

# WREA BYLAWS

Adopted June 2018

## Article I: Name of Association

The name of the association shall be the Wachusett Regional Education Association, Inc./MTA/NEA 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:

To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.

To promote professional interests and establish a fraternal feeling.

To promote and protect the rights and responsibilities of the professional staff.

To represent the bargaining unit members for the purpose of collective bargaining and the improvement of working conditions.

To engage in any other related activities as are consistent with the law.

## Article III: Membership

**Section 1.** Membership in the association shall be classified as active, unpaid leave, retired, or honorary and shall be available to those who pay the prescribed dues.

- A. Active membership shall be available to use the recognition clause from the collective bargaining agreement or MLRC unit determination or other language.
  - a. The Wachusett Regional Education Association, Inc., shall continue active membership of those members laid off due to a reduction in force with reduction in dues of fifty (50) per cent. Such eligibility for active membership shall continue as long as such persons are eligible to be recalled or for three (3) years, whichever is longer.
  - b. 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 affiliation in the school district or higher education institution in Question
  - c. The Association shall guarantee that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.
- B. Associate members are those other persons interested in the advancement of the cause of education, who are not eligible for active membership. Applications for such membership shall be made in writing to the Association through the executive board and approved by the association by a simple majority at a regular meeting.
- C. Retired members are those former active or associate members who upon retirement apply for membership.

- D. Honorary membership may be conferred by a two-thirds (2/3) vote of the Executive Board or a general meeting of the 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 as defined in section 1 of this article III shall have the privilege of voting and holding office in the association.

**Section 4.** The membership year for the Wachusett Regional Education Association, Inc., Shall be from July 1 to June 30. Members must be payroll deduction members: (Those members currently cash-continuing prior to 2006 may remain cash-continuing). Membership shall be continued from year to year until death, retirement, or the member cancels the election with a 60-day notice in writing. Current membership lists will be updated by December 31 of each year. Beginning with the 2013/2014 school year, annual membership dues in the WREA will be set at 30% of the annual dues for the MTA.

#### **Article IV: Affiliation**

**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 Association shall submit annually to the Massachusetts Teachers Association:

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

#### **Article V: Officers**

**Section 1.** The Association officers shall consist of a President, a Vice President of Membership, a Vice President of Treasury, Vice President of Contract Maintenance, Vice President of Negotiations and Secretary.

**Section 2.** Powers and duties of the officers

**A. The President shall:**

1. Preside at meetings of the executive board and the general membership.
2. In consultation with the executive board, appoint the chairpersons and the members of standing committees and special committees and be an ex officio member of all committees.
3. Maintain regular communications with the superintendent.
4. Be the executive officer of the association.
5. Be responsible for answering questions about the teacher evaluation process.
6. Meet regularly with committee chairpersons to discuss committees activities
7. Prepare and publish news of the association
8. Serve on the negotiations team
9. Assist in preparation and processing of grievances
10. Attend all District Insurance Advisory Committee meetings or Public Employee Committee (PEC) meetings as a representative of the WREA. Any changes to the PEC shall be subject to ratification by the membership.
11. Perform all other functions usually charged to this office
12. In accordance with the MTA and NEA bylaws, represent the WREA at the MTA annual meeting and coordinate possible representation at the NEA Representative Assembly.

**B. Vice President of Treasury shall:**

1. Hold the funds of the association and disburse them in accordance with the budgeted authorizations.
2. Bill the membership for all annual dues.
3. Collect dues through the membership committee and transmit amounts due the Massachusetts Teachers Association and the National Education Association.
4. Keep accurate account of receipts and disbursements, and shall report to each meeting of the general membership.
5. Prepare an annual financial statement for publication to members as directed by the executive board.
6. Keep the president and the executive board informed of the financial condition of the association and assists the executive board in the drafting of the annual budget.
7. Be bonded.
8. Have custody of all the funds belonging to the Association and deposit them in the name of the Wachusett Regional Education Association.
9. Oversee that the executive board conducts all activities in accordance with the bylaws.
10. Attend all District Insurance Advisory Committee meetings or Public Employee Committee meetings as an alternate representative of the WREA in accordance with Massachusetts General Law.
11. Perform all other functions usually charged to this office as suggested in the MTA Local Treasurers Guide/Handbook.
12. Assist the President as needed in the running of the Association.
13. Meet with the Executive board monthly to review financial statements.

