEA Executive Board as necessary.
 6. Shall serve as a Negotiation Team member.
 7. Shall attend all arbitrations/mediations.
 8. Shall perform all other functions charged to this office.

**ARTICLE 6
BUILDING REPRESENTATIVES**

- A. The Building Representatives of the Educators' Unit shall be elected by the members of the EEA from each building in the system. Representation will be as follows:
Easthampton High School – 2 reps; White Brook – 2 reps, Center-Pepin – 2 reps, Maple – 1 rep.
- B. The elected individuals shall hold a designated seat on the Executive Board and will serve a two year term.
- C. Stipends for Building Representatives shall be set by the Executive Board prior to the publishing of a slate of officers before an election. Changes in stipends may be voted upon by the Executive Board if due cause is demonstrated and approved by a majority vote of the general membership. Said changes shall remain in effect for one (1) year, at which time motions by Executive Board members for new changes may be entertained.
- D. Annual stipends for Building Representatives shall be as follows:
- Grades 9-12 High School Representatives - \$300.00
 - Grades 5-8 Middle School Representatives - \$300.00
 - Grades Pre-K-4 Elementary Representatives - \$300.00
- E. Stipends will be disbursed based on attendance at Executive Board meetings, with each meeting representing one-tenth (1/10) of above established stipend schedule for all representatives. There shall be an attendance sheet at all Executive Board meetings for Building Representatives to sign. After excessive absences, the President may declare the seat vacant and the President will appoint a representative from that building to fill the remainder of the term.
- F. Powers and Duties of Building Representatives
1. Shall be attending members of the Executive Board.
 2. Shall act as the liaison between the EEA and building members.
 3. Shall be responsible for distributing EEA communications to building members.
 4. Shall keep building members informed of Executive Board meetings, decisions, and policies.
 5. Shall have a vote at Executive Board meetings and may recommend policy.
 6. Shall keep the Executive Board informed of issues and concerns arising from those they represent.
 7. Shall assist members in their building in the initial steps of the grievance procedure.
 8. Shall be instrumental in soliciting new membership.
 9. Shall be in charge of voting in their respective schools should the need arise.
 10. Shall meet regularly with building administrators.

11. Shall perform all other functions usually charged to this office.

**ARTICLE 7
EXECUTIVE BOARD**

- A. The Executive Board shall consist of four (4) officers: President, Vice-President, Treasurer, and Secretary; Membership Chair; three (3) Chapter Chairs: Para-educator/Educational Support Personnel, Administrative Assistant, and Custodian; seven (7) building representatives: High School – 2; Middle School – 2; Elementary School – 3.
- B. Within the by-laws established by the general membership, the Executive Board shall develop policies of the EEA with input from the membership and recommend them for adoption. When necessary, policy adoptions or changes shall be brought to the general membership for approval by a majority vote.
- C. Powers and Duties of the Executive Board
 1. Shall have the authority to expend money collected from dues or otherwise by a two-thirds (2/3) vote of the Executive Board, for the proper and efficient operation of the EEA.
 2. Shall implement general policy.
 3. Shall approve, amend, and/or recommend an annual budget. When necessary, the Executive Board shall approve or amend line-item adjustments to the adopted budget.
 4. Shall appoint officers to fill vacancies of unexpired terms of six (6) months or less within one (1) month of said vacancy. The Executive Board will hold a special election for unexpired terms of six (6) months within one (1) month of the vacancy. If an Executive Board member resigns between the time of election or is unable to fulfill the duties of the office at the time his/her term commences, the office shall go to the next highest vote-getter. An election shall be held if there is no person in that position. If said person is unopposed, the Executive Board shall, by a two-thirds (2/3) majority vote, approve a replacement.
 5. Shall approve all projects of standing and special committees before these committees enter upon any work.
 6. Shall approve all presidential appointments to committees.
 7. Shall establish/abolish ad hoc committees with a two-thirds (2/3) vote of approval.
 8. Shall approve any disbursement of EEA funds by any member or committee before such disbursement can be made.
 9. Shall establish accountability requirements for the MTA and NEA Annual Meeting delegates prior to the call for self-nominations.

