

# Clinton Teachers Association Bylaws

2024 Edition

# CLINTON TEACHERS ASSOCIATION

## BYLAWS

Adopted 2024

### ARTICLE I Clinton Teacher's Association

The name of the association shall be the Clinton Teachers 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 educational employees.

Section 2. Specific Objectives: The Executive Board is authorized and directed to establish specific objectives within the framework of the general objectives in Section 1 above. These specific objectives shall be reviewed as needed, revised if necessary, and published.

### ARTICLE III Membership

Section 1. Membership in the Association shall be classified as Active or Retired and shall be available to those who pay the prescribed dues.

- a. Active Members are those who are engaged in work of a professional nature in the field of education and who hold membership in the Association if such membership is available; and who, as new applicants for membership hold a baccalaureate degree or higher and a certificate of eligibility from a proper certifying authority, where required or are qualified and certified as teachers by the Massachusetts Department of Education.

The Association shall deny membership to an individual who is a member of a negotiating team representing a school board or representing a board of trustees of a higher education institution if such denial is requested by a governing body of an MTA/NEA affiliate in the school district or higher education institution in question.

The Association shall guarantee that no member may be censured, suspended, or expelled without a due process hearing and majority vote by the Executive Board.

Retired Members are those former active or associate members who upon retirement apply in writing for membership.

Section 2. Active membership shall be continuous until the member leaves, resigns from the Association, or fails to pay membership dues.

Section 3. Only active members defined in Section 1 of this Article III shall have the privilege of voting and holding office in the Association.

Section 4. a. The membership year for the Clinton Teachers Association shall be from July 1 to June 30. A member joining thru the Clinton Teachers Association may elect to be a continuing member. Membership shall then be continued from year to year until death, retirement, or the member cancels the membership with a 60-day notice in writing. Current membership lists will be updated by December 31 of each year.

b. The Association shall submit annually to the Massachusetts Teachers Association, prior to July 1, a list of its officers and addresses, as well as a copy of the bylaws with any changes or amendments made in the preceding year.

## ARTICLE IV Officers

Section 1. All active members are eligible to hold any office. The officers of the Association shall be the President, a Vice-President, a Secretary and a Treasurer.

Section 2. Powers and Duties of Officers

A. The President

- (1) The President shall preside at meetings of the Executive Board and the general membership.
- (2) The President shall appoint the Chairperson and members of standing committees and special committees, and submit said names to the Executive Board for approval.
- (3) The President shall perform all other functions usually charged to this office.

B. Vice-President

- (1) The Vice-President shall perform the functions usually ascribed to that office.
- (2) If the office of President becomes vacant, the Vice President shall assume the President's duties for the remainder of the term.

C. Secretary

- (1) The Secretary shall keep accurate minutes of all meetings of the Executive Board and of the general membership meetings.
- (2) The Secretary shall maintain official files, and shall assist the President with the Association correspondence.

D. Treasurer

- (1) The Treasurer shall hold the funds of the Association and disburse them in accordance with budgeted authorization.
- (2) The Treasurer shall bill the membership for all annual dues, collect dues and transmit amounts due to the Massachusetts Teachers Association and the National Education Association. Payments shall be made in accordance with a mutually-agreed upon schedule between the Massachusetts Teachers Association and Clinton Teachers Association.
- (3) The Treasurer shall maintain a roll of the members.
- (4) The Treasurer shall keep accurate account of receipts and disbursements, and shall report to each meeting of the general membership upon request.

- (5) All disbursements over \$100 shall be countersigned by the President of the Association.
- (6) The Treasurer shall prepare an annual financial statement for publication to members as directed by the Executive Board.
- (7) The Treasurer shall keep the President and the Executive Board informed of the financial condition of the Association and assist the Executive Board in the drafting of the annual budget.

Section 3.

