

WREA BYLAWS

Adopted June 2024

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 assist 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. During active negotiation years, the responsibility of sick bank will be designated by the President.
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 the 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.

Section 3. Terms and Succession of the Officers

- A. Members of the Officers shall serve a two (2) year term and may run for reelection, with a term limit of no greater than five full terms served in any office consecutively.
- B. When there is a transfer of office, the out-going officer will provide training and/or support to ensure a smooth transition for the in-coming officer.
- C. Members of the Executive Board Shall take office on July 1 of each calendar year.
- D. Outgoing Officers 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).
- E. Starting with elections in May 2023, The President, Vice President of Contract Maintenance, and Vice President of Membership will be elected on even numbered years, and the Vice President of Negotiations, the Vice President of Treasury, and the Secretary will be elected on odd numbered years.

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 year. Upon written request to the Executive Board, a copy of the most current audited association accounts will be provided.
- 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.
- H. At the next General Meeting of the Membership, all Memorandums Of Agreement (MOA) between the WREA and WRSD, affecting the membership at-large, shall be presented to the membership for their review. Any MOA without a sunset date shall be ratified by vote of the members present. These MOA will be sent to the members in accordance with Article VIII Meetings: Section 2.A.
- I. Chair of the House of Delegates shall:
 - 1. Create the agenda for and chair 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.

Article VII: Association Representatives

Section 1. House of Delegates

- A. 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 Related Service Providers (SLP/OT/PT/School Psychologists), there will also be a minimum of one (1) delegate. There will be one district wide delegate from the specialties of K-8 art, music, physical education, and Pre-K-8 special education totaling four (4). In addition to the K-8 specialty delegates, there will be one (1) High School delegate to represent the related arts (art, music, PE) and one (1) High School Special Education seat, total of (2) additional delegates from the high school. There will be one (1) delegate from Unit B. When district wide or departmental representative position(s) is/are vacant, members represented by those positions should be listed on at least one building roster in terms of dissemination of materials, communication regarding union matters, notice of building meetings, and voting rights.
- B. Retired Member Liaison
The President, with approval by a majority vote of the officers, shall annually appoint a Retired Member Liaison who shall be a retired WREA member for the purpose of coordinating communications between the WREA and retired members. Duties shall include creating and maintaining a database for retirees that includes email, home address and phone numbers. This liaison shall receive an annual stipend of 50% of the stipend awarded to HOD members during the year of service.

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 and/or Elections and Ratification Committee 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 Elections and Ratification Committee will conduct an election by last Friday of May in the particular school site(s). The committee will set the calendar for the HOD elections, method of election (paper or electronic), and publish the date to the members at the site(s) of the election at least one calendar week prior to the election.
 4. An HOD candidate running in an election has the option to create and distribute a candidate profile, the member is responsible for distribution to the site's membership list.
 5. In the event that the HOD seat held by a member of the Elections & Ratification Committee is contested and involved in an election, the member will recuse themselves from running the election at that site. A volunteer E-Board member will replace them in running that election.
 6. Members considered K-8 Music, K-8 PE, K-8 Art, PreK-8 SPED, and Related Service Providers, may participate in HOD representatives elections held at buildings in which they teach 100% of the time.
- 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.
- 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 of new WREA members within the delegation that you represent, the representative shall connect with each new member and explain the role of the HOD.
- 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, which may include the General Membership Meeting in June. The chairperson shall take office on July 1 of each calendar 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.
- C. Any Memorandums of Agreement affecting the membership at-large that have been signed or proposed shall be shared with all members along with the agenda at least one (1) week prior to the meeting.

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 five (5) members of the negotiating committee. Every effort will be made to ensure there is one representative for each of the following: Pre-K-5, middle school, high school, special education, and specialists. The team may have up to five (5) silent participants. 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 two (2) non-holiday weekdays prior to a general discussion meeting with voting during special polling hours at least (1) one calendar week following the distribution of the report and recommendations of the team. The team will notify members of the general discussion meeting at least one calendar week prior. 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 stipend in the amount set by the Executive Board for serving on the committee.

- a. Duties of the Chair:
 - i. The Chair shall hold scheduled meetings and record minutes of the Elections and Ratification Committee.
 - ii. The Chair shall receive an additional stipend in the amount set by the Executive Board for chairing the committee.
- b. Duties of the Committee:
 - i. The committee shall be responsible for conducting annual elections, coordinating ratification voting, and ensuring that voting procedures are followed.
 - ii. The committee shall be responsible for securing candidates for each of the elective offices.
 - iii. The committee shall ensure that the Association shall conduct all elections with open nominations and confidential ballot (paper or electronic).
 - iv. The committee will set the calendar for all elections, publish the date and the written statements of candidates at least one calendar week in advance of the set election. Executive Board elections shall be scheduled before the date of the WREA Annual Meeting.
- c. Ethics of the Committee:
 - i. 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.
- d. The nominations procedure for candidates seeking elective office shall use the following guidelines:
 - i. Anyone who is an active member of the Association may be a candidate for any office.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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 Vice President of Membership shall make sure an updated membership list is linked to the email service the WREA is using to contact all members. The Elections Committee will use the same email service solely for the purpose of

contacting all members with a list of candidates and their respective written statements.

