

CHICOPEE EDUCATION ASSOCIATION, INC.

BYLAWS

(REVISED, 2009)

CHICOPEE EDUCATION ASSOCIATION INC.

BYLAWS

2009

Article I Name of the Association

The name of this organization shall be the Chicopee Education Association, Inc., (CEA, Inc.)

Article II Objectives

Section 1. To promote within education the highest type of professional ethics.

Section 2. To arouse allegiance to a genuine spirit of professional ethics.

Section 3. To increase the efficiency of education as a public service.

Section 4. To foster community spirit through participation in civic affairs.

Section 5. To aid in securing and maintaining adequate salaries, tenure, sound retirement systems, and other improvements vital to people within education.

Article III Membership

Section 1. Any employee covered by the Chicopee Education Association Unit A, B, D & E Contracts may become a member of the CEA.

Section 2. Any member of the CEA, Inc., honorably retired from service shall become an honorary member of the association.

Section 3. A paid member shall be defined as those belonging to the Chicopee Education Association, Inc., excluding those paying an agency fee.

Section 4. The membership year and business year shall extend from July 1 to June 30.

Article IV Officers/Appointed Positions

Section 1. The officers of the Association shall be the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Grievance Chair.

Section 2. The powers and duties of the officers shall be:

A. The President

- 1) The President shall preside at all meetings of the Association, of the Board of Directors, and of the Executive Committee.
- 2) *He/She shall appoint the Treasurer, Recording Secretary, Corresponding Secretary, Grievance Chair, Membership Secretary, Web-Master and Social Chair subject to approval by the Board of Directors.*
- 3) He/She shall appoint all committees subject to the approval of the Board of Directors. He/She shall be an ex-officio member of all committees.
- 4) He/She shall perform all other functions usually attributed to this office and oversee all committees.
- 5) The President of the CEA shall not have the authority to sign contract altering letters of agreement without first submitting any contract altering letters of agreement to the CEA Board of Directors at the Board's next regularly scheduled Board meeting. Any such contract altering letters must be approved by a majority vote of the Board.
- 6) He/She shall receive a stipend as referenced in Appendix B.

B. The Vice-President

- 1) The Vice-President will perform duties as determined by the President.
- 2) The Vice-President shall assume all duties of the President in case of emergency absence, illness, resignation or upon the written request of the President.
- 3) *He/She shall oversee the Social Chair.*
- 4) He/She shall receive a stipend as referenced in Appendix B.

C. Recording Secretary

- 1) *The Recording Secretary shall keep on file a record of all meetings and attendance of the Board of Directors and the Executive Committee.*
- 2) *He/She shall prepare and keep on file a correct list of the names and contact information of the members of the Board of Directors and the Executive Committee.*
- 3) *He/She shall make available to each director, at the next meeting, a copy of all minutes from the previous meeting.*
- 4) He/She shall add all new amendments to the Constitution and send a copy of each new amendment to each Director.
- 5) *He/She shall oversee the Web-Master.*
- 6) He/She shall receive a stipend as referenced in Appendix B.

D. Corresponding Secretary

- 1) *The Corresponding Secretary shall attend to all correspondence, as directed by the President and notify all buildings of pertinent dates and events.*
- 2) *He/She shall take charge of sending all appropriate gifts and recognitions.*
- 3) He/She shall receive a stipend as referenced in Appendix B.

E. Treasurer

- 1) The Treasurer shall be responsible for collection of all dues.
- 2) He/She shall have charge of all funds of the Association, and shall disburse them as authorized by the Board of Directors.
- 3) He/She shall transmit amounts due the Massachusetts Teachers Association and the National Education Association.
- 4) He/She shall keep accurate account of receipts and disbursements, and shall make a financial report at each general meeting.

