

Falmouth Educators' Association
Bylaws
~~2015~~ 2017

Article I: Name

The name of this Association shall be the Falmouth Educators' Association.

Article II: Purposes

Section 1

The Falmouth Educators' Association will work for the welfare of the schoolchildren, the advancement of education, and the improvement of instructional opportunities for all.

Section 2

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

Section 3

To unify and strengthen the teaching profession and to secure and maintain salaries, retirement, leave, and other working conditions necessary to support teaching as a profession.

Section 4

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

Article III: Membership

Section 1: Active Membership

- a) Active membership in the Association shall be open to all professional and paraprofessional personnel employed in the schools of Falmouth, including retired, who agree to abide by the Code of Ethics of the Education Profession upon payment of dues to the local association, the Massachusetts Teachers' Association, and the National Education Association.
- b) Active membership shall be continuous unless the member violates the Code of Ethics.
- c) All members of the Executive Board and Representative Council must be members in good standing of the Falmouth Educators' Association.

Section 2: Retired Members

Those active members who retire from the Falmouth School System may continue as active members, paying FEA dues of \$10.00 annually.

Section 3: Associate Members

Those members on leave of absence without pay shall be eligible for associate membership

Section 4: Honorary Members

Honorary membership may be conferred by a 2/3 vote of the Executive Board of Directors or a general meeting of the membership. This does confer active member benefits.

Section 5: Revocation of Membership

According to the procedures adopted by the Representative Council, the Executive Board may suspend from membership or expel any member who shall have violated the Code of Ethics of the Education Profession, may cancel the membership of any member convicted in a court of law, and may reinstate a member who has previously been suspended or expelled from the Association.

Article IV: Affiliation

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

Article V: Officers, Directors & Representatives

Section 1: Officers

The officers of the Association shall consist of a President, Vice-President/**Grievance Chair**, Recording Secretary, Treasurer, and Membership Chair. ~~Web Page Manager, and the Grievance Chair.~~

Section 2: Duties of Officers

a) President:

The President shall preside over meetings of the Executive Board, the Representative Council, and the General Membership. The President shall appoint chairmen of all committees subject to the approval of the Executive Board. The President may appoint a Parliamentarian, **a liaison to new teachers, a liaison to retired members**, ~~appoint~~ special committees, be an ex-officio member of all committees, with the exception of the committee on election, and shall be the executive officer of the Association. The President shall represent the Association as a delegate before the public personally. The President or designee shall be a delegate to the MTA Annual Meeting. ~~When the offices of Vice President, Recording Secretary, Web Page Manager, Membership Chair or Treasurer shall become vacant between elections, the President shall fill the vacancy with the approval of the Executive Board until the next general election. (now in Art VIII, Section 6)~~ The President shall maintain regular communication with the membership.

b) Vice President/**Grievance Chair**:

~~The Vice President shall assume the duties and responsibilities of the President if for any reason the President is unwilling or unable to fulfill the duties of the office. (now in Art VIII, Section 6)~~ **The Vice President shall be the chair of the Grievance Committee (see Article X.1).** The Vice President shall be appointed by the President to serve as a liaison between committees and the Executive Board. The Vice President shall assist in Association

correspondence at the direction of the President and/or Executive Board.

c) Recording Secretary:

The Recording Secretary shall keep accurate minutes of the Executive Board, Representative Council, and Association meetings. The Secretary shall maintain the office files and be responsible for distributing the minutes at least two days in advance of all meetings of the Representatives. **The recording secretary shall make updates to the association web page.**

d) Treasurer:

The Treasurer shall hold the funds of the Association and disburse them upon authorization of the Executive Board. The Treasurer shall transmit in a timely manner the dues payments to the Massachusetts Teachers Association and the National Education Association. The Treasurer shall be responsible for paying in a timely manner payroll-associated expenses. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Association at a monthly meeting. The Treasurer shall provide the Executive Board the initial drafting of the annual budget.

e) Membership Chair:

The Membership Chair shall be responsible for membership-related activities, including orientation, enrollment and maintaining a roll of members. The Membership Chair shall review the Seniority list **at least** twice each year to ensure all members are listed.

