



Revised March 1,  
2021

**Article I**  
**Name of Association**

The name of this association shall be the METHUEN EDUCATION ASSOCIATION hereinafter referred to as “the Association.”

**Article II**  
**Objectives**

We, the members of this Association, in order to fulfill our responsibilities to society and to our profession, do hereby adopt the following:

**Section 1. General Objectives:**

- A. To maintain and improve the quality of education for all;
- B. To uphold and protect the principles of human and civil rights;
- C. To uphold high professional standard;
- D. To encourage the affiliation of staff members; and
- E. To take actions that will ensure that all of its members will receive compensation and/or benefits to which they are entitled.

**Section 2. Specific Objectives:**

- A. The specific objectives shall be:
  1. Within the framework of the general objectives;
  2. The Executive Board (Eboard) is authorized and directed to establish specific objectives within the framework of objectives in Section 1 above. These specific objectives shall be reviewed, revised if necessary, and published to the MEA website by the second monthly meeting.

## Article III Membership

### **Section 3. Active Members**

- A. Active members are those:
  - 1. Who are employed in work of a professional nature in the field of education in the Methuen Public School System; and
  - 2. Who hold membership in the local affiliated association; and
  - 3. Who hold a baccalaureate degree or higher; and who hold a certificate, or are eligible to hold same, from a proper certifying authority where such is required, or
  - 4. Who are appropriately licensed, or
  - 5. Who are qualified as teachers by the Division of Vocational Educational Education in the Massachusetts Department of Elementary and Secondary Education;
  - 6. Who are employees of the school committee but limited to program assistants, and secretaries as defined by the Recognition Clause of the Unit C Collective Bargaining Agreement and Unit D Collective Bargaining Agreement.
- B. Active members of the Association shall be members of the Massachusetts Teachers Association and the National Education Association.
- C. Active membership shall be continuous until the member leaves a bargaining unit covered in a collective bargaining agreement with the Methuen School Committee, revokes membership in the Association, or fails to pay membership dues.

### **Section 2. Retired Members**

- A. Retired members are those former active members who pay annual dues as stated in Section 10.

### **Section 3. New Member Units – Affiliation**

- A. Any units requesting affiliation with the Association must be approved by a two-thirds vote of the Executive Board.

### **Section 4. Code of Ethics**

- A. Adherence to the Code of Ethics of the Education Profession shall be a condition of continuing membership. Any allegations of a violation of the Code of Ethics of the Education Profession brought to the attention of the Executive Board shall be immediately referred to the Massachusetts Teachers Association Ethics Committee.

### **Section 5. Revocation of Membership**

- A. According to procedures adopted by the membership, the Executive Board (by a two-thirds vote of those present and voting) may suspend from membership or expel any member who has been found in violation of the NEA/MTA Code of Ethics of the Education Profession.

The matter will first be referred to the Massachusetts Teachers Association Ethics Committee prior to any action by the Executive Board.

### **Section 6. Active Member Voting**

- A. Only active members as defined in Section 1 and 2 of this Article III shall have the privilege of voting.

### **Section 7. Annual Dues of Active Members**

- A. The annual local dues of active members and retired members of the Association will be set by the Executive Board during the month of June according to the MEA Financial Policy. Any changes must be approved by a two-thirds vote of the Executive Board members present and voting. If there is no quorum, then the President shall poll the Executive Board electronically.

### **Section 8. Auditing of MEA Finances**

- A. An audit shall be made of the Treasurer's accounts annually. Such an audit shall be made by an auditor appointed at the Executive Board's last meeting of the fiscal year. Findings of the auditor shall be reported at the following Annual Meeting in the fall.
- B. No monies in excess of one hundred and fifty dollars (\$150) shall be spent without the signatures of both the Treasurer and the President. The funds of the Association may be expended only in matters consistent with the objectives of the Association as stated in Article II.

## **Article IV**

### **Rules and Procedures**

#### **Section 1. Rules and Procedures**

- A. *Roberts' Rules of Order Newly Revised* (most recent edition), when consistent with these Bylaws shall be the authority of the Association.
- B. The President may appoint a parliamentarian who shall attend all general membership meetings of the Association.
- C. The membership year shall be July 1 to June 30 of the following year. The business year shall be August 1 to July 31 of the following year.

## Article V Officers

### **Section 1. Officer Information**

- A. There shall be one set of officers for the Association, which shall govern all units. The officers of the local association shall be the President/Co-Presidents, First Vice President, Second Vice President/Grievance Officer, Secretary, and Treasurer.
- B. A single candidate for an office must submit a signed letter of intent to the Nominations and Elections Chairperson stating specifically he/she is a candidate for the office as a single candidate.
- C. In the event that the Nominations and Elections Chairperson chooses to run for an officer's position, the Nominations and Elections Chairperson must resign from said position three (3) months prior to the date of the onset of the election process.
- D. An active retired Unit A member is eligible to hold the office of the President/ Co-Presidents, First Vice- President, and Second Vice President/Grievance Officer with all the benefits those offices afford for MPS employed Unit A officers. Any retired member who is elected for any of these officer positions would be full-time positions.
- E. A retired MEA member of Unit A, C or D is eligible to hold the office of the Secretary or Treasurer with all the benefits those offices afford for MPS employed Unit A, C, D members. Any retired member who is elected for any of these officer positions would be full-time positions.
- F. If an officer retires from the Methuen Public Schools during their term, they will remain in office for the rest of their elected term. If the member moves out of state or is unable to meet the demands of the position, they will resign or the executive board may vote to remove them.
- G. Two members may hold the officer position of President
- H. When there are co-candidates for an office, both must sign a single letter of intent stating specifically they are running for the office as co-candidates.
- I. All records are to be kept in the MEA office. The officers will ensure a cohesive transfer of all information to the new officers. As technology changes, the officers will transfer documents to the new technology; every effort will be made to keep things updated on the most recent platform that the union uses to disseminate all information.