- 5) He/She shall present an annual financial statement to the Board of Directors at the June meeting.
- 6) He/She shall be bonded by the Association.
- 7) He/She shall arrange for an annual audit of the Association books by a qualified auditor or auditing firm. The final selection of the auditor is to be approved by the Board of Directors.
- 8) *He/She shall oversee the Membership Secretary.*
- 9) He/She shall receive a stipend as referenced in Appendix B.

F. Grievance Chair

- 1) *The Grievance Chair shall police the collective bargaining contracts between all units of the CEA and the School Committee.*
- 2) *He/She shall oversee the Grievance Committee as appointed by the President.*
- 3) *He/She shall schedule all meetings of the Grievance Committee.*
- 4) *He/She shall receive and investigate all possible grievances and report back to the Grievance Committee in a timely manner.*
- 5) *He/She shall file appropriate paperwork at each level regarding grievances following prescribed time lines.*
- 6) *He/She shall receive a stipend as referenced in Appendix B.*

Section 3. Terms and Succession

All officers shall take office on the first day of July and shall serve for two years. In case of vacancy in any office, the President shall appoint a replacement, subject to approval by the Board of Directors. In case of vacancy of Presidency, the Vice-President would assume the office and would name a new Vice-president subject to approval by the Board of Directors. All persons chosen as replacements shall serve until the end of the normal term.

Article V Board of Directors

Section 1. The Members of the Board

A. The Officers

B. One Unit A representative from each school having more than 20 paid members shall be entitled to representation on the following basis:

1 – 20	paid members	1 representative;
21 – 40	paid members	2 representatives;
41 – 60	paid members	3 representatives;
61 – 80	paid members	4 representatives;
81 – 100	paid members	5 representatives;
101 – 120	paid members	6 representatives; etc.

Unit B, D and E representatives from each unit based on the above formula.

Section 2. The Duties of the Board of Directors

A. Upon the Board of Directors shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters except as states otherwise in the constitution of the Association provided that they may at any time refer any matter to the entire membership for general consideration with the Board prescribing the manner of voting.

B. The new Board of Directors shall take office on the first day of July and shall serve for two years. The term of office shall be concurrent with that of the officers.

C. The Board of Directors shall approve the actions of all committees both standing and special.

D. The Board of Directors shall ratify all appointment of committee chairpersons made by the President of the Association.

E. The Board of Directors shall receive the annual audit of the Association's financial status from the appointed auditor.

F. The Board of Directors shall adopt the budget at the June meeting for the next fiscal year. Any expenditure not designated in the budget requires a prior approval of the Board of Directors.

- G. The Executive Committee shall inform the Board when an officer is unable to perform his/her duties as defined in these bylaws. At that time the President shall appoint a replacement subject to the approval of the Board. In the event the President is unable to perform his/her duties as defined in these bylaws, the Vice-President shall assume the duties of that office.
- H. The Board of Directors shall be a representative body with full governing powers, limited only as provided in this Constitution.
- I. *The President's nominee for Treasurer, Recording Secretary, Corresponding Secretary, Grievance Chair, Membership Secretary, Web-master and Social Chair shall be subject to approval by the Board of Directors.*
- J. *The date of the annual meeting shall be approved by the Board of Directors. The general meeting shall be held at the regularly scheduled meeting in May.*
- K. Members of the Board of Directors shall act as liaisons between the Executive Committee, and all committee chairpersons, and their constituents.
- L. The Board of Directors shall have the power to approve, by majority vote, all Presidential contract-altering letter agreements. Unless the Board approves such contract-altering letters by majority vote, those letters shall be null and void.

Section 3. Meetings of the Board of Directors

- A. The Board of Directors shall meet on a regular monthly basis, the schedule for which will be planned by the President with the approval of the Board. The President, with the consent of the Board of Directors, shall have the power to change the date and time of the meeting.
- B. Special meetings may be called by the President at any time, provided that all members of the Board are notified at least one (1) day in advance of the meeting.
- C. Special meetings may be held at the call of the majority of the Board of Directors.