~~f) Web Page Manager:~~

~~The Web Page Manager shall maintain and update an FEA web page, taking information from the President, the Recording Secretary and other issues important to the membership and the contract. All information uploaded to the web page must be approved by the President and/or the Executive Board.~~

Section 3: Directors

The Directors of the Association shall consist of ~~a Director from each school (a total of seven)~~ a Director from each of units A, B, C and D (a total of four) and one at-large Ethnic Minority Director.

Section 4: Duties of Directors

The duties of a Director include providing input and participation in the policy/decision-making process at both Executive Board and Representative Council meetings. Directors are to report back to their respective constituencies (through unit/building Representatives) with pertinent information, policy changes and decisions reached at meetings.

The duties of the Ethnic Minority Director include overseeing policies, proposals and association activities to ensure minority inclusiveness, be a resource to members who feel they are being discriminated against, recruit and encourage minority members to become involved in

association work, assist in recruiting new minority teachers to the Falmouth Public Schools, and act as a resource to minority students in Falmouth.

Section 5: Representatives

The nineteen Representatives of the Association shall consist of two Representatives from each school (fourteen) and a Representative from each of units A, B, C and D (four) and a Representative for traveling members (one).

Section 6: Duties of Representatives

The duties of a Representative include providing input and participation in the policy/decision-making process at Representative Council meetings. Representatives are to report back to their respective units or buildings with pertinent information, policy changes and decisions reached at meetings. Representatives provide direct support to members. This support includes assisting with the enrollment of new members, dissemination of information, contract interpretation, guidance with disciplinary issues, and assisting with the grievance procedure. Representatives are also charged with planning and administering all Association elections (see Article XI).

Article VI: Executive Board

Section 1

The Executive Board shall consist of ~~6~~ 5 officers, ~~1~~ elected ~~7~~ **Directors** (~~1~~ from each school), one **Director** each from Units A, B, C, and D, and one at-large **Ethnic** Minority Directory. ~~and 1 Retired Member Director.~~

Section 2: Powers and Duties of the Executive Board

- a) 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 the 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 staff for the efficient management of the Association and adopt personnel policies for this staff.
- e) It shall confirm committees and create policies governing them.
- f) Whenever a majority of the Executive Board shall agree that an officer (**President, VP/Grievance Chair, Recording Secretary, Treasurer, Membership Chair**) ~~or delegate to the NEA/MTA conventions~~ is incapacitated or has been grossly negligent in his/her duties as defined in these by-laws, it shall recommend that he/she resign. If the resignation is not rendered, the Executive Board shall recommend to the general membership that the office be declared vacant. If the general membership (**a 10% quorum is required for this circumstance**) votes by 2/3 majority of those voting to uphold the recommendation of the

Executive Board, **then the position is vacant and will be filled according to the provisions of Article VIII, Section 6.** ~~The Executive Board shall elect a replacement to fill the unexpired term.~~

Article VII: Representative Council

Section 1

The legislative and policy forming body of the Association shall be the Representative Council.

Section 2

The Representative Council shall consist of the Executive Board, Representatives from each building faculty, **and Representatives from Unit A, Unit B, Unit C, and Unit D and travelers.** ~~and the Web Page Manager.~~ The President may appoint, with the approval of the Executive Board, both a new teacher liaison and a retired teacher liaison to the Representative Council.

~~(New Section 3; following sections renumbered)~~

Section 3

Each building shall have 2 Representatives, **units A, B, C and D shall have 1 Representative each and traveling members shall have 1 Representative.** ~~with the High School allowed up to 43 Representatives.~~

Section 4: Powers and Duties of the Representative Council

- a) The Representative Council shall approve the budget, set the dues for the Association, act on reports of committees, approve resolutions, and other policy statements.
- b) The Representative Council shall elect annually by October 1 one Representative to serve as chair of the Nominations and Elections Committee (see Article XI). The remaining Representatives will serve as committee members and assist with the nominating and election process. A Representative running for any of the five officer positions shall not serve on the Nominations and Elections Committee.**
- ~~c) **‡ The Representative Council** shall adopt procedures of implementing the Code of Ethics of the Education Profession.~~
- ~~d) **‡ The Representative Council** shall adopt procedures to be followed in censuring, suspending, and expelling members.~~
- e) Powers not delegated to the Executive Board, the Officers, or other Units in the organization shall be vested in the Representative Council.
- ~~f) **The** Representatives may call meetings of ~~the~~ Association members in his/her building to discuss Association business.~~
~~New Section b), following sections renumbered~~
- g) The Representative **Council** may organize committees as the Association may require.
- h) ~~If necessary~~ the Representatives shall organize and ~~oversee~~ **administer** the subsequent Association elections unless he/she is a candidate **for any of the five Officer positions.**
- ~~i) **The Representative** shall assist in the enrollment of new members. *moved to duties*~~

Section 5

Any member of the Association, who is not a member of the Representative Council, may attend its meetings, may address the Council, but may not vote.

