

Bylaws of the

Watertown Educators Association, Inc.

(Revised June 2020)

BYLAWS OF THE WATERTOWN EDUCATORS ASSOCIATION INCORPORATED

ARTICLE I

NAME

The name of the organization shall be the Watertown Educators Association Incorporated, hereinafter referred to as the "Association" or the WEA.

ARTICLE II

PURPOSE

Sec. I The purpose of this organization shall be to unite the Watertown Public School Teachers, psychologists, Physical Therapists, Occupational Therapists, BCBA Specialists, and Nurses (Unit A), Curriculum Coordinators (Unit B), Administrators (Unit C), and Instructional Assistants (Unit D), COTAs (Unit D) and PTA (Unit D) into the Association for the benefit of its members and the children attendant upon the public schools of Watertown. Any current member who retires may continue membership in the WEA, so long as they also maintain a membership in the MTA and NEA

Sec. II The Association shall be affiliated with the Massachusetts Teachers Association and the National Education Association.

Sec. III The Association shall adopt and implement the Code of Ethics of the education profession as endorsed by the Massachusetts Teachers Association and the National Education Association.

Sec. IV The Association shall have the right to provide benefits to its members such as but not limited to insurance benefits.

ARTICLE III

MEMBERSHIP

Sec. I Active membership shall be open to Teachers, psychologists, Physical Therapists, Occupational Therapists, BCBA Specialists, and Nurses (Unit A), Curriculum Coordinators (Unit B), Administrators (Unit C), Instructional Assistants (Unit D), COTAs (Unit D) and PTA (Unit D). Any current member who retires may

continue membership in the WEA, so long as they also maintain a membership in the MTA and NEA.

Sec. II The membership year shall be from September 1st to August 31st.

Sec. III Dues shall be collected for membership in the National Education Association, the Massachusetts Teachers Association, and the WEA.

ARTICLE IV

OFFICERS

Sec. I The officers of the Association shall be a President, a First Vice President, a Second Vice President, a Treasurer, a Secretary, Technology Manager, and a Membership Chair.

Sec. II No one shall hold office unless he or she is an active member. A recently retired member (former active members who have retired within the past 3 school years) can choose to run as an officer, with a maximum of two consecutive terms served.

ARTICLE V

EXECUTIVE BOARD

The Executive Board shall consist of the elected officers of the Association and one (1) representative for each thirty-five (35) Unit A members per building (that is, 1-35 equals one representative, 36-70 equals two representatives, etc.); one (1) Curriculum Coordinator (Unit B) or Administrator (Unit C); and three (3) representatives (Unit D), one for each level – elementary, middle school, and high school.

ARTICLE VI

ELECTIONS

Sec. I Elections of all officers, members of the Executive Board, and the Professional Rights and Responsibilities Committee (PR&R) will be held during the first week of May on the WEA business day (Tuesday).

Sec. II Officers of the Association shall be elected by the entire active membership. Members of the Executive Board and the PR&R Committee for Unit A will be elected by the members of Unit A; for Units B and C by the members of Units B and C; for Unit D by the members of Unit D.

Sec. III Faculty Representatives on the Executive Board shall be elected by members of their respective buildings at the same time as the WEA officers; e.g., Faculty Representatives from the High School shall be

elected by the High School faculty; Faculty Representatives from the Middle School shall be elected by the Middle School Faculty; and so forth.

Sec. IV One representative of the Curriculum Coordinators, by any name (Unit B) and the Administrators (Unit C) on the Executive Board, and one representative of Units B and C on the PR&R Committee shall be elected by their respective unit at the same time as the WEA officers.

Sec. V The Instructional-Assistants representatives on the Executive Board shall be elected by the members of the Instructional-Assistant group (Unit D), at their respective levels (elementary, middle school, high school) at the same time as the WEA officers; i.e., the elementary representative shall be elected by the faculties of the elementary schools; the Middle School representative by the Middle School faculty; and the High School representative by the High School faculty.

Sec. VI The name(s) of the candidate(s) for an office on the Executive Board or membership on the PR&R Committee shall be placed on a ballot and a vote of the Association membership shall be taken. The candidate receiving the majority vote of those voting shall be the elected officer for that term. In the event a majority is lacking, a run-off election shall be held between the two highest vote-getters. Then the candidate receiving the largest number of votes shall be the elected officer for that term.

Sec. VII All elected Officers and Faculty Representatives shall serve for two (2) years. PR&R members shall serve for two (2) years on a staggered basis. All elected officials shall assume the duties of office on September 1st of the year in which they are elected.

