

# Hudson Education Association, Inc.

## BYLAWS

### ARTICLE I NAME AND AFFILIATION

**Section 1.** The name of the association shall be the Hudson Education Association, Inc. herein referred to as the HEA.

**Section 2.** No person shall be admitted to or be continued as an active member in the HEA who is not also a member of the Massachusetts Teachers' Association and the National Education Association.

### ARTICLE II OBJECTIVES

We, the members of this association, in order to fulfill our responsibilities to society and to our profession, do hereby establish the general objectives of maintaining and improving the quality of education for all, and of upholding high professional standards and advancing the socioeconomic well-being of educators.

### ARTICLE III MEMBERSHIP

**Section 1. A.** Active membership shall be available to those stipulated in the Recognition Section of the Contract between the Hudson School Committee and the Hudson Education Association.

**Section 1. B.** Active membership shall be continuous until member leaves, resigns from the HEA, or fails to pay membership dues.

**Section 3.** Retired former active members may participate as a non-voting member of the Executive Board to serve as a mentor. Names must be submitted to the President of the HEA by the 1st of May. The Executive Board will select members at the following June Meeting. This position will be a one year appointment; however, the individual may re-apply the following May to continue in the position. Re-appointment will be made at the discretion of the Executive Board.

**Section 4.** Honorary membership may be conferred by a two-thirds vote of the Executive Board or a general meeting of the membership.

**Section 5.** Only active members, as defined in Section 1 of this Article, shall have the privilege of voting and holding office in the HEA, and shall comprise the general membership.

### ARTICLE IV DUES

**Section 1.** Local dues are set by HEA members. MTA and NEA dues are additional and set by those agencies.

**Section 2.** The Executive Board may raise local dues by no more than \$5.00 per member per year to cover operating costs. Amounts over the \$5.00 per member must be approved by a two-thirds vote of a general meeting, providing the proposal has been posted in accordance with the amendment procedure in Article XIII.

### ARTICLE V OFFICERS

The officers of the HEA shall be a President and/or Co-President, a Vice President and/or Co Vice President, a Secretary, a Social Chair, and a Treasurer. Their terms of office shall run for two years. Members running for Co-President or for Co-Vice President must submit their names as a team (2) to the Nomination and Elections

Committee. Members who submit only their name will run for the single position. If an elected or an appointed person leaves prior to completion of duties, the Executive Board will appoint a member to fill the position. A retired Executive Board member may fill in as interim President/ Co-President or Vice President/ Co Vice President if the seat can not be filled with a current member. The appointed member will serve for the remainder of the year only and be replaced through the process of a general election held prior to May 1<sup>st</sup>. *A general election will be held prior to May 1<sup>st</sup>.*

### **Section 1. The President / Co-President**

- A. Shall be the Executive Officer(s) of the HEA.
- B. Shall preside over meetings of the Executive Board and the general membership.
- C. Shall appoint, with approval of the Executive Board, the Chairpersons of all committees, with the exception of the Negotiations Team.
- D. Shall, with the approval of the Executive Board, establish special committees.
- E. Shall prepare a tentative agenda for the Executive Board meetings, and general membership meetings.
- F. Shall offer to meet with the Superintendent of Schools regarding Association concerns, at least once a month.
- G. Shall take the responsibility, in case of an emergency, to sign checks.
- H. Shall recommend an auditor to the Executive Board, for an audit of HEA finances, to be conducted at least biannually, and shall send copies of the audit to members of the Executive Board.
- I. Shall perform all other functions usually attributed to this office.

### **Section 2. Vice President / Co-Vice President**

- A. Shall preside over meetings in the absence of the President / Co-Vice President.
- B. Shall inform the President / Co-President and the Executive Board of impending deadlines as found in the Bylaws, as well as time-lines necessary for the smooth operation of Board and Committee work.
- C. Shall serve as a liaison between the President / Co-President and the standing committees, providing committee chairpersons with written committee responsibilities.
- D. Shall perform all other functions usually attributed to this office.
- E. Shall maintain all current, official, HEA files and Bylaws and have access to past files.
- F. Shall work with treasurer and conduct the annual member registration drive and maintain a role of the membership.