Section 6

Representatives shall attend the regular meetings of the Representative Council. ~~When deemed necessary, the President under the direction of the Executive Board, may declare a seat vacant and call for a building election to fill out the term.~~

Section 7 (all moved to Section 4)

- ~~a) The Representatives may call meetings of the Association members in his/her building to discuss Association business.~~
New Section b), following sections renumbered
- ~~b) The Representative may organize committees as the Association may require.~~
- ~~c) If necessary the Representative shall organize and oversee the subsequent Association elections unless he/she is a candidate.~~
- ~~d) The Representative shall assist in the enrollment of new members.~~

Article VIII: Terms and Succession

Section 1

The President shall be elected to a two year term and may serve no more than four consecutive terms for a maximum potential total of eight years consecutively.

Section 2

The Vice President/**Grievance Chair** shall be elected to a two year term and may serve no more than four consecutive terms for a maximum potential total of eight years consecutively.

Section 3

All other officers, **Directors and Representatives** shall be elected for two years and may be reelected.

Section 4

~~The Directors shall be elected for two years and may be reelected.~~

~~New Section 5, following sections renumbered~~

Section 5 4

~~Association members shall elect Representatives for a term of 2 years.~~ **The general elections shall be held in March. All Terms of all positions elected through the general election begin on July 1.**

Section 6 5

- a) **If the President is unwilling or unable to fulfill the duties of the office between elections, the Vice President/Grievance Chair shall assume the duties and responsibilities of the**

President for the remainder of the president's term.

- b) **If the Vice President/Grievance Chair is unwilling or unable to fulfill the duties of the office between elections, the President shall appoint a member to assume the duties and responsibilities of the Vice President/Grievance Chair until a special election can be held. The newly elected member will serve out the remainder of the Vice President/Grievance Chair's term.**
- c) Should the offices of President and Vice President/**Grievance Chair** become simultaneously vacant between elections, the Executive Board shall choose two of their members to serve as President and Vice President/**Grievance Chair** until a ~~general~~ **special** election can be held. **The newly elected members will serve out the remainder of the respective terms.**
- d) **Should any other position, including that of officer, Director or Representative, become vacant between elections, the President shall appoint a member to fill the vacancy for the remainder of the term.**

Section 7 6

In the event that elected delegates cannot attend the MTA or NEA/RA Conventions, runners-up, in order of votes, will become ~~alternates~~. **If there are no runners-up, a special election will be held.**

Article IX: Meetings

Section 1: Executive Board

The Executive Board shall meet on the second Wednesday of each school month, or at the call of the President, or at the request of six members of the Board. The President shall prepare the agenda for each meeting. Members of the Executive Board must attend at least 3/4 (three-fourths) of the Executive Board and Representative Council meetings in order to receive any monetary compensation. In the event of a special circumstance, the Executive Board retains discretion in this matter.

Section 2: Representative Council

The Representative Council shall meet on the fourth Wednesday of each school month, or at the call of the President, or at the request of six members of the Board. The President shall prepare the agenda for each meeting. A Representative from each school is expected at each Representative council meeting. Members of the Representative Council must attend at least half of the yearly meetings in order to receive any compensation.

Section 3: General Membership Meetings

The Executive Board shall arrange meetings of the members of the Association as needed each year for discussion of professional issues, beyond the required annual meeting.

Section 4: Quorum

- a) The Executive Board: a majority of its members shall be a quorum for the Executive Board.
- b) Representative Council: a majority of its members shall be a quorum of the Representative

- Council.
- c) Association Committees: a majority of their members shall be a quorum of the Association Committees.
- d) General Membership Meetings: those present and voting shall constitute a quorum for a general membership meeting. **When a vote to amend the bylaws or remove a member from office is held, then a quorum of at least 10% of the membership is required.**
- e) The Chair may suggest that a secret ballot be used to vote if recommended by the quorum.