### **Section 2. Specific Officers**

- A. The President
  - 1. The President shall preside over meetings of the Executive board and the general membership.
  - 2. He/She shall recommend chairpersons of standing committees and special committees to the Executive Board unless laws have otherwise designated committee chairpersons in these.
  - 3. He/She may be a non-voting member of all committees.
  - 4. He/She shall have the Treasurer's books audited annually.
  - 5. He/She shall be the Executive Officer of the Association.

6. He/She shall perform all other functions usually attributed to this office.
7. He/She shall present a Unit Chairperson with vote of approval by Eboard members in the event a Unit Chairperson is unable to fulfill the duties of the office either temporarily or long-term.
8. He/She shall be compensated according to the MEA Financial Policy. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized expense quarterly reports of expenses. This report must include the President's list of activities for the quarter and all respective receipts for any expenses.
9. He/She shall attend meetings with members and administrators by request or as necessary.
10. He/She shall be the representative for the MEA to the existing "Insurance Coalition" of Methuen City Employees. He/She shall appoint a designee (s) to assist in this representation. The representative or designee will provide an insurance report from each meeting to the Eboard at the next monthly meeting.
11. He/she may attend in an unpaid capacity, contract negotiations for other units for the purpose of continuity and consistency for all units' contract language.
12. In accordance with the CBA, the President shall be part of the Executive Mutual Concerns. The purpose is to meet on a regular basis with the superintendent about concerns of individual members or those brought by individual members to a union rep or an officer of the union. [Members names and buildings will be kept confidential as much as possible].
13. The Executive Mutual Concerns will report out at the monthly union meeting.
14. President's Appointments - The President with the approval of the MEA Executive Board may appoint chairpersons for the following committees: Sick Leave Pool Chair, Bylaws Chair, Longevity Chair, Stipend Chair, as well as, Nomination and Election Chair. Each year, the President shall appoint, with approval of the Executive Board, such other committees as may be necessary, including appointing a chair, and shall discharge them upon completion of their duties
15. The President shall be responsible for developing the Agenda for all association meetings.

**B. First Vice President**

1. He/She shall be a member of the bargaining team.
2. He/She shall be compensated according to the MEA Financial Policy.
3. He/She shall assume the duties of the President, if the President is unable to perform his/her duties for a period of time or if the office becomes vacant.
4. He/She shall meet regularly with committee chairpersons to discuss committee activities and monitor committee progress for reports to the President.
5. He/She shall be the chairperson of professional development committee.
6. He/She shall conduct meetings of the Executive Board and all other meetings in the absence of the President.
7. He/She shall attend meetings with members and administrators by request or as necessary.
8. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized quarterly reports of expenses. This report must include the First Vice President's list of activities for the quarter and all respective receipts for any expenses.
9. In accordance with the CBA, the First Vice President shall be part of the Executive Mutual Concerns. The purpose is to meet on a regular basis with the superintendent about concerns of individual members or those brought by individual members to a union rep or an officer of the union. [Members names and buildings will be kept confidential as much as possible].
10. The Executive Mutual Concerns shall report out at the monthly union meeting.

C. Second Vice President/Grievance Officer

1. He/She shall be chairperson of the Professional Rights and Responsibilities Committee (Grievance).
2. He/She shall be a member of the bargaining team.
3. He/She shall arrange and conduct Training Workshops for Building Representatives.
4. He/She shall be compensated according to the MEA Financial Policy.
5. He/She shall attend meetings with members and administrators by request or as necessary.
6. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized expense quarterly reports of expenses. This report must include the Second Vice President/Grievance Chair's list of activities for the quarter and all respective receipts for any expenses.
7. In accordance with the CBA, the Second Vice President shall be part of the Executive Mutual Concerns. The purpose is to meet on a regular basis with the superintendent about concerns of individual members or those brought by individual members to a union rep or an officer of the union. [Members names and buildings will be kept confidential as much as possible]. The Executive Mutual Concerns will report out at the monthly union meeting.

D. Secretary

1. The Secretary shall keep and distribute accurate minutes of all meetings of the Executive Board and of general membership meetings.
2. He/She shall maintain official files and shall assist the President with the Association correspondence.
3. He/She shall be compensated according to the MEA Financial Policy.
4. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized expense quarterly reports of expenses. This report must include the Secretary's list of activities and receipts for any expenses.
5. In accordance with the CBA, the secretary shall be part of the Executive Mutual Concerns. The purpose is to meet on a regular basis with the superintendent about concerns of individual members or those brought by individual members to a union rep or an officer of the union. [Members names and buildings will be kept confidential as much as possible].
6. The Executive Mutual Concerns will report out at the monthly union meeting.

E. Treasurer/Membership Chairperson

1. The Treasurer shall hold all funds of the Association.
2. He/She shall bill the membership for annual dues and transmit amounts due to the Massachusetts Teachers Association.
3. He/She shall keep accurate account of receipts and disbursements and shall report at each regular meeting of the Executive Board in written form.
4. He/She shall keep the President and Executive Board informed of the financial condition of the Association and shall assist the President in the drafting of the annual budget.
5. He/She shall be bonded by the Association through the Massachusetts Teachers Association (MTA) to the extent provided by the MTA. Should the MTA cease the bonding of Treasurers, the MEA shall bond the Treasurer.
6. He/She shall prepare the Financial Policy in cooperation with the executive board.
7. He/She shall present the Financial Policy annually to the Eboard for consideration and approval.
8. He/She shall be compensated according to the MEA Financial Policy.
9. He/She shall receive expense money by submitting receipts to the MEA President with itemized

expense quarterly reports of expenses. This report must include the Treasurer's list of activities and receipts for any expenses.

