

EAST LONGMEADOW EDUCATION ASSOCIATION BYLAWS

ADOPTED December 15, 2021

ARTICLE I Name of Association

The name of the association shall be the East Longmeadow Education Association also referred to as "the Association."

ARTICLE II Objectives

We, the members of this Association, in order to fulfill our responsibilities to society and to our profession, do hereby adopt the following:

Section 1. General Objectives:

- a. To maintain and improve the quality of education for all.
- b. To uphold high professional standards and to advance the socioeconomic and the professional well-being of educational employees.

Section 2. Specific Objectives:

The Executive Board is authorized and directed to establish specific objectives within the framework of the general objectives in Section 1 above. These specific objectives shall be reviewed periodically, revised if necessary, and published.

ARTICLE III
Membership

Section 1. Membership in the Association shall be classified as Active, Retired, or Honorary and shall be available to those who pay the prescribed dues.

- a. Active Membership shall be available to those who are engaged in work of a professional nature in the field of education and meet the professional standards set forth by the Commonwealth of Massachusetts.

The East Longmeadow Education Association shall continue above membership to those members laid off due to reduction in force with reduction in dues of fifty (50%) percent. Such eligibility for active membership shall continue as long as such persons are eligible to be recalled or for three (3) years, whichever is longer.

The Association shall deny membership to an individual who is a member of a negotiating team representing a school board or representing a board of trustees of a higher education institution if such denial is requested by a governing body of an MTA/NEA affiliate in the school district or higher education institution in question.

The Association shall guarantee that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

- b. Retired Members are those former active or associate members, who upon retirement, apply in writing for membership to the Executive Board.
- c. Honorary Membership may be conferred by two-thirds vote of the elected officers or a general meeting of the membership.
- d. Membership in the Association will not be offered to building principals or assistant principals or other administrators not recognized in Unit A.

Section 2. Active membership shall be continuous until the member leaves, resigns from E.L.P.S., or fails to pay membership dues.

Section 3. Only active members as defined in Section 1 of this Article III shall have the privilege of voting and holding office in the Association.

Section 4. a. Membership in the East Longmeadow Education Association, the Massachusetts Teachers Association and the National Education Association is on an annual basis. The membership is defined as July 1- June 30.

Staff who are eligible to join the ELEA and are new to East Longmeadow Public Schools may do so within 30 calendar days of the hire/start date. Returning East Longmeadow staff who wish to un-enroll may do so by June 30 of any school year; any and all un-enrollments shall be effective for the next school year/membership calendar July 1 - June 30.

Effective July 1, 2018 the East Longmeadow Education Association will no longer accept new members as cash payers. All new members must use payroll deductions through the Town of East Longmeadow.

Local benefits, such as the Laptop Insurance program for Unit A/E, and reduced subsidized fees for social trips like (NYC) are for members only. Retired ELPS staff who were ELEA members are considered members for the purposes of local benefits.

Members who terminate employment during the school year will be assessed NEA/MTA/ELEA dues based on the standing policy from the MTA.

ARTICLE IV
Officers

Section 1. The officers of the Association shall be President or Co-Presidents, a Vice-President, a Secretary, a Treasurer and an Officer at Large. The Executive Board shall determine the compensation for all officers and committee members of the Association.

Section 2. Powers and Duties of the Officers:

A. President or Co-Presidents shall:

- (1) preside at meetings of the Executive Board and the general membership.
- (2) appoint the Chairperson and members of standing committees and special committees with the consent of the other officers.
- (3) be the Executive Officer of the Association.
- (4) perform all the other functions usually charged to this office.

B. Vice-President shall:

- (1) perform the functions usually ascribed to that office.
- (2) meet regularly with the Committee Chairpersons to discuss committee activities.
- (3) prepare committee progress reports for the members.
- (4) will have the right of first refusal for the role as President and/or Chairperson of the Grievance Committee.

C. Secretary shall:

- (1) keep accurate minutes of all meetings of the Executive Board and of the general membership meetings.
- (2) maintain official files, and shall assist the President with the Association correspondence.

D. Treasurer shall:

- (1) hold the funds of the Association and disburse them in accordance with the budgeted authorization.
- (2) bill the membership for all annual dues, collect dues and transmit amounts due to the Massachusetts Teachers Association and the National Education Association. Payments shall be in accordance with a mutually agreed upon schedule between the Massachusetts Teachers Association and the East Longmeadow Education Association.
- (3) maintain a roll of members.
- (4) keep accurate records of receipts and disbursements and shall report regularly to the Executive Board.
- (5) prepare an annual financial statement for publication to members as directed by the Executive Board.
- (6) keep the President and the Executive Board informed of the financial condition of the Association and shall present to the Executive Board an annual budget.

E. Officer At Large shall:

- (1) be an officer and serve as a full voting member of the Executive Board and perform duties assigned from the time to time by the President or Co-Presidents and/or the Executive Board. This position will begin July 1, 2017.

Section 3. Terms and Succession

- A. The President/Co-Presidents and Vice-President shall serve two years and may run for re-election.
- B. The Secretary, Treasurer, and Officer at Large shall serve for two years and may run for re-election.
- C. Elections for officers in A and B will be held in odd numbered years.

Section 4. New officers shall be installed on or before July 1 of each calendar year.

