

Article I - Title

The name of the organization shall be the Upper Cape Cod Regional Teachers Association, Inc. (hereinafter referred to as "the Association").

Article II - Aims and Objectives

Section 1. The aims and objectives of the Association are to:

- A. Promote the interests of its members and to form a close professional bond.
- B. Increase the efficiency of education as a public interest.
- C. Maintain and improve the quality of education for all.
- D. Arouse allegiance to a genuine spirit of professional ethics.

Article III - Affiliations

Section 1. The Association shall be affiliated with:

- A. The Massachusetts Teachers Association (hereinafter referred to as "the State Association").
- B. The National Education Association (hereinafter referred to as "the National").

Article IV - Membership

Section 1. Membership shall be available to all teachers, librarians, counselors, nurses, and extra-curricular positions (including athletic coaches during his/her season and/or club advisors throughout the membership year [see Section 5, below]), who may become a member providing said person complies with the requirements of the By-laws and Standing Rules of the State Association, Article III, Section V.

Section 2. Membership in the Association shall be classified as Active, Associate, Retired or Honorary and shall be available to those who pay the prescribed dues:

- A. Active membership shall be available to all teachers, librarians, counselors, nurses, and athletic coaches during his/her season and/or club advisors throughout the membership year. The Association shall continue active membership to those members laid off due to a reduction in force with reduction in dues of fifty percent (50%) eligibility for active membership which shall continue as long as such persons are eligible to be recalled.
- B. The Association shall guarantee that no member may be censured, suspended

or expelled without a due process which shall include an appropriate appellate procedure.

C. Associate members are those other persons interested in the advancement of the cause of education, who are not eligible for active membership. Applications for said membership shall be made in writing.

D. Retired members are those former active or associate members who upon retirement apply in writing for membership.

E. Honorary or retired membership may be conferred by a two-thirds vote of the elected officers or a general meeting of the membership.

Section 3. Active membership shall be continuous until the member leaves, resigns from the Association, or fails to pay membership dues.

Section 4. Only active members as defined in Section 1 and Section 3 or complying with Article III of the State Association shall have the privilege of voting and holding office in the Association.

Section 5. Duration of Membership:

A. The membership year for the Association shall be from July 1 to June 30. Any member may elect to become a continuing member. Membership shall then be continued from year to year until death, retirement or the member cancels the election with a 60 day notice in writing. Current membership lists will be updated by December 31st of each year.

B. The Association shall submit annually to the State Association, prior to July 1, a list of its officers and addresses, as well as a copy of the by-laws with any changes or amendments made in the preceding year.

Article V. - Officers

Section 1. The officers of this Association shall be as follows: a President, a Vice - President, a Secretary, and a Treasurer.

Section 2. The duties of the officers shall be as follows:

A. The President shall:

1. Preside at all meetings of the Executive Board.
2. Supervise the affairs of the Association.
3. Submit an annual report.

4. Be a member of all committees, except the Nominations and Elections Committee.
5. Attend workshops/meetings sponsored by the State Association, as appropriate.
6. Serve as chair of the Negotiations Committee.
7. Monitor meetings of the Upper Cape Cod Regional Vocational-Technical School District Committee.
8. Inform members of local, state and national issues, and legislation which may affect the interest of schools, members, and the Association.

B. The Vice - President shall:

1. Serve as chair of the Grievance Committee.
2. Perform the duties of the President during the President's absence or at the President's request.
3. Handle duties as delegated by the President.
4. Attend workshops/meetings sponsored by the State Association, as appropriate.

C. The Secretary shall:

1. Keep a record of all business of the Association, including, but not limited to, minutes of General Meetings and Executive Board meetings.
2. Keep a list of all officers, building representatives, delegates, committees and members together with their addresses and maintain attendance lists for Executive Board members.
3. Conduct the correspondence of the Association and provide the Association with such information as it may require.
4. Distribute copies of the previous Executive Board meeting's minutes to the Board representatives no later than three (3) days prior to the next called meeting.
5. Notify all members of the Executive Board of Board meetings at the direction of the President.

D. The Treasurer shall:

1. Keep a record of all financial business transacted by the Association and the Executive Board.
2. Be the custodian of the funds of the Association. Have custody of all funds belonging to the Association and deposit them in the name of the Upper Cape Cod Regional Teachers Association, Inc. in any appropriate financial institution legally authorized to do banking and/or investment business in Massachusetts.
3. Keep an accurate record of all receipts and disbursements of the Association.
4. Maintain a roll of the members.
5. Transmit the annual dues and agency fees for the State Association and the National.
6. Update the financial situation of the Association at all Executive Board meetings.
7. Submit an annual report to the State Association of the local's finances.
8. Submit an annual report to the Internal Revenue Service.
9. Supply all necessary financial records to the Association's accountant.
10. Distribute and collect from members all necessary tax forms for the Association's accountant.