10. He/She shall oversee the MEA's general membership; maintain a roll of members.
11. In accordance with the CBA, the Treasurer/Membership Chairperson shall be part of the Executive Mutual Concerns. The purpose is to meet on a regular basis with the superintendent about concerns of individual members or those brought by individual members to a union rep or an officer of the union. [Members names and buildings will be kept confidential as much as possible].
12. The Executive Mutual Concerns shall report out at the monthly union meeting.

F. Unit Chairperson(s)

1. Unit Chairpersons are designated for C and D bargaining units.
2. The Unit Chairperson shall preside over meetings of the unit.
3. He/She shall be a member of the unit bargaining team.
4. He/She shall attend meetings with members and administrators by request or as necessary.
5. He/She shall follow the sick leave pool policy established by the current contract of the unit.
6. He/She may be compensated according to the MEA Financial Policy.
7. He/She shall receive expense money by submitting receipts to the MEA Treasurer. He/she shall receive reimbursement for money expended by submitting receipts to the MEA Treasurer upon prior approval of President and Treasurer. To be approved, such requests must be submitted by including any and all receipts to the MEA Treasurer with a list of activities and receipts for any expenses.

### **Section 3. Terms and Succession**

- A. The President, First Vice President, Second Vice President, Secretary, Treasurer, and Unit Chairpersons shall serve a two (2) year term of office and may run for re-election.

### **Section 4. Assuming Duties (Newly Elected Officers)**

- A. July 1 of each year shall be the date upon which newly elected officers assume their duties.
- B. All current officers will work in conjunction with newly elected officers during the month of June.
- C. Expense money shall be paid quarterly each year during the officers' terms of office beginning July 1.
- D. The first quarterly payment shall be paid no later than October 31.

### **Section 5. Vacancies**

- A. Where a vacancy in any Office or Committee, other than the President, exists, the President shall present a qualified interim for the unexpired term with the approval of a two-thirds (2/3) majority of members of the Executive Board present and voting.

## Article VI Delegates

### **Section 1. Delegates**

- A. The Association shall elect delegates and alternate delegates annually. These delegates shall be the official representatives of the Association at the Annual Meeting of delegates of the MTA and any other conference that they are elected or directed to attend by the Executive Board.
- B. The delegates' names and addresses shall be submitted to the state association annually. The Nominations and Elections Committee shall conduct delegate elections according to MTA and NEA standing rules.

## Article VII Executive Board

### **Section 1. Executive Board Members**

- A. The Executive Board shall consist of the officers and Building Representatives. It shall be the Executive Authority of the Association. The immediate Past President(s) shall be a member of the Executive Board. The immediate Past President(s) shall serve as a consultant to the President(s) and the Executive Board for one year. The immediate Past President(s) shall provide the President(s) elect, when requested in writing, with all pertinent MEA information relating to the Past President's administration. The Past President(s) shall not conduct any union business without the current President's(s') prior knowledge and written consent.
- B. In the event that the Past President(s) does/do not comply with all pertinent MEA information relating to the Past President's (s') administration or conducts union business without the current President's (s') prior knowledge, the Past President (s) will not continue as a member of the Executive Board or as a building representative.
- C. The immediate Past Treasurer shall serve as a consultant to the President(s) and the Executive Board for one (1) year.
- D. The immediate past Treasurer shall provide the President(s) Elect, when requested in writing, with all pertinent MEA information relating to the Past Treasurer's administration. The Past Treasurer shall not conduct any union business without the current President's(s') prior knowledge and written consent.
- E. In the event that the Past Treasurer does not comply with all pertinent MEA information relating to the Past Treasurer's administration or conducts union business without the current President's(s') prior knowledge, the Past Treasurer will no longer be a member of the Executive Board or a building representative.



## **Section 2. Powers and Duties of the Executive Board**

- A. The Executive Board shall carry out the policies of the Association as stated in these Bylaws.
- B. It shall report transactions to the general membership and may suggest policies for consideration by them.
- C. It shall adopt an annual budget for the operation of the Association.
- D. The Executive Board shall have power to employ staff for the efficient management of the Association and adopt personnel policies for the staff.
- E. It shall establish committees and create policies for governing them.
- F. It shall have the power by a majority vote to approve chairpersons recommended by the President.

## **Section 3. Active Members**

- A. Any active member may attend any Executive Board meeting.
- B. He/She may participate in discussion, but he/she shall not vote.

## **Section 4. Removal of Officers**

- A. Whenever two-thirds of the Executive Board present and voting shall agree that an officer is incapacitated or has been grossly negligent in his/her duties as defined by these Bylaws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership so votes by a two-thirds majority of voting members with the availability of absentee voting, electronic voting, paper ballot, or any other voting means deemed appropriate by the executive board to uphold the recommendations of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

## **Article VIII**

### **Affiliation with MTA and NEA**

## **Section 1. Membership**

- A. No person shall be admitted to or be continued as an active member in the Association who is not also a member of the Massachusetts Teachers Association and the National Education Association.

## **Section 2. Lists**

- A. The local association shall submit to the MTA:
  - 1. A list of the officers and their addresses.
  - 2. The names and addresses of all members on an official enrollment form furnished by the MTA,
  - 3. A statement setting forth all amendments and changes in its Bylaws during the preceding year.

