

CONSTITUTION AND BY-LAWS OF THE
SOMERVILLE TEACHERS ASSOCIATION

CONSTITUTION

ARTICLE I- NAME

The name of the organization shall be the Somerville Teachers Association (STA), and it will be affiliated with the Massachusetts Teachers Association (MTA) and the National Education Association (NEA).

ARTICLE II - OBJECTIVES

- Section 1 Negotiate and defend beneficial salaries and working conditions through the collective bargaining process.
- Section 2 Promote and further professional and civic activities.
- Section 3 Foster higher educational standards, promote unity and understanding among the members, provide opportunities for free discussion of all matters which are pertinent to the teaching profession.
- Section 4 Create a deeper sense of dignity for the profession through an awareness of the responsibilities and rights of all teachers.

ARTICLE m - OFFICERS AND EXECUTIVE COMMITTEE

The omcers shall be President, Vice-President, Recording Secretary, Membership Secretary, and Treasurer. They shall serve a term of one (1) year and shall comprise the Executive Committee.

The duties of the officers shall include the following:

President:

Presides at all official meetings of the Association — Annual, General, Board of Directors, Executive Committee Meetings

Oversees the daily administration of the organization

Is ex-officio member of all committees

Appoints all committee chairs with the approval of the Board of Directors

Shall appoint 3 members of the Board to serve as auditing committee

Shall notify building reps of vacancies

Shall be a representative of the STA to the NEA Convention

Shall be a representative of the STA to the MTA Convention

Vice President:

The chief duty of the Vice President is to serve in place of the president in the President's absence, or if the President is incapable of performing his/her duties.

Attends all official meetings of the Association and presides at all official meetings in the absence of the President

Will assist the President in monitoring the activities of the School Committee Shall be representative of the STA to the MTA Convention.

Recording Secretary:

Responsible for taking and submitting minutes of all official meetings of the Association including the roll of members.

Attends Executive Committee and Board of Directors meetings

Shall be a representative of the STA to the MTA Convention Will cast one ballot for the slate of uncontested candidates

Treasurer:

Completes and files appropriate payroll, taxes, forms

Supervises auditing committee

Prepares annual budget for Board and membership approval

Prepares and submits monthly treasurer's reports

Collects, tabulates and transmits dues to MTA/NEA including Agency Fee members

Handles all money issues — debits, credits, bill rolls

Attends Executive Committee and Board of Directors meetings Serves on the Committee on Elections

Shall be a representative of the STA to the MTA Convention

Membership Secretary:

Attends new teacher orientation to enroll and explain membership

Distribute membership materials, communicates with and enrolls new hires into the Association on a continuing basis

Provides necessary information and works closely with the Treasurer for dues collection

Maintains membership records and certifies that members are in good standing

Attends Executive Committee and Board of Directors meetings Shall be a representative of the STA to the MTA convention

Grievance Chair:

The chair of the Professional Rights and Responsibilities Committee (PR&R) processes all grievances, receives, and makes all calls, prepares all forms, issues notices and reports, makes recommendations and performs any and all other duties necessary to facilitate the operation of the grievance procedure Presents status reports to the Executive Committee and Board of Directors

Attends Executive Committee and Board of Directors Meetings

Monitors grievances for the purpose of developing proposals for negotiations. Assist in recruitment of members to serve on the grievance committee.

The duties of the Executive Committee shall be as follows:

- a. It shall provide, maintain and regulate the headquarters and other property of the Association
- b. It shall make recommendations to the Board of Directors concerning acquisition, disposition and financing of headquarters and office equipment
- c. It shall make recommendations to the Board of Directors concerning the creation of employee positions, the rate of compensation and all matters of personnel policy.
- d. It shall prepare the annual budget for Board approval, authorize transfer of funds within the approved budget
- e. It shall act upon matters related to membership status
- f. If the President becomes incapable of performing his/her duties, the Executive Committee may submit to the Board of Directors a motion to consider replacing the President.

ARTICLE IV - DIRECTORS

Section 1 There shall be three types of directors: building directors, paraprofessional bargaining unit directors, and at-large directors.

- a. Each school building may have one building director for each fifty (50) members or fraction thereof in that building, to be elected exclusively by the STA members in that building.
- b. The paraprofessional bargaining unit, SCALE and the Edgerly Center may have up to two (2) bargaining unit directors, to be elected at-large exclusively by the members of those units.

Section 2 c. Up to three (3) directors-at-large may be elected by the Board of Directors.

Section 3 The term of office for all directors shall be one (1) year.

Building directors shall represent and be responsible to the STA members in the building from which they were elected.