**ARTICLE 8
MEETINGS**

- A. The Executive Board shall meet monthly during the school year on a schedule to be determined by Executive Board members.
- B. General membership meetings shall be called when deemed necessary and/or to ratify negotiated contracts. Should a vote (other than a contract ratification vote by the general membership be required, Building Representatives will be responsible for overseeing the voting process at each building (see Article 6, section E, paragraph 9).
- C. Special meetings may be held at the call of the President or upon written request to the Executive Board by twenty-five (25) members. Business to come before special meetings must be stated in the call which shall be sent in writing to each Building Representative for distribution to each member. Business shall be confined to these items.
- D. The President and Vice-President/Grievance Chairperson shall meet with the Superintendent, the School Committee representative, and the EEA's MTA representative during the year on a schedule to be decided by the above-mentioned individuals.
- E. All meetings of the EEA will be held at a time and place convenient to the membership and at the discretion of the Executive Board.
- F. Quorums
 - 1. Two-fifths (2/5) of the membership shall constitute a quorum at a business meeting of the general membership, and a majority of members present, and voting shall determine issues to be decided.
 - 2. A majority of the members of the Executive Board shall constitute a quorum at Executive Board meetings, and a majority of those members present, and voting shall determine issues to be decided.
 - 3. When a vote must be taken, and it is not feasible or practical to hold a special meeting, polling of the membership may be conducted in individual schools by secret ballot administered by the Building Representatives (see Article 6, section E, paragraph 9). Building Representatives shall tally the votes and inform the Executive Board of the results. Two-fifths (2/5) of the membership shall constitute a valid vote.

**ARTICLE 9
COMMITTEES**

- A. Committees shall be established as necessary to carry out the business of the EEA.
- B. Committee chairpersons will be appointed/removed by the President with approval by the Executive Board.
- C. All committee members' names must be posted in each building in the system.
- D. Organization
 - 1. All EEA committees will be deemed ad hoc committees and shall meet when the need arises. Ad hoc committees may include but are not limited to the following: Negotiations Team, Public Relations Committee, Political Action Committee, Stipends Committee, and Election and Nomination Committee. The Executive Board reserves the right to form other ad hoc committees not mentioned above when needed.
 - 2. All ad hoc committees shall be composed of a cross-section of the active membership of all units and/or composed of members specific to the committee's responsibilities (a Easthampton High School Stipends committee would be composed of Easthampton High School members).
 - 3. Each ad hoc committee may organize special sub-committees and task forces for specific activities subject to approval by the Executive Board.
 - 4. Ad hoc committees will meet on a mutually agreed upon schedule to be decided by its members.
 - 5. The committee chair of ad hoc committees shall present a report to the Executive Board, and/or the general membership when requested.
- E. Duties
 - 1. Negotiation Team: The team shall consist of the President, Vice President/Grievance Chair, all Chapter Chairs, and Active members elected by a quorum vote or appointed by the President. Duties will include the following:
 - a. Shall negotiate the contract with the School Committee through its representative.
 - b. Shall elect a chairperson (ESP unit, Administrative Assistant unit, Custodians unit) and a secretary whose precise and detailed notes will be forwarded to the President of each unit at the conclusion of negotiations and/or after ratification.
 - c. Shall solicit proposals, changes, and/or recommendations from the general membership of each unit prior to the commencement of the negotiations process.

- d. Shall have the power to decide which proposals, changes, and/or recommendations solicited from members to include in the final contract proposal.
- e. Shall submit a letter of intent to bargain with the School Committee through its MTA representative, prior to the beginning of the bargaining process.
- f. Shall meet on a mutually decided basis with the intent to expedite contract ratification.
- g. Shall prepare and submit its recommendations to the membership prior to any ratification vote so that members have time to discuss the recommendations.

2. Public Relations Committee

- a. Shall consist of a chairperson appointed by the Executive Board and interested members of each unit.
- b. Shall develop public understanding and programs of the EEA for the edification of the membership and the community at large.
- c. Shall manage social media for the EEA.

3. Political Action Committee

- a. Shall consist of a chairperson appointed by the Executive Board who is also the Political Action Leader (PAL) and interested members of the EEA.
- b. Shall research candidates for all local, state, and federal offices and make recommendations to the general membership.
- c. Shall research legislation on the local, state, and federal level and make recommendations to the general membership.
- d. Shall develop programs or activities designed to inform the membership about candidates and legislation affecting schools, teachers, educational support personnel, administrative assistants, nurses, custodians, and the EEA.

4. Election and Nomination Committee

- a. No EEA officer or member of the Executive Board may serve on this committee.
- b. Shall consist of interested members from each school.
- c. Shall be responsible for producing a list of nominations and for conducting elections.
- d. Shall determine the nomination and election procedures for candidates seeking office and/or delegate status.
- e. Shall publish all rules and accountability for elective office at least one week prior to elections.
- f. Shall publish the names of candidates for elective office together with information about each candidate at least two (2) weeks prior to elections.
- g. Shall conduct elections by secret ballot.