**Article IX**  
**Building Representatives**

**Section 1. Building Representatives**

- A. In each public school in Methuen, building members, who are in good standing in this Association, shall have the opportunity to serve as a building representative for the term of one (1) year.
- B. In general, the ratio should be one (1) Building Representative for every fifteen (15) members.
- C. Those wishing to serve as Building Representatives must notify the President of the Association by September 15th each year even if they were Building Representatives from the previous year. They will be automatically appointed.
- D. The Building Representatives term of office is from September 15 to September 15 of the following year.
- E. New MEA Building Representatives will attend the fall building representative training.
- F. Building Representatives must attend one of three previous meetings to maintain their voting rights.
- G. Building Representatives shall attend regular meetings of the Executive Board. If unable to attend a meeting, a Building representative should make every effort to send an alternate.
- H. The Building Representatives shall be responsible for distributing association communication to the members in their buildings, for keeping members informed, and shall further act as liaisons from the members in their buildings to the Executive Board.
- I. Building reps are responsible for attending meetings with members and administration as necessary. The building rep will be compensated according to the financial policy. Building reps may ask for meetings to be scheduled at times convenient for them.

**Article X**  
**Meetings**

**Section 1. Executive Board Meetings**

- A. The Executive board shall meet monthly during the school year on a schedule to be determined by the officers.
- B. Three (3) members of the Executive Board may request additional meetings.
- C. The Executive board shall prepare a tentative agenda five days prior to each meeting and shall circulate it to the members so the members will have time to discuss it prior to the meeting.

**Section 2. General Membership Meetings**

- A. There shall be at least two (2) general membership meetings each year, which shall be determined by the Executive Board.
- B. The Executive board shall prepare a tentative agenda five days prior to each meeting and shall circulate it to the members so the members will have time to discuss it prior to the meeting.

### **Section 3. Special Meetings**

- A. Special meetings of the membership may be held at the call of the President or upon written request to the Executive Board from five (5) per cent of the membership.
- B. The purpose of the special meeting must be stated in the call, email, or current technology.

### **Section 4. Electronic Meetings**

- A. Electronic meetings of the MEA and its entities contained in these Bylaws shall be authorized so long as these meetings, at a minimum, provide conditions of opportunity for simultaneous aural participation among all participants equivalent to those of meetings held in one room or area.
- B. Under these Bylaws and established rules, an electronic meeting shall be treated as though it were a meeting at which all members who are participating are actually present.
- C. Additional rules pertaining to the conduct of such meetings shall be established by the Executive Board with consideration given to new technology.

### **Section 5. Agenda**

- A. The Executive board shall prepare a tentative agenda five days prior to each meeting and shall circulate it to the members so the members will have time to discuss it prior to the meeting.
- B. Recommended agenda items may include the following:
  - 1. Call to order
  - 2. Meeting Rules
  - 3. Secretary's Report
  - 4. Treasurer's Report
  - 5. President's Report
  - 6. Insurance coalition Report
  - 7. First Vice President's Report
  - 8. Second Vice President's Report
  - 9. Unit C Chair Report
  - 10. Unit D Chair Report
  - 11. Sick Leave Pool Chair Report
  - 12. Executive Mutual Concerns Report
  - 13. New Business
  - 14. Announcements
  - 15. Topics to share at 10-minute meeting
  - 16. Representative Drawing
  - 17. Adjourned at (time)

### **Section 6. Meeting Notifications**

- A. The President or the President's designee shall sound meeting notifications with all information or links to access the meeting.

### **Section 7. Quorum**

- A. A majority of members voting present for in-person meetings, electronic/virtual meetings, conference calls shall be a quorum for the Executive Board meetings and committees.
- B. A quorum for a general membership meeting shall be five (5) per cent of the members.

## Article XI Committees

### **Section 1. Organization**

- A. The First Vice President shall solicit in written form when possible if not, email will suffice, volunteers from all active members to serve on each committee
- B. The need for the committees is determined by either the President or the Executive Board.
- C. Each committee shall have a minimum of three (3) and a maximum of seven (7) members selected to represent different groups.

### **Section 2. Meetings and Reports**

- A. Each committee shall meet regularly and will submit a schedule of these meetings to the First Vice- President at the end of the year.
- B. Each committee shall choose a chairperson and secretary who shall record activities of the committee.
- C. The chairperson shall report to the Executive Board any action items.
- D. Each committee will be responsible for developing policies and procedures relative to the action items of that committee.
- E. Committee members may be compensated according to the MEA Financial Policy on an hourly basis for time and duties performed while a member of any committee.
- F. The President is excluded from receiving monetary compensation for any committee work except for the bargaining team.
- G. Any MEA Chairperson or officer other than the president who receives an MEA stipend may be compensated according to the MEA Financial Policy on an hourly basis for his/her time and duties performed on an additional committee from the committee for which he/she currently receives a stipend.
- H. The Chairperson of any committee shall submit the minutes and attendance for each committee meeting within thirty (30) days to the First Vice President who shall submit the minutes,
- I. attendance and cover sheet with the yearly summative of the total hours worked to the Treasurer. Failure to do so may result in nonpayment of committee work.

### **Section 3. Committees and Duties**

- A. Political Action Leadership Committee
  1. The committee shall have broad concern for local, state, and national legislation affecting the interests, schools, and the Association.
  2. The committee shall encourage members to exercise their civic and political rights and keep them informed about any new legislation.
  3. The committee may conduct candidate forums or poll candidate views. All candidates for office should be included in the process.
  4. The committee may organize subcommittees to study pending legislation on the local, state, and federal level, which is relative to education.