Article X: Grievance Committee – Negotiating Committee

Section 1: Grievance Committee

- a) The Chairperson of this committee shall be ~~appointed by the~~ **Vice** President. The Executive Board shall act as the Grievance Committee.
- b) This committee will meet when necessary for the purpose of protecting the rights of Association members as set forth in the contract.
- c) All grievances from units A, B, C, or D must be presented to the Executive Board of the Association for its approval before going to Level 4 (Arbitration).

Section 2: Negotiating Committee (Units A, B, C, and D)

- a) The Chairperson of this committee shall be appointed by the President. Other members shall be elected as follows: ~~2~~ **1** from the High School, 1 from Lawrence School, 1 from Morse Pond School, 2 from the elementary schools, ~~and~~ a Representative each from Units B, C, and D **and 1 Traveler Rep.**
- b) This committee will meet whenever necessary for the purpose of securing benefits in the areas of salary, leave, fringe benefits, working conditions, teacher protection, and Association rights.
- c) A member of the Negotiating Committee shall report to the membership via the Representative Council on the progress of negotiations as permitted by the Committee's standing rules.
- d) Upon reaching a tentative agreement on all matters under negotiation, the committee shall prepare and submit a written proposal to the membership. A distribution of this proposal must be 7 days prior to a General Membership ratification meeting.
- ~~e) Should a vacancy occur on this committee the first alternate would automatically fill the vacancy. In case there is not alternate, the chairperson, with the approval of the Executive Board, shall appoint a Representative from the appropriate membership.~~

Article XI: Nominations and Elections Committee

Section 1: Committee

A committee comprised of Representatives will be formed annually to plan and administer Association elections (Article VII, 4b). A general election is held annually in March to elect members to offices and positions whose terms have normally expired. A special election is held on an as needed basis when a position becomes vacant between general elections. A special election will be held within two school months of notification by the Executive Board that a

vacancy requiring a special election exists.

Section 2: Nomination Procedures

~~All nominations shall be reported to the Representative Council at its February meeting. The names of all candidates shall be published two weeks prior to the election date.~~

Members of the Association may nominate candidates for ~~the officers and Directors of the Association~~ **position(s) during the a one month of February period.** **The Representatives Nominations and Election Committee will solicit and receive all nominations and acceptances in writing. The committee shall prepare all ballots (outlined in Section 3 below) and present them to the Directors for review.** The Directors shall then ~~and deliver them~~ **ballots** to the Representative Council **at its regular meeting held during the month prior to the election.**

~~Association members may nominate other candidates from the floor during the February Representative Council meeting.~~

Section 3: Balloting Procedures

- a) **The Nominations and Elections Committee members are responsible for planning and administering the entire election process.**
- b) ~~All~~ **The general** elections shall be conducted **annually** during March. **Special elections shall be held on an as needed basis.**
- c) All elections shall be conducted by secret ballot.
- d) **The following shall be posted in each building at least two weeks prior to an election:**
 1. **A building-specific ballot.**
 2. **A listing of each voting member and the building in which they will vote.**
 3. **Voting dates and times, which will be one hour before and after the school day for two consecutive days.**
- e) **A member of the Nominations and Elections Committee shall:**
 1. **Monitor ballot boxes during voting times and ensure one vote per member.**
 2. **Keep ballot boxes secure during non-voting periods.**
- f) **Voting by absentee ballot or proxy shall not be allowed.**
- g) To be elected a candidate must receive a plurality of the votes cast.
- h) All NEA/RA and MTA delegates shall be elected every year.
- i) Officers, Directors, and Representatives shall be elected for a two-year term.
- j) All ballots shall contain the names of the candidates for officer positions. There shall be separate sections on the ballot for the Directors and Representatives of each area: High School, Lawrence, Morse Pond School, each elementary school, and Units A, B, C, and D, **and Travelers.**
- k) The following is the procedure for the balloting for ~~Directors and~~ Representatives:
 1. Only High School members shall vote for the High School ~~Director and~~ Representatives.
 2. Only Lawrence School members shall vote for the Lawrence School ~~Director and~~ Representatives.
 3. Only Morse Pond School members shall vote for the Morse Pond School ~~Director and~~ Representatives.

