

# Ayer Shirley Regional Education Association, Inc. Constitution and Bylaws

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# Constitution

## **ARTICLE I: NAME**

The name of this association shall be the Ayer Shirley Regional Education Association.

## **ARTICLE II: PURPOSES**

### **Section 1:**

To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

### **Section 2:**

To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participation as a mark of the profession.

### **Section 3:**

To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, conditions of employment, professional and sick leave, and other working conditions necessary to support the teaching profession.

### **Section 4:**

To enable members to speak with a common voice on matters pertaining to the teaching profession and to present their individual and common interests before the School Committee and other legal authorities.

### **Section 5:**

To hold property and funds.

### **Section 6:**

To engage in other related activities as consistent with the law.

## **ARTICLE III: MEMBERSHIP**

### **Section 1: Active Membership**

- A. Active membership in the Association shall be open to all professional personnel, including nurses, employed in the schools of Ayer Shirley Regional School District, Massachusetts, except Principals, Vice/Assistant Principals, and other Administrators, who

hold earned Bachelor or higher degrees (or hold a regular vocational or technical certification); or, where required, hold or are eligible to hold, a regular legal certificate; and who agree to abide by the Code of Ethics of the Education profession.

- B. Active membership shall be continuous until the member leaves the school system or resigns from the Association.
- C. Resignations from the Ayer Shirley Education Association shall be tendered in writing to the President(s) at the close of the school year, no later than June 30th.
- D. Active members of the Association shall also be members of the Massachusetts Teachers' Association and the National Education Association. Retired members who hold membership in MTA-NEA Retired shall be considered active members.

## **Section 2: Revocation of Membership**

- A. According to procedures adopted by the Executive Board, the Executive Board may suspend from membership or expel any member who shall have violated the ethics of the education profession.
- B. The Executive Board may reinstate a member who has previously been suspended or expelled from the Association.

## **ARTICLE IV: OFFICERS**

The Officers of the Association shall consist of a President, co-Presidents, the immediate past President, a Vice President, a Secretary, and a Treasurer, all of whom shall be active members of the Association.

## **ARTICLE V: EXECUTIVE BOARD**

### **Section 1:**

The Executive Board shall consist of the Officers, Faculty Representatives, and the Chairpersons of Standing Committees, all of whom shall be active members of the Association. Except for the Negotiations Chairperson, all the Committee Chairpersons shall be appointed by the President(s) with approval by the Executive Board. A Representative from the Retirees, appointed by the President(s) with approval from the Executive Board, shall also sit on the Executive Board.

### **Section 2:**

Whenever a majority of the Executive Board agrees that an Officer has been grossly negligent of the duties defined in the Bylaws or is incapacitated, the Executive Board shall recommend to the general membership that the office be declared vacant. If the general membership so votes by a two-thirds majority, a general election will be organized by the Executive Board to elect a replacement to fill the unexpired term.

## **ARTICLE VI: AFFILIATION**

The Association shall affiliate with the National Education Association under its rules and the Massachusetts Teachers' Association under its rules.

## **ARTICLE VII: AMENDMENTS**

The Constitution of the Ayer Shirley Regional Education Association may be amended by a two-thirds majority vote of the general membership, provided that copies of proposed amendments have been distributed to the membership at least two weeks in advance of the General Membership meeting.

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# **Bylaws**

## **ARTICLE I: MEETINGS**

### **Section 1: Executive Board**

The Executive Board shall be composed of four/five elected Officers, the immediate past President(s), Faculty Representatives from each building, Committee Chairs, and a Retired member. It shall meet monthly at the call of the President(s), or at the written request of three members of the Board.

### **Section 2: General Membership Meetings**

The Executive Board shall arrange as many meetings of the members each year as necessary for discussion of professional issues.

### **Section 3: Special Meetings**

Special general membership meetings must be called by the President(s) upon written request of one-third of the members of the Executive Board, or upon the written request of fifteen members of the Association.

## **ARTICLE II: QUORUM**

### **Section 1**

A majority of members shall be a quorum for the Executive Board and Committees.