5. The committee may organize support for a piece of legislation, if approved by a two-thirds vote of the Executive Board.
6. The committee may organize support for a candidate, if approved by a two-thirds of voting members with the availability of absentee voting, electronic voting, paper ballot, or any other voting means deemed appropriate by the executive board.
7. LPAT (Legislative and Political Action Teams) leader will educate, organize and mobilize MTA/MEA members and the community around a truly pro-education agenda. The President(s) shall appoint the LPAT leader with the approval of the Executive Board.
8. It is extremely important that all members, including the Eboard, be very clear about when they are speaking as a Union representative and when they are speaking as an individual. No member of this committee or the union may speak at events of a personal nature while representing themselves as a member of the union.

#### B. Nominations and Elections Committee

1. All elections shall be conducted electronically by secret ballot with the availability of absentee voting, electronic voting, paper ballot, or any other voting means deemed appropriate by the executive board with consideration for current technology. Electronic voting may be utilized by the MEA and its entities contained in these Bylaws provided all members authorized to participate in said voting/elections have equal and full access to the ballot(s). Additional Rules governing electronic voting shall be established by the Board of Directors/Executive Board.
2. No officer may serve on this committee.
3. No officer may interfere with the Nominations and Election process at any time before, during, or after the election process including being at the polls other than to vote. Interference also includes discussions, emails, or any other communications about the election process to any member or candidate. Any interference must be presented to the Executive Board for review. If it is determined that interference took place, the member's removal from Office and the Executive Board shall be effective immediately.
4. In the event that the Nominations and Elections Chairperson desires to run for an MEA officer position, the Nominations and Elections Chairperson must resign from said position at least three months prior to the elections process.
5. The Executive Board shall approve all nomination and election procedures including absentee voting prior to the implementation of the election process by the October Executive Board meeting.
6. The Committee shall consist of at least one (1) representative of the elementary schools, one (1) from the middle schools, and one (1) from the high school.
7. The President with advice and consent of the Executive Board shall nominate members of this committee.
8. The Committee shall determine the nomination procedure for candidates seeking elective office or for a delegate position.
9. The Committee shall be responsible for securing candidates for each of the elective offices from all active members as defined in Article III.
10. The names of the candidates for elective office shall be published no later than five school days preceding the date of the election.
11. The committee shall be responsible for conducting annual elections and for meeting

requirements of special elections.

12. When the number of candidates for an office/position equals the number to be elected, the candidates shall be declared elected by a single vote cast by the Secretary of the Association. Those names may be excluded from the ballot.
  13. Names of candidates will appear in alphabetical order: school, position, and grade level will be included on the ballot.
  14. The candidate receiving the highest number of votes shall be declared elected.
  15. Officer and Unit Chairperson Elections will be conducted during the month of April unless determined necessary by a vote of the Executive Board.
  16. The Nominations and Elections Committee shall arrange for negotiation team elections for a bargaining year.
  17. The Nominations and Elections Committee will arrange and run any recounts.
- C. Professional Development and Instructional Services Committee
1. The first Vice President shall chair this committee according to Article 5, Section 2.
  2. This committee will be made up of members of multiple grade levels and multiple disciplines if possible.
  3. This committee shall work in support of the current contract professional development.
  4. This committee shall develop Association positions on matters affecting instruction including but not limited to Governance, Teacher Recruitment and Selection, Continuing Education, Pre-Service, In-Service Education, Student Teacher Programs, Staffing Practices, Evaluation, Instruction Facilities, and Curriculum Process.
  5. The committee shall initiate study and action and compile data for support of such positions in negotiations.
- D. Scholarship Committee
1. The Committee shall follow the current policy established by the Executive Board
  2. The Committee shall make appropriate changes to the application with Executive Board approval at the October MEA Executive meeting and to gather information needed from applicants applying for the MEA Scholarship.
  3. The Committee shall recommend guidelines for scholarship recipient criteria to the Executive Board for approval.
  4. The Committee shall post notification of scholarship availability by October and set deadlines for application.
  5. The Committee shall screen candidates and notify the Treasurer of the recipient(s) by the last week of May.
  6. The Committee will consist of one (1) member from each level, lower school, upper school, and high school when possible. A minimum of three (3) members shall be on this committee.
  7. A points' process will be used to ensure objectivity.
  8. All documentation related to the scholarship selection process will be kept on file in the MEA Office including the student applications, point system used, and any other pertinent documentation.

E. Sick Leave Pool Committee (Unit A & D)

1. The chairperson and six members are appointed by the President as stated in the current contract.
2. The committee shall follow the current Sick Leave Pool policy as established by the Executive Board.

F. Social Affairs/Hospitality Committee

1. The committee shall organize social activities as may serve the needs of the members and promote fellowship within the Association.
2. The Building Representatives shall assist the committee in its functions.
3. The committee oversees the Sunshine Fund and shall develop policies and procedures under the guidance of the Treasurer.
4. The committee shall be responsible for organizing and planning the end of the year system-wide celebration to honor retirees. The budget for the celebration will be determined with input from the Treasurer/Membership Chairperson.