Sec. VIII Should a vacancy occur in any office of the Executive Board, said Board shall, by a majority vote, elect a qualified member of the Association to serve the unexpired term.

Should a vacancy occur among the Faculty Representatives on the Executive Board, the school faculty shall, by a majority vote, elect a qualified representative to serve the unexpired term.

Should a vacancy occur among the Instructional Assistants Representatives on the Executive Board, the members of the Instructional Assistant group at the elementary, middle, or high school shall, by a majority vote, elect a qualified representative to serve the unexpired term.

Should a vacancy occur on the PR&R Committee, the Executive Board and the remaining members of the PR&R shall, by a majority vote, elect a qualified member of the appropriate unit to serve until the next general election, at which time a member shall be elected by the entire membership for the remainder of the unexpired term.

Sec. IX All elections of officers of the Association shall be supervised by and conducted by an Election Committee. Said committee shall be open to all active members of the Association who are not seeking elective office.

Sec. X The Chairperson of the Election Committee shall notify all members of the Association of upcoming vacancies on the Executive Board and the PR&R Committee by the last WEA business day in March. Any member seeking office shall submit the following to the election chair: their name, school and position they intend to run for. The timeline for submissions and elections is as follows:

- a. last WEA business day in March (Tuesday) notification of open seats
- b. 1st WEA business day in April (Tuesday) deadline for submission of candidate names
- c. Last WEA business day in April (Tuesday) list of candidate names posted in each school
- d. 1st WEA business day in May (Tuesday) WEA Elections

Sec. XI The order of names of candidates on the ballot shall be determined by lottery.

Sec. XII All votes for elective office in the Association shall be by secret ballot in place(s) designated by the Executive Board.

Sec. XIII Ballots shall be saved for one year following the election.

Sec. XIV No electioneering or solicitation of votes shall be allowed in any school building on election day.

ARTICLE VII

DUTIES OF OFFICERS AND FACULTY REPRESENTATIVES

Sec. I President

- a. He/she shall preside at all meetings of the Association and the Executive Board.
- b. He/she shall appoint all committees and may designate one member to act as a chairperson, unless otherwise provided for in the Bylaws.
- c. He/she shall be a member ex-officio (with voting rights) of all committees with the exception of the Election Committee.
- d. He/she shall attend all School Committee meetings, and shall serve as a delegate to the MTA Annual Meeting.

- e. He/she shall serve as legislative and political liaison for local, state, and national activities.
- f. He/she shall prepare an agenda of all meetings over which he/she presides and distribute said agenda to all members involved three days in advance of the next meeting, whenever possible.
- g. He/she shall inform each member of the Executive Board as to the time, date, and place of the meetings.
- h. He/she shall assist new members of the Board in becoming acquainted with their duties and responsibilities.
- i. He/she shall perform all other functions usually attributed to this office.
- j. He/she shall be authorized to pay all bills of the Association up to the amount of Two hundred fifty dollars (\$250)
- k. He/she shall submit all bills of the Association in excess of Two hundred fifty dollars (\$250) to the Executive Board for approval of payment
- l. While the president of the WEA may engage in side conversations with a superintendent and/or school committee, no agreement shall be reached without prior approval of the Executive Board.

Sec. II First Vice President

- a. He/she shall preside at all meetings of the Association and the Executive Board in the absence of the President.
- b. He/she shall Chair the PR&R Committee.
- c. He/she shall report to the Executive Board at each Board meeting available information of the PR&R Committee not of a confidential nature.
- d. He/she shall perform other duties assigned by the President
- e. He/she shall attend all school committee meetings.
- f. He/she shall attend the MTA Annual Meeting of Delegates.

Sec. III Second Vice President

- a. He/she shall preside at all meetings of the Association and the Executive Board in the absence of the President and the First Vice President.
- b. He/she shall serve as Chairperson for public relations for the Association.

- c. He/she shall acknowledge milestones and significant events of members as appropriate.
- d. He/she shall perform other duties assigned by the President.
- e. He/she shall attend the MTA Annual Meeting of Delegates.
- f. He/she shall maintain a Facebook page (or other social media outlet) for the WEA.
- g. He/she shall create (if needed) and maintain a WEA website.
- h. He/she shall attend the MTA Annual Meeting of Delegates.
- i. He/she shall chair the scholarship committee.