**C. Vice President of Membership shall:**

1. Enroll all members and forward the membership forms to the Vice President of Treasury
2. Maintain a roll of the members, including updating member's current school sites and provide annually to the MTA.
3. Maintain national database and report information to Vice President of Treasury
4. Maintain accurate records, comparing WREA membership database with MTA and NEA membership database, and the WRSD payroll database.
5. Perform all other functions usually charged to this office.
6. Assist the President as needed in the running of the Association.

**D. Vice President of Contract Maintenance shall:**

1. Be responsible for preparation and processing of all grievances.
2. Keep the executive board informed on grievances and related issues.
3. Oversee the maintenance of the contract.
4. Be responsible for answering disciplinary questions.
5. Perform all other functions usually charged to this office.
6. Assist the president as needed in the running of the association.
7. Be responsible for the grievance training of the building delegates

**E. Vice President of Negotiations shall:**

1. Act as the chairperson of the negotiating committee and shall assist in all matters contract related.
2. Assist in the processing of grievances and in negotiating Memorandums of Agreement (MOA).
3. Serve on the negotiations team and chair the Negotiating Committee.
4. Evaluate contract proposals and present these to the negotiations committee and/or the negotiations team.
5. Be responsible for obtaining and maintaining current contracts for other local and statewide administrative and education associations.

6. Assist the President as needed.
7. Be responsible for implementation of the Sick Bank.
8. Be responsible for answering Human Resource questions.
9. Attend all District Insurance Advisory Committee meetings or Public Employee Committee meetings as an alternate representative of the WREA in accordance with Massachusetts General Law.

**F. Secretary shall:**

1. Keep accurate minutes of all meetings of the executive board, House of Delegates and of the general membership meetings. The minutes of said meetings shall be prepared in a timely fashion and provided electronically to the House of Delegates and executive board members respectfully.
2. Maintain official files, and shall assist the president with the association correspondence.
3. Oversee that the executive board conducts all activities in accordance with the bylaws.
4. Prepare for the annual WREA meeting
5. Perform all other functions usually charged to this office
6. Oversee the maintenance and updating of the WREA website as directed by Executive Board, including but not limited to agendas and minutes of H.O.D. meetings.
7. Be responsible for communication to members through newsletters and social media.

**G. Chair of the House of Delegates shall:**

1. Creates the agenda for and chairs all HOD meetings.
2. Assist in the training of the building delegates
3. Organize and coordinate union functions
4. Compile a list of contacts for questions that HOD members can reference/ refer people to
5. Provide electronic copies of the HOD meeting agenda and executive board/committee reports prior to the HOD meeting.
6. Provide copies of the HOD meeting agenda, previous month's minutes, and executive board/committee reports (at least one copy per school) at each HOD meeting.

**Article VI: Executive Board**

**Section 1.** The executive board shall consist of 7 members: the Association President, the 4 Association Vice-Presidents, the Secretary, and the Chair of the House of Delegates. It shall be the executive authority of the Association. Upon a majority vote of the board, other individuals may be invited to attend all or part of the executive board meetings as non-voting guests.

**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 by June 1st for the operation of the association. It shall have the accounts of the association audited at least every two years and upon the change in the Treasurer position by September 1st. Upon written request to the Executive Board, on or before the first HOD meeting of the school year, a copy of the most current audited association accounts will be given to at least one building delegate from each school site to be accessed by members at that school site. Notification of the name(s) of the delegate(s) will be made to all members by the end of October of each school year.
- D. It shall establish committees, create policies governing them, and set stipends.
- 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-thirds (2/3)

majority to uphold the recommendations of the executive board, it shall immediately elect a replacement to fill the unexpired term.