Article VI - Building Representatives

Section 1. There will be three building representatives elected from the Association membership; one from the vocational teachers, one from the academic teachers, and one representative at large.

Section 2. The duties of each representative shall be as follows:

- A. Be familiar with the current contract and with the programs services and legislative/political related information of the Association and its affiliates so that this information can be distributed, posted or in some way be made available to members upon request.
- B. Serve as a spokesperson communicating members' ideas directly to the officers and shall make the Executive Board aware of the needs of members.

C. Provide information from Executive Board meetings to their building members within 10 school days from each Executive Board meeting.

Section 3. Building representatives shall be responsible for the professional rights and grievances in that building level for all members of that building.

Article VII - Executive Board

Section 1. The Executive Board shall consist of the following members:

- A. The officers (i.e., President, Vice - President, Secretary and Treasurer) elected by the membership.
- B. The building representatives, elected by the membership.

Section 2. The duties and responsibilities of the Executive Board shall be to:

- A. Manage the Association and carry out the policies of the Association.
- B. Report transactions and suggested policies for consideration to the general membership.
- C. Establish such committees as needed, and create interim policies governing them pending ratification by General Membership.
- D. Conduct operations of the Association between general membership meetings.
- E. Conduct a periodic audit, at least annually, of the accounts of the Treasurer.

Section 3. Expulsion of Officers: Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his duties as defined in these by-laws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership so votes by two-third (2/3) majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

Article VIII - Nominations and Elections

Section 1. Nominations and Elections Committee:

- A. Members of the Nominations and Elections Committee shall be appointed by the President with the consent of the Executive Board. No officer of the Association may serve nor shall a member seeking office serve on this committee.

B. The Committee will consist of a minimum of one (1) member and a maximum of three (3) members.

C. The nominating procedure for candidates seeking office shall be determined by the Committee.

D. The Committee shall present a prepared slate of nominees no later than the third week in April at a general meeting; at which time nominations from the floor may be accepted.

E. The Committee shall be responsible for conducting annual elections within two weeks of the presentation of the slate of nominees.

Section 2. Elections:

A. Anyone who is an active member of the association may be a candidate for any office or standing committee.

B. All elections shall be conducted by secret ballot at a time and place designated by the Nominations and Elections Committee;

C. The members of the Negotiation Team should be elected the year prior to the termination of existing contract and serve for the life of the negotiated contract.

D. The officers and the Executive Board shall be elected for terms of one year beginning each July 1. Unfinished business shall be handled by previous officers when necessary.

E. In the event of the resignation of a member of the Executive Board, building representatives shall seek out nominations to fill that position, and forward them to the President. Within 30 days of the acceptance of the resignation, an election shall be held. If there are no nominations, the President shall appoint someone to serve out the remainder of the term.

Article IX - Nominations And Election Of Delegates

Section 1. The State Association's annual Assembly of Delegates (hereinafter referred to as "the Annual Meeting"):

A. Any active Member is eligible to be a candidate for office or delegate to the Annual Meeting.

B. Each candidate must be nominated and elected according to regulations set by the State Association.

C. Each local affiliated association will be notified by the State Association of their allotted number of delegates. Normally, each local is entitled to a representation of two delegates and one additional delegate for every fifty or major fraction thereof based on the official members established by the Executive Board as of March 1.

D. The President shall ensure that elected delegates are properly credentialed per State Association guidelines.

E. Delegates attending the Annual Meeting shall prepare a verbal report to membership on their participation.

F. When feasible, and if approved by the Executive Board, the Treasurer shall pay fees involved with attendance at the Annual Meeting.

Section 2. The National's annual meeting and representative assembly (hereinafter referred to as "the National Convention"):

A. When feasible, the local shall send delegates to the National Convention.

B. Similar to the procedures discussed in Section 1, above, delegates shall be selected by procedures established by the National. Any active member is eligible to be a candidate for office or delegate to the National Convention.

C. Similar to the procedures discussed in Section 1, above, the President shall ensure that elected delegates are properly credentialed per National guidelines. Delegates attending the National Convention shall prepare a verbal report to membership on their participation, and, when feasible and if approved by the Executive Board, the Treasurer shall pay fees involved with attendance at the National Convention.

Article X - Meetings

Section 1. Executive Board:

A. Meetings shall be held during the school year on a schedule to be determined by the Executive Board.

B. Meetings of the Executive Board shall be called by the Secretary at the request of the President or any two (2) members.