- D. The order of business at the Board of Directors' meetings shall be as follows unless changed by a vote of those present:
- 1) Opening remarks by the President;
 - 2) Recording Secretary's report and adoption of the minutes;
 - 3) Treasurer's report; and adoption of the report;
 - 4) Corresponding secretary's report and adoption of the report;
 - 5) Grievance report and adoption of the report;
 - 4) Reports of other Standing Committees;
 - 5) Old business;
 - 6) New business.
- E. A quorum for Board meetings shall consist of ten (10) members of the Board of Directors.

Section 4. Method of Electing Members of the Board of Directors.

- A. Members of the Board of Directors shall be nominated and elected from among the members of each building or unit during a meeting of the members called for this purpose. The chairman of the Election Committee may organize such an election if requested.
- B. The election may take place on the same day as the nomination.
- C. Formal elections may be omitted in cases where the number of Association members interested in the position is equal to the number of directors to which that building or unit is entitled.

Article VI The Executive Committee

Section 1. The members of the Executive Committee shall be the officers of the Association.

Section 2. The Executive Committee shall exercise Administrative powers only.

Section 3. The Committee shall meet at the call of the President of the Association.

Section 4. The Committee shall expedite in every way possible the policy decisions of the Board of Directors.

Article VII Affiliation

The Association shall affiliate with the Massachusetts Teachers Association and the National Education Association.

Article VIII Rights and Duties of General Membership

- Section 1. *There shall be at least one annual meeting of the general membership of the Association during the regular school year. The date of this meeting shall be in May on a date set by the President (regular May meeting date).*
- Section 2. Special general membership meetings may be called by the President with the approval of the Board of Directors.
- Section 3. The general membership is to be notified of the date, time, and place of all general membership meetings.
- Section 4. A quorum for all general meetings of the Association shall consist of fifty (50) paid members.
- Section 5. Only paid members and honorary members may attend the general meetings of the Association except that others may attend at the special invitation of the executive committee.
- Section 6. Only paid members may vote at Association meetings.
- Section 7. All motions made from the floor at a general meeting must be in writing.

Article IX Standing Committees

- Section 1. *There shall be the following standing committees appointed by the President and subject to the approval of the Board of Directors: Negotiations, Web-Master, Membership, Election, Political Action, Social and Scholarship. A quorum for committees shall consist of a majority of the members of the committees. The tenure of office of the members of these committees, with the exception of the Negotiating Committee, shall end with the President's term of office (2 years).*
- A. Web-Master
- 1) *He/She shall update and implement all modifications as requested under the direction of the Recording Secretary.*
 - 2) *He/She shall receive a stipend as referenced in Appendix B.*

B. Membership Secretary

- 1) *He/She shall keep accurate records on all membership information and will work under the direction of the Treasurer.*
- 2) *He/She shall receive a stipend as referenced in Appendix B.*

C. Social Chair

- 1) *He/She shall be responsible for the Christmas Party and Retirement Party and will work under the direction of the Vice-President.*
- 2) *He/She shall receive a stipend as referenced in Appendix B.*

D. The Negotiating Committee, responsible for bargaining their Unit's contract, shall remain intact for the duration of the contract. If there are any contractual language changes made during the duration of the Bargaining Agreement, it must first be ratified by the respective negotiating committee.

E. The Election Committee shall establish all rules for and conduct all elections of the Association subject to the approval of the Board of Directors. These elections shall include but not be limited to the biennial election of officers and the annual elections of delegates to the MTA & NEA Annual Meeting.

F. The Political Action Committee shall keep the membership informed of political situations affecting education and shall lead the membership in activities for the benefit of education.

G. The Scholarship Committee shall prepare, solicit, receive, and study applications for scholarships. The Committee shall notify the President of the number of scholarships available each year by April 1 and shall grant these scholarships subject to the approval of the Board of Directors. The Committee may sponsor fund-raising activities for the Scholarship Fund.

