

HAVERHILL EDUCATION
ASSOCIATION BYLAWS

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This document contains all amendments to the Bylaws through June 30, 2020 and goes into effect July 1, 2020.

ARTICLE I

Name

The name of this organization shall be the Haverhill Education Association hereinafter referred to as the Association.

ARTICLE II

Objectives

Section 1. General Objectives

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

- a. maintain and improve the quality of education for all-
- b. uphold high professional standards
- c. advance the socio-economic well-being of educators
- d. encourage the affiliation of local associations that work in the educational system
- e. promote mutual assistance among these and other related organizations

Section 2. Specific Objectives

The Board of Directors, which consists of the Executive Board and the Building Representatives, is authorized to establish specific objectives within the framework of the general objectives. The Board of Directors shall set aside one meeting every other year for the purpose of strategic planning around these specific objectives using data from the general membership. These specific objectives shall be reviewed annually and revised if necessary at a Board of Directors' meeting and published to the membership.

ARTICLE III

Membership

Section 1. Membership

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

a. Active Members are those:

(1) Employees of the Teacher, Paraprofessional (ESP) and Secretarial Units of the Haverhill Public Schools.

(2) School Administrators in the Haverhill Public Schools shall not be eligible for membership in the Haverhill Education Association.

b. Associate Members are those other persons interested in the advancement of the cause of education who are not eligible for active membership. Application for said member shall be made in writing.

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

d. Honorary Membership may be conferred by a two-thirds vote of the elected Executive Committee members or a general meeting of the membership.

e. Reciprocity of Membership: Any active member transferring from another state during the current school year and whose local, state, and/or national dues are paid in full and who also belongs to the NEA, in a state where membership is unified, shall receive from this Association all the rights and privileges of active membership until the beginning of the next academic year, providing the local agrees to reciprocity or the member agrees to pay the local dues, and providing the state association from which the member transferred offers a reciprocal membership privilege to active members of this association moving to that state. Such memberships shall begin upon official notification to this Association by the member that he/she wishes to exercise active membership privileges.

Section 2. Unified Membership

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 3. M.T.A. Delegates

The Association is entitled to representation by two delegates and one additional delegate for every fifty members over the first fifty. Delegates or their alternates shall be elected. Names and addresses shall be submitted to the M.T.A. office as official delegates who are entitled to vote at the Annual Meeting of Delegates.

Section 4. Dues

a. Annual dues of an active teacher member shall be set by the Board of Directors at the same time the annual budget is approved in accordance with Article VI, Section 2d(16).

- b. Annual dues of secretaries/clerks shall be an amount equal to 60% of the annual dues of full-time active members.
- c. Annual dues of educational support personnel shall be an amount equal to 30% of the annual dues of full-time active members.
- d. Annual dues of an active member, who presents evidence of part-time employment, which is at one-half (20 hours) or less than one-half of a full-time position in the school system, shall be 50% of the annual dues of full-time active members.
- e. In the first year of eligibility, active members whose employment starts after November 14 shall be assessed 3/4 dues, after February 1 at 1/2 dues, and after April 14 at 1/4 dues. These dates refer to local (HEA) dues only.
- f. Associate members pay one-half the annual dues paid by active members.
- g. Retired members pay \$20.00 lifetime dues.
- h. Cash payment of dues shall be made in full on or before November 30 of the school year.
- i. Failure to complete payment in accordance with this schedule may result in interest charges being assessed on the overdue unpaid balance. The rate of interest charged shall be equal to the rate earned in a passbook account at a bank utilized by the HEA during the quarter immediately preceding assessment. The choice of bank will be available to all members at the first meeting of the Board of Directors each year.

Section 5. Code of Ethics

Adherence to the Code of Ethics of the Education Profession shall be a condition of continuing membership.

Section 6. Elections

Active members as defined in Section 1 of Article 3 shall have the privilege of voting and holding office in the Association.

Section 7. Membership Year

- a. The membership year for the H.E.A. shall be from July 1 to June 30. A member joining the 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 election in writing. Membership lists will be updated by December 31 of each year.
- b. The Association shall submit annually to the M.T.A., prior to July 1, a list of its officers (Executive Committee members) and addresses, as well as a copy of the bylaws with any change or amendments made in the previous year.

