

# **Mascenic Education Association**

## **Constitution and By-Laws**

### **CONSTITUTION**

#### **ARTICLE I —Name and Governance**

- Section 1. The name of this organization will be the Mascenic Education Association, hereinafter called the Association.
- Section 2. The Association shall be governed by this Constitution and by such actions as may be taken by its membership consistent therewith.

#### **ARTICLE II — Purpose**

- Section 1. To promote the interests of education generally, and especially in the Mascenic School District.
- Section 2. To encourage increased teacher quality and professionalism
- Section 3. To provide a vehicle of cooperation and communication among the members of the Association in matters relating to teaching in the Mascenic School District.
- Section 4. To provide a forum for expressing Association members' ideas and points of view to the community, school board and administration.
- Section 5. To promote Association members participation in school management and other areas of decision making in education.
- Section 6. To aid in securing and maintaining adequate salaries and other such improvements in teaching conditions as will enable and encourage experienced, high quality teachers to remain in the profession and district. And to be the exclusive negotiating representative before the Board of Education and others.
- Section 7. To see that Association members understand their rights and privileges as Association members and citizens and otherwise protect their professional welfare.

#### **ARTICLE III — Membership**

- Section 1.
- a. Membership in the Association will be open to all certified personnel, i.e. teachers, nurses, librarians, counselors etc., employed in the Mascenic School District.
  - b. Membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues, set by the membership at the first general meeting in September of each year.
  - c. Membership will be unified with NEA/NH and all dues-paying members shall have the right to vote. The Association shall comply with all affiliation requirements of the NEA/NH and the National Education Association. Any part of this Constitution found to be in conflict with the

Constitution or By Laws of either the NEA/NH or the National Education Association shall be declared null and void.

d. The membership year shall be October 1 through September 30.

- Section 2. According to procedures adopted by the general membership, the Executive Board may censure, suspend or terminate the membership of any member who shall have violated the ethics of the education professional; may cancel the membership of any member convicted, in a court learned in law, of a crime involving moral turpitude; and may reinstate a member who has previously been suspended or expelled from the Association.

#### ARTICLE IV

##### Officers, Executive Board and Faculty Representatives

- Section 1. The officers of the Association will be the President, Vice president, Immediate past President, Secretary, and Treasurer.
- Section 2. The Executive Board will consist of the officers and building representatives.
- Section 3. There will be one building representative for every ten members or major portion thereof, providing that no building with members shall have fewer than one representative. Representatives shall be elected by the members of each building, no later than September 20.
- Section 4. a. The officers and representatives shall serve for one year.
- b. A special election will occur whenever both the offices of the president and vice president become vacant due to resignations, removal, or other causes. An officer may be removed whenever a majority of the Executive Board agrees that an officer has been gravely negligent of the duties defined in the Bylaws. In such cases, the Executive Board will set a general election date for the vacant offices within 30 days of the time the vacancies have occurred. In the interim period, a President pro-tempore will be elected by the Executive Board from one of their number within one week.
- Section 5. Standing committees will be established each year by the Executive Board.
- Section 6. Committee chairpersons shall be appointed each year by the Executive Board.

#### ARTICLE V--- Amendments

- Section 1. This Constitution may be amended by a two-thirds vote of the members present at any general meeting of the membership provided that proposed amendments have been introduced at a previous meeting and that a copy of the proposed amendment has been distributed to each member prior to the vote.

#### ARTICLE VI — General Meetings

- Section 1. The first general meeting of the Association each school year will take place no later than September 20.
- Section 2. General meetings of the membership may be called by the president or at the call of the majority of the Executive Board.
- Section 3. The President, with the help of the Secretary, shall notify all members about all general meetings at least three days in advance of each meeting. Notification of election dates shall be made at least fifteen days in advance.
- Section 4. A quorum for a general meeting shall be twenty-five percent of the membership of the Association. A quorum for an Executive Board meeting shall be a majority of its members.
- Section 5. The Executive Board shall arrange at least two general meetings of the members during each school year.
- Section 6. The Executive Board shall meet at least four times during the school year. Notice of each meeting shall be made known to Executive Board members at least 3 days in advance. A calendar of Association dates, times and location shall be established by the Executive Board.

## BYLAWS

### ARTICLE I — Authority

Robert's Rules of Order, Revised will be the authority on all questions of procedure not specifically stated in this Constitution and bylaws.

### ARTICLE II — Duties and Terms of Offices

- Section 1. All officers and building representatives will take office upon election and may serve successive terms.
- Section 2. The president will:
- a. Serve as the leader and presiding officer of the Association.
  - b. Coordinate the activities and program of the Association.
  - c. Appoint committee chairpersons and schedule a planning meeting of the Executive Board soon after election to develop the year's program.
  - d. Appoint and instruct the committees to carry out the program of the Association
  - e. Be an ex-officio member of all committees.
  - f. Promote widespread active participation on the part of all, members and develop leadership for the future.
  - g. Keep the members informed regarding trends, programs and developments of the Association, and see that important decisions are decided by a vote or written survey of the general membership of the association

h. Keep informed of the activities of other teacher Associations.