4. Only elementary members shall vote for their respective ~~Director~~ and Representatives.
 5. Units A, B, C, and D will each elect their own **Director** and Representatives.
 - ~~6. The new members of the Executive Board shall take office on July 1.~~
 7. **Only members who travel between multiple buildings shall vote for the Traveler Representative.**
 8. **All members shall vote for the at-large Ethnic Minority Director.**
- l) **Upon completion of voting, committee members will deliver the locked ballot boxes to a location designated by the committee chair. All committee members will participate in the tabulation of votes. Election results will be posted in each building by the committee chair or a Representative designated by the chair within one school day of the completion of the voting.**

Article XII: Special Committees

Section 1

The President shall have the authority to appoint, with Executive Board approval, members to any committees as needed, such as Political Action, Public Relations, Scholarship **and** Social ~~and~~ ~~Nominations and Elections~~ and discharge them upon completion of their duties.

Section 2

In the event that the School Administration suggests the need for a joint committee for a specific purpose, the Executive Board must approve the proposal.

Article XIII: Authority

Robert's Rules of Order (Latest Revision) shall be the Parliamentary authority for the Association on all questions not covered by the bylaws and such standing rules as the Executive Board and Representative Council may adopt.

Article XIV: Minority Participation

The Association shall strive to have minority participation in all its activities. Minority shall be defined by the NEA bylaws.

Article XV: Amendment

These bylaws may be amended by a 2/3 vote of those present and voting at a general meeting of the membership (**a 10% quorum is required for this circumstance**) provided that the proposed amendments have been previously studied by the Executive Board, and that copies of the proposed changes have been made available to the membership at least one calendar weeks in advance of the meeting. Amendments may be proposed by the Executive Board, the Representative Council, or by petition of at least 25 members.

Article XVI: Compensation

Section 1: Executive Board

All officers and Directors are expected to attend all meetings of the Executive Board and Representative Council. The Executive Board reserves the right to reduce compensation to individuals with excessive absences.

- a) The President shall receive compensation in the amount of (\$1050) each month. The president may choose the option of the FEA paying 20% of their salary to the school system each year instead of a monthly stipend. The president would then have a 20% reduction of their school system position and would use that time to perform union business. The 20% payment to the school system would allow the president to receive credit for both salary and service time towards retirement for that school year.
- b) The Vice-President/**Grievance Chair** shall receive compensation in the amount of ~~(\$700)~~ **(\$1900)** annually.
- c) The Treasurer shall receive compensation in the amount of (\$3500) annually.
- d) The Recording Secretary shall receive compensation in the amount of ~~(\$1650)~~ **(\$1800)** annually.
- e) The Membership Chairperson shall receive compensation in the amount (\$2000) annually.
- ~~f) The Web Page Manager shall receive a stipend of (\$1000) annually.~~
- g) All Directors shall receive compensation in the amount of (\$650) annually.

Section 2: Negotiations/~~Grievance~~

- a) The Negotiations Chairperson shall receive compensation in the amount of (\$1050) per round of negotiations.
- b) The Negotiations Team members shall each receive compensation in the amount of (\$660) per round of negotiations.
- ~~e) The Grievance Committee Chairperson shall receive compensation in the amount of (\$1650) annually.~~

Section 3: Representative Council

~~Building~~ Representatives will receive compensation in the amount of ~~(\$22)~~ **(\$32, not to exceed a total of \$320)** for each of the ten scheduled meetings of the Representative Council which they attend, provided they have attended at least 1/2 of the meetings.

Section 4: MTA Annual Meeting Delegate Expense Reimbursement

Any member elected to attend the MTA Annual Meeting shall be reimbursed up to \$250 each upon submission of receipts for travel, parking, meals (excluding alcohol), and lodging.

Section 5: NEA/RA Convention Delegate Expense Reimbursement

Any member elected to attend the NEA/RA Convention shall be reimbursed up to \$500 each upon submission of receipts for travel, parking, meals (excluding alcohol), and lodging.