Terms and Succession

- A. The President and Vice President shall serve two years and may run for re-election.
- B. The Secretary and Treasurer shall serve for two years and run for re-election.
- C. If the President's position becomes available before the term has expired, the Vice-President will fulfill the term. If any other officer's position becomes available before the term has expired the executive board is empowered to appoint a member by a majority vote to fulfill the remainder of the term.

Section 4.

New officers shall be installed on or before July 1 of each calendar year.

**ARTICLE V**  
**Executive Board**

Section 1. The Executive Board shall consist of the officers and members elected at large. It shall be the executive authority of the Association. If the association has multiple bargaining units, all units shall have proportional representation on the Executive Board.

Section 2.

Powers and Duties of the Executive Board

- A. Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association and shall carry out policies of the Association.
- B. It shall report its transactions to the general membership and suggest policies for consideration by them.

- C. It shall adopt an annual budget for the operation of the Association. It shall have the accounts of the Association audited annually.
- D. It shall establish committees and create policies governing them.
- E. Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his duties as defined in these Bylaws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership so votes by two-third (2/3) majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.
- F. It shall create additional Building Representative positions by a majority vote. It shall also dissolve Building Representative positions as needed provided a minimum of one per building is maintained.
- G. In the event that an officer resigns from their position before the end of their term, the Executive Board may appoint a member as an interim and must hold a special election within three months.
- H. After two absences, the Executive Board may declare the seat vacant and call for an election to fill the remainder of the term.

## ARTICLE VI

### Building Representatives

Section 1. The Association shall elect for a term of two years one building representative for each school building unless the executive board has voted to create additional building representative positions.

A. Elections shall be held and completed before the first day of June every other year.

Section 2. A. Building Representatives shall attend the regular meetings of the general membership unless they receive prior excuses from the President.

B. After two absences, the Executive Board may declare the seat vacant and call for an election to fill the remainder of the term.

C. The President shall designate the Nominations and Elections Committee to conduct such a special election.

Section 3. The Building Representative shall be responsible for distributing Association communications to the members, for keeping their members informed, and shall further act as liaison from the members to the Executive Board.

## ARTICLE VII

### Meetings

Section 1. Executive Board

The Executive Board shall meet at least monthly during the school year on a schedule to be determined by the Executive Board. Members of the Executive Board may request additional meetings.

Section 2. General Membership Meetings

There shall be at least one general membership meeting 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 all members prior to the meeting.

Section 3. Special Meeting

Special meetings of the general membership may be held at the call of the President or upon written request to the Executive Board from five

percent (5%) of the membership. Business to come before special meetings must be stated in the call which shall be sent in writing to each Association Representative for distribution to each member. Business shall be confined to these items.

Section 4. Quorum

- A. The majority of the members shall be a quorum for the Executive Board and Committees.
- B. A quorum for general membership meetings shall be 20% of the members.

ARTICLE VIII  
Committees

Section 1. Organization

Committees shall include representatives from all constituencies and bargaining units, as appropriate. There shall be the following standing committees having the specific functions outlined below:

- A. They shall have three members selected to represent different groups in the Association and appointed for three years.
- B. Each committee, with the approval of the Executive Board, may organize from the membership of the Association special sub-committees and task forces for specific activities.

Section 2. Meetings

Each standing committee shall meet regularly according to a calendar developed by the Executive Board. Special meetings may be called by the Chairperson.

Section 3. Reports

Each committee shall choose a secretary who shall record the activities of the committee. The Chairperson shall report to general membership meetings any action items. The Chairperson shall prepare an annual written report which the Executive Board shall file as part of the records of the Association.

Section 4. Titles and Duties

- A. Negotiating Team

- (1) Shall negotiate with the School Committee on hours, wages, working conditions including and other terms and conditions of employment.
- (2) Upon reaching tentative agreement on all matters under negotiation, the team shall prepare and submit its report and recommendations to the members at a ratification meeting. Procedures for ratification of an agreement shall be developed by the Executive Board prior to the negotiations and/or should be included in the local Association-school committee contract.

