

BYLAWS OF THE ROCKLAND EDUCATION ASSOCIATION

Revised and Adopted January 5, 1965

Revised and amended May 13, 1993

Amended June 5, 1995

Revised and up for review July 27, 2009

Revised August 15, 2011

Amended September 12, 2016

ARTICLE I

NAME

The name of this association shall be the Rockland Education Association

ARTICLE II

PURPOSES

- Section 1.** The purpose of the Association shall be: To work for the welfare of school children, the advancement of education, and the improvement of instructional opportunities for all.
- Section 2.** To develop and promote the adoption of such ethical practices, personnel policies and standards of preparation and participation as mark a profession.
- Section 3.** To unify and strengthen the teaching profession and to secure and maintain the salaries, retirement, tenure, professional and sick leave, and other working conditions necessary to support teaching as a profession.
- Section 4.** To enable members to speak with a common voice on matters pertaining to the teaching profession and to present individual and common interest before the School Committee and other legal authorities.

ARTICLE III

MEMBERSHIP AND AFFILIATIONS

- Section 1** Active members shall include the following regular employees of the Rockland Public Schools
- A. Unit A teachers, guidance counselors, librarians, and nurses.
 - B. Unit B assistant principals, supervisors, and guidance directors.
 - C. Unit C secretaries.
 - D. Unit D Paraprofessionals
 - E. Unit E Day Care Workers
 - F. Unit F cafeteria workers.
 - G. Unit G custodian/maintenance workers.
- Section 2** Adherence to the Code of Ethics of the Education Profession shall be a condition of membership.
- Section 3** Membership shall include all levels of the United Teaching Profession
- Section 4** This association is a four way membership affiliated with
- A. The Plymouth County Education Association (PCEA)
 - B. The Massachusetts Teachers Association (MTA)
 - C. The National Education Association (NEA)

ARTICLE IV
OFFICERS

Section 1 The officers of the Association shall be a President, Teacher Vice President, Educational Support Vice President, Grievance Chairperson, Secretary, Treasurer, and Head Negotiator who shall perform their duties of office for a three-year term starting July 1, 2011. The officers will be elected in the spring of the second year of a three-year contract.

Section 2. The Immediate Past President shall advise the Executive Board for one calendar year and attend monthly Board Meetings.

Section 3. Duties of Officers.

A. The President shall:

1. Enforce a proper observance of the Bylaws of the REA.
2. Preside at meetings of the Association, the Executive Board, the Board of Directors, and prepare agenda for distribution by the Secretary.
3. Serve as ex-officio member of all committees of the Association, except otherwise noted in the bylaws.
4. Be the official representative of the REA in all business of the Association except when otherwise stipulated by the Bylaws or the Board of Directors.
5. Be the chief spokesperson for the Association.
6. Appoint, subject to the approval of the Board of Directors, the chairpersons of all ad hoc and standing committees, except as otherwise noted by the Bylaws.
7. Be chairperson of the Executive Board.
8. Assist the Treasurer with management of all funds.
9. Submit and end of the year report comprised of the goals and achievements annually at the June Meeting.
10. President or designee will make every effort to attend all regularly scheduled School Committee meetings.
11. Be responsible for typing/editing/proofing negotiated contracts for all units.

B. Teachers Vice President Shall:

1. In the absence of or at the request of the President, assume the duties of the President.
2. Be a voting member of the Executive Board.
3. Perform such tasks as the President assigns.
4. Be present at all Board of Director's meetings.
5. Be available to Attend School Committee Meetings at the request of the President.
6. Be an active member of the Board of Directors for PCEA.
7. Assume the responsibility of the President if necessary due to incapacity of President.

C. ESP Vice President

1. In the absence of or at the request of the President, assume the duties of the President.
2. Be a voting member of the Executive Board.
3. Perform such tasks as the President assigns.
4. Be present at all Board of Director's meetings.
5. Be available to Attend School Committee Meetings at the request of the President.
6. Be an active member of the Board of Directors for PCEA.

D. Grievance Chairperson Shall:

1. Serve as chairperson of the Grievance Committee.
2. Be a voting member of the Executive Board.
3. Perform such tasks as the President assigns.
4. Be present at all Board of Director's meetings.
5. Consider, mediate, arbitrate, monitor, and maintain contractual issues.
6. Represent members of the association per grievance process outlines in the agreement between the Rockland Education Association and the Rockland Public Schools.