Article X Special Committees

- Section 1. The President of the Chicopee Education Association, Inc. has the authority to appoint Special Committees as required for the efficient operation of the Association. These Special Committees shall terminate when the President determines they are no longer necessary or when the present term of the President ends.
- Section 2. The duties of the Committees shall be as outlined by the President at the time of establishment of such committees.

Article XI Elections

- Section 1. The annual elections of delegates to the MTA convention and to the NEA convention and the biennial election of officers of the Association shall be conducted by the Election Committee, subject to the approval of the Board of Directors.
- Section 2. Any candidate slate (President/Vice-President) interested in running for office shall present their names to this Committee, by April 30th of the election year*
- Section 3. The following time lines shall be adhered to regarding notification of elections:*
Election of officers – 30 days prior to election
Election of delegates for MTA/NEA meetings – 21 days prior to Annual Meetings
- Section 4. Subsequent to the May General Meeting elections shall be held at each building, under the control of a building representative.*
- Section 5. Nomination and other campaigning speeches shall not take place on the day of the election.
- Section 6. All elections shall be by secret ballot.
- Section 7. To be elected, a candidate must receive a majority of the votes cast.
- Section 8. Each slate is entitled to have one of their candidates on the Election Committee. However, these committee members shall not be involved in the ballot counting.

Article XII Dues

- Section 1. The annual dues shall include dues to MTA.
- Section 2. The annual dues shall include dues to NEA.
- Section 3. The annual dues to CEA shall be the amount as referenced in Appendix B.
- Section 4. All dues are to be paid before November first each year if payment is by cash. If payment is by payroll deduction, the proper arrangement for payment must be made by this date.
- Section 5. Associate membership shall be available at reduced rates for persons deemed eligible by MTA.
- Section 6. Funds of the Association may be expended consistent with the objectives of the Association. All funds expended over and above the budgeted items shall require approval of the Board of Directors.

Article XIII Rules of Order/The Amendment Process

- Section 1. **Robert's Rules of Order**, revised, shall be the authority on all questions of procedure not specifically stated in this Constitution.
- Section 2. Any member of the Association may propose an amendment to these bylaws.
- A. The proposed amendment shall be typed and presented to the President at a regular Board of Directors meeting.
 - B. The President shall read the proposed amendment to the Board of Directors. No action shall be taken at the first reading.
 - C. *The President shall read the proposed amendment for the second time at the next Board of Directors meeting at which time the directors shall discuss and vote upon the proposed amendment.*
 - D. If the proposed amendment is passed by the Board of Directors, the President shall propose a date on which the membership can vote on the proposed amendment.
 - E. Notices of the meeting to vote on the proposed amendment shall be sent to members at least five (5) school days in advance of the meeting. Copies of the proposed amendment(s) shall be available prior to the meeting.

Article XIV Indemnification

The Chicopee Education Association, Inc. shall indemnify its officers and Board of Directors for any and all acts or omissions taken by virtue of their position or association with CEA, Inc.

Article XV Internal Grievance Procedure

Section 1. Anyone affiliated with the Chicopee Education Association, Inc., who feels he/she has a grievance with said Association shall have said grievance heard in the following manner:

- A. The grievant shall first submit his/her grievance in writing to the President of the Chicopee Education Association, Inc., who will then schedule a meeting during which the grievant shall present his/her case to the Executive Board. If the decision rendered by the Executive Board is unsatisfactory to the grievant then:
- B. The grievant shall be allowed to present his/her case to the entire Board of Directors at the next regular Board of Directors meeting, after the regular monthly business has been completed. Upon the completion of the grievant's presentation, the Board will discuss the merits of the grievance and render a decision.

Article XVI Agency Fee Rebate Procedure

Section 1. A nonmember who is required to pay an agency fee which is equivalent to dues of members is eligible to receive a rebate in accordance with M.G.L. Ch. 150E, S 12 of that portion of the fee which otherwise would be used for political activity. A nonmember may request a rebate by sending a written communication to the treasurer.

