

WESTFIELD EDUCATION ASSOCIATION BYLAWS
Updated and approved at General Meeting – May 2013

BY-LAWS

ARTICLE 1

Duties of the Officers

(The following positions receive stipends)

A. PRESIDENT

Section 1. The President shall be the chief executive officer of the Association and will preside over meetings of the Executive Board and the general membership. The President shall be a member ex-officio of all standing and special committees. Any duty of the President can be delegated to any member provided the member agrees.

Section 2. Unless otherwise provided for in the by-laws, the President shall appoint the Chairperson and members of standing committees and special committees. Current standing committees are negotiations, by-laws, professional rights and responsibilities, nominating and professional development. Special committees shall apply to those committees which may be tasked with a single purpose in which a standing committee does not have a role.

Section 3. The President shall perform all other functions usually attributed to this office. He/she shall attend all meetings of the Westfield School Committee. The President shall designate an officer to attend such meeting in his/her absence.

Section 4: The President shall set the agenda for all executive board meetings.

B. VICE-PRESIDENT

Section 1. The vice-president shall serve as vice president of the Association and shall perform the functions attributed to that office.

Section 2. In the case of absence of the President, the vice president shall perform all duties pertaining to the office of president.

Section 3. The vice president shall serve as a member ex-officio of the Negotiations / Professional Rights and Responsibilities Committee.

Section 4. The vice president shall be responsible for the recruitment and compilation of membership, billing, collecting and transmitting of information to the treasurer regarding the payment of dues to the NEA and MTA.

C. SECRETARY

Section 1. The secretary shall keep a record of all business transacted at the meeting of the Association and of the Executive Board.

Section 2. The secretary shall send out notices.

Section 3. The secretary shall be responsible for keeping an accurate and current listing of Executive Board members and their attendance at executive board meetings.

Section 4. In the event that any officer of the association runs unopposed, the secretary shall cast one vote for the unopposed office at the spring general membership meeting.

D. TREASURER

Section 1. The treasurer shall hold the funds of the Association and disburse them according to the approved budget.

Section 2. The treasurer shall keep accurate accounts of receipts and disbursements and shall report to each meeting of the general membership.

Section 3. The treasurer shall prepare an annual financial statement for publication to members as directed by the Executive Board.

Section 4. The treasurer shall provide all materials and finance as requested by an auditing firm. The results of the audit shall be provided to the executive board by November 1.

Section 5. The treasurer shall keep the President and the Executive Board informed of the financial condition of the Association.

E. Professional Rights and Responsibilities Chairperson

A Professional Rights and Responsibilities Chairperson or Chairpersons will be recommended by the President of the Association to members for confirmation as Grievance Chairperson. The individual so recommended will be confirmed by a majority vote of those members in attendance at the General Meeting of the Association.

The Professional Rights and Responsibilities Chairperson shall:

1. Serve as Chairperson of Professional rights and responsibilities for the WEA.
2. Convene and conduct meetings of the Professional rights and responsibilities Committee.
3. Keep accurate professional rights and responsibilities records and a professional rights and responsibilities log in the Association files.
4. Assist Faculty Representatives in the processing of professional rights and responsibilities through Level I.
5. Assist in Levels II and III of the professional rights and responsibilities procedure.
6. Participate in all procedures relating to arbitration.
7. Report on the status of professional rights and responsibilities at the monthly Executive Board meetings.
8. Schedule professional rights and responsibilities workshops when necessary through the President of the Association.
9. Receive a stipend for his/her duties.
10. Report to the membership through a monthly professional rights and responsibilities Newsletter pertinent facts concerning professional rights and responsibilities and contract language.

11. The Professional rights and responsibilities Chairperson(s) is/are voting members of the Executive Board.

12. The Professional rights and responsibilities Chairperson(s) is/are MTA Delegate and ex-officio officer.

F. There shall be a Public Relations Chairperson appointed by the President whose function will be to plan, develop, and carryout the Association's public and community relations programs. The Public Relations Chairperson shall be responsible for the publication of the Association Newsletter. Working with the President, the Public Relations Chairperson will formulate a program to be approved by the Executive Board prior to the adoption of a budget so that the appropriate funds can be included.

G. There shall be a Political Actions Officer recommended by the President of the Association to members for confirmation as Political Action Officer. This officer's functions will include informing the Association of political matters. Also, to organize the Association's political agenda. Working with the President, the Political Action Officer will present any programs requiring funding through the Executive Board prior to the adoption of a budget, whenever possible. This officer will be a voting member of the Executive Board.

H. There shall be a webmaster position recommended by the President for the purpose of keeping the WEA website updated and current. This is a non-stipend position.

I. New officers shall be installed at the September meeting of the Executive Board immediately following their election at the general meeting of the Association. Outgoing officers shall provide a written report to incoming officers as to the status of association business.

J. Officers may be removed from office by the General Membership upon a two-thirds vote of said membership present. The officer to be removed must be given at least seven (7) days notice of the meeting and the proposed vote of removal along with the reason(s) for which the officer is being removed so that he/she may appear and demonstrate why he/she should not be removed.

Section 1. Requests for the removal of an officer must be made in writing by petition with over one-half of the membership signing. The petition will be submitted to the Executive Board of the Association.

Section 2. Petitioners will state reasons for removal orally and in writing.