E. The Secretary Shall:

1. Be secretary to all meetings of the Association, Executive Board, and the Board of Directors.
2. Keep accurate minutes of all regular and special meetings.
3. Assist the President with correspondence.
4. Prepare the minutes of each meeting and present printed copies to each Board of Directors member at the next monthly meeting.
5. Implement the production and distribution of such materials as may be requested by the executive officers of the Association.
6. Send written notification to all concerned parties in the event of any unscheduled meeting and include a copy of the prepared agenda.
7. Be a voting member of the Executive Board.
8. Be present at all Board of Director's meetings.
9. Prepare directives of the Executive Board and the Board of Directors.
10. Make available upon written request approved minutes of the Association, Executive Board or Board of Directors.
11. Be an active member of the Board of Directors for PCEA.

F. The Treasurer shall:

1. Deposit all funds of the association.
2. Assume responsibility for the collection of annual dues and the transmittal of county, state, and national dues to the PCEA, MTA and the NEA.
3. Submit to the President and Secretary an accurate membership list.

4. Disburse budgeted funds on the authorization of the President and Board of Directors.
 5. Prepare and submit monthly financial statements to the Board.
 6. Be a voting member of the Executive Board.
 7. Attend all Board of Directors' meetings.
 8. Enroll members in local, county, state, and national associations.
- G. Head Negotiator
1. Negotiate all Unit Contract.
 2. Be available to communicate whenever needed with President and the School Committee or their agents about Contract Issues.
 3. Be responsible for adhering to all timelines for opening contract.
 4. Communicate with Negotiation Teams and members about articles to be opened and desires of each Unit.
 5. Hold and Record all documentation during the negotiation process.
 6. Be a voting member of the Executive Board.
 7. Be responsible for typing/editing/proofing negotiated contracts for all units.

ARTICLE V EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Association

Section 2 The Executive Board shall serve as a board of general review in matters of executive policy.

- A. It shall present itself before the membership of every general meeting.
- B. It shall hold any special meetings that may be required to conduct the business of the Association.
- C. Whenever a majority of the Executive Board shall agree that an elected officer has been negligent of the duties as defined in the Bylaws, or is incapacitated, they shall recommend to the Board of Directors that the office be vacated. This would require a two thirds (2/3) vote by the Board of Directors.
- D. In the event that a vacancy should occur in any of the positions of the officers or elected members of the association, the Executive Board will move to fill such vacancies. The election shall take place within thirty days of said vacancy. If there are fewer than five months remaining to the term of the vacating officer or elected member, then the Board of Directors shall appoint a person to serve in said office until the general elections are completed, at which time the interim officer shall vacate immediately and the officer elect shall assume the office and duties as directed by the Bylaws.

Section 3 Duties of the Executive Board

- A. The Executive Board shall be responsible for the management of the Association.
- B. Carry out policies established by the Board of Directors.
- C. Report its transactions to the Board of Directors.
- D. Suggest policies for the consideration of the Board of Directors.
- E. Vote on action to be taken on Grievances that are not settled at the School Committee Level.

ARTICLE VI
BOARD OF DIRECTORS

Section 1. Accountability

The Board of Directors, comprised of members of the Association, derives its powers from and shall be responsible to the membership.

Section 2. Membership of the Board of Directors shall be composed of the following voting members:

- A. The officers of the Association (President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer).
- B. The Immediate Past President.
- C. The Association Building Representatives
- D. The Chairperson of each committee.
- E. The Plymouth County Education Association Directors.

Section 3. Any member of the Association may attend the Board's meetings, sitting apart from the voting body, and may receive permission to speak.

Section 4. Duties of the Board of Directors

- A. The Board of Directors shall be the governing body of the Association.
- B. The Board of Directors shall legislate and act on matters of general policy.
- C. The Board of Directors shall authorize expenditures of money for carrying on general business of the Association either directly or through its designee.
- D. The Board of Directors shall approve committee memberships.

Section 5. Association Representatives

- A. The number of Association Representatives shall be from Units A or B two from the high school, two from the middle school, and one from each elementary building and one from the ESP Units combined (Units C, D, F, and G) per building. There will also be one Association Representative from Unit E.
- B. Member's building shall be his/her mailing address.
- C. When no members from an individual building run for a representative position, the position will be open to any unit members from the same building.

Section 6. Association Representatives Shall:

- A. Represent the views and interests of the members of their respective buildings
- B. Call and conduct building meetings to discuss Association business
- C. Communicate Board action to constituents
- D. Attend regular meeting of Board of Directors
- E. Distribute to constituents information of Association business
- F. Conduct elections at buildings according the rules of the Executive Board
- G. Accompany members at the initial and subsequent to grievance meetings.