- F. If an office becomes vacant for any other reasons, including resignation, the Executive Board shall, within 72 hours, make every effort to inform the entire membership of the vacancy. The Executive Board shall then appoint a temporary replacement to fill the vacancy. If the term left vacant is six months or more in duration, a general election must be scheduled within 30 days of the resignation. No appointed officer will serve more than 45 school days of an unexpired term of more than 6 months.
- G. The Executive Board shall review and vote upon any MOA between the WREA and the WRSD, and then present to the HOD with their recommendation at the next scheduled meeting for their vote.

### **Section 3. Terms and Succession of the Executive Board**

- A. Members of the Executive Board shall serve a two (2) year term and may run for reelection, with a term limit of no greater than three full terms served in any office consecutively.
- B. Outgoing Executive Board members shall turn over all union equipment/materials to the incoming members on or before July 1 or the day they take office (in case of resignation).
- C. Members of the Executive Board shall take office on July 1 of each calendar year.

## **Article VII: Association Representatives**

### **House of Delegates**

**Section 1.** There will be one (1) delegate for every fifteen (15) members by school and every school will have at least one (1) delegate and a maximum of (5). Any multiple of fifteen (15) will entitle the building to one (1) additional delegate. For district-wide employees (WREA members that work in two or more school buildings), there will also be a minimum of one (1) delegate. There will be one district wide delegate from the specialties of art, music, physical education, and special education totaling four (4).

### **Section 2. Election of building delegates**

- A. The election of building delegates shall take place during the month of May.
- B. Procedures for election of building delegates
  - 1. Any member interested in becoming a building delegate should notify the Executive Board of their intent in writing by the second Monday of May.
  - 2. In the event that the number of interested applicants at a particular school site is equal to or less than the number of positions available, interested parties are deemed elected.
  - 3. If the interested number of applicants is greater than the number of positions available, the Election Committee will conduct an election by last Friday of May in the particular school site(s).
- C. Vacancies due to transfer, absence, or resignation
  - 1. If a delegate is absent for more than two meetings without notice or unable to complete the term, then the seat is considered vacant.
  - 2. If a delegate is transferred to another building during the school year the seat is considered vacant.
  - 3. The executive board will inform the members at the particular school site of the vacancy within 72 hours of the seat being vacated.
  - 4. Interested members shall notify the Executive Board in writing within 10 days of the vacancy being announced.
  - 5. In the event that the number of interested applicants at the particular school site is equal to or less than the number of positions available, interested parties are deemed elected.
  - 6. If the interested number of applicants is greater than the number of positions available an election will be held within thirty (30) days of the time such vacancies occur.

### **Section 3. Role of the House of Delegates**

- A. To bring forward and act on new business items brought before it, carrying out the purpose of this association. carrying out the purpose of this association.
- B. To consider the matters presented to it by the board, Committees, or individual members.
- C. To keep a complete record of all of its meetings and all of its official acts, such records to be open to the inspection of any member of the association.
- D. The House of Delegates by a vote of two-thirds (2/3) of its membership may override a vote of the executive board.
- E. To represent the members of their buildings by attending scheduled House of Delegates' meetings and regularly holding building level meetings to share information.
- F. When notified, to solicit newly hired eligible members to join the WREA by offering them an enrollment packet, explaining the benefits of joining the union, and following up within ten school days to secure completed enrollment form. The enrollment form must then be submitted to the VP/Treasurer within one week.
- G. To maintain a list of eligible and active members in their building or discipline including contact information: Name, position, start date, home address, private email address, and telephone number. Any future changes to contact information or employment status must be shared with VP/Treasurer and VP/Membership\* within one week.
- H. Enact all other such measures as may be necessary to achieve the goals and objectives of the WREA.
- I. Exercise final authority in all matters of the WREA, except as otherwise provided in these Bylaws.

### **Section 4. House of Delegates Meetings**

- A. The first meeting of the House of Delegates shall take place within six (6) weeks of the opening of school.
- B. The House of Delegates must meet at least seven (7) times during the school year.
- C. On the written request of any ten (10) members of the House of Delegates, the president shall call a meeting of the House of Delegates within fifteen (15) days. If no action is taken by the president, ten (10) members of the House of Delegates may issue a call for a meeting over their own signatures. This shall be a legal meeting and take precedence over all other business.
- D. The election of the Chairperson shall take place at the last HOD meeting of the year.