Section 3. The affected officer will be given rebuttal time for statement which must be presented in writing to the Executive Board.

Section 4. The Executive Board will distribute printed copies of charges and statements to all members of the Association at least 7 days in advance of the proposed vote for removal. Equal time will be provided to the petitioner as well as the defendant for the presentation of arguments during the meeting

J. When any officer cannot fulfill his/her position during their tenure, the President shall appoint a replacement to finish the term of that officer. This appointment shall be approved by the Executive Board.

ARTICLE II

Executive Board

Section 1. The Executive Board shall transact all business of the Association not otherwise provided for in the Constitution and By-Laws. It shall have power to fill any vacancy occurring in its membership and such appointments shall continue in force until September 1 following the annual meeting.

Section 2. The Executive Board shall provide a place of meeting for the Association, have charge of its properties and provide all furnishings. They shall also provide door keepers when necessary.

Section 3. The Executive Board shall meet once a month during the school year at a time and place to be determined by a majority of its members. Other meetings of the Executive Board shall be at the call of the President. The President shall call a meeting of the Executive Board upon the request of any three members of the Association. Fifty per cent shall constitute a quorum of the Executive Board.

Section 4. Faculty representatives shall contact the members they represent concerning Association business before each Executive Board meeting.

a. Elected Faculty representatives may designate an alternate to act in their capacity when such representative is unable to attend a regularly scheduled meeting of the Executive Board.

Section 5. Representation to the Executive Board shall be based on the number of paid members from each building according to the following formula: one representative for every twenty paid members or part thereof. In the event that this formula is not realized through the normal election process, the Executive Board of the Westfield Education Association will seek at-large representation to participate in the governance structure of the Executive Board. As soon as possible after September 1, faculty representatives shall post a notice in each school which does not have adequate representation (according to the formula above). This notice shall serve to inform members that vacancies exist on the Executive Board. Persons requesting to sit on the executive board as at-large representatives shall submit such request to the Executive Board by October 1. At the first executive board meeting in October, duly elected executive board members shall approve those persons who have requested at-large representation on the Executive Board. Both elected and at-large representatives will serve through September 1st and are accorded all rights and privileges of the Executive Board members.

Section 6. In order to fulfill the obligations of a faculty representative, at-large faculty representatives must represent the level in which they are currently employed. (High school representation must come from the high school, middle school from the middle schools, etc.)

Section 7. Each unit shall conduct its own negotiation business in caucus, and shall ratify its own agreement. A Chairperson shall be elected by that Unit excepting that the President of the Association shall automatically become the Chair of the Negotiations for his/her Unit.

Section 8 At least five (5) days before a vote on the collective bargaining contract, every member shall be supplied with a copy of the proposed additions or deletions to be made to the contract.

ARTICLE III

Membership

Section 1. Membership is contingent upon payment of dues to the Westfield Education Association, the Massachusetts Teachers Association, and the National Education Association.

- a. Active members, unless otherwise provided for in the by-laws, will pay full dues as determined by the membership during the annual meeting.
- b. Unit D members shall pay 75% of the WEA dues assessment.
- c. Associate members will pay 50% dues for the membership year they were so classified. Said payment will be made upon the Associate member's return to the regular work force and will be in addition to regular dues currently in effect.
- d. Members laid off due to reduction in force will pay no dues during the period of time in which they were in a condition of layoff.
- e. Active members who are employed 50% for less of full-time position (for the full year) will pay one half (1/2) dues as determined by the membership during the annual meeting.

Section 2. Term of membership shall be the school year; however, membership shall commence July 1 rather than September 1, and continue to the following June 30. Membership is contingent upon payment of dues. Payment shall be by payroll deduction or in one payment by December 31st.

Section 3. any member or individual paying an agency fee leaving the school system shall have the remaining amount of dues/fees taken from his/her last paycheck. If a person leaves before January 31st, he/she will be charged one-half MTA dues, full NEA dues, and one-half WEA dues.

Section 4. In case of death, the Association will absorb the cost of the remaining dues.

Section 5. Any member failing to pay his/her dues as specified in Section 1 above shall automatically be expelled as a member. Any member shall automatically be expelled as a member upon termination of employment by the Westfield Public Schools. Members may also be expelled by vote of two-thirds of the general membership of the Association present at a General Membership Meeting provided that the member to be expelled shall be given an opportunity to speak at the meeting at which the vote to expel is taken.

Section 6. No assessments other than dues may be made on the members.

ARTICLE IV

Budget

A budget shall be approved by the general membership during the spring Annual Meeting. Expenditures shall not exceed the amounts stated for each line item except by approval of a majority of the Executive Board. Local dues shall be approved by the general membership during the spring Annual Meeting by a majority vote

ARTICLE V

Nominating Committee

The Nominating Committee shall consist of five members of the Association appointed by the President. The chairperson shall come from the Executive Board. The nominating committee shall put forth a slate of proposed officers which shall be posted in all schools at least thirty (30) days prior to election.

ARTICLE VI

The rules contained in Roberts Rules of Order - Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-laws of this Association.

ARTICLE VII

By-Law Changes

Section 1. The By-laws may be amended by a two-thirds vote of members present, provided that such an amendment has been submitted in writing through the President to the chairperson of the by-laws committee.

Section 2. Notice of such amendment shall have been posted at least 30 days before the amendment is to be acted upon.

Section 3. New amendments shall become effective September 1st.