**ARTICLE 10
EEA NOMINATIONS AND ELECTIONS**

- A. Names of candidates for offices shall be submitted to the membership at each school by the Nominations and Elections Committee at least one week prior to elections.
- B. Any active member of the EEA may be a candidate for any Executive Board Office. Only Chapter members can be candidates for their respective Chapter Chair/Building Representative.
- C. To be elected, a candidate must receive a majority of the votes cast.
- D. Prior to the nomination process, all rules, regulations, job outlines, and accountability standards must be posted.

**ARTICLE 11
MTA/NEA NOMINATIONS AND ELECTION OF DELEGATES**

- A. Nominations for MTA/NEA delegates shall take place in accordance with the respective organization's requirements.
- B. Any active member of the EEA is eligible to be a candidate as a delegate to the MTA/NEA annual meeting.
- C. Each candidate must be nominated and elected according to regulations set by the Nomination and Election committee of the EEA, the Massachusetts Teachers Association, and the National Education Association.
- D. The EEA shall submit to the MTA and/or NEA a list of names and addresses of the delegates selected.
- E. Number of delegates depends on the MTA/NEA allotment.
- F. Prior to the nomination process, all rules, regulations, job outlines, and accountability standards must be posted.

**ARTICLE 12
INTERNAL GRIEVANCE PROCEDURE**

- A. A member of the Executive Board may be removed during the term of office for cause after notice and hearing.

- B. Removal proceedings shall be heard only by a special "Hearing Committee" established by the Executive Board and shall be composed of seven (7) active members representing a cross-section of the general membership who do not hold any office or chairmanship.
- C. Removal petitions must be set forth to the Executive Board with the specific nature of the conduct for which removal is sought.
- D. All decisions of the Hearing Committee on removal proceedings shall be in writing, shall state whether a petition for removal has been approved or dismissed, shall make findings of fact in support of its decision, shall state the vote on such a petition, and shall be signed by all members of the Hearing Committee who voted on this petition.
- E. The affirmative vote of five (5) members of the Hearing Committee shall be required to remove any member from the Executive Board.
- F. If a petition for removal is approved by the Hearing Committee, the person sought to be removed may appeal the decision to the Executive Board. The Executive Board shall have the jurisdiction to review the procedure followed by the Hearing Committee. The affirmative vote of two-thirds (2/3) of those present and at a meeting of the Executive Board shall be necessary to reverse a decision by the Hearing Committee in favor of removal and the petition shall, thereupon, be remanded to the Hearing Committee for proper action consistent with the Executive Board decision and these by-laws.
- G. If the petition for removal is denied after a hearing by the Hearing Committee, there shall be no right of appeal to the Executive Board and the person sought to be removed shall remain in office.

**ARTICLE 13
AMENDMENT PROCESS**

- A. These By-Laws may be amended at any EEA general meeting or in meetings held at each building by Building Representatives by a two-thirds (2/3) vote of those present.
- B. Voting will be done by secret ballot.
- C. Written notice of specific changes and the rationale for such changes shall have been given to the membership two (2) weeks prior to a vote.
- D. In the instance of a complete by-law revision, copies of the proposed changes will be posted and made accessible in each building two (2) weeks prior to the by-laws vote.
- E. Proposed amendments to the By-Laws, submitted by individual members, shall be reviewed by the Executive Board and, if necessary, will be combined and/or edited

without substantive change by the Executive Board and then submitted to the membership for approval.

- F. Unless otherwise specified, all amendments and/or changes to the By-Laws affirmatively adopted by the membership shall take effect on the first day of the fiscal year next following.
- G. All By-Laws must be in accordance with MTA/NEA By-Laws.

**ARTICLE 14
RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT**

- A. The Collective Bargaining Agreement between the EEA and the School Committee will be ratified by secret ballot at a general meeting called specifically for that purpose. Only active members in good standing may attend the meeting and all said members shall be eligible to vote.
- B. A two-thirds (2/3) majority of those present at the meeting shall be required to ratify.

**ARTICLE 15
RULES AND PROCEDURES**

- A. Robert's Rules of Order shall be the parliamentary authority of the EEA and shall be used at all Executive Board and general membership meetings.
- B. The President, at his/her discretion, may appoint a parliamentarian.
- C. The membership year and business year shall be July 1 to June 30 each year.

**ARTICLE 16
SAVING CLAUSE**

- A. If any provision in these By-Laws is or shall at any time be contrary to law, then such provisions shall not be applicable, or performed, or enforced, except to the extent permitted by law. In the event any part of these By-Laws are found contrary to any law or legal statute, all other parts shall continue in force.