G. Negotiations Committee – (Unit A)

1. The Negotiations Committee shall be made up of the following members: President(s) of the MEA, Vice President, Second Vice President of the MEA, and ten (10) at-large representatives elected by the unit membership by Oct. 15
2. The committee will solicit suggestions for proposals from the general membership before the start of negotiations by surveying all the members electronically.
3. The committee will prepare written proposals and will share information about the proposals. A general membership meeting will be held to discuss and explain the proposals to the membership. This will include all proposals.
4. Upon reaching tentative agreement on all matters under negotiations, the contract shall be ratified as follows:
  - a. The Negotiations Committee shall prepare copies of the tentative agreement for distribution to members of the Unit no later than ten school days after the completion of negotiations. After the ten school days, one informational meeting will be held for the purpose of discussion of the tentative agreement.
  - b. The membership will vote on the tentative agreement by electronic secret ballot in the buildings within five school days after the informational meeting has concluded.
5. Each member of the Negotiations Committee shall receive compensation according to the MEA Financial Policy per calendar year(s) for the year(s) during which negotiations are conducted.
6. A copy of the minutes and attendance sheets from each negotiation session must be submitted to the First Vice President by the end of the bargaining process. The First Vice President will then forward all documentation to the Treasurer for dispersing any financial compensation.
7. In the event that a negotiation team member resigns from the team or the team is not full, the President with advice and consent of the Executive Board shall submit a nomination of a new member for the team.

#### H. Evaluation Committee

1. The association shall be represented on any subcommittee established for purposes of changing the evaluation instrument per the CBA.
2. Chairperson of the unit shall solicit members for this committee for the purpose of reviewing, changing, and sharing the teacher evaluation tool.
3. Each member of the Evaluation Team shall receive compensation according to the MEA Financial Policy per calendar year.
4. A copy of the minutes and attendance sheets from each Evaluation Team session must be submitted to the First Vice President by the end of the year.
5. The Chairperson of the Evaluation Team shall prepare any documentation and present to membership.

#### I. Professional Rights and Responsibilities and Ethics Committee (Grievance Committee)

1. The Chairperson shall be the Second Vice President.
2. The Committee shall develop Association positions on all matters pertaining to the rights of Association members, especially academic freedom, professional and personal leave, administrative discipline and dismissal, and grievance procedures and shall compile data for the support of such positions in negotiations.
3. The Committee shall advise the general membership on implementation procedures for the Code of Ethics.

#### J. Negotiations Committee (Other units)

1. The chairperson of the unit shall select members (no more than six members) for this committee for the purpose of negotiating the contracts. Each member of the Bargaining Team shall receive compensation according to the MEA Financial Policy per calendar year(s) for the year(s) during which negotiations are conducted. A copy of the minutes and attendance sheets from each negotiation session must be submitted to the First Vice President by the end of the bargaining process. The First Vice President will then forward all documentation to the Treasurer for dispersing any financial compensation.
2. The Bargaining Team shall prepare copies of the tentative agreement for distribution to members of their unit no later than ten (10) school days for Unit C and ten (10) business days for Unit D after the completion of negotiations. After the ten (10) school days for Unit C and ten (10) business days for Unit D, an informational meeting will be held for the purpose of discussion of the tentative agreement.
3. The membership will vote on the tentative agreement by secret ballot within five (5) school days for Unit C and five (5) business days for Unit D of the informational meeting.
4. The Committee shall make recommendations to the Executive Board in cases of censure, suspension or expulsion of members.

### **Section 4. Special Committees**

- A. Each year, the President may appoint, with approval of the Executive Board, such other committees as may be necessary and shall discharge them upon completion of their duties.



## **Section 5. Information**

- A. The contract, bylaws, financial policy and other pertinent documents will be placed in a secure place on the current platform which members can access.

### **Article XII**

#### **The Amendment Process**

## **Section 1. Information**

- A. In compliance with Roberts Rules of Order, these Bylaws may be amended by a two-thirds vote of the voting members with the availability of absentee voting, electronic voting, paper ballot, or any other voting means deemed appropriate by the executive board provided that copies of the proposed amendments have been sent to the General Membership of the MEA five (5) school days in advance of a vote to accept or to reject the proposed Bylaw changes.

### **Article XIII**

#### **Financial Information**

## **Section 1. Financial Information**

- A. All Financial Information including the financial will be available to members. The financial policy may be amended by a majority of the Eboard with the availability of absentee voting, electronic voting, paper ballot, or any other voting means deemed appropriate by the executive board.
- B. The financial policy is a separate document from the bylaws, but it will be included with the bylaws.
- C. The financial policy will be prepared by the treasurer in cooperation with the executive board and will be presented annually.

**SPACE**  
**Between**  
**Documents**

# METHUEN EDUCATION ASSOCIATION

## FINANCIAL POLICY 2021

This policy is in alignment with the MEA Bylaws. This policy will be reviewed in alignment with any Bylaws review or at any time the Executive Board deems necessary.

### EXPENSES/REIMBURSEMENTS

#### **Section 1. Officers**

- A. Officers will receive expense money by submitting detailed receipt(s) and an expense voucher to the MEA Treasurer. MEA Treasurer will submit detailed receipts and expense voucher to President
- B. All expense vouchers must be approved by the MEA Executive Board before payment.
- C. Expenses must be related to MEA business. They include mileage, meals, parking, lodging telephone, mobile device and internet access. (see computer/mobile device policy)
- D. An expense voucher must be submitted within 90 days for payment with a total, signed by the officer and authorized by the Treasurer and MEA Executive Board. (If proper documentation is not received within the 90-day time frame, those funds will not be reimbursed).
- E. Payment will be made by the Treasurer after receipt of the expense vouchers and authorizations.
- F. Expense money shall be paid quarterly each year during the officers' terms of office beginning in July. The first quarterly payment shall be paid no later than October 31.