### **Section 3. The Secretary**

- A. Shall keep accurate minutes of all meetings of the Executive Board and general membership.

#### **Section 4. The Social Chair**

- A. Shall be responsible for receiving and distributing all official correspondence
- B. Shall prepare HEA reports to the membership and official letters, as directed by the President / Co-President or the Executive Board
- C. Shall send correspondence, flowers, gifts and organize the end of the year retirement party in accordance with the HEA policy

#### **Section 5. The Treasurer**

- A. Shall hold the funds of the HEA and disperse them in accordance with budgeted authorization.
- B. Shall collect all full payments of cash dues prior to November 1<sup>st</sup>.
- C. Shall provide the Town Treasurer with the necessary information for payroll deduction by October 15<sup>th</sup>.
- D. Shall transmit all amounts due MTA on a regular basis.
- E. Shall keep an accurate account of receipts and disbursements, and shall report balances, in writing, at each Executive Board meeting and general membership meeting.
- F. Shall have all expenditures outside the regular budget over \$100.00 approved by the Executive Board.
- G. Shall prepare an annual financial statement for publication to members as directed by the Executive Board.
- H. Shall be bonded by the HEA.
- I. Shall provide records for audits.
- J. Have custody of all the funds belonging to the Association, and deposit them in the name of the Hudson Education Association, Inc., in any appropriate financial institution legally authorized to do banking and/or investment business in Massachusetts.
- K. Shall conduct the annual member registration drive and maintain a role of the member.

#### **Section 6. The Webmaster**

- A. Shall maintain and update the HEA website

**Section 7.** Officers shall have first preference for opportunities to be Annual Meeting Delegates and to attend MTA Leadership Conferences. Annual delegates may be appointed by the Executive Board. If more than six members express interest in attending, an election will be held prior to April 1<sup>st</sup> of that year.

**Section 8.** Resignations shall be made in writing to the President / Co-President of the HEA.

**Section 9.** Vacancies shall be filled by Executive Board appointment for the remainder of the year. The appointed member will serve for the remainder of the year only and be replaced through the process of a general election held prior to May 1<sup>st</sup>

**ARTICLE VI COMPENSATION OF OFFICERS**

**Section 1.** The HEA shall pay a stipend to the President or Co-Presidents of the HEA, payable in quarterly installments. See salary schedule. The President or Co-Presidents of the HEA will be provided a cell phone for business use. The President or Co-Presidents may opt for an allotted monthly stipend, based on *Verizon's Basic Single-Line, phone/text/data plan*.

**Section 2.** The HEA shall pay a stipend to the Vice President or Co-Vice Presidents of the HEA, payable in quarterly installments. See salary schedule.

**Section 3.** The HEA shall pay a stipend of **\$2000.00** per year to the Treasurer of the HEA, payable in quarterly installments.

**Section 4.** The HEA shall pay a stipend of \$500.00 per year to the *Secretary and Social Chair* of the HEA, payable in quarterly installments.

**Section 5.** The HEA shall pay the local, state, and national dues for the President and/or Co-President, Vice President and/or Co-Vice President, Secretary, Social Chair, Treasurer, Webmaster and the Grievance Chair of the HEA. The officers who get their local, state, and national dues paid by the HEA may opt for a lump sum equal to the local, state, and national dues. This will be paid at the last quarterly installment. Those officers who opt for a lump sum are obligated to pay their dues.

**Section 6.** Salary Schedule

**Officer stipends will vary depending upon election results.**

**Table A - President and Vice President**

President	\$6500.00
Vice President	\$3500.00

**Table B - Co-President and Vice President**

Co - President	\$4000.00 each
Vice President	\$3500.00

**Table C - President and Co-Vice President**

President	\$6500.00
Co-Vice President	\$2500.00 each

**Table D - Co-President and Co-Vice President**

Co-President	\$4000.00 each
Co-Vice President	\$2500.00 each

## **ARTICLE VII EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of officers, building representatives, chairpersons of standing committees, and the chairperson of the Negotiations Team, each of whom shall have one vote. It shall be the executive authority of the HEA. A Retired HEA Officer or Retired Building Representative may be a non-voting member of the Executive Board with the exception of the situation presented in Article III where a retired HEA officer serves as an interim President/Co-President. The interim President/Co-President can be a voting member of the HEA Executive Board.