The communication must include a statement by the nonmember that he or she is not a member of the CEA, Inc., and objects to the expenditure by the CEA, Inc., of any portion of his/her fee for political activity, a request for a rebate, and the following information:

- (1) the name and address of the nonmember;
- (2) the position in which the nonmember is employed; and
- (3) the school at which the non-member is employed.

The communication must be postmarked not more than 30 days after the nonmember paid any portion of the fee, or after the posting of a Political Activity Rebate Notice, whichever is later.

APPENDIX A--1991

Article IV Officers

Section 2

- A. The President
 - 5) He/She shall receive a stipend of \$5,000/year.
- B. The Vice-President
 - 2) He/She shall receive a stipend of \$1,000/year.
- C. Recording Secretary
 - 6) He/She shall receive a stipend of \$500/year.
- D. Corresponding Secretary
 - 3) He/She shall receive a stipend of \$500/year.
- E. Treasurer
 - 3) He/She shall receive a stipend of \$2,500/year.

Article IX Standing Committees

Section 1.

- B. Grievance Committee
 - 1. He/She shall receive a stipend of \$2,500/year.

Article XII Dues

- Section 4. The annual dues to the CEA shall be \$45.00/year.

APPENDIX A - - 1993

The following Bylaw changes were voted on at the General Meeting held on June 9, 1993. For the record, the first reading of these changes was April 14, 1993; the second reading was May 12, 1993.

Article IV Officers

Section 2.

A. The President

5) He/She shall receive a stipend of: July 1994, \$6,000; July 1995, \$7,000.

B. The Vice-President

2) He/She shall receive a stipend of: July 1994, \$1,250; July 1995, \$1,500.

C. Recording Secretary

6) He/She shall receive a stipend of: July 1994, \$625; July 1995, \$750.

D. Corresponding Secretary

3) He/She shall receive a stipend of: July 1994, \$625; July 1995, \$750.

E. Treasurer

3) He/She shall receive a stipend of: July 1994, \$3,000; July 1995, \$3,500.

Article IX Standing Committees

Section 1.

B. Grievance Committee

1) He/She shall receive a stipend of: July 1994, \$3,000; July 1995, \$3,500.

APPENDIX B - 2009

The following Bylaw changes were voted on at the General Meeting held on May 20, 2009. For the record, the first reading of these changes was 3-18-09; the second reading was 4-15-09. The CEA Membership ratified the by-law changes on May 20, 2009.

Article IV Officers

Section 2.

A. The President

He/She shall receive a stipend of: \$10,000 (effective July 1, 2009)

B. The Vice-President

He/She shall receive a stipend of: \$5,000 (effective July 1, 2009)

C. Recording Secretary

He/She shall receive a stipend of: \$1,500 (effective July 1, 2009)

D. Corresponding Secretary

He/She shall receive a stipend of: \$1,500 (effective July 1, 2009)

E. Treasurer

He/She shall receive a stipend of: \$5,000 (effective July 1, 2009)

F. Grievance Chair

He/She shall receive a stipend of: \$7,500 (effective July 1, 2009)

All officers stipends shall increase yearly by the percentage raise of the Unit A Contract

Article IX STANDING COMMITTEES:

G. Membership Secretary

He/She shall receive a stipend of: \$1,500 (effective July 1, 2009)

H. Web-Master

He/She shall receive a stipend of: \$1,500 (effective July 1, 2009)

I. Social Chair

He/She shall receive a stipend of: \$250 (effective July 1, 2009)

All standing committee stipends shall increase yearly by the percentage raise of the Unit A Contract.

Article XII Dues

Section 3. The annual dues to the CEA shall be:

\$45.00 Unit A & B

\$15.00 Unit D

\$11.00 Unit E