Section 8. Stipends, Compensations and Bylaws

- a. Stipends, compensations, and bylaws will be reviewed annually by the Executive Board and or their designee by March 30th and voted on by the June Building Representative Meeting.

ARTICLE IV
Executive Committee

Section 1. Definition

There shall be an Executive Committee consisting of the president, first vice president, second vice president, treasurer, secretary, secretarial unit representative, educational support personnel unit representative and membership chair.

Section 2. Duties

- a. The committee shall discharge such responsibilities as may be referred to it by the board and may initiate proposals for board consideration.
- b. The committee shall receive all requests for Bylaws changes and follow the Amendment process as set forth in Article IX.

Section 3. Powers and Duties of Executive Committee

a. President:

- (1) The president shall preside at meetings of the Executive Committee, the Board of Directors, and the general membership.
- (2) He/She shall appoint the chairperson of standing committees and special committees subject to the approval of the Executive Committee.
- (3) He/She, or a designee, shall attend all meetings of the School Committee.
- (4) He/She shall supervise all plans for efficient work of the Association and shall perform all other functions usually attributed to this office.
- (5) He/She shall be present in the Association office or a school within the district other than his/her own school a minimum of four hours each week during the school year. This time does not include scheduled meetings of the Board of Directors or the Executive Committee.
- (6) He/She shall be responsible for managing the Association office for two weeks during the summer.
- (7) He/She shall attend all meetings of the Executive Committee and Board of Directors.
- (8) He/She will approve/monitor any unfair labor violations claims filed by the MTA on behalf of the HEA.
- (9) He/She will attend any Department of Labor Relations (DLR) board meetings necessary to represent the HEA. If during the school year, the HEA will pay him/her a stipend equal to one day's pay according to the salary schedule in effect

at the time for each day he/she is not paid by the Haverhill Public Schools in accordance with the collective bargaining agreement.

b. First Vice President:

(1) The first vice-president shall perform the functions usually attributed to the office. This includes but is not limited to researching, drafting, and the filing of grievances.

(2) He/She shall meet regularly with the committee chairpersons to discuss committee activities.

(3) The first vice-president shall assume the duties and responsibilities of the president in case of his/her resignation, absence, disability, or at his/her request.

(4) The first vice-president shall be present in the Association office or at a school within the district other than his/her own school a minimum of four hours each week during the school year. This time does not include scheduled meetings of the Board of Directors or Executive Committee.

(5) The first vice-president shall be responsible for managing the Association office for two weeks during the summer.

(6) He/She shall maintain grievance and personnel action files.

(7) He/She will attend all meetings of the Executive Committee and Board of Directors.

(8) He/She will attend all School Committee meetings in place of the president when requested, not to exceed four times per year.

(9) If during the school year he/she is required to attend a DLR meeting to represent the HEA, the HEA will pay him/her a stipend equal to one day's pay according to the salary schedule in effect at the time for each day he/she is not paid by the Haverhill Public Schools in accordance with the collective bargaining agreement.

c. Second Vice-President

(1) The second vice-president shall perform the functions usually attributed to that office. Among said functions, he/she shall be responsible for the production of the HEA Newsletter and web site as well as other communications vital to the proper conduct of the Association.

(2) The second vice-president shall be present in the Association office or conducting association business a minimum of four hours each week during the school year. This time does not include scheduled meetings of the Board of Directors or the Executive Committee.

(3) He/She shall organize such social activities as may serve the needs of members and promote fellowship within the Association (ie annual scholarship committee and banquet).

(4) The second vice-president shall be responsible for managing the Association office for two weeks during the summer.

