



**M E T H U E N**  
**EDUCATION ASSOCIATION**

**Revised May 2015**

**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 high professional standards and to advance the socio-economic well-being of educators.
- C. 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:**

The Executive Board 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.

**Article III. Membership**

**Section 1. Active Members**

A. Active members are those:

1. Who are engaged 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 a certificate or eligibility to hold same from a proper certifying authority, where required, or are qualified and certified as teachers by the Division of Vocational Educational Education in the Massachusetts Department of Education; or other employees of the school committee but limited to program assistants, and secretaries as defined by the Recognition Clause of the Unit C and Unit D Collective Bargaining Agreements.

**Section 2.** Active members of the Association shall be members of the Massachusetts Teachers Association and the National Education Association.

**Section 3.** Active membership shall be continuous until the member leaves a bargaining unit covered in a collective bargaining agreement with the Methuen School Committee, resigns from the Association, or fails to pay membership dues, or converts to agency fee status.

#### **Section 4. Retired Members**

Retired members are those former active members who pay annual dues as stated in Section 11 A.

#### **Section 5. New Member Units – Affiliation**

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

#### **Section 6. Retired Affiliation**

Upon retirement or resignation from the Methuen school system any member may become an “honorary” member of the MEA provided that he/she was a member of the MEA on the date of retirement. Honorary membership may be conferred by a two-thirds vote of the Executive Board, or of those attending a general membership meeting.

#### **Section 7. Code of Ethics**

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 8. Revocation of Membership**

According to procedures adopted by the membership, the Executive Board (by a two-thirds vote) 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 9. Active Member Voting**

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

#### **Section 10. Annual Dues of Active Members**

The annual dues of active members of the Association will be set by the Executive Board during the month of June. Any changes must be approved by a two-thirds vote of the Executive Board members present. If there is no quorum, then the President shall poll the Executive Board electronically. The Methuen Education Association shall pay in full the yearly dues of the following MEA Officers: The President, First Vice-President, Second Vice-President, Secretary, Treasurer, Membership Chairperson, and Unit Chairpersons.

#### **Section 11. Annual Dues of Others**

The annual dues of others shall be as follows:

- A. Retired Members - \$20.00
- B. Unit C (program assistants) – one-third of the local dues
- C. Unit D (secretaries) - two-thirds of local dues)
- D. The Executive Board will set the dues of any group seeking affiliation with the Association.

#### **Section 12. 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.**

Roberts' Rules of Order Newly Revised (most recent edition), when consistent with these by-laws shall be the authority of the Association.

### **Section 2.**

The President may appoint a parliamentarian who shall attend all general membership meetings of the Association.

### **Section 3.**

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.**

- 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, Secretary, and Treasurer.
- B. Only members of Unit A are eligible to hold the office of President/ Co-Presidents, First Vice President and Second Vice-President.
- C. 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.
- D. 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.
- E. An active retired Unit A member is eligible to hold the office of the President/ Co- Presidents, First Vice-President, and second Vice-President 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.
- F. An active retired Unit A, C or D member 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.
- G. Two members may hold a single officer position of President
- H. When there are two (2) candidates for an office, both must sign a single letter of intent stating specifically they are running for the office as co-candidates.
- I. The co-officer stipend will be determined by a vote of the Executive Board in September with the recommendation of the Treasurer/Membership Chairperson. The expense stipend shall not exceed the present expense stipend.
- J. All stipends for officers, unit chairpersons, chairpersons of committees, and committee members shall be determined annually by a majority vote at the last Executive Board meeting in June.
- K. All records are to be kept in the MEA office.

### **Section 2.**

#### **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 appoint a Unit Chairperson with input from unit members in the event a Unit Chairperson is unable to fulfill the duties of the office either temporarily or long-term.
- (8.) The President shall receive a yearly stipend from the Methuen Education Association He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized expense quarterly reports of expenses. This report includes the President's list of activities for the quarter and all respective receipts for such expenses.
- (9.) He/She shall be the representative for the MEA to the existing "Insurance Coalition" of Methuen City Employees. He/She may appoint a designee (s) to assist in this representation B.
- (10.) He/she may attend, unpaid capacity contract negotiations for other units for the purpose of continuity and consistency for all units' contract language.

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

- (1.) He/She shall be a member of the bargaining team (small group) with expense money of \$150 being paid during a bargaining year.
- (2.) 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.
- (3.) He/She shall meet regularly with committee chairpersons to discuss committee activities and monitor committee progress for reports to the President.
- (4.) He/She shall be the chairperson of all fund-raising drives.
- (5.) He/She shall conduct meetings of the Executive Board and all other meetings in the absence of the President.
- (6.) The First Vice-President shall receive a yearly stipend from the Methuen Education Association. He/She shall receive expense money by submitting receipts to the MEA Treasurer with itemized quarterly reports of expenses. This report must include the Vice-President's list of activities for the quarter and all respective receipts for such expenses.

#### **C. Second Vice-President**

- (1.) He/She shall be chairperson of the Professional Rights and Responsibilities Committee (Grievance).
- (2.) He/She shall arrange and conduct Training Workshops for Faculty Representatives.
- (3.) The Second Vice-President shall receive a yearly stipend from the Methuen Education Association for time and duties performed. 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 Vice-President's list of activities for the quarter and all respective receipts for such expenses.