### **Section 2. Powers and Duties**

- A. The Executive Board shall be responsible for the management of the HEA and shall carry out policies of the HEA.
- B. It shall report its transactions to the general membership and suggest policies for the consideration by the membership.
- C. It shall establish policies as necessary.
- D. It shall approve special committees as recommended by the President / Co-President.
- E. It will receive from the President /Co-President, copies of each audit of the HEA finances, and will accept or reject the audit report.
- F. Whenever a majority of the Executive Board agree that an officer is incapacitated or has grossly negligent in his/her duties as defined by 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 recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

## **ARTICLE VIII BUILDING REPRESENTATIVES**

### **Section 1. Elections**

- A. In each public school in Hudson, faculty members who are in good standing with the HEA, shall elect one faculty member representative for each (10) members, or portion of ten over five (5). A member shall be considered as employed in the building where the greatest portion of his/her time is spent. If a building has fewer than 15 members, said building will be entitled to two (2) representatives from the building.
- B. There shall be at least two representatives from each building.
- C. Elections shall be held at the same time as the general election. A separate building based ballot will be prepared for this purpose.
- D. The term of office shall be one year.
- E. In the event of a vacancy, the Executive Board will appoint a new building representative from a pool of interested candidates at its next scheduled meeting.

## **Section 2. Responsibilities**

- A. Building Representatives shall attend the meeting of the general membership and the Executive Board.
- B. In case of absence, a building representative may appoint another member from their school to vote in his/her place.
- C. Building Representatives shall be responsible for distributing HEA communications to the members in their buildings and keeping their members informed by acting as liaison between the members of their building and the Executive Board.
- D. Building Representatives shall maintain HEA bulletin boards in each school. All materials on the HEA boards must be HEA related and approved by a building representative. Building representatives will also be responsible for creating, updating and maintaining a building based HEA distribution list.
- E. Resignations shall be made in writing to the President / Co-President of the HEA.

## **Section 3. Building Coordinator**

- A. Each building shall have a Building Coordinator who will serve as the main liaison between the President/Co-President and the other representatives in his/her building.
  - B. The HEA member who serves as Building Coordinator shall be selected through mutual agreement by the other representatives in his/her building. Prior experience in serving as a building representative should be considered when making the selection.
- C. Building Coordinators shall be responsible for:
  - 1. Facilitating the ten-minute building meetings
  - 2. Distributing HEA communications to the other representatives in his/her building.
  - 3. Collecting information from said representatives.
  - 4. Conducting a building-based election for the purpose of selecting building representatives to serve for the following school year. Results will be reported at the May Executive Board meeting.
- D. At the completion of his/her term, the Building Coordinator shall receive a \$350.00 stipend.
- E. In order to receive the \$350.00 stipend, the Building Coordinator must attend a minimum of 70% of the Executive Board meetings during the school year he/she serves in this position.
- F. A Building Coordinator shall serve for a term of one (1) year.

## **ARTICLE IX MEETINGS**

### **Section 1. General Membership Meetings**

- A. There shall be a general membership meeting on teacher orientation day each year. The President / Co-President shall prepare an agenda.
  - B. Special meetings of the membership may be held at the call of the President / Co-President upon written or email request to the Executive Board from five percent (5%) of the membership. Business to come before the
- Hudson Education Association Bylaws – revised September 2016

special meetings must be slated in the call, which shall be sent in writing or e-mail to each building representative for distribution to members. Business shall be confined to these items.

## **Section 2. Executive Board**

A. The Executive Board shall meet at least monthly during the school year on a schedule to be determined by the President / Co-President. Three members of the Executive Board may also request additional meetings.

B. Executive Board meetings shall be open to the general membership. A non-HEA member may attend with the approval of a majority of the Executive Board present. A non-HEA member may speak at an Executive Board meeting with the approval of a majority of the Executive Board present.