- a. Building directors shall consider itinerant members to be a part of their building if such members are assigned to their building on Tuesday afternoons.
- b. In all buildings where there is more than one (1) building director, the building directors shall meet each spring and structure their exact areas of membership responsibility, dividing responsibility by department, grade, and/or building design and being certain that all members are represented by a building director. Before the end of each school year, these building directors shall present to the President in writing their proposed membership responsibilities. The President, prior to his/her approval and in conference with the affected building directors, may make necessary changes to the proposals.

- c. In all buildings where there is more than one (1) building director, if a building director becomes unable to continue, the remaining building director(s) shall assume additional membership responsibilities until a new building directors can be elected or appointed.

Section 4 The paraprofessional bargaining unit directors shall represent and be responsible to the paraprofessional members who elected them.

Section 5 Directors-at-large assume responsibilities as recommended by the President and approved by the Board of Directors.

ARTICLE V - BOARD OF DIRECTORS

The Board of Directors will include members of the Executive Committee, the Directors, and the immediate past president. Other past presidents shall be non-voting members of the Board.

ARTICLE VI - MEETINGS OF THE BOARD OF DIRECTORS

Section 1 The Board shall have at least one (1) meeting in each month of the school year.

Section 2 The President shall preside over the Board of Directors Meetings. In his/her absence, the Vice President presides.

Section 3 Special meetings may be called by the presiding officer or two-thirds (2/3) of the membership of the Board.

ARTICLE VII- DUTIES OF THE BOARD OF DIRECTORS

Section 1 The Board of Directors shall have at least one (1) meetings in each month of the school year.

Section 2 The President shall preside at the Board of Directors meeting. In his/her absence, the Vice President presides.

Section 3 The Board shall direct policies, set appropriations for expenses, and conduct the general business of the Association.

Section 4 The Directors may, by two-thirds (2/3) of the entire Board, institute major action or policies in behalf of the Association when such action or policies are demanded on short notice and it is not feasible to call a special meeting for a general vote.

Section 5 The Board of Directors may appoint subcommittees to expedite general business.

Section 3 If not more than the allotted number apply to be delegates to an annual convention, the Board shall elect those members who applied and shall vote on additional delegates and alternates.

ARTICLE V - MEETINGS

Section 1 There shall be at least four (4) general meetings during the school year.

Section 2 The Association shall hold its Annual Meeting in March of each year.

Section 3 Special or general meetings may be called by the President, ten (10) members of the Board of Directors or by fifty (50) members of the Association.

Section 4 All general meetings shall require ten (10) days written notice; special/emergency meetings shall be excluded from the ten-day requirement.

ARTICLE VI - COMMITTEES

Section 1 The Association shall have the following standing committees: Grievance (Professional Rights and Responsibilities), Membership, Newsletter, Political Action, Professional Development, Ethics.

Section 2 The President and the Board of Directors may authorize other committees as needed.

Section 3 The chairpersons of the standing committees shall be nominated from the membership by the President and elected by the Board of Directors.

a. All Committees (other than the Grievance Committee) shall be open to all STA members in good standing.

b. Each committee shall be required to make an annual report except the Grievance Committee which shall make a report, through its chairperson, at each meeting of the Executive Committee and the Board of Directors

Section 4 The Grievance chairperson and the members of the grievance committee shall be nominated from the membership by the President and elected by the Board of Directors.

ARTICLE Vu - STIPENDS

A stipend shall be paid to the President, Grievance Chairperson, and Treasurer. The dollar amount shall be recommended by the Board of Directors subject to approval by the membership. The stipend may only be taken in twelve (12) equal monthly installments following months the officer has actually worked.

- Section 6 The Board of Director shall report major actions of its meetings at the general meetings of the Association and by monthly bulletins.
- Section 7 The Board of Directors shall reserve the right to request the resignation of any Board member who by consistent absence without cause fails in the exercise of his/her proper responsibility.
- Section 8 The President shall appoint three (3) members of the Board to serve as an Auditing Committee. These members will be subject to Board approval. The report will be given at the Annual Meeting.
- Section 9 The Somerville Teachers Association will do outreach to retired members at least twice a year.