C. Special meetings of the Executive Board shall be held upon the request of 2 members of the Executive Board.

Section 2. General Membership:

A. An annual meeting of all members shall be held in the spring of each year.

- B. There shall be at least two (2) other regular meetings of the Association during the year at such time and place to be determined by the Executive Board.
- C. The first general membership meeting will be held no later than October.
- D. Members shall be notified of meetings one week in advance by their representative on the Executive Board.
- E. Special meetings of the general membership may be called by the President or by the written request of ten members.

Section 3. Quorum:

- A. The majority of the members shall be a quorum for the Executive Board.
- B. A quorum for general membership meetings shall be 10% of the members.

Section 4. Notification:

- A. Contract ratification meetings require that a written notice of the proposed contract (or Memorandums of Understanding or Agreement) shall have been given to the members at least ten (10) calendar days prior to the meeting.
- B. Election meetings require that a sample ballot shall have been given to the members at least ten (10) calendar days prior to the meeting.
- C. Meetings to amend these by-laws require that a written notice of the proposed change shall have been given to the members at least ten (10) calendar days prior to the meeting.

Article XI - Finance

Section 1. Dues:

- A. The annual dues shall be those set by the National, the State Association and the Upper Cape Cod Regional Teachers Association.
- B. Agency fee shall be 80% of full membership dues.
- C. The Association shall pay the annual dues assessed by the State and National Associations on or before June 30th of each year.
- D. The financial status of the Association shall be reviewed as specified by the Executive Board. The review shall take place not later than July of each year.

E. Association costs incurred by any officer or member of the Association will be reimbursed by approval of the Executive Board upon receipt of an itemized bill and presence of proof of expense. The Treasurer will disburse said monies approved.

F. Unusual costs must be approved by the membership, a simple majority vote being required.

G. The President shall receive an honorarium of waived annual dues.

Section 2. Corporate Funds: The funds of the Association may be expended only in matters consistent with the objectives of the Association.

Article - XIII - Negotiations

Section 1. There shall be a standing committee named the Negotiating Committee.

A. The membership of this committee shall consist of the Association President, Vice President, plus a minimum of one (1) and a maximum of three (3) other active members.

B. The membership of this Committee should be representative of the diverse nature of the Upper Cape community (e.g., vocational teachers, academic teachers, counseling staff, veteran teachers "at the top of the pay scale," new teachers "at the bottom of the pay scale").

Section 2. The function of the Negotiating Committee shall be to draw up contractual proposals and to open and conduct negotiations with the School Committee concerning wages, hours, and conditions of employment.

Section 3. Copies of all tentative agreements requiring ratification by the membership shall be made available before the scheduled presentation of the final settlement.

Section 4. Any final settlement of the negotiating committee shall be presented to the membership at a general meeting. The approval of the final settlement of the Negotiating Committee shall be ratified by the membership by means of a secret ballot. Voting will be conducted no sooner than ten (10) calendar days after the presentation to the membership. The building representatives will be responsible for counting the ballots and forwarding the tally to the President.

Section 5. Any final settlement of a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) shall be presented to the Executive Board at a regularly scheduled meeting. The approval of any MOU or MOA shall be ratified by the Membership by means of a secret ballot. Voting will be conducted no sooner than ten (10) calendar days after the presentation to the Membership. The building representatives will be responsible for counting the ballots and forwarding the tally to the president.

Article XIV – Grievances

Section 1. There shall be a standing committee named the Grievance Committee.

A. The membership of this committee shall consist of the Association Vice President plus the three Building Representatives.

B. The committee shall determine if proposed grievances are valid (i.e., constitute a violation of the collective bargaining agreement) and determine if the grievances shall be forwarded to the Association president for action.

Article XV - Amendments

Section 1. These by-laws may be amended at any general meeting by a two-thirds of those present, provided, however, that a written notice of the proposed change shall have been given to the members at least ten (10) days prior to the meeting.

Article XVI - Ratifications

Section 1. Ratification of these by-laws shall be subject to a simple majority vote of those members present and voting at any general meeting of the Association in which a quorum is obtained.

Article XVII – Review

Section 1: These by-laws shall be reviewed annually, at the October meeting.

Section 2: Any member may recommend a change to the by-laws by submitting a proposed change in writing to the Secretary. A written notice of the proposed changes shall be given to the members at least ten (10) calendar days prior to the meeting. Refer to Article XV - Amendments, above.

Article XVIII - Parliamentary Authority

Section 1. All meetings shall be run in a manner which guarantees fairness and which protects the rights of both the majority and minority(s), and of those members not present.

We, the undersigned, certify this to be a true copy of the ratified document.

Mary L. Crook

Mary L. Crook, President Date *4/14/2010*

Shelia Edwards

Shelia Edwards, Vice President Date *4/14/2010*

Henry K. McClinton

Henry McClinton, Secretary Date *Apr. 14, 2010*

Dennis Theoharidis

Dennis Theoharidis, Treasurer Date *4/14/2010*