Sec. IV Treasurer

- a. He/she shall receive all monies due the Association.
- b. He/she shall be responsible for the billing of the membership for their annual dues or arrange for payroll deduction; shall bill agency fee members for agency fees; shall collect the dues and fees, and transmit amounts due the MTA and the NEA.
- c. He/she shall be responsible for informing the Executive Board in writing of those members whose dues are in arrears or those who have failed to join the Association or pay an agency fee as of November 1st.
- d. He/she shall deposit in a bank all monies received in the name of the Association, at the discretion of the President and with the approval of the majority of the Executive Board.
- e. He/she shall give a monthly written statement to the Executive Board as to the financial standing of the Association. The Treasurer shall give an annual written statement to the entire membership.
- f. Prior to the October meeting of the Executive Board, he/she shall arrange for an independent audit in accordance with generally accepted auditing standards. Under those standards, it is required that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatement. This audit shall include, but not be limited to, assessing the accounting principles used, the accuracy of dates recorded, the balance in the various bank accounts, and the reconciliation of the disbursements journal. This audit shall be signed by the auditor, approved by the Executive Board, and distributed to the membership, within thirty (30) days of receipt of the complete audit. An audited report shall be submitted to the Executive Board at the October meeting. The fiscal year shall run from July 1st to June 30th.

g. He/she shall file with the Labor Relations Board of the Commonwealth of Massachusetts a statement of condition.

h. He/she shall be bonded for an appropriate sum.

i. Shall make payment to the President at the monthly Executive Board meeting. All other officers will be paid in two installments (December and June) at the monthly Executive Board meeting.

Sec. V Secretary

a. He/she shall keep a complete and accurate record of the proceedings of all meetings of the Executive Board and all general meetings of the Association.

b. He/she shall read the minutes of the meetings and other documents.

c. He/she shall be responsible for keeping records of the order of business and the names of committees.

d. He/she shall have at hand at all meetings a copy of the Bylaws and a copy of Robert's Rules of Order Revised.

e. He/she shall authenticate all minutes, records, acts, etc., by his or her signature.

f. He/she shall issue a copy of the minutes of all Executive Board meetings and all general meetings of the Association to each member within ten working days of the meeting.

g. He/she shall compose all correspondence as directed by the President.

h. He/she shall keep accurate records of all correspondence, both outgoing and incoming.

i. He/she shall perform other duties assigned by the President

Sec. VI Membership Chair

a. He/she will identify Watertown Public School employees who come under contracts with the Association and organize the new membership drive at the beginning of the school year.

b. He/she shall compile a complete and up-to-date list of the membership, working in cooperation with the Treasurer.

c. He/she shall keep a complete and up-to-date roll of membership.

- d. He/she shall assist the Treasurer in assessing accurate dues figures for individual members.
- e. He/she, in cooperation with the Faculty Representatives, shall see that each member is provided with an MTA membership card, a copy of the WEA contract, a copy of the Bylaws, and other membership materials.
- f. He/she shall work in cooperation with the President and the Treasurer in the collection of delinquent dues and agency fees.
- g. The membership chair will submit a written report at each Executive Board meeting.

Sec. VII Faculty Representatives

- a. Faculty Representatives shall assist the President in conducting the business of the Association.
- b. Faculty Representatives shall meet with new Association members assigned to them at the beginning of each school year and inform them about the Association and furnish them with current copies of the WEA contract and Bylaws. In addition, Faculty Representatives shall meet with new members as appropriate throughout the school year.
- c. Faculty Representatives shall assist the Membership Chair in compiling an accurate list of members.
- d. Faculty Representatives shall be responsible for distributing Association communications to the members assigned to them, for keeping their members informed, and shall further act as a liaison for their assigned members to the Executive Board.
- e. Faculty Representatives shall attend all monthly Executive Board meetings or be responsible for an alternate.
- f. Faculty Representatives shall be required, at the discretion of the President, to serve on a minimum of one committee per year.
- g. Faculty Representatives shall perform other duties assigned by the President.

Sec. VIII. Technology Manager

- a. He/she shall create and maintain WEA website
- b. He/she shall create, maintain and monitor all union social media accounts (for example but not limited to Twitter, Facebook, etc)

- c. He/she shall maintain membership list
- d. He/she shall assist in distributing communications to membership including membership newsletter.
- e. He/she shall assist in monitoring voting procedures whether electronic or secret ballot.
- f. He/she shall assist other members of the executive board when it comes to technology needs.
- g. He/she shall perform other duties assigned by the President

Section IX. Transitions

At the expiration of their term, all officers of the WEA shall meet with their successors and provide them with a written status report. In addition, the President should provide his/her successor with the names of committees and committee members.

ARTICLE VIII

PROFESSIONAL RIGHTS AND RESPONSIBILITIES

Sec. I There shall be a standing committee designated as the Professional Rights and Responsibilities Committee, hereinafter referred to as the PR&R Committee.