### **Section 2: General Meetings**

Twenty-five percent of the total membership shall be quorum for general meetings. It shall be assumed that a quorum exists unless the question is challenged from the floor at the general meeting.

## **ARTICLE III: POWERS OF THE OFFICERS**

### **Section 1: President(s)**

The President(s) shall preside over the meetings of the Executive Board, appoint the Chairpersons and members of Standing Committees with approval from the Executive Board, be an ex-officio member of all Standing Committees, and shall be the Executive Officer of the Association before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office. The President(s) or designee shall attend the MTA Annual Meeting as a delegate. In the event of co-Presidents, the duties herein will be shared.

### **Section 2: Vice President**

The Vice President of the Association shall perform the functions usually attributed to this office. The Vice President shall work closely with the Standing Committees, shall become President should an Office of President become vacant (except as provided by Article V, Section 2 of the Constitution). The Vice President shall have the particular responsibility for communication within the Association. The Vice President or a designee shall attend the meetings of the Ayer Shirley Regional School Committee.

### **Section 3: Immediate Past President**

The immediate Past President(s) shall advise the Executive Board and assist the President(s) as requested.

### **Section 4: Secretary**

The Secretary shall keep accurate records of all meeting of the Executive Board and General Meetings, shall maintain official files, and shall assist the President(s) with correspondence.

### **Section 5: Treasurer**

The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board. The Treasurer shall organize the collection of annual dues in each building and make payments to the Massachusetts Teachers' Association and the National Education Association. The Treasurer shall prepare and submit the Local Office Support application to the Massachusetts Teachers' Association annually. The Treasurer shall maintain the roll of members, shall keep accurate accounts of receipts and disbursements, shall report to each meeting of the Executive Board, and shall prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall keep the President(s) and Executive Board informed of the financial condition of the Association, shall be bonded by the Association, and shall assist in the initial drafting of the annual budget.

## **Section 6: Terms and Succession**

- A. The officers shall serve for one year and may be reelected without an intervening term.
- B. In the event that the offices of both President(s) and Vice President shall become vacant between elections, except as provided by Article V, Section 2 of the Constitution, the remaining members of the Executive Board shall choose one of their number to serve as President pro tempore until the Association can fill the vacancies.

## **ARTICLE IV: POWERS OF THE EXECUTIVE BOARD**

### **Section 1**

The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies it has established, report its transactions to the membership, and suggest policies for consideration.

### **Section 2**

The Executive Board shall approve the budget, set the dues for Association members, act on reports of Committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of the Association, and the conduct of meetings as are consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers. Powers not delegated to the officers or other groups in the Association shall be vested in the Executive Board.

### **Section 3**

The Executive Board shall represent the Association in negotiating policies with the governing and appropriating bodies of the Ayer Shirley Regional School District. Within policies it has established, it may make decisions binding the Association in these matters. The Board may delegate its power to negotiate to another committee or representative.

### **Section 4**

The Executive Board shall have the accounts of the Association audited annually.

## **Article V: Faculty Representatives**

### **Section 1**

In each school building in the Ayer Shirley Regional School District, Faculty Representatives who are members in good standing of this Association shall elect, for a term of one year, one Faculty Representative to the Executive Board for each fifteen members or major fraction

thereof. There shall be at least one representative from each building. Beginning in 2012, Elections shall be held in the spring of each school year. The Representatives shall take their seats July 1st on the Executive Board.

## **Section 2**

Faculty Representatives shall attend the regular meetings of the Executive Board unless they receive prior excuse from the President. After two unexcused absences of a Representative, the President(s) may declare the seat unfilled and call for a faculty election to fill out the term. The President(s) may designate a member in good standing to organize this special election.

## **Section 3**

The Faculty Representatives shall call faculty meetings of the Association members to discuss Association business, shall appoint such faculty committees as the Association may require, and shall organize and oversee the subsequent elections of Faculty Representatives, the enrollment of members, and communication within each building.