Amended ~~January 26, 2010~~ **June 15, 2017** – **Note: upon adoption of these amended bylaws, the President will fill any new positions through appointment as called for by Article VIII, Section 5,d. Such appointments are for the 2017-18 year and will thereafter be filled through the normal election process.**

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b) Vice President/Grievance Chair:

The Vice President shall be the chair of the Grievance Committee (see Article X.1). The Vice President shall be appointed by the President to serve as a liaison between committees and the Executive Board. The Vice President shall assist in Association correspondence at the direction of the President and/or Executive Board.

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The Membership Chair shall be responsible for membership-related activities, including orientation, enrollment and maintaining a roll of members. The Membership Chair shall review the Seniority list at least twice each year to ensure all members are listed.

Section 3: Directors

The Directors of the Association shall consist of a Director from each of units A, B, C and D (a total of four) and one at-large Ethnic Minority Director.

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The duties of a Representative include providing input and participation in the policy/decision-making process at Representative Council meetings. Representatives are to report back to their respective units or buildings with pertinent information, policy changes and decisions reached at meetings. Representatives provide direct support to members. This support includes assisting with the enrollment

of new members, dissemination of information, contract interpretation, guidance with disciplinary issues, and assisting with the grievance procedure. Representatives are also charged with planning and administering all Association elections (see Article XI).

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The Executive Board shall consist of 6 5 officers, one Director each from Units A, B, C, and D, and one at-large Ethnic Minority Directory.

Section 2: Powers and Duties of the Executive Board

- a) 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 the 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 staff for the efficient management of the Association and adopt personnel policies for this staff.
- e) It shall confirm committees and create policies governing them.
- f) Whenever a majority of the Executive Board shall agree that an officer (President, VP/Grievance Chair, Recording Secretary, Treasurer, Membership Chair) is incapacitated or has been grossly negligent in his/her duties as defined in these by-laws, it shall recommend that he/she resign. If the resignation is not rendered, the Executive Board shall recommend to the general membership that the office be declared vacant. If the general membership (a 10% quorum is required for this circumstance) votes by 2/3 majority of those voting to uphold the recommendation of the Executive Board, then the position is vacant and will be filled according to the provisions of Article VIII, Section 6.

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The Representative Council shall consist of the Executive Board, Representatives from each building faculty, and Representatives from Unit A, Unit B, Unit C, and Unit D and travelers. The President may appoint, with the approval of the Executive Board, both a new teacher liaison and a retired teacher liaison to the Representative Council.

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Each building shall have 2 Representatives, units A, B, C and D shall have 1 Representative each and

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- b) The Representative Council shall elect annually by October 1 one Representative to serve as chair of the Nominations and Elections Committee (see Article XI). The remaining Representatives will serve as committee members and assist with the nominating and election process. A Representative running for any of the five officer positions shall not serve on the Nominations and Elections Committee.
- c) The Representative Council shall adopt procedures of implementing the Code of Ethics of the Education Profession.
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The President shall be elected to a two year term and may serve no more than four consecutive terms for a maximum potential total of eight years consecutively.

Section 2

The Vice President/Grievance Chair shall be elected to a two year term and may serve no more than four consecutive terms for a maximum potential total of eight years consecutively.

Section 3

All other officers, Directors and Representatives shall be elected for two years and may be reelected.

Section 4

The general elections shall be held in March. Terms of all positions elected through the general election begin on July 1.

Section 5

- a) If the President is unwilling or unable to fulfill the duties of the office between elections, the Vice President/Grievance Chair shall assume the duties and responsibilities of the President for the remainder of the president's term.
- b) If the Vice President/Grievance Chair is unwilling or unable to fulfill the duties of the office between elections, the President shall appoint a member to assume the duties and responsibilities of the Vice President/Grievance Chair until a special election can be held. The newly elected member will serve out the remainder of the Vice President/Grievance Chair's term.
- c) Should the offices of President and Vice President/Grievance Chair become simultaneously vacant between elections, the Executive Board shall choose two of their members to serve as President and Vice President/Grievance Chair until a special election can be held. The newly elected members will serve out the remainder of the respective terms.
- d) Should any other position, including that of officer, Director or Representative, become vacant between elections, the President shall appoint a member to fill the vacancy for the remainder of the term.

Section 6

In the event that elected delegates cannot attend the MTA or NEA/RA Conventions, runners-up, in order of votes, will become delegates. If there are no runners-up, a special election will be held.