- vi. 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.

3. Reporting Results:

- a. Paper Ballots: Paper 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.
- b. Electronic ballots: Once voting closes, the Elections and Ratification Committee shall total the number of votes, and report the results to the Executive Board and the House of Delegates. Those candidates with a majority vote win the position. The Chair of the Elections and Ratification Committee shall use the email service the WREA uses to contact all members to email the election results to the whole membership by midnight on the day of the election.

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.

E. Sick Bank Committee: The committee shall consist of a chairperson and four (4) additional members. Each member of the committee (excluding officers) shall receive a stipend in the amount set by the Executive Board for the purposes of serving on the committee.

F. Town and Community Outreach (TACO) Team

1. The Town and Community Outreach Team 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 stipend in the amount set by the Executive Board for serving on the committee.
 - a. Duties of the Chair:
 - i. The Chair shall hold scheduled meetings and record minutes of the Town and Community Outreach Team.
 - ii. The Chair shall receive an additional stipend in the amount set by the Executive Board for chairing the committee.
 - b. Duties of the Committee:
 - i. The committee shall be responsible for researching local candidates, ballot questions, and warrant articles that impact the WREA or the WRSD as a whole.

- ii. The committee will work with the WREA Executive Board to decide which candidates and positions to endorse.
- iii. The committee shall be responsible for creating flyers and social media posts to inform the membership of endorsements and events.
- iv. The committee shall be responsible for organizing phone banking sessions and other campaigning opportunities, i.e. standouts etc., on an ad hoc basis.
- v. The committee shall be responsible for reporting the outcomes of local elections and town meetings via email and/or social media posts.

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

Elections will take place by paper ballot or by electronic ballot. The Elections/Ratification Committee will select the ballot type for the election. The respective guidelines for that type of election will be used.

1. Paper ballots:

- a. The updated list of members by building site shall be sent to the HOD members at least two (2) days prior to the voting.
- b. Ballots shall be provided to delegates in each building at least two (2) days prior to the election.
- c. 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.
- d. Two (2) members of the WREA, including one (1) delegate, shall oversee the voting.
- e. 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.
- f. For absentee members, two (2) members per building shall be designated to receive absentee vote emails, with one (1) 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.
- g. Two (2) members of the WREA, including one (1) HOD member, shall invite any interested members to oversee the counting.

2. Electronic ballots:

- a. The Vice President of Membership shall make sure an updated membership list is linked to the service the WREA uses to contact all members. The Elections and Ratification Committee will use the same email service solely for the purpose of contacting all members with a list of candidates and their respective written statements.
- b. A link to the voting form shall be provided to all members.
- c. The HOD members shall remind WREA members in their building at least one (1) day prior to the election.

- d. Two (2) members of the Elections and Ratification Committee, shall oversee the voting and results.
- e. 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 distributed to members.

B. Ratification

Ratification will take place by paper ballot or by electronic ballot. The Elections and Ratification Committee will select the ballot type for the ratification. The respective guidelines for that type of ratification will be used.

1. Paper ballots:

- a. 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 (5) days prior to voting.
- b. The updated list of members by building site shall be sent to the HOD members at least two (2) days prior to the voting.
- c. Ballots shall be provided to delegates in each building at least two (2) days prior to the election.
- d. Two (2) members of the WREA, including one (1) delegate, shall oversee the voting.
- e. 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.
- f. For absentee members, two (2) members per building shall be designated to receive absentee vote emails, with one (1) 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.
- g. Three (3) 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.
- h. Voting shall take place following a general membership meeting if determined by the Executive Board.
- i. Any Memorandums of Agreement affecting the membership at-large, approved by the Executive Committee and/or House of Delegates during the school year, and in effect beyond June 30th, shall be ratified at the general membership meeting.

2. Electronic ballots:

- a. The day and time of voting shall be emailed to members at least five (5) days prior to voting.
- b. The Vice President of Membership shall make sure an updated membership list is linked to Mail Chimp or whichever email service the WREA is using to contact all members. The Elections and Ratification Committee will use the same email service solely for the purpose of contacting all members regarding the ratification.
- c. A link to the voting form shall be provided to all members.
- d. The HOD members shall remind WREA members in their building at least one (1) day prior to the ratification.
- e. At least two (2) members of the election committee and at least one (1) member of the Executive Board, excluding the President and the VP of Negotiations (or any

member involved in negotiating the agreement being ratified), shall oversee the voting and results.

- f. 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 distributed to members.
- g. Voting shall take place following a general membership meeting if determined by the Executive Board or if such an agreement affects the membership at-large.

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.