Sec. II The purpose of the PR&R Committee shall be to promote and protect human, civil, and professional rights and responsibilities of teachers as prescribed in the General Laws of the Commonwealth of Massachusetts, Chapter 105E, July 1, 1974, as amended.

Sec. III The PR&R Committee shall be responsible for assisting employees in the processing of individual grievances and for representing the WEA in the processing of class action grievances.

Sec. IV The PR&R Committee shall have the sole authority to determine if a grievance shall be sent to arbitration. Before making its decision, the PR&R Committee shall notify the grievant of the date, time, and location of the meeting at which it will consider its recommendation. The grievant has the right to be present and heard at the PR&R meeting. The PR&R Committee shall consider the matter in accordance with contractual timelines.

Sec. V PR&R Structure

a. The elected PR&R shall be composed of eight (8) members:

Senior High School teachers, one (1)

Middle School teachers, one (1)

Elementary School teachers, three (3), one from each school

Instructional Assistants, five (5), one member from each school.

b. In September, the PR&R Committee shall elect a secretary.

c. No member shall serve on the PR&R unless he/she has attained professional status. Other than the First Vice President, no member of PR&R can be a member of the Executive Board.

Sec. VI There shall be a standing committee designated as the Unit B and C Professional Rights and Responsibilities Committee.

Sec. VII The purpose of the Unit B and C PR&R Committee shall be to promote and protect human, civil, and professional rights and responsibilities of Curriculum Coordinators (Unit B) and Administrators (Unit C) as prescribed in the General Laws of the Commonwealth of Massachusetts, Chapter 105E, July 1, 1974, as amended.

Sec. VIII The First Vice President shall serve as Chair of the Unit B and C PR&R Committee.

ARTICLE IX

OTHER COMMITTEES

Sec. I A Negotiating Committee for Units A, B, and C shall be established by the President. It shall consist of a minimum of five (5) WEA members in good standing from the various units and levels. Additional members shall be appointed by the President as deemed necessary. Through this Committee, the School Committee, Superintendent, and Watertown Educators Association shall confer in good faith to reach agreement over the establishment or modification of policy or questions arising thereunder, dealing with salaries, hours, or conditions of professional service, and other matters which affect the quality of the educational program.

Sec. II A Negotiation Support Committee consisting of at least three members in good standing shall be appointed by the President. The Committee will survey the staff to determine negotiation priorities, gather data from other communities, and provide ongoing research to support the Negotiation Committee.

Sec. III A Negotiating Committee for Unit D shall be established by the President. It shall consist of a minimum of three (3) Unit D members in good standing. Additional members shall be appointed by the President as deemed necessary.

Sec. IV An Election Chair shall be designated by the President. It shall consist of a minimum of two (2) members of the Association in good standing.

Sec. V Other committees shall be established by the President from time to time as deemed necessary.

Sec. VI All committee chairpersons or their designees shall report to the Executive Board.

Sec. VII All standing committees shall be dissolved within thirty days of the start of a new President's term of office.

ARTICLE X

MEETINGS

Sec. I There shall be at least one meeting of the entire membership each year.

Sec. II Special meetings of the entire membership of the Association may be called by the President, by a majority vote of the Executive Board, or by petition of ten (10) members, in good standing, to the President.

Sec. III Executive Board meetings shall be held on the second Tuesday of each month during the school year.

Sec. IV PR&R meetings shall be held on the first Tuesday of each month during the school year.

ARTICLE XI

PRESENTATION AND VOTING OF AN AGREEMENT

Sec. I When any Agreement is to be voted upon by those covered by said Agreement, it must first be presented at a General Meeting of the Association open to all persons covered by the Recognition Clause of said Agreement, and time shall be allowed for these individuals to ask questions regarding the Agreement.

Sec. II Copies of the Tentative Agreement shall be made available to the membership at least five (5) calendar days prior to the General Meeting at which it is to be presented.

Sec. III The conduct of the meeting shall proceed according to the following rules.

a. The President shall act as Chair of the meeting and put the question(s) before the body and provide for presentations in an orderly manner.

b. No one can speak twice on a motion unless all others who wish to speak have spoken; a point of clarification can be put to the Chair.

c. A person "who moves the question" cannot also speak to the question at that time. That person (and the motion) is out of order if he/she does so just before or after moving the question.

d. A motion to "move the question" takes precedence and must be immediately brought to a vote. That vote is a vote to terminate debate, and if approved, will be followed immediately by a vote on the original question, without debate.

e. In the case of amendments, the votes are on the amendment(s) first, in order of most recent to last, and then the ordinal question.

f. A brief review of the rules should be done at each major meeting and a copy of summarized rules shall be given to the members.