Article IX: Meetings

Section 1: Executive Board

The Executive Board shall meet on the second Wednesday of each school month, or at the call of the President, or at the request of six members of the Board. The President shall prepare the agenda for each meeting. Members of the Executive Board must attend at least 3/4 (three-fourths) of the Executive Board and Representative Council meetings in order to receive any monetary compensation. In the event of a special circumstance, the Executive Board retains discretion in this matter.

Section 2: Representative Council

The Representative Council shall meet on the fourth Wednesday of each school month, or at the call of the President, or at the request of six members of the Board. The President shall prepare the agenda for each meeting. A Representative from each school is expected at each Representative council meeting. Members of the Representative Council must attend at least half of the yearly meetings in order to receive any compensation.

Section 3: General Membership Meetings

The Executive Board shall arrange meetings of the members of the Association as needed each year for discussion of professional issues, beyond the required annual meeting.

Section 4: Quorum

- a) The Executive Board: a majority of its members shall be a quorum for the Executive Board.
- b) Representative Council: a majority of its members shall be a quorum of the Representative Council.
- c) Association Committees: a majority of their members shall be a quorum of the Association Committees.
- d) General Membership Meetings: those present and voting shall constitute a quorum for a general membership meeting. When a vote to amend the bylaws or remove a member from office is held, then a quorum of at least 10% of the membership is required.
- e) The Chair may suggest that a secret ballot be used to vote if recommended by the quorum.

Article X: Grievance Committee – Negotiating Committee

Section 1: Grievance Committee

- a) The Chairperson of this committee shall be the Vice President. The Executive Board shall act as the Grievance Committee.
- b) This committee will meet when necessary for the purpose of protecting the rights of Association members as set forth in the contract.
- c) All grievances from units A, B, C, or D must be presented to the Executive Board of the Association for its approval before going to Level 4 (Arbitration).

Section 2: Negotiating Committee (Units A, B, C, and D)

- a) The Chairperson of this committee shall be appointed by the President. Other members shall be elected as follows: 1 from the High School, 1 from Lawrence School, 1 from Morse Pond School, 2 from the elementary schools, a Representative each from Units B, C, and D and 1 Traveler Rep.
- b) This committee will meet whenever necessary for the purpose of securing benefits in the areas of salary, leave, fringe benefits, working conditions, teacher protection, and Association rights.
- c) A member of the Negotiating Committee shall report to the membership via the Representative Council on the progress of negotiations as permitted by the Committee's standing rules.
- d) Upon reaching a tentative agreement on all matters under negotiation, the committee shall prepare and submit a written proposal to the membership. A distribution of this proposal must be 7 days prior to a General Membership ratification meeting.

Article XI: Nominations and Elections Committee

Section 1: Committee

A committee comprised of Representatives will be formed annually to plan and administer Association elections (Article VII, 4b). A general election is held annually in March to elect members to offices and positions whose terms have normally expired. A special election is held on an as needed basis when a position becomes vacant between general elections. A special election will be held within two school months of notification by the Executive Board that a vacancy requiring a special election exists.

Section 2: Nomination Procedures

Members of the Association may nominate candidates for Association position(s) during a one month period. The Nominations and Election Committee will solicit and receive all nominations and acceptances in writing. The committee shall prepare all ballots (outlined in Section 3 below) and present them to the Directors for review. The Directors shall then deliver the ballots to the Representative Council at its regular meeting held during the month prior to the election.

Section 3: Balloting Procedures

- a) The Nominations and Elections Committee members are responsible for planning and administering the entire election process.
- b) The general elections shall be conducted annually during March. Special elections shall be held on an as needed basis.
- c) All elections shall be conducted by secret ballot.
- d) The following shall be posted in each building at least two weeks prior to an election:
 1. A building-specific ballot.
 2. A listing of each voting member and the building in which they will vote.
 3. Voting dates and times, which will be one hour before and after the school day for two consecutive days.
- e) A member of the Nominations and Elections Committee shall:
 1. Monitor ballot boxes during voting times and ensure one vote per member.
 2. Keep ballot boxes secure during non-voting periods.
- f) Voting by absentee ballot or proxy shall not be allowed.
- g) To be elected a candidate must receive a plurality of the votes cast.
- h) All NEA/RA and MTA delegates shall be elected every year.
- i) Officers, Directors, and Representatives shall be elected for a two-year term.
- j) All ballots shall contain the names of the candidates for officer positions. There shall be separate sections on the ballot for the Directors and Representatives of each area: High School, Lawrence, Morse Pond School, each elementary school, and Units A, B, C, and D, and Travelers.
- k) The following is the procedure for the balloting for Representatives:
 1. Only High School members shall vote for the High School Representatives.
 2. Only Lawrence School members shall vote for the Lawrence School Representatives.
 3. Only Morse Pond School members shall vote for the Morse Pond School Representatives.
 4. Only elementary members shall vote for their respective Representatives.