ARTICLE VII

COMMITTEES AND MEMBERSHIP

Section 1 The Negotiation Committee

- A. Unit A and Unit B
 - 1. Shall be comprised of five elected members; one from the Elementary, one from High School, one from Middle School, and two elected from at large with preferably at least one representative with more than 4 yrs and less than 8 yrs of teaching in the district. In the event of a tie, the President will have a vote.
 - 2. Shall elect from Unit A and B Negotiating Team a chairperson and two secretaries who will serve as such for 3 units each.
- B. Unit C Negotiation Committee shall be comprised of 1 elected member.
- C. Unit D Negotiation Committee shall be comprised of 3 elected members; 2 from the Elementary, 1 from Middle/High School.
 - 1. If any of these positions are not filled than a member at large can fill vacancy.
- D. Unit E Negotiation Committee shall be comprised of 1 elected member.

- E. Unit F Negotiation Committee shall be comprised of 1 elected member.
- F. Unit G Negotiation Committee shall be comprised of 1 elected member.
- G. Duties
 - 1. Elected negotiators, The Head Negotiator and the President shall comprise the negotiating team. The Head Negotiator and the President are ex officio.
 - 2. Negotiators shall be elected for three-year terms, in the year preceding the last-year of the contract, in accordance to the rules and regulations of the Executive Board.
 - 3. Negotiators shall poll the membership in writing prior to the commencement of negotiations to establish areas of concern.
 - 4. The Negotiation Secretary must keep records of this poll
 - 5. The Negotiation Secretary must report the results of the poll to the Board of Directors.
 - 6. The Board of Directors Negotiating Team will prioritize the issues identified by this poll. based upon a vote by the membership.
 - 7. The priorities established shall be presented as the "Association's Position" for negotiations.
 - 8. The Board of Directors will be kept informed about the progress of negotiations (excluding executive session information).
 - 9. The Negotiators are responsible for the presentation of the Association's position at the bargaining table.
 - 10. The Negotiation Secretary shall:
 - a. Collect, compile, and collate data for contract purpose and disseminate to the members of the Negotiation Committee
 - b. Perform at the direction of the Board of Directors, other functions relative to the contract and negotiation procedures,
 - c. Attend all Board of Director's meetings during negotiations and keep the Board informed about the status of negotiations
 - d. Attend Rockland School Committee Meetings as needed
- H. The MTA representative will be consulted before contract items are negotiated with the Superintendent and the school committee. Our MTA representative will accompany our negotiators whenever the contract is being negotiated. All members of the negotiating team will be notified two days before a scheduled meeting.

Section 2. Scholarship Committee:

- A. Shall be comprised of 3 members appointed by the President. Members should not be teaching at the High School.
- B. Screen all REA scholarship applications
- C. Determine recipients of REA scholarships.

Section 3. Bylaws and Rules Committee:

- A. Shall formulate study and recommend Bylaw changes to the Board of Directors at least every five-years.
- B. Be responsible for maintaining an accurate current copy of the Bylaws of the Association.
- C. Review proposed amendments to the Bylaws
- D. Hold necessary hearing relative to amendments and/or revisions and report its findings the Board of Directors
- E. Prepare and distribute copies of such documents to the membership

ARTICLE VIII
ELECTIONS

Section 1. Candidates

- A. Unit A and Unit B members are eligible for the positions of President, 1st Vice President and 2nd Vice President/Grievance Chairperson.
- B. Unit C-G members are eligible for the position of ESP Vice-President.
- C. Any member of the Association is eligible for the position of Secretary or Treasurer.
- D. All elected officers and association representatives shall be elected for three-year terms.

Section 2. Election Procedures:

- A. Filing for candidacy shall be in accordance with the procedures determined by the Executive Board as follows:
 - 1. All candidates for Executive Board offices must be nominated by submitting nomination papers containing a minimum of 25 signatures of any REA members.
 - 2. All other candidates for elected positions must be nominated by submitting nomination papers containing a minimum of 15 signatures of any REA members.
 - 3. All nomination papers must be filed with the Executive Board, ten school days before the actual election.
 - 4. The Senior Association Representatives in each building shall be responsible for holding and monitoring the election.
 - 5. A sample ballot shall be posted in each school building no less than five days prior to the election.
 - 6. If any position is uncontested then the Executive Board reserves the right to declare the winner.
- B. Election Period
 - 1. All system-wide elections shall be completed by May 1st of the second year of each 3-year contract.

2. The duration of the election shall be one half hour before and one half hour after school.
- C. All voting shall be carried out as follows:
 1. By secret ballots
 2. With an accurate list of voting members recorded by the Association Representative.
 3. All marked and unmarked ballots and voting lists shall be returned to the Chairperson of the Executive Board on the same day as the election.
- D. The ballots of the system-wide election shall be counted as follows:
 1. By the Executive Board
 2. At a site previously designated by the Executive Board.
 3. With candidates present at the counting of the ballots, if they desire.
- E. All offices shall be effective as of July 1st following the election.