#### **Section 2. Building Representatives**

- A. All building representative expenses must be pre-approved by the MEA Officers and MEA Executive Board.
- B. An expense voucher must be submitted within 90 days for payment with a total amount listed, signed by the member, and authorized by the Treasurer.
- C. Payment will be made by the Treasurer after receipt of the expense voucher and authorization by the President.
- D. Building Representatives will be reimbursed at the June Executive Board Meeting

#### **Section 3. Members**

- A. All member expenses must be pre-approved by the MEA Officers and MEA Executive Board.
- B. An expense voucher must be submitted within 90 days for payment with a total amount listed, signed by the member, and authorized by the Treasurer.
- C. Payment will be made by the Treasurer after receipt of the expense voucher and authorization by the President.

#### **Section 4. Committees**

- A. Committee and committee chairperson compensation rate will be determined by the E-Board.

**Committee Compensation and Rate**

**Section 1. Committee Members**

- A. Committee members for the year 2020-2021 shall be compensated on an hourly basis at the rate of \$20 an hour for time and duties performed while a member of any committee.
- B. Committee members with prior approval of the committee chairperson in consultation with Treasurer may submit expense vouchers to the First Vice President for reimbursement.
- C. Committee members will be reimbursed at the June Executive Board Meeting.

**Section 2. Committee Chairperson**

- A. Any chairperson of a committee established by the President or the First Vice President for the year 2020-2021 shall be compensated on an hourly basis at the rate of \$25 an hour for time and duties performed while a chairperson of any committees.
- B. To receive hourly rate, the chairperson must submit the names of members in attendance, meeting dates, and minutes for each meeting in May of the current school year to the First Vice President.
- C. Committee chairperson with prior approval of the Treasurer in consultation with the President may submit expense vouchers to the First Vice President for reimbursement at the June meeting.
- D. Committee chairperson will be reimbursed at the June Executive Board Meeting.

**Section 3. Specific Committees:**

- A. **Sick Leave Pool Chair, Unit A**, shall receive for the year 2020-2021 stipend from the Methuen Education Association of \$750 for Units A and D for time and duties performed.
- B. **Sick Leave Pool Chair, Unit C**, shall receive for the year 2020-2021 stipend from the Methuen Education Association of \$150 for Unit C for time and duties performed.
- C. **Nomination and Election Chair** shall receive for the year 2020-2021 stipend from the Methuen Education Association of \$500 for time and duties performed during each election as well as \$500 per year to keep the voting rolls and lists up-to-date with the treasurer and secretary as well as the electronic voting company.
- D. **Negotiations Committee Chair** shall receive for the year 2020-2021 stipend from the Methuen Education Association of \$500 for time and duties performed during each election as well as \$500 per year to keep the voting rolls and lists up-to-date with the treasurer and secretary as well as the electronic voting company.

|            |         |         |   |          |    |    |          |
|------------|---------|---------|---|----------|----|----|----------|
| SICK LEAVE | \$15.00 | \$20.00 | 6 | \$120.00 | 10 | \$ | 1,200.00 |
|------------|---------|---------|---|----------|----|----|----------|

|                  |           |           |    |             |   |    |             |
|------------------|-----------|-----------|----|-------------|---|----|-------------|
| NEGOTIATIONS     | \$ 150.00 | \$ 300.00 | 11 | \$ 3,300.00 | 1 | \$ | 3,300.00    |
| NEGOTIATIONS C,D | \$150.00  | \$ 300.00 | 6  | \$1,800.00  |   | 1  | \$ 1,800.00 |
|                  |           |           |    |             |   | 1  | \$ 1,200.00 |

## EXECUTIVE BOARD STIPENDS other than Officers

### Section 1. **Unit C and D Chairpersons**

#### A. **The Unit C Chairperson**

1. The Unit C Chairperson shall receive for the year 2020-2021 stipend from the Methuen Education Association of \$1306 for time and duties performed in two (2) equal payments of \$653.
2. He/She shall receive expense money by submitting receipts to the MEA Treasurer. In the situation of a co-chair, the yearly stipend shall be shared 50/50.
3. He/she shall receive reimbursement for money expended by submitting receipts to the MEA Treasurer upon prior approval of President and Treasurer.
4. To be approved, such requests must be submitted by including any and all receipts to the MEA Treasurer with itemized expense quarterly reports of said expenses.

#### B. **The Unit D Chairperson**

1. The Unit D Chairpersons shall receive for the year 2020-2021 stipend from the Methuen Education Association of \$1,240 for time and duties performed in two (2) equal payments of \$620.
2. He/She shall receive expense money by submitting receipts to the MEA Treasurer. In the situation of a co-chair, the yearly stipend shall be shared 50/50.
3. He/she shall receive reimbursement for money expended by submitting receipts to the MEA Treasurer upon prior approval of President and Treasurer.
4. To be approved, such requests must be submitted by including any and all receipts to the MEA Treasurer with itemized expense quarterly reports of said expenses.

### Section 2. **BUILDING REPRESENTATIVE STIPENDS**

#### A. **Building Representative**

1. Building Representative stipends will be reassessed annually with 80% attendance at meetings or the equivalent in representation of members in meetings.

## OFFICER STIPENDS

### Section 1. **OFFICER STIPENDS**

#### A. **President**

1. The President shall receive for the year 2020-2021 a stipend from the Methuen Education Association of \$7,300 for time and duties performed in two (2) equal payments of \$3,650.
2. In the situation of a co-president, the yearly stipend shall be shared 50/50. He/She shall receive expense money by submitting receipt to the MEA Treasurer with itemized expense quarterly report of expenses.
3. This report must include the President's list of activities for the quarter and all respective receipts for each expense.