5. Units A, B, C, and D will each elect their own Director and Representatives.
 6. Only members who travel between multiple buildings shall vote for the Traveler Representative.
 7. All members shall vote for the at-large Ethnic Minority Director.
- 1) Upon completion of voting, committee members will deliver the locked ballot boxes to a location designated by the committee chair. All committee members will participate in the tabulation of votes. Election results will be posted in each building by the committee chair or a Representative designated by the chair within one school day of the completion of the voting.

Article XII: Special Committees

Section 1

The President shall have the authority to appoint, with Executive Board approval, members to any committees as needed, such as Political Action, Public Relations, Scholarship and Social and discharge them upon completion of their duties.

Section 2

In the event that the School Administration suggests the need for a joint committee for a specific purpose, the Executive Board must approve the proposal.

Article XIII: Authority

Robert's Rules of Order (Latest Revision) shall be the Parliamentary authority for the Association on all questions not covered by the bylaws and such standing rules as the Executive Board and Representative Council may adopt.

Article XIV: Minority Participation

The Association shall strive to have minority participation in all its activities. Minority shall be defined by the NEA bylaws.

Article XV: Amendment

These bylaws may be amended by a 2/3 vote of those present and voting at a general meeting of the membership (a 10% quorum is required for this circumstance) provided that the proposed amendments have been previously studied by the Executive Board, and that copies of the proposed changes have been made available to the membership at least one calendar weeks in advance of the meeting. Amendments may be proposed by the Executive Board, the Representative Council, or by petition of at least 25 members.

Article XVI: Compensation

Section 1: Executive Board

All officers and Directors are expected to attend all meetings of the Executive Board and Representative Council. The Executive Board reserves the right to reduce compensation to individuals with excessive absences.

- a) The President shall receive compensation in the amount of (\$1050) each month. The president may choose the option of the FEA paying 20% of their salary to the school system each year instead of a monthly stipend. The president would then have a 20% reduction of their school system position and would use that time to perform union business. The 20% payment to the school system would allow the president to receive credit for both salary and service time towards retirement for that school year.
- b) The Vice-President/Grievance Chair shall receive compensation in the amount of (\$1900) annually.
- c) The Treasurer shall receive compensation in the amount of (\$3500) annually.
- d) The Recording Secretary shall receive compensation in the amount of (\$1800) annually.
- e) The Membership Chairperson shall receive compensation in the amount (\$2000) annually.
- f) All Directors shall receive compensation in the amount of (\$650) annually.

Section 2: Negotiations

- a) The Negotiations Chairperson shall receive compensation in the amount of (\$1050) per round of negotiations.
- b) The Negotiations Team members shall each receive compensation in the amount of (\$660) per round of negotiations.

Section 3: Representative Council

Representatives will receive compensation in the amount of (\$32, not to exceed a total of \$320) for each of the ten scheduled meetings of the Representative Council which they attend, provided they have attended at least 1/2 of the meetings.

Section 4: MTA Annual Meeting Delegate Expense Reimbursement

Any member elected to attend the MTA Annual Meeting shall be reimbursed up to \$250 each upon submission of receipts for travel, parking, meals (excluding alcohol), and lodging.

Section 5: NEA/RA Convention Delegate Expense Reimbursement

Any member elected to attend the NEA/RA Convention shall be reimbursed up to \$500 each upon submission of receipts for travel, parking, meals (excluding alcohol), and lodging.

Amended June 15, 2017 – Note: upon adoption of these amended bylaws, the President will fill any new positions through appointment as called for by Article VIII, Section 5,d. Such appointments are for the 2017-18 year and will thereafter be filled through the normal election process.