### **Section 5. Committees**

No member of the House of Delegates may serve on more than two (2) standing committees at the same time. No member of the House of Delegates may be the chairperson of more than one (1) standing committee at the same time.

### **Section 6. Compensation**

Stipends of the members of the House of Delegates and officers shall be set each year by the Executive Board and reviewed as part of the WREA budget at the annual general membership meeting. Stipends are to be determined based on a member's attendance at monthly HOD meetings and meetings run in their respective schools where possible, and shall be paid at the completion of the duties in June.

## **Article VIII: 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. The executive board shall also meet with the House of Delegates at their regularly scheduled

meetings. These meetings may serve as the required monthly meetings of the executive board. Three members of the executive board may request additional meetings.

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

- A. There shall be at least one (1) general membership meeting each year which shall be determined by the executive board. The executive board 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.
- B. The annual (This general membership) meeting will take place in June and will be presided over by the President.

## **Section 3. Special Meetings**

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 shall be of the members present.

# **IX: Committees**

## **Section 1. Organization**

There may be the following standing committees having the specific functions outlined below:

- A. The members selected will represent different groups in the association and will serve for a one year term with the exception of the negotiating committee.
- 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 according to a calendar developed by the chairperson. 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 the House of Delegates any action items. He/she 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 Committee**

- 1. Shall advise the negotiating team on the proposals solicited from and suggested by the members.
- 2. Shall consist of the Vice President for Negotiations, and any other members who wish to be part of the process. The negotiating committee with the aid of the executive board will be an advisory committee and members will not receive a stipend.

### **B. Negotiating Team**

- 1. Shall consist of the President, The Vice President for Negotiations and up to three members of the negotiating committee. Each member of the team (excluding officers) will receive a stipend in the amount set by the Executive Board for the purposes of negotiations.
- 2. Upon reaching agreement on all matters under negotiation, the team shall prepare and submit its report and recommendations to the members at least three (3) schools days prior to a general

discussion meeting with voting during special polling hours at least (1) one calendar week following the general discussion meeting. The procedures for ratification of an agreement shall be developed by the Executive Board.

### **C. Elections and Ratification Committee**

1. No candidate or Negotiation TEAM members (including officers) may serve on this committee.
2. The Elections and Ratification Committee shall consist of at least three (3) and no more than five (5) representatives selected by the House of Delegates. Each selected representative shall receive a \$100.00 stipend for serving on the committee.
  1. Duties of the Chair:
    - a. The Chair shall hold scheduled meetings and record minutes of the Elections and Ratification Committee.
    - b. The Chair shall receive an additional \$100.00 for chairing the committee.
  2. Duties of the Committee:
    - a. The committee shall be responsible for conducting annual elections, coordinating ratification voting, and ensuring that voting procedures are followed.
    - b. The committee shall be responsible for securing candidates for each of the elective offices.
    - c. The committee shall ensure that the Association shall conduct all elections with open nominations and secret ballot.
    - d. The committee will set the calendar for all elections, publish the date and the written statements of candidates at least two weeks in advance of the set election. Executive Board elections shall be scheduled before the date of the WREA Annual Meeting.
  3. Ethics of the Committee:
    - a. Any of the selected representatives on the Elections and Ratification Committee that may have a conflict of interest with any nominated candidate should recuse him or herself from serving on the committee.
  4. The nominations procedure for candidates seeking elective office shall use the following guidelines:
    - a. Anyone who is an active member of the Association may be a candidate for any office.
    - b. Any member interested in becoming a candidate for the Executive Board should notify all members of the Elections and Ratification Committee of their intent in writing by the date set by the committee.
    - c. Upon the date set for written notification of candidacies for designated positions, the Elections and Ratification Committee shall email the list of candidates with positions sought to all Executive Board members, House of Delegates Members, and those candidates seeking office on the morning after the deadline.
    - d. The Elections and Ratification Committee shall make every effort to stay with publicized deadlines for submission of written statements. If deadlines are changed, the Chair should send an explanation of the change in writing to the candidates seeking office, the Executive Board officers, and the House of Delegates Members by the Chair of the Elections and Ratification Committee.
    - e. All written statements by candidates shall be limited to four hundred words or fewer. The Elections and Ratification Committee shall not edit written statements of candidates. All written statements shall be kept confidential from all Executive Board Officers, and shall be sent out to the membership no later



than two weeks before the election. The President shall forward to the Chair the email list of all members. The Chair of the Elections and Ratification Committee shall use the list solely for the purpose of sending the list of candidates and their written statements to all members for consideration.