ARTICLE V
Executive Board

Section 1. The Executive Board shall consist of the officers and building representatives and shall be the executive authority of the Association.

The Association shall apply the one-person, one-vote principle for the representation on the Executive Board.

Section 2. Powers and Duties of the Executive Board

- A. Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association and shall carry out policies of the Association.
- B. It shall report its transactions to the general membership and suggest policies for consideration by them.
- C. It shall have the accounts of the Association audited annually.
- D. It shall establish committees and create policies governing them.
- E. Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in their duties as defined by these bylaws, it shall remove the officer by two-thirds (2/3) majority vote of the Executive Board, and it shall immediately call for a special election to fill the unexpired term.
- F. If an officer resigns, the Executive Board shall appoint a successor(s) to fill the unexpired term.
- G. It shall hold elections for delegates to the annual House of Delegates to the Massachusetts Teachers Association.
- H. Association Representatives shall attend the regular meetings of the general membership unless they notify an officer of the Association.

ARTICLE VI
Affiliation

- Section 1. No person shall be admitted to or be continued as an active member in the Association who is not also a member of the Massachusetts Teachers Association and the National Education Association.
- Section 2. The Association shall submit annually to the Massachusetts Teachers Association:
- A. A list of its officers and their addresses.
 - B. The names and addresses of all members of an official enrollment form furnished by the Massachusetts Teachers Association.

ARTICLE VII
Association Representatives

- Section 1. The Association shall elect for a term of two years for association representatives as follows:
- Two (2) East Longmeadow High School Representatives
 - Two (2) Birchland Park Middle School Representatives
 - One (1) Mountain View School Representative
 - One (1) Mapleshade School Representative
 - Two (2) Meadowbrook School Representatives
 - Two (2) At-Large Paraprofessional Representatives
- Elections shall be held in even numbered years.
- Section 2. The President/Co-Presidents may designate members to fill any vacancies or call for a special election.
- Section 3. The Association Representatives shall be responsible for distributing Association communication to the members, for keeping their members informed, and shall further act as a liaison from the members to the Executive Board.

ARTICLE VIII
Meetings

Section 1. Executive Board

The Executive Board shall meet regularly during the school year on a schedule to be determined by the Executive Board. The meetings are open to all members. Three members of the Executive Board may request additional meetings.

Section 2. General Membership Meetings

General Membership meetings shall be determined by the Executive Board. The Executive Board shall prepare a tentative agenda for each meeting and shall circulate it to all members so that the members will have time to discuss it prior to the meeting.

Section 3. Special Meeting

Special meetings of the general membership will be held at the call of the President or upon written request to the Executive Board from ten percent (10%) of the membership. Business to come before special meetings must be stated in the call which shall be sent in writing to the membership. Business shall be restricted to these items.

Section 4. Quorum

- A. The majority of the members shall be a quorum for the Executive Board and Committees.
- B. A quorum for general membership meetings shall be twenty percent (20%) of the members.

ARTICLE IX
Committees

Section 1. Organization

The East Longmeadow Education Association recognizes the following committees:

Negotiation
Grievance
Election
Bylaws

The Executive Board will determine the nature, eligibility and other particulars of standing and/or new committees.

Section 2. Meeting

Each committee shall meet as necessary.

Section 3. Reports

Each committee shall choose a Secretary who shall record the activities of the committee. The Chairperson shall report any action items to the Executive Board meetings.

Section 4. Titles and Duties

Negotiating Team:

- (1) Shall negotiate with the School Committee on hours, wages and working conditions, and other terms and conditions of employment.

- (2) With the aid of appropriate committees and input from the general membership, it shall prepare proposals prior to being placed before the School Committee.

- (3) Upon reaching tentative agreement on all matters under negotiation, the team shall prepare and submit its report to the Executive Board and then to the members at a ratification meeting.

Elections:

- (1) No officer or member of the Executive Board may serve on the Elections Committee.
- (2) The Executive Board shall determine the nomination procedures for candidates seeking elective office.
- (3) Anyone who is an active member of the Association may be a candidate for any office.
- (4) No member may run for more than one position, in any one election.
- (5) No member may hold more than one position except on an interim basis.
- (6) The names of the candidates for elective office shall be published no later than two weeks preceding the date of the election.
- (7) The Election Committee shall be responsible for conducting annual elections and for posting the election results and tallies within two (2) school days of the election.
- (8) The Association shall conduct all elections with open nominations and a secret ballot.
- (9) To be elected, a candidate must receive a majority of the votes cast.
- (10) All elections shall be conducted by June 15.

Section 5. Special Committees:

Each year the Executive Board may appoint other special committees as may be necessary and shall discharge them upon completion of their duties.

ARTICLE X
Rules and Procedures

- (1) Robert's Rules of Order Revised shall be the parliamentary authority of the Association for all meetings.
- (2) Prior to a vote, a hearing will be held on the proposed contract. A contract may be approved by a majority vote of the members.
- (3) All voting will be conducted electronically. The minimum voting period will be forty - eight (48) hours.

ARTICLE XI
The Amendment Process

These bylaws may be amended by a two-thirds (2/3) vote of the members, who are present to vote at any regular meeting. The Association will provide copies of the proposed amendments to all members of the Association at least one calendar week in advance of the General Membership Meeting.