- (5) He/She will serve as the HEA's representative on the city's Insurance Advisory Commission.
- (6) He/She will serve as the Executive Committee liaison to HEA-Retired members.
- (7) He/She will attend all meetings of the Executive Committee and Board of Directors
- (8) He/She will attend School Committee meetings in place of the president when requested, not to exceed four times per year.
- (9) If during the school year he/she is required to attend a DLR meeting to represent the HEA, the HEA will pay him/her a stipend equal to one day's pay according to the salary schedule in effect at the time for each day he/she is not paid by the Haverhill Public Schools in accordance with the collective bargaining agreement.

d. Treasurer

- (1) He/She shall maintain a roll of all members.
- (2) He/She shall bill the membership for all annual dues, collect dues and transmit amounts due to the MTA and the NEA.
- (3) He/She shall deposit all funds, in the name of the HEA, in banking institutes that have been chartered to do business in Haverhill.
- (4) The treasurer shall hold the funds of the Association and disburse them in accordance with budgeted authorization.
- (5) He/She shall keep accurate account of receipts and of general membership. Dues payments shall be made in accordance with an agreed-upon schedule and shall be completed no later than sixty days in arrears. If the Association fails to complete dues payments in accordance with the previously agreed-upon schedule, it shall be assessed an interest charge on the unpaid balance. Such interest shall be determined by the M.T.A.
- (6) All disbursements over \$1750 shall be counter-signed by the president of the local association.
- (7) He/She shall provide for the examination of bills before payment is authorized.
- (8) He/She shall prepare an annual financial statement for publication to members as directed by the Board of Directors.
- (9) He/She shall keep the president and Executive Committee informed of the financial condition of the Association and assist the Executive Committee in the drafting of the annual budget.
- (10) He/she shall be bonded (this is completed by the MTA).
- (11) The accounts of the treasurer shall be audited annually by the auditor appointed by the Executive Committee. The auditor's report shall be submitted in writing.

(12) He/She shall attend all meetings of the Executive Committee and the Board of Directors. (13) He/she shall reimburse authorized members for expenses incurred in attending special meetings.

(14) He/she shall be present in the Association office or conducting association business a minimum of four hours each week during the school year. This time does not include scheduled meetings of the Board of Directors or Executive Committee.

(15) He/she shall each be responsible for managing the Association office for two weeks during the summer.

(16) He/she shall prepare an annual budget in February for consideration by the Board of Directors to determine the setting of dues for the following year.

e. Secretary

(1) The secretary shall keep accurate minutes of all meetings of the Board of Directors, the Executive Committee, the general membership and any other meetings he/she attends with the President.

(2) He/She shall maintain official files and shall assist the president with the Association correspondence.

(3) He/She shall be present in the association office or conducting association business a minimum of four hours each week during the school year. This does not include scheduled meetings of the Board of Directors or Executive Committee.

(4) He/She shall be responsible for providing notice of, scheduling, monitoring, and initiating procedures for all unit elections.

(5) He/She shall be responsible for managing the association office for two weeks during the summer.

Section 4. Powers and Duties of Unit Representatives

a. Secretarial Unit Representative

(1) He/She shall attend all meetings of the Executive Committee.

(2) He/She shall attend all meetings of the Board of Directors.

(3) He/She shall meet monthly with the Superintendent of Schools or his/her designee for all matters relating to the secretarial unit.

(4) He/She shall chair special meetings called to conduct business specific to the secretarial unit.

(5) He/She shall chair the negotiations team for the secretarial unit.

(6) He/She will be available to unit members to answer questions and address unit concerns via phone, email, or in person.

(7) He/She shall attend all grievance sessions for members within the secretarial unit.

(8) He/She shall keep up-to-date files on membership, meetings, voting and other unit business. (9) He/She is responsible for distributing information to unit members about Association activities, including brief ten-minute meetings when applicable.

(10) If during the school year he/she is required to attend a DLR meeting to represent the HEA, the HEA will pay him/her a stipend equal to one day's pay according to the salary schedule in effect at the time for each day he/she is not paid by the Haverhill Public Schools in accordance with the collective bargaining agreement.

b. ESP Unit Representative

(1) He/She shall attend all meetings of the Executive Committee.

(2) He/She shall attend all meetings of the Board of Directors.

(3) He/She shall meet monthly with the Superintendent of Schools or his/her designee for all matters relating to the ESP unit.