C. The Executive Board may, after a majority vote of its members present, move into executive session.

D. Notice of Executive Board meetings shall be suitable posted prior to the meeting.

## **Section 3. Quorum**

A. A quorum for Executive Board meetings shall be 40% of the members.

B. A quorum for general membership meetings shall be 20% of the members.

## **ARTICLE X STANDING COMMITTEES**

### **Section 1. Professional Development Committee**

Shall develop professional recommendations regarding in-service workshops and courses.

### **Section 2. Public Relations Committee**

Shall develop public understanding of the purpose of the HEA, as stated in the Basic Objectives of the Contract, the pro-community efforts of the HEA, the values of public education, and in cooperation with the administration, the educational philosophy and programs of the schools.

### **Section 3. Nomination and Elections Committee**

No officer may serve on this committee.

A. Shall consist of at least 3 but no more than 7 members, with representation from the high school, middle school, and elementary schools.

B. Shall be responsible for securing at least one candidate for each of the elective offices, Negotiation Team member vacancies and MTA Annual Convention delegates.

C. The names of the candidates for the elective office shall be published no later than one week prior to the date of the election.

D. In the event that all candidates in the general election are uncontested, there will be no general election that year. In lieu of an election, the uncontested candidates will be appointed at the May Executive Board meeting.

If one or more positions are contested in the general election, then there would be a paper ballot election which would include the names of the candidates for all positions.

E. Shall be responsible for preparing the ballot and conducting annual elections.

F. All elections shall be conducted by secret ballot.

G. All elections shall be conducted in the spring of each year.

#### **Section 4. Social Activities Committee**

Shall organize social activities as may serve the needs of members and promote fellowship within the HEA.

#### **Section 5. Legislative Committee**

A. Shall have broad concern for local, state and national legislation affecting the interest of teachers, schools and the HEA.

B. It shall encourage members to exercise their civic and political rights and keep them informed about new legislation.

C. It will be the responsibility of this committee to recommend action on legislation pertinent to education.

#### **Section 6. Professional Rights and Responsibilities Committee**

A. Shall follow through on a complaint of an alleged violation of the Contract between the Hudson School Committee and the Hudson Education Association.

B. Shall consist of representatives from the membership.

#### **Section 7. Special Committees**

Each year the President / Co-President may appoint such other special committees as may be deemed necessary and shall discharge them upon completion of their duties. Such committees may include, but are not limited to: the Budget committee, the By-Law Review Committee, the Friend of Education Committee, the Scholarship Committee and the Appreciation Tea Committee.

### **ARTICLE XI NEGOTIATING TEAM**

**Section 1.** Shall negotiate with the School Committee on contractual issues.

**Section 2.** Shall consist of seven (7) members elected by the general membership, whenever possible the negotiations team should be comprised of one representative from each building.

**Section 3.** The chairperson of the Negotiations Team will be appointed from its membership by the HEA Executive Board.

In the event that contract negotiations have not been completed at the time of the general election, the chairperson shall continue in that position until the tentative agreement is ratified by the general membership.

**Section 4.** After soliciting and procuring input from the general membership, the Negotiation Team will prepare proposals to be presented to the School Committee.

**Section 5.** Upon reaching tentative agreement on all matters under negotiation, the Team shall post or report in meeting, open to those stipulated in the Recognition Clause of the Contract, its recommendations three days prior to a ratification meeting. The Contract shall be ratified by a majority vote of those present and voting at a General Membership meeting. Procedure for ratification of an agreement shall be consistent with law.



**Section 6.** Vacancies shall be filled by the Executive Board. The appointee will serve the duration of said position.

## **ARTICLE XII RULES AND PROCEDURES**

**Section 1.** Roberts Rules of Order shall be the authority of the HEA.

**Section 2.** The President / Co-President shall appoint a parliamentarian who shall attend the general membership meetings of the HEA.

**Section 3.** The membership year and the business year shall be September 1<sup>st</sup> to August 31<sup>st</sup> each year.

## **ARTICLE XIII THE AMENDMENT PROCESS**

These bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any regular meeting of the HEA, provided that copies of the proposed amendments have been suitably posted in all buildings at least one calendar week in advance of the General Membership Meeting.