BY-LAWS

ARTICLE 1 - NOMINATIONS AND ELECTIONS

- Section 1 The election of all officers and directors shall take place by written ballot on the first Tuesday in May of each year.
- Section 2

The procedure for nomination and election of officers shall be as follows:

- a. The Board of Directors shall choose each year six (6) of their number to serve with the Treasurer as a Committee on Elections. They shall choose a Chairperson and shall be charged with the proper conduct of all elections.
- b. On the last Monday in March of each year, nomination papers shall be made available to all members in good standing through their building director.
- c. A candidate for an officer position shall be declared nominated and his/her name shall appear on the written ballot if s/he presents to the Committee on Elections no later than the last Monday in April the signatures of fifteen (15) members in good standing supporting his/her candidacy, except that no person shall be considered nominated for President who has not actively served two (2) years on the Board of Directors "Actively served" for the purpose of this article means having attended a majority of the Board of Directors meetings.
- d. A candidate for a director position shall be declared nominated and his/her name shall appear on the written ballot if s/he presents to the Committee on Elections no later than the last Monday in April the signatures of five (5) members in good

standing supporting his/her candidacy. Signatures for candidates for the Board of Directors must be collected from within the appropriate building or bargaining unit in order to be valid.

- e. Ballots shall be available in each school on the first Tuesday in May. The building directors shall distribute, collect, and return to the Committee on Elections on the same day all ballots, marked and unmarked. If positions for officers and directors are uncontested, then the Secretary will be directed to cast one (1) ballot for the slate of uncontested candidates.
- f. Volunteers recruited by the Committee on Elections and not running for any elective positions shall count the vote and make the results public by the day following the election.

Section 3 The procedure for nomination and elections of directors shall be the same as outlined for officers, except:

- a. Before the last Monday in March of each year, the President shall notify building representatives in districts or areas which will be affected by an impending vacancy on the Board of Directors due to the expiration of the term of office of the District Director.

- Section 4 Officers-elect and Directors-elect shall be installed and assume duties on July 15th.
- Section 5 Any member in good standing is eligible to hold office in the Association except as described in Section 2 (c) above.
- Section 6 The STA officers shall be among the representatives of the STA to the MTA Annual Meeting, with the remaining MTA positions to be elected at-large.
- Section 7 The President shall be a representative of the STA to the NEA Annual Convention, with the remaining NEA positions to be elected at-large.

ARTICLE n - MEMBERSHIP

- Section 1 There shall be two (2) forms of membership - active and associate
- Section 2 Any teacher, paraprofessional, or coach shall be eligible for active membership and may become a member by paying the required membership fee.
- Section 3 Associate members shall not vote, hold office, or be counted as MTA members. All other privileges accorded to an active member shall be granted any associate member.
- Section 4 Upon retirement, members of the Somerville Teachers Association in good standing will be granted life membership in the organization.
- Section 5 Changes in dues shall be made only by a majority vote of those members in good standing at the Annual Meeting.
- Section 6 Non-unit coaches will be assessed STA dues.

ARTICLE - CONTRACT RATIFICATION

Section 1 Notification

- a. There shall be at least a 24-hour notice preceding a ratification meeting.
- b. There shall be at least 24-hour written notice of any proposed changes in the contract given to all members.

Section 2 Voting

- a. Voting shall take place by a secret ballot after discussion for a minimum of thirty (30) minutes of the terms of the contract in a general meeting of the particular bargaining unit members. After the minimum of thirty (30) minutes, polls shall be open when a majority of the bargaining unit members present express a desire to end discussion.
- b. Voting shall be in person at the designated polling place.
- c. Identification shall be required for voting.
- d. The voting period shall be three (3) hours, beginning no later than one (1) hour after the meeting is called to order. For bargaining units with multiple shifts, provision shall be made for multiple voting periods.

ARTICLE IV - MTA & NEA ANNUAL CONVENTIONS

- e. Ballots shall be counted and results announced immediately after the end of all balloting.

Section 1

The Board of Directors will notify all members of the time, date and place of the MTA and NEA annual conventions. Notification will also include procedure for applying to attend these conventions as local delegates.

Section 2

If more than the allotted number apply to be delegates to an annual convention, the Board shall notify the Committee on Elections to prepare a secret ballot election, and the membership shall elect the delegates.

- a. Applicants not voted as delegates shall be considered to be alternates in order of votes received.
- b. If additional alternates are needed, the Board shall appoint them.

ARTICLE vm - QUORUM

Section 1 Fifty (50) members of the Association shall constitute a quorum for the transaction of business.

Section 2 Twelve (12) members of the Board of Directors shall constitute a quorum.

ARTICLE - AMENDMENTS

This Constitution and these By-Laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the members present provided the amendments proposed shall be presented at a previous meeting and due notice of such proposed amendments have been sent to each member.

ARTICLE X - PARLIAMENTARY AUTHORITY

The Parliamentary authority for the Association shall be ROBERTS' RULES OF ORDER (Revised).