(4) He/She shall chair special meetings called to conduct business specific to the ESP unit.

(5) He/She shall chair the negotiations team for the ESP unit.

(6) He/She will be available to unit members to answer questions and address unit concerns via phone, email, or in person.

(7) He/She shall attend all grievance sessions for members within the ESP unit.

(8) He/She shall keep up-to-date files on membership, meetings, voting and other unit business.

(9) He/She is responsible for distributing information to unit members about Association activities, including brief ten-minute meetings when applicable.

Section 5. Powers and Duties of Membership Chair

- a. Be responsible for creating and implementing a membership plan
- b. Promote membership throughout the year
- c. Provide membership reports at HEA board and association meetings, collecting dues, and distributing membership cards
- d. Attend new teacher orientation to sign up new hires
- e. Report demographic changes and deletions to MTA
- f. Send authorization forms to payroll for dues deduction
- g. Audit membership rosters

Section 5. Terms and Succession

All members of the Executive Committee shall serve two years and may be re-elected.

Section 6. Elections

Elections for the Executive Committee shall be held in the month of April. Nominations are to be set up by a committee made up of the membership. The nomination period shall be open for two weeks prior to being voted upon by the membership.

a. Newly elected members of the Executive Committee shall work with the appropriate outgoing officer(s) during the transition period.

(1) He/she shall learn the responsibilities, policies, and procedures of the position.

(2) He/she shall attend meetings necessary to become familiar with the responsibilities of the position.

(3) A stipend of \$300 will be paid to the incoming members of the Executive Committee upon completion of a minimum of 10 hours of training with the outgoing officer in the position to which they were elected. A stipend of \$150 will be paid to incoming officers upon completion of a minimum of 5 hours of training with the outgoing officer in the position to which they were elected. A stipend of \$50 will be paid to the incoming officers who complete fewer than 5 hours of training with the outgoing officer in the position to which they were elected.

Section 7. Installation

New Executive Committee members shall be installed on July 1 of a calendar year.

ARTICLE V

Board of Directors

Section 1. Definition

There shall be a Board of Directors which shall consist of the Executive Committee of the Association and the faculty representatives.

Section 2. Duties

a. Within policies established by the general membership, the Board of Directors shall be responsible for the management of the Association and shall carry out policies of the Association.

b. All contributions of the HEA to charitable organizations must be voted upon by the Board of Directors at a regular or special meeting.

c. The Board shall report its transactions to the general membership and suggest policies for consideration by them. The Board shall set guidelines for gifts, cost of gifts, and place of purchase.

d. The Board of Directors shall determine the changes in compensation of the officers of the Executive Committee of the Association.

(1) The compensation of the president teaching full time will be \$20,000.

(A president teaching ½ time will be compensated \$10,000)

- (2) The compensation of each vice-president will be. \$10,000.
- (3) The compensation of the treasurer will be \$10,000.
- (4) The compensation of the secretary will be \$10,000.
- (5) The compensation for the Secretarial Unit representative elected to serve on the Executive Committee will be \$5,000.
- (6) The compensation for ESP unit representative to serve on the Executive Committee will be \$5,000.
- (7) The compensation for the Membership Chair will be \$5,000.
- (8) The Association will assume all necessary costs attendant upon release from teaching duties of the president as approved by the School Committee and the Board of Directors.

ARTICLE VI

Building Representatives

Section 1. Appointment

Building representatives are appointed by the Executive Committee in consultation with their respective school staff members if possible, before the second Friday of September of the current year. Their service, after appointment, starts the second Friday of September and ends one year later. A building representative should be appointed for each twenty Association members. There should be at least one representative from each building.