Sec. IV Voting on an Agreement shall be by secret ballot following presentation of the Tentative Agreement. A member must be present to vote, but need not be present during the debate.

Sec. V Voting shall begin at the General Meeting when no member wishes to speak, or when the members present by a two-thirds (2/3) vote close debate, or two (2) hours after the beginning of debate, whichever comes first.

Sec. VI A majority of those members voting shall be necessary for acceptance.

ARTICLE XII

DUES

Sec. I Annual dues for active membership in the Association shall consist of annual current assessment of the local Association plus individual membership fees for membership in the Massachusetts Teachers Association and the National Education Association. Any changes to the local dues must be presented to the Executive Board and will require a simple majority vote.

Sec. II Annual dues for membership of the seven (7) elected officers and the PR&R Chairperson in the local, state, and national Associations shall be paid from the WEA treasury. Dues payments shall be contingent upon regular attendance, the recommendation of the President, and the concurrence of the Executive Board.

Sec. III Annual dues of the PR&R Committee members shall be reimbursed by the WEA. Dues payments shall be contingent upon regular attendance, the recommendation of the President, and the concurrence of the Executive Board. Method of payment shall be reimbursement after the fact, but no later than June 15th.

Sec. IV Annual dues of the Faculty Representatives shall be paid by the local Association. Dues payments shall be contingent upon regular attendance, the

recommendation of the President, and the concurrence of the Executive Board. Method of payment shall be reimbursement after the fact, but no later than June 15th.

Sec. V Annual dues of the immediate Past President (if an ex-officio member of the Executive Board) shall be paid by the local Association.

ARTICLE XIII

SALARIES

Sec. I The President of the Association shall receive a salary of ten thousand dollars (\$10,000) per year. The method of payment shall be one thousand dollars (\$1,000) per month for ten (10) months, payable at the monthly Executive Board Meeting. If the President of the Association is a retired member, the salary shall be raised to thirty thousand dollars (\$30,000) per year. The method of payment shall be three thousand dollars (\$3,000) per month for ten (10) months, payable at the monthly Executive Board Meeting.

Sec. II The Treasurer of the Association shall receive a stipend of three thousand five hundred (\$3500) per year.

Sec. III The First Vice President shall receive a stipend of three thousand five hundred (\$3500) per year.

Sec. IV The Second Vice President shall receive a stipend of two thousand (\$2000) per year.

Sec. V The Secretary of the Association shall receive a stipend of one thousand two hundred fifty (\$1250) per year.

Sec. VI The Membership Chair shall receive a stipend of two thousand (\$2000) per year.

Sec. VIII During negotiations, each member of the negotiating committee will receive a stipend of one thousand dollars (\$1000) per school year. The method of payment shall be one payment of \$500 at the end of January and one payment of \$500 at the end of the school year in which he/she serves. If negotiations last longer than a school year, salary will be prorated on a monthly basis.

Sec. IX Members of the Negotiation Support Committee will receive a stipend of \$500 per year. The method of payment shall be one payment of \$500 at the end of the school year. If negotiations last longer than a school year, salary will be prorated on a monthly basis.

Sec. X The Technology Manager shall receive a stipend of \$1500 per year.

Salaries are contingent upon attendance. If any officer has more than two (2) unexcused absences their salary may be prorated.

ARTICLE XIV

QUORUM

At general meetings of the Association, a quorum shall consist of twenty-five (25) percent of the members of the Association. Voting shall be by ballot. When a quorum cannot be met, then voting may proceed at individual buildings at the discretion of the President.

ARTICLE XV

AMENDMENT AND REVISION

Sec. I These Bylaws may be amended by a meeting of the members by a two-thirds (2/3) vote of those present and voting. Copies of the revision and written notice of the meeting shall be given to the membership at least ten (10) calendar days prior to the meeting date.

Sec. II Amendments to these Bylaws shall become effective immediately unless indicated otherwise.

ARTICLE XVI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the parliamentary authority for deciding all questions not covered by these Bylaws.

ARTICLE XVII

DISSOLUTION AND LIQUIDATION OF THE ORGANIZATION

In the event of the dissolution and liquidation of the Corporation, and prior to the completion thereof, all of the assets, property, income, and other funds of the Corporation, not owned or held upon a condition requiring return, transfer, or conveyance by reason of dissolution will be divided equally among the active membership.