#### B. **First Vice President**

1. The First Vice President shall receive for the year 2020-2021 a stipend from the Methuen Education Association of \$2,200 for time and duties performed in two (2) equal payments of \$1,100.
2. He/She shall receive expense money by submitting receipts to the MEA Treasurers

with itemized quarterly report of expenses.

3. This report must include the First Vice President's list of activities for the quarter and all respective receipts for such expenses.

**C. Second Vice President**

1. The Second Vice President shall receive for the year 2020-2021 a stipend from the Methuen Education Association of \$2,000 for time and duties performed in two (2) equal payments of \$1,000.
2. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized quarterly report of expenses.
3. This report must include the Second Vice President list of activities for the quarter and all respective receipts for such expenses.

**D. Secretary**

1. The Secretary shall receive for the year 2020-2021 a stipend from the Methuen Education Association of \$1,550 for time and duties performed in two (2) equal payments of \$775.
2. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized expense quarterly reports of expenses.
3. This report must include the Secretary's list of activities for the quarter and all respective receipts for such expense.

**E. Treasurer**

1. The Treasurer shall receive for the year 2020-2021 a stipend from the Methuen Education Association of \$1,600 for time and duties performed in two (2) equal payments of \$800.
2. He/She shall receive expense money by submitting receipts for the MEA Treasurer with itemized expense quarterly reports of expenses.
3. This report must include the Treasurer's list of activities for the quarter and all respective receipts for such expenses.

**TRAVEL EXPENSES**

**Section 1. TRAVEL**

- A. The MEA Officers and MEA Executive Board must approve employee travel prior to their occurrence and workshop expenditures prior to registration.
- B. Each member will complete an expense voucher if any traveling is done. Detailed receipts must be attached to the expense voucher for lodging, transportation, and for meals where required. Incomplete expense vouchers will be returned.
  1. Voucher should include all expenses including credit card charges.
  2. All original detailed receipts must be attached to the voucher.
  3. Voucher must include the total and member signature
  4. Voucher will be submitted within 90 days to the Treasurer for payment.
  5. Voucher will be authorized for payment by the MEA Officers and MEA Executive Board.
- C. Reimbursement will be based upon current Massachusetts state travel policies.
  1. Members will be reimbursed for travel and other related expenses at the rate set by the IRS.
  2. MEA will reimburse no more than the standard mileage rate for the business use of a

car as established by the IRS.

### **PURCHASE APPROVAL and REIMBURSEMENT**

#### **Section 1. Less than \$100**

- A. All purchases under \$100 must be approved by either the President or the Treasurer.
- B. Detailed receipts for purchases must be submitted.

#### **Section 2. More than \$100 and less than \$500**

- A. All purchases of more than \$100 and less than \$500 must be approved in advance, by the MEA Officers.
- B. Detailed receipts for purchases must be submitted and approved by the President and Treasurer

#### **Section 3. \$500 or more**

- A. All purchases over \$500 must be approved in advance by the MEA Executive Board.
- B. Detailed receipts for purchases must be submitted and approved by both the President and Treasurer.

### **PAYROLL**

#### **Section 1. TIME SHEETS**

- A. Each hourly employee will be responsible for completing a timesheet on a biweekly basis.
- B. Completed timesheets will be dated and signed by the employee and the MEA President
- C. Time sheets will be submitted to the MEA Treasurer for payment.

### **PAYROLL TAXES and FORMS**

#### **Section 1. PAYROLL TAXES and FORMS**

- A. The MEA Treasurer will prepare and transmit all necessary payroll tax report(s).
- B. The MEA Treasurer will prepare and file the 150 E form. (September of each year)
- C. The MEA Treasurer will prepare and file the 990EZ. (March of each year)

### **LEASES**

#### **Section 1. REAL ESTATE**

- A. The MEA Officers will review leases prior to submission to the MEA Executive Board for approval.
- B. All leases, clearly delineating terms and conditions, will be approved by the MEA Officers as well as a 2/3 vote of the MEA Executive Board.
- C. The MEA President will keep a copy of each lease on file.

## EQUIPMENT

### **Section 1. LEASES**

- A. The MEA Officers will review all leases.
- B. All leases, clearly delineating terms and conditions, will be approved and signed by the MEA Officers.
- C. The MEA Treasurer will keep a copy of each lease on file.

## INSURANCE POLICIES

### **Section 1. INSURANCE POLICIES**

- A. Reasonable, adequate coverage will be maintained to safeguard the assets of MEA.
  - 1. Such coverage will include property and liability, worker's compensation, employee dishonesty, and other insurance deemed necessary.
- B. The MEA officers will carefully review insurance policies.
- C. The MEA Treasurer will maintain insurance policies in insurance files.
- D. Insurance policies will correspond to the calendar year whenever possible.

## COMMUNICATIONS POLICY

### **Section 1. COMPUTING**

- A. MEA will not pay for home computing devices or internet services. This may be approved by E-Board at a later date.

### **Section 2. MOBILE DEVICE POLICY**

- A. Definition: A cell phone or current technology device used to carry out business communication activities.
- B. MEA officers with approval of the E-Board may be reimbursed for a cell phone or current technology device that is used exclusively for union business and will be returned at the end of time as an officer.
- C. All cell phone or current technology devices authorized by the Methuen Education Association for MEA officer business use must be purchased and serviced under Methuen Education Association (MEA).
- D. If they are not a cell phone or current technology device that is the property of the MEA, all expenses incurred will be reimbursed at one-half the plan rate for the individual agreed upon by the E-Board.
- E. The officer must submit cell phone or current technology device plan(s) annually to the Treasurer and the Executive Board for review and authorization at the first Executive Board Meeting of the year.
- F. This can be revisited at anytime as plans and devices change.