Section 2. Duties

- a. Building representatives shall attend regular meetings of the Board of Directors.
- b. Building representatives shall be responsible for
 - i. conducting regular (at least monthly) 10-minute meetings to keep members informed of activities, events, problems, and accomplishments.
 - ii. recruiting new members to the local, assisting new members in becoming familiar with the district and the local, and promoting 100% membership in the building.
 - iii. frequently reviewing the current membership roster to verify contact information and membership status (at least monthly).
 - iv. assisting the Membership Committee in verifying correct names, addresses, and phone numbers of members.
 - v. serving as the main source of communication to the members in the building.
 - vi. maintaining and updating an Association billboard in the building that is accessible to members

- vii. developing a personal contact system in the building and initiating “messages” to be sent through the system
- viii. distributing appropriate communications and materials through the building
- ix. advising the president of concerns in your building
- x. assisting members in receiving help they may need for member rights, membership concerns, etc.
- xi. helping to identify members who will carry out union initiatives and activities
- xii. representing your building at meetings of the local
- xiii. attending appropriate meetings and training sessions
- xiv. representing the building and encourage members to attend the Association Annual Membership Meeting each fall
- xv. represent the building and attend the Association Honors Banquet each spring.
- xvi. representing members by addressing building concerns directly with the principal
- xvii. serving on the various committees of the Association (scholarship, membership, etc.)
- xviii. attending meetings of the School Committee
- xix. knowing the contract

c. Each Building Representative may submit to the Executive Committee for consideration, the names of two alternates from the school they represent. Only one alternate may be in attendance for a building representative at a meeting for voting purposes.

d. In the event that neither the building representative nor an alternate is able to attend a meeting that includes a pre-scheduled vote, the building representative may send a signed proxy vote with his/her designee.

Section 3. Stipends

a. Active Building Representatives, upon the recommendation of the Secretary and approval of the Executive Committee, shall be paid a stipend of \$500 prior to the last day of school each year.

b. In January of each year, the Secretary of the Association, with the President, will review each representative’s performance to date as it relates to the duties outlined above. The president and secretary will meet with any representative determined not to be adequately fulfilling his/her duties to review the expectations and offer any assistance or training necessary. If the representative is not able to meet the expectations of the position, the Executive Committee may elect not to pay the stipend.

c. In May of each year, the Secretary of the Association shall make a recommendation to the Executive Committee of which representatives have satisfactorily met the expectations of the Association. In making his/her recommendation, the Executive

Committee shall consider each representative's overall performance as a representative as it relates to the duties outlined above including, but not limited to, attendance at Board of Directors meetings, holding regular 10-minute meetings in the buildings, and assisting and participating in the activities of the Association.

ARTICLE VII

Meetings

Section 1. Executive Committee

The Executive Committee shall meet twice a month or prior to all regular meetings of the Board or upon request of the president, or upon request of the majority of its members.

Section 2. Board of Directors

The Board of Directors shall meet monthly during the school year starting in September.

Section 3. General Membership

There shall be at least one general membership meeting each year which shall be determined by the Executive Committee. The Executive Committee shall prepare a tentative agenda for the meeting and shall circulate it to all members so that the members will have time to discuss it prior to the meeting.

Section 4. Special

Special meetings of the general membership may be held at the request of the president or the Executive Committee from five percent (5%) of the membership. Business to come before special meetings must be stated in the notification which shall be sent in writing to each member. Business shall be confined to these items.

Section 5. Quorum

- a. The majority of the identified members shall be a quorum for the Board of Directors (building representatives and the Executive Committee) and committees.
- b. A quorum for general membership meetings shall be (10%) of the registered members.

Section 6. Rule of Procedure

Robert's Rules of Order Revised shall govern the proceedings of the Association.

ARTICLE VIII

Committees

Section 1. Organization

- a. Membership on committees is on a voluntary basis, subject to the approval of the Executive Committee. The chairperson is appointed by the president or his/her designee.
- b. Each committee, with the approval of the Executive Committee, 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 approved by the Executive Committee. 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 as necessary to general membership meetings any action items. He/she shall prepare an annual written report as necessary which the Executive Committee shall file as part of the records of the Association.