Section 3. Disputed Elections:

- A. In the event of a disputed election, the Board of Directors may, by a majority vote, require the Executive Board to recount the ballots or hold a new election.
- B. Any such election would be held only for the position in question
- C. Any such election must be held within two weeks of the Board of Directors' decision.

Section 4. MTA and NEA Delegates

- A. MTA and NEA Delegates shall be elected every year under the rules and regulations of those Associations.
- B. Two of the seats to the MTA Annual Meeting should be reserved for the President and one Executive Board member.
- C. The Board of Directors shall require the Executive Board to conduct the elections in October for:
 1. MTA delegate(s) to the Annual Meetings.
 2. NEA delegate(s) to the Representative Assembly
- D. Delegates must be nominated by submitting nomination papers, containing a minimum of 15 signatures, to the Executive Board ten days before the actual election.
- E. If the seats for the MTA Annual Meeting are uncontested then the executive committee reserves the right to declare a winner.
- F. The election for the MTA and NEA delegate must:
 1. Be conducted by secret ballot
 2. Adhere to the one-man, one-vote principle
- G. Runners-up shall be the alternate in the event the elected NEA delegate is unable to attend a convention
- H. Terms shall commence following the election for the duration of 1-year.

- I. Runner-up shall be the alternate in the event the elected MTA delegate is unable to attend a convention

Section 5. PCEA Representatives

- A. PCEA Representatives shall be elected every three years under the rules and regulations of the Executive Board.
- B. Delegates must be nominated by submitting nomination papers containing a minimum of 15 signatures of REA members, to the Executive Board ten days before the actual election.
- C. The election for the PCEA Representative must:
 1. Be conducted by secret ballot
 2. Adhere to the one-man, one-vote principle.
- D. If there is only one candidate for each PCEA Representative seat then the executive committee reserves the right to declare a winner.
- E. Term shall commence on July 1st of the election year for the duration of three years.

ARTICLE IX
FINANCE

Section 1. The annual dues shall be the sum of Rockland Education Association, Plymouth County Education Association, Massachusetts Teachers Association, and National Education Association dues for that year.

Section 2. The Association shall pay the annual affiliation dues assessed by the Plymouth County Education, the Massachusetts Teachers Association and the National Education Association according the schedule specified by the associations.

Section 3. An annual independent audit of all financial records shall be conducted.

Section 4. Salaries, Stipends, and Compensation

- A. The officers of the Association will receive an annual compensation for their services.
- B. Any Association member will be compensated for services and/ or expenses incurred in Association Activities.
- C. The annual compensation for the officers and employees shall be determined by a majority vote of the Board of Directors and be periodically reviewed.
- D. With previous approval of the Board of Directors, substitutes for members of the Executive Board and those elected to attend the MTA Annual Meeting will be paid by the REA.

ARTICLE X
MEETINGS

Section 1. Association Meetings:

- A. There shall be one meeting of the Association each year.
- B. Additional meetings will be called by:
 - 1. The president
 - 2. A majority of the Executive Board

Section 2. Board of Director's Meeting:

- A. Regular meeting to be held once a month.
- B. Additional meetings may be called by
 - 1. The President
 - 2. Petition of six (6) members of the Board of Directors

Section 3. Executive Board Meetings:

The Executive Board shall meet at the call of the President or at the request of two members of the Executive Board.

ARTICLE XI
QUORUM

Section 1.

- A. Fifteen percent of the membership shall constitute a quorum for a general membership meeting.
- B. All general membership meetings require twenty-four hour advanced notice.

Section 2.

A simple majority of the Executive Board, the Board of Directors, and each committee of the Association shall constitute a quorum for their respective meetings.

ARTICLE XII
AMENDING BYLAWS

These Bylaws shall be ratified at a general meeting of the Association by a two-thirds (2/3) vote of those members present, provided that a copy of the proposed amendments have been distributed to the members.

ARTICLE XIII

Parliamentary Authority: The rules contained in Robert's Rules of Order Newly Revised shall govern the Association in all cases where applicable provided that they are not inconsistent with these Bylaws.

ARTICLE XIV CONTRACT

Section 1.

There will be a general membership meeting to discuss articles of the contract under consideration for ratification. A ratification meeting will follow immediately. All subsequent agreements between the Rockland Education Association and the School Committee of the Town of Rockland will be conducted in the same manner: a discussion followed by a vote. Copies of proposals, which are changes to the existing contract, shall be issued to the membership in writing five (5) school days before the ratification meeting.

Section 2.

Fifteen percent of the unit membership shall constitute a quorum.

Section 3.

A simple majority vote of those members in attendance.

Section 4.

The Negotiating team is not allowed to count the ballots.

Section 5.

No Absentee ballots will be allowed.