- f. To be elected, a candidate must receive a majority of the votes cast. If there are uncontested seats for any position(s) other than a position on the Executive Board, those candidates can be considered appointed without an election. All Executive Board members must be elected.
5. Reporting Results: Ballot results from each school site shall be counted by at least one HOD member and at least one other member. Results will be emailed to the Elections and Ratification Committee. Once all school sites have reported their counts, the Elections and Ratification Committee shall total the number of votes, and report the results by school to the Executive Board and the House of Delegates for verification. Those candidates with a majority vote win the position. The Chair of the Elections and Ratification Committee shall use the email list from the President to email the election results to the whole membership by midnight on the day of the election. The Elections and Ratification Committee shall then collect all of the ballots at each school site, and will certify the results and do a recount for any candidate.

#### **D. Grievance Committee**

1. The Grievance Committee shall consist of all voting members of the Executive Board. Each member shall have an equal vote.
2. The responsibilities of the Grievance Committee will be to review and recommend the process of all grievances as outlined in the collectively bargained grievance procedure.

#### **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 X: Rules and Procedures**

**Section 1.** Robert's Rules of Order Revised shall be the authority of the association.

#### **Section 2. Voting Procedures**

##### **A. Elections**

1. The updated list of members by building site shall be sent to the HOD members at least two (2) days prior to the voting.
2. Ballots shall be provided to delegates in each building at least two (2) days prior to the election.
3. The delegates shall designate a location and times for voting and shall inform WREA members in their building at least one (1) day prior to the election.
4. Two members of the WREA, including one (1) delegate, shall oversee the voting.
5. When voting, no member of the WREA shall make any attempt to interfere, influence or alter the vote of any other member. There shall be no materials of any kind related to the election in the vicinity of the ballot location, nor shall any officers, negotiating team members or candidates be assigned to oversee the voting.
6. For absentee members, two members per building shall be designated to receive absentee vote emails, with one being an HOD member unless it conflicts with above. They shall notify members and shall cast the vote as directed, recording as absentee on the building roster and retaining the email for certification purposes.

7. Two members of the WREA, including one (1) HOD member, shall invite any interested members to oversee the counting.

#### **B. Ratification**

1. In accordance with Massachusetts General Law Labor Relations Regulations, the locations, times, and names of delegates/members conducting the vote in each building shall be posted at least five days prior to voting.
2. The updated list of members by building site shall be sent to the HOD members at least two (2) days prior to the voting.
3. Ballots shall be provided to delegates in each building at least two (2) days prior to the election.
4. Two members of the WREA, including one (1) delegate, shall oversee the voting.
5. When voting, no member of the WREA shall make any attempt to interfere, influence or alter the vote of any other member. There shall be no materials of any kind related to the voting in the vicinity of the ballot location, nor shall any officers, negotiating team members or candidates be assigned to oversee the voting.
6. For absentee members, two members per building shall be designated to receive absentee vote emails, with one being an HOD member unless it conflicts with above. They shall notify members and shall cast the vote as directed, recording as absentee on the building roster and retaining the email for certification purposes.
7. Three members of the Executive Board, excluding the President and the VP of Negotiations (or any member involved in negotiating the agreement being ratified), shall publish their names to the membership as overseeing the confirmation count and invite any interested members to oversee the counting, at a location determined by majority vote of the three (3) board members.
8. Voting shall take place following a general membership meeting if determined by the Executive Board.

#### **Article XI: The Amendment Process**

These bylaws may be amended by a two-thirds (2/3) vote of the membership present and voting at any regular meeting of the Association provided that copies of the proposed amendments have been sent to all members of the Association at least two (2) calendar weeks in advance of the general membership meeting.

#### **Resolution #1**

WREA members who render tutoring services will be paid a minimum of \$50.00 per hour.