#### **D. Secretary**

- (1.) The Secretary shall keep 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 the chairperson of the Public Relations Committee.
- (4.) The Secretary shall keep up-dated records of the Executive Board meetings. The Secretary shall receive for time and duties performed. 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 pertinent to the expenses for the quarter and all respective receipts for such expenses.

#### **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 maintain a roll of the members.

- (4.) He/She shall keep accurate account of receipts and disbursements and shall report at each regular meeting of the Executive Board in written form.
- (5.) 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.
- (6.) 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.
- (7.) The Treasurer shall receive a yearly stipend from the Methuen Education Association for time and duties performed. 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 pertinent to the expenses for the quarter and all respective receipts for such expenses.
- (8.) The Treasurer shall work with the Membership Chairperson in overseeing MEA's general membership.

**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 follow the sick leave pool policy established by the current contract of the unit.
- (5.) The Unit Chairperson shall receive a yearly stipend from the Methuen Education Association for time and duties performed. 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 itemized expense quarterly reports of said expenses.

**(G.) President's Appointments**

The President with the approval of the MEA Executive Board shall appoint chairpersons for the following committees: Membership Chair, Sick Leave Pool Chair and Nomination and Election Chair.

- (1.) The Membership Chairperson shall work with the Treasurer. He/She shall receive a yearly stipend from the Methuen Education Association for time and duties performed. If there is no Membership Chairperson, the Treasurer shall receive said stipend.
- (2.) The Sick Leave Pool Chair shall receive a yearly stipend from the Methuen Education Association for Units A, C, and D for time and duties performed. The Nomination and Election Chair shall receive a stipend from the Methuen Education Association for time and duties performed during an election year only.

**Section 3. Terms and Succession**

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

**Section 4.**

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

## **Section 5.**

Where a vacancy in any Office or Committee, other than the President, exists, the President shall appoint 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**

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. 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.**

- A. The Executive Board shall consist of the officers and faculty members, hereinafter called Building Representatives. It shall be the Executive Authority of the Association.
- B. 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 (1) 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.
- C. 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.
- D. The immediate Past Treasurer shall be a member of the Executive Board. The immediate Past Treasurer shall serve as a consultant to the President(s) and the Executive Board for one (1) year.
- E. 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.
- F. 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 the by-laws.
- 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 a 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.
- G. Whenever two-thirds of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his/her duties as defined by these by-laws, 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 to uphold the recommendations of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

### **Section 3.**

Any active member may attend any Executive Board meeting. He/She may participate but shall not vote.

## **Article VIII. Affiliation with MTA and NEA**

### **Section 1.**

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.**

The local association shall submit to the MTA:

- A. A list of the officers and their addresses.
- B. The names and addresses of all members on an official enrollment form furnished by the MTA,
- C. A statement setting forth all amendments and changes in its by laws during the preceding year.

## **Article IX. Building Representatives**

### **Section 1. Eligibility**

- 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. .
- D. The Building Representatives term of office is from September 15 to September 15 of the following year.
- E. MEA Building Representatives who attend 80% of the MEA Executive Board Meetings shall receive a stipend equivalent to their local dues.
  1. Building Representatives will attend the fall building representative training.
  2. Building Representatives must attend one of three previous meetings to maintain their voting rights.
- F. The Methuen Education Association shall pay said stipend at the end of the fiscal year.

### **Section 2. Duties**

- A. One Building Representative from each level/building shall be designated as the contact person for the level/building.
- B. 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.
- C. 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.

## **Article X. Point Persons**

### **Section 1.**

#### **Point Person**

- A. He/she shall assist in the collection and distribution of informational materials to a defined chartered group of building members.
- B. He/she shall work with the building representatives.

- C. Point persons shall be volunteers.
- D. Point Person positions and their group members will be charted by building representatives annually.

## Article XI. Meetings

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

The Executive board shall meet monthly during the school year on a schedule to be determined by the officers. Three (3) members of the Executive Board may request additional meetings.

### **Section 2. General Membership Meetings**

There shall be at least two (2) general membership meetings each year, which shall be determined by the Executive Board. The Executive board shall prepare a tentative agenda for 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**

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. Business to come before a special meeting must be stated in the call, which shall be sent to each Building Representative for distribution to each member. Business shall be confined to these items.

### **Section 4. Quorum**

- A. A majority of its members 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 XII. Committees

### **Section 1. Organization**

- A. The First Vice-President shall solicit in written form volunteers from all active members to serve on each committee  
as the need for the committee is determined by either the President or Executive Board.
- B. 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.
- B. Each committee shall choose a 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.
- E. Non-Chair Committee members may be compensated on an hourly basis for time and duties performed while a member of any committee.
- F. Any Chairperson of a committee established by the President or the Executive Board may be compensated on an hourly basis for time and duties performed while a member of said committee.
- G. The President is excluded from receiving monetary compensation for any committee work a chairperson or member of any committee except for the bargaining team.
- H. Any MEA Chairperson or officer other than the president who receives an MEA stipend may be compensated 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.
- I. 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, 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. *Governmental Relations 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 approve by a two-thirds vote of the general membership.
- (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.