## **Section 4**

Faculty Representatives whenever possible shall have been members of the Ayer Shirley Regional Education Association for at least one year prior to their election and shall maintain their membership in good standing during the interim of service.

## **Section 5**

A Retired Representative shall be appointed by the President(s) with approval by the Executive Board to serve a term of one year. Those retired members who are interested in representing retirees by membership on the Executive Board shall notify the President(s) of their interest at the end of the school year.

## **Article VI: Standing Committees**

### **Section 1**

There shall be Standing Committees to carry out the functions outline below. Each Committee may, with the approval of the Executive Board, organize special sub-committees and task forces for specific activities from the membership of the Association.

### **Section 2**

Each Standing Committee shall meet regularly at the call of the Chairperson.

### **Section 3**

Each Committee shall keep a continuing record of activities and report as necessary to the Executive Board.

### **Section 4: Titles and Duties of Standing Committees**

- A. The Professional Practices Committee shall explore and prepare action programs as necessary in all areas of teacher welfare. It shall create sub-committees with specific responsibilities as necessary. It shall explore and prepare action programs for securing satisfactory personnel policies and procedures for the redress of grievances. It shall advise the Executive Board on procedures for the implementation of the Code of Ethics. This committee shall advise the Executive Board in situations of censure, suspension, or expulsion of members. It shall develop a program of orientation to the Code of Ethics for all members of the Association.
- B. The Mentoring Committee shall provide a system of structure and support for encouraging and guiding new teachers into our school system. It shall encourage collegial discussion among new teachers, veteran staff, and administration through a defined program of meetings, workshops, and training seminars.
- C. The Political Action Committee shall have broad concern for local, state, and national legislation affecting the interests of the Association and for the exercise of civic responsibilities. It shall inform members about newly enacted legislation, and organize and oversee any political action.

### **Section 5: Relation to Executive Board**

The Executive Board shall assist the President(s) in appointing members of the Standing Committees at its first regular meeting following elections. It shall fill all unexpired terms as vacancies occur. It shall plan for an organizational committee meeting each year. It shall require and assist committees to define both immediate and long-range objectives. It shall review committee plans as necessary and shall define any jurisdiction on discrepancies between committees.

### **Section 6**

The Standing Committees shall seek to understand and relate to the objectives and programs of corresponding units of state and national associations and shall counsel with them.

### **Article VII: Special Committees**

Each year the President(s) shall appoint special committees as necessary and shall discharge them upon completion of their objectives. The Chair of each Committee shall be appointed by the President(s) with approval of the Executive Board.



## **Section 1**

The Negotiations Committee shall prepare a comprehensive list of contractual concerns to be presented to the Ayer Shirley Regional School Committee in a timely fashion as the need arises to renegotiate the collective bargaining agreement. Said list shall include specifically, but not exclusively, a salary schedule, fringe benefits, insurance, credit and investment facilities, general working conditions, leaves, and any other topic subject to collective bargaining in accordance with the General Laws of the Commonwealth of Massachusetts. The Negotiations Committee shall be responsible for the complete process of negotiations with the Ayer Shirley Regional School Committee. The Negotiations Committee shall be comprised of representatives from each school building and one representative from the Nurses. Members of the Negotiations Committee must be at least in their third consecutive year of membership.

## **Section 2**

The Elections Committee shall be comprised of members elected from each building and a representative from the Nurses. No officer shall serve on the Elections Committee. If the ballot contains uncontested seats, the nominees shall be considered elected automatically. Elections shall take place in March. Nominations may come via email or be hand-delivered to the Chairperson of the Elections Committee. Elections shall take place in each building using a printed ballot. Members of the Committee shall tally and report the results to the Elections Committee Chairperson. The results shall be published. New officers shall assume their responsibilities July 1st.

## **Article VIII: Authority**

The current edition of Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Constitution and Bylaws, and such standing rules as the Executive Board may adopt.

## **Article IX: Amendment**

Proposed amendments to these Bylaws shall be made by the Executive Board to the general membership. Beginning in 2012, copies of the proposed amendments shall be distributed to all members at least two weeks prior to a General Membership meeting at which a vote shall be taken.