Section 3. The Vice President will:

- a. Be prepared to perform the duties of the President whenever necessary.
- b. Serve as "Assistant President," helping and supporting the President in his/her duties.
- c. Help develop the Association's program of the year.
- d. Help coordinate the work of all committees.
- e. Assist the President in the correct use of parliamentary procedure.
- f. Become President at the time the Presidency becomes vacant

Section 4. Immediate past-President will:

- a. Serve on the Executive Board.
- b. Assist the president at the latter's request.

Section 5. The Secretary will:

- a. Keep an accurate record of Association and Executive Board meetings, including a list of jobs to be done and tasks to be completed.
- b. Keep a file of communications received, copies of letters sent, copies of reports, roster of committee personnel and a true copy of the Constitution and Bylaws.
- c. Distribute notices of all meetings of the Association and Executive Board meetings.
- d. Conduct the correspondence of the Association.

Section 6. The Treasurer will:

- a. Receive, protect and account for all funds of the Association and disburse funds duly authorized by order on the treasury signed by the President.
- b. Assist in preparing the budget and dues schedule for the year and serve as financial advisor to the Association
- c. Submit an annual financial report to the Association.
- d. Issue membership cards and forward state and national dues to the NEA/NH office in Concord.
- e. Maintain an accurate record of members and payment of dues for the Association and notify members of their responsibility regarding payment of dues.
- f. Assist the Membership Chair in maintaining and increasing membership in the

Association.

- Section 7. a. Delegates to the NEA/NH delegate assembly and alternative Delegates shall be appointed by the Executive Board four weeks prior to the annual Delegate Assembly and shall serve terms of one year.
- b. NEA/NH delegates shall attend NEA/NH budget hearings as necessary and will be responsible for obtaining necessary information from the Regional Council attendee (see section 9).
- c. NEA/NH delegates will present NEA/NH business to the local before and after meetings of the NEA/NH Assembly of Delegates.
- Section 8. All Association delegations to state and national government bodies shall be appointed by the Executive Board with the respective requirements.
- Section 9. Regional Council Meetings will be attended by a member to be appointed prior to September 20 of each year. This duty may be shared between two members.

ARTICLE III — Duties of the Executive Board

- Section 1. The Executive Board will:
- a. Carry on the business of the Association between general meetings.
  - b. Develop and recommend a basic policy and program to Association members.
  - c. Approve committee assignments and objectives.
  - d. Develop a budget for the year to enable the Association to carry out the program.
  - e. Approve official news release<sup>3</sup> by the Association.

ARTICLE IV — Duties of Building Representatives

- Section 1. The Building Representatives will:
- a. Be a member of the Executive Board.
  - b. Assist the officers in keeping their building or group informed of the activities of the Executive Board and in keeping committees, Executive Board and officers informed of the opinions and concerns of the teachers they represent.
  - c. Assist the membership campaign in their buildings.
  - d. Assist bargaining unit members in their buildings with the grievance process (both at the formal and at informal stages).

ARTICLE V --- Elections

Section 1. Nominations

- a. Any member of the Association may nominate candidates for President, Vice president, Secretary and Treasurer to the Executive Board in writing, from March 1st to the election date. Each candidate shall have been an association member in good standing during the previous school year.
- b. Members of the Association may nominate other candidates from the floor at the April election meeting.
- c. The office of President may be constructed to mean Co-President. If Co-Presidents are elected then the office of Co-President shall be responsible for the stated duties of both president and Vice president, and there will be no elected Vice President during the term of Co-Presidents.

Section 2. Balloting

- a. After April 15<sup>th</sup> at a general meeting of the Association, members shall vote for the officers by secret ballot in accordance with procedures developed by the Executive Board.
- b. Members needing to vote by absentee ballots must adhere to the following procedure:
  1. Request an absentee ballot from the Secretary at least 10 calendar days prior to the election date.
  2. Return the completed ballot IN A SEALED ENVELOPE ON WHICH THE MEMBER HAS BOTH HIS/HER SIGNATURE AND HIS/HER PRINTED NAME
  3. The above ballot must be received by the Secretary on or before 2:30 pm the day of the election.

Section 3. Special Elections

- a. Special elections shall be called by the President and conducted by the Executive Board under policies adopted by the general membership.

ARTICLE VI — Amendments

- Section 1. These Bylaws may be amended by a majority vote of the members present at any general meeting of the Association, provided that proposed amendments have been previously studied by the Executive Board and that copies have been received by members prior to the meeting.