D. Nominations and Elections Committee

- (1) No officer or member of the Executive Board may serve on the Nominations and Elections Committee.
- (2) The Nominations and Elections Committee shall consist of at least one from the elementary schools, one from the junior high schools, and one from the senior high schools.
- (3) Members of this committee shall be appointed by the President with the advice and consent of the Executive Board.
- (4) The nominations procedure for candidates seeking elective office shall be determined by the Nominations and Elections Committee.
- (5) The Committee shall be responsible for securing candidates for each of the elective offices.
- (6) Anyone who is an active member of the Association may be a candidate for any office.
- (7) The names of the candidates for elective office together with information about each candidate shall be published no later than two weeks preceding the date of the election.
- (8) The Nominations and Elections Committee shall be responsible for conducting annual elections and for meeting the requirements of special elections.
- (9) The Association shall conduct all elections with open nominations and a secret ballot.
- (10) To be elected, a candidate must receive a majority of the votes cast.

(11) All elections shall be conducted before the first day of June every other year.

E. New Member Liaison

- (1) To Work collaboratively with local leadership to make sure there is a campaign to sign up new members.
- (2) Encourage new members to participate in trainings, local and statewide campaigns, professional development, and social events offered by the union.
- (3) Communicate regularly with the MTA's New Member Committee.
- (4) Attend an initial training session and occasional meetings of NMLs.

F. Sick Bank Chair

- (1) Request and keep an updated copy of CTA members for reference.
- (2) Send out enrollment letters to all members (usually done in the spring). Keep a list of members (new and current) and update the Sick Bank member list each year.
- (3) When new members join or current members donate days, send an email to central office with their name and school so she can withdraw the donated days.
- (4) At the end of each year fill out an year end audit electronically and send it to the Superintendent and CTA president.
- (5) Handle necessary documentation for sick bank leave requests which will be shared with the Sick Bank committee who will vote to approve the request. Notify the central office if a member is withdrawing from a Sick Bank and include those sick days in the end of year audit
- (6) Tracking members who have used Sick Bank days on their payback sick day plan. Members are required to pay back sick days (10 per year). The information is then confirmed with the central office and added back into the Sick Bank via year end audit.

#### G. Voting Coordinator

- (1) Request and keep an updated copy of CTA members for reference. Update the voting listing with new members, retired members and members changing emails.
- (2) Help choose and update voting systems (currently using Simply Voting at the time of the bylaw updates)
- (3) Create all elections and votes using an approved voting system working with the executive board with regards to verbiage for votes.
- (4) Make sure all elections are following the CTA timelines with regards to requesting nominations, verifying if nominees would like to run, and posting ballots in all necessary buildings.
- (5) Creating ballots, informing members of elections and votes, and sending out emails to members with information about the elections and votes. After an election is finished the results will be verified and published.

#### Section 5. Special Committees

Each year the President may appoint such other special committees as may be necessary and shall discharge them upon completion of their duties.

### ARTICLE IX Rules and Procedures

Roberts' Rules of Order Revised shall be the authority of the Association.

### ARTICLE X The Amendment Process

These Bylaws may be amended by a two-thirds (2/3) vote of voting members provided that copies of the proposed amendments have been sent to all members of the Association at least two calendar weeks in advance of the General Membership Meeting by electronic communication.

## ARTICLE XI

### Stipends for officers and representatives

The following stipends will be issued to union officers and representatives. In addition to the stipends below, officers will not pay dues. Building representatives will pay their dues, but will be reimbursed for them at the end of the school year.

Position	Amount
President	1.5x the yearly dues
Vice-President	Equal to the yearly dues
Treasurer	1.25x the yearly dues
Secretary	Equal to the yearly dues
Voting Coordinator	\$250
New Member Liaison	\$350 *Currently MTA funded, but if MTA stops funding it the CTA will pay this stipend*
Sick Bank Coordinator	\$250