#### **B. *Membership Committee***

- (1.) The chairperson shall be the Treasurer of the Association.
- (2.) The Building Representative shall assist the committee with membership enrollment at the beginning of the year and notify the committee chair of any and all changes during the year.
- (3.) The committee shall inform members of the policies, programs, and accomplishments of the Association.

#### **C. *Nominations and Elections Committee***

- (1.) No officer may serve on this committee.
- (2.) 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.
- (3.) 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 (3) months prior to the elections process.
- (4.) The Executive Board shall approve all nomination and election procedures prior to the implementation of the election process by the October Executive Board meeting.
- (5.) 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.
- (6.) The President with advice and consent of the Executive Board shall nominate members of this committee.
- (7.) The Committee shall determine the nomination procedure for candidates seeking elective office or for a delegate position.
- (8.) The Committee shall be responsible for securing candidates for each of the elective offices from all active members as defined in Article III.

- (9.) The names of the candidates for elective office shall be published no later than five (5) school days preceding the date of the election.
- (10.) The committee shall be responsible for conducting annual elections and for meeting requirements of special elections.
- (11.) All elections shall be conducted by secret ballot. 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. Elections of MEA officers and chairpersons must be by paper ballot.
- (12.) The candidate receiving the highest number of votes shall be declared elected.
- (13.) Officer and Unit Chairperson Elections will be conducted during the month of April.
- (14.) The Nominations and Elections Committee shall arrange for negotiation team elections for a bargaining year.

***D. Professional Development and Instructional Services Committee***

This committee shall develop Association positions on matters affecting instruction including but not limited to Governance, Teacher Recruitment and Selection, Continuing Education, Pre-Service and In-Service Education, Student Teacher Programs, Staffing Practices, Evaluation, Instruction Facilities, and Curriculum Process. The committee shall initiate study and action and compile data for support of such positions in negotiations.

***E. Public Relations Committee***

- (1.) The Secretary of the Association shall serve as the chairperson.
- (2.) The Committee shall publish an MEA Newsletter five (5) times a year.
- (3.) The Committee shall send out notices of Executive Board meetings to members of the board.
- (4.) The Committee shall publish a monthly summary of Executive Board meetings to be posted in each building.
- (5.) The Committee shall develop public understanding of the purposes and programs of the Association, the value of public education, and in cooperation with administration, the educational philosophies of the schools.
- (6.) It shall develop procedures by which the Association can work cooperatively with parents and with fraternal, and social organizations through all available channels of communication.

***F. 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.

**G. Sick Leave Pool Committee (Unit A & D)**

- (1.) The chairperson and six (6) 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.

**H. 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.

**I. Negotiations Committee (11 members, 12 if there are co-presidents) – (Unit A)  
Bargaining Team (6 members if there are co-presidents)**

- (1.) The Negotiations Committee shall be made up of the following members: President(s) of the MEA, First Vice-President of the MEA, and nine (9) at-large representatives elected by the unit membership by Oct. 15.
- (2.) The committee will choose four (4) of its members to be on the Bargaining Team based on representation from different grade levels and areas of specialization. The First Vice-President will be the fifth member of this team. One member of the team will be designated as chairperson. (The MEA President (s) has/have the option of serving on the Bargaining Team.)
- (3.) The committee will solicit suggestions for proposals from the general membership before the start of negotiations by surveying all the members through hard copy or electronically.
- (4.) The Bargaining Team shall negotiate with the School Committee for all personnel in each bargaining unit.
- (5.) 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 proposal to the membership.
- (6.) Upon reaching tentative agreement on all matters under negotiations, the contract shall be ratified as follows:
  - A. The Bargaining Team shall prepare copies of the tentative agreement for distribution to members of the Unit no later than ten (10) school days after the completion of negotiations. After the ten (10) 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 hard copy secret ballot in the buildings within five (5) school days after the informational meeting has concluded.
- (7.) Each member of the Bargaining Team shall receive annual expense money of \$150 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 of compensation.
- (8.) In the event that a negotiation team member resigns from the team, the President or the First Vice-President with advice and consent of the Executive Board shall submit a nomination of a new member for the team.

**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 annual expense money of \$150 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 of 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 hard copy secret ballot within five (5) school days for Unit C and five (5) business days for Unit D of the informational meeting.

**K. Professional Rights and Responsibilities and Ethics Committee (Grievance Committee)**

- (1.) The Chairperson shall be the Second Vice-President of the Association.
- (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.
- (4.) The Committee shall make recommendations to the Executive Board in cases of censure, suspension or expulsion of members.

**Section 4. Special Committees**

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.

**Article XIII. The Amendment Process**

In compliance with Roberts Rules of Order, these By-Laws may be amended by a two-thirds ( $\frac{2}{3}$ ) vote of the voting members 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 By-Law changes. Prior to the voting date, Absentee Ballots will be made available from the respective MEA Building Representatives no later than forty-eight (48) hours prior to the voting date at the MEA union office.