Section 4. Titles and Duties

a. The Negotiating Team

- (1) The team shall negotiate with the School Committee on hours, wages, and working conditions including instructional programs for all personnel in each bargaining unit.
- (2) With the aid of appropriate committees, it shall prepare proposals to be approved by the general membership prior to being placed before the School Committee.
- (3) 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 Committee prior to the negotiations and/or should be included in the local association school committee contract.
- (4) Negotiation team members who regularly attend team meetings and negotiation sessions shall be paid a stipend of up to \$500 per year at the discretion of the president of the association. Members of the Executive Committee shall not be eligible for this stipend during their term of service.

b. The Political Action Committee

- (1) The committee shall have broad concern for local, state, and national legislation, affecting the interests of schools, teachers, and the Association.
- (2) It shall encourage members to exercise their civic and political rights and keep them informed about new legislation.
- (3) The committee shall organize and oversee the work the work of the following sub-committees:

A. Local Legislation - It shall be the responsibility of this committee to study candidates for local offices and to work for the election of those candidates who are friends of education.

B. State Legislation - It shall be the responsibility of this committee to study pending state legislation and promote activities in the support of the desirable legislation.

C. Federal Legislation - It shall be the responsibility of this committee to study legislation before the Federal Congress and develop activities in the support of desirable legislation.

D. Citizenship - It shall be the responsibility of this committee to educate members on civil rights and responsibilities of teachers and to develop programs that will encourage civic participation.

c. The Committee on Professional Rights and Responsibilities

(1) The committee shall develop Association positions on all matters pertaining to the rights of Association members especially academic freedom, professional and personal leaves, administrative discipline and dismissal, and grievance procedures; and shall compile data for the support of such positions in negotiations.

(2) The committee shall develop a program of orientation to the Code of Ethics for the members of the Association.

(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 Committee in cases of censure, suspension or expulsion of members.

d. The Rules and Regulations Committee

(1) The committee shall keep up to date on any changes in the Rules and Regulations by the School Committee.

(2) The committee shall inform the Executive Committee and the general membership of changes in the Rules and Regulations.

(3) The committee is to watch that changes are still within contract guidelines.

e. The Public Relations Committee

(1) The committee shall determine community projects for HEA sponsorship.

(2) The committee shall see to the planning, carrying out, and publicizing HEA funded activities.

f. The Nominations and Elections Committee

(1) The committee shall consist of at least one teacher representative from the elementary schools, one from the middle schools, and one from the high school and one secretarial representative and one educational support personnel representative. No officer may serve on this committee.

- (2) Members of this committee shall be appointed by the president with the advice and consent of the Executive Committee.
- (3) The committee shall determine the nominations procedure for candidates seeking elective office.
- (4) The committee shall be responsible for securing candidates for each of the elected officers of the Executive Committee.
- (5) Anyone who is an active member of the Association may be a candidate.
- (6) The committee shall seek to guarantee ethnic-minority representation at least proportionate to its ethnic-minority membership for any office. (The ethnic-minority statistics used will be those published by the United States Bureau of Census.)
- (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 committee shall be responsible for conducting annual elections and for meeting the requirements of special elections.
- (9) All elections shall be conducted by secret ballot during April.
- (10) To be elected, a candidate must receive a majority of the votes cast.

g. Membership Committee

- (1) The committee shall consist of the Membership Chair, the Treasurer, and other members appointed by the president with the advice and consent of the Executive Committee
- (2) The committee shall assist the Membership Chair to carry out his/her duties.

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. (ie. bylaws, sick-bank, grievance, scholarship)

Section 6. Stipends

Active members of the special committees ~~designated by the Executive Board will~~ may receive a stipend up to but not to exceed the local teacher dues obligation upon approval of Board of Directors. Executive Committee members shall not be eligible for stipends during their terms of service.

ARTICLE IX
The Amendment Process

Any article or section of an article may be amended by a two-thirds (2/3) vote of those present and voting at either a general membership meeting or a Board of Directors meeting provided

notice of said change or changes has been provided to the membership at least two weeks prior to the vote. Proposed changes to the Bylaws along with its current wording shall be posted on the HEA website and/or other electronic outlets utilized by the HEA and made available to all members. A minimum of one paper copy of the proposed changes will be sent to each building to be posted in conspicuous places such as teachers' rooms and other places members may convene. Notices will include date and time vote will be taken and indicate type of meeting and who is eligible to vote on the change.