

**DANVERS TEACHERS ASSOCIATION
BYLAWS**

Revised June, 1982

**ARTICLE I Name of
Association**

The name of the association shall be the Danvers Teachers Association, Inc., hereinafter referred to as "the Association".

**ARTICLE II
Objectives**

We, the members of this association, in order to fulfill our responsibilities 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 well being of educators.
- C.** To be one of the primary leaders in the educational processes of this community through the encouragement of professional development, the presentation of the ideas and programs, and the ability to speak with a common voice before the School Committee and other legal authorities.

Section 2. Specific Objectives:

The Executive Board is authorized and directed to establish Specific Objectives within the framework of the General Objectives of 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, available to members who pay the prescribed dues, or Honorary.

- A.** ACTIVE MEMBERS are those who are engaged in work of a professional nature in the Danvers School System and who, as new applicants for membership after August 31, 1965, hold a Baccalaureate degree or higher and a certificate of eligibility to same from a proper certifying authority, where required or are qualified and certified as teachers by the Division of Vocational Education in the Massachusetts Department of Education; or administrators, guidance counselors or school nurses.

- (1) Active membership shall be continued until the member leaves the school system, resigns from the Association, or fails to pay membership dues.
- (2) Active members of the Association shall be members of the Massachusetts Teachers Association and National Education Association.
- (3) The Association shall continue to allow active membership to those education association members laid off due to a 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.

B. HONORARY MEMBERS shall include all retired teachers, retired active members, and others designated by the Association.

C. By recommendation of the Executive Board and a confirming vote of two-thirds (2/3) of the membership, a member may be expelled.

ARTICLE IV Officers

Section 1. The officers of the Association shall consist of a president, a vice president, a secretary, and a treasurer. The officers shall be paid in accordance with the annual budget.

Officers are paid a yearly salary as determined by the Executive Board with the approval of the general membership. No officer may hold more than one office and/or be paid more than one salary concurrently. If an officer should not serve for an entire term of office, then payment of salary would be pro-rata. If a position remains unfilled, the duties of that position will not be executed until someone is elected, or appointed on a temporary basis by the Executive Board.

Section 2. Powers and Duties of Officers

A. THE PRESIDENT

- (1) shall preside at meetings of the Executive Board and the general membership.
- (2) shall appoint the Chairpersons of standing or special committees with the approval of the Executive Board
- (3) shall serve as voting ex-officio member of all committees.
- (4) shall attend or appoint a designee to attend TASC meetings
- (5) may serve as Chairperson of the Negotiations Committee.
- (6) shall perform all other functions usually attributed to this office.

- (7) shall present, or appoint a designee to present, the appropriate gifts to retiring members.

B. THE VICE PRESIDENT

- (1) shall serve as Vice-President of the Association and shall perform the functions usually attributed to this office.
- (2) shall meet regularly with Committee Chairpersons to discuss Committee activities.
- (3) shall be Chairperson of the Professional Rights and Responsibilities Committee.
- (4) shall assume the powers and duties of the President when the President is absent.

C. THE SECRETARY

- (1) shall keep accurate minutes of all Executive Board and of the general membership meetings.
- (2) shall attend Level III of the grievance procedure meetings when requested.
- (3) shall keep up to date at least one copy of the Association Bylaws.
- (4) shall maintain files of Executive Board meetings, past and present contracts, and pertinent correspondence.
- (5) shall assist the President and the Association with correspondence.
- (6) shall attend all public School Committee meeting for the purpose of reporting to the membership.

D. THE TREASURER

- (1) shall hold the funds of the Association and disburse them in accordance with the budget or as authorized by the Executive Board.
- (2) shall collect dues from members not enrolled in the payroll deduction plan.
- (3) shall transmit dues to the Massachusetts Teachers Association and the National Education Association.
- (4) shall keep accurate accounts of receipts and disbursements, and shall report to each Executive Board and general membership meeting.
- (5) shall assist the Budget Committee in the drafting of the annual budget.
- (6) shall maintain a roll of members.

- (7) shall be bonded.
- (8) shall make an annual report to the Executive Board at the October meeting.

Section 3. Terms of Succession

- A.** The President and Vice President shall serve for one year and may run for reelection
- B.** The Secretary and the Treasurer shall serve for two years and may run for reelection.
- C.** The President, Vice President and Secretary shall assume office in June at Executive Board. The Treasurer shall assume office in October at Executive Board.

ARTICLE V Executive Board

Section 1. The Executive Board shall consist of the Officers, the Immediate Past President and all building representatives. It shall be the executive authority of the Association. Active members shall elect building representatives annually. Each school district (school district if defined as the area under the supervision of one principal) shall have one representative for each unit of ten members or major fraction thereof.

Section 2. Powers and Duties of the Executive Board

- A.** 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 establish committees and create policies governing them.
- D.** The building representatives shall be responsible for distributing Association communications to the members in their buildings, for keeping their members informed, and shall further act as liaison from the members in their buildings to the Executive Board.

ARTICLE VI Nominations and Elections

Section 1. Massachusetts Teachers Association 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 Massachusetts Teachers Association.

Section 2. Officers

- A. Any active member is eligible to be a candidate for the position of any officer of the Association.
- B. The Nomination and Election Committee shall present a slate of officers for the ensuing year at a general meeting of the Association during the month of May, but no later than May 15. The slate shall be presented in writing to the membership one week (5 school days) prior to said meeting. The purpose of the meeting shall be to announce candidates and accept nominations from the floor.
- C. A secret ballot election shall be conducted in each building, no sooner than May 22 and no later than May 29. The distribution and collection of ballots shall be the responsibility of the building representatives.
- D. The Nomination and Election Committee shall be responsible for collecting the ballots from building representatives, tabulating the votes and reporting the results. To be elected, a candidate must receive the highest number of votes cast.
- E. Nominations and Elections Committee shall also be responsible for any other elections.

ARTICLE VII Meetings

Section 1. Executive Board

The Executive Board shall be held on a monthly basis from September to June. Special Executive Board meetings may be called by the President or when requested by five members of the board.

Section 2. General Membership Meetings

There shall be at least three membership meetings each school year which shall be determined by the Executive Board. The Executive Board shall prepare an agenda for each meeting and distribute it, with the help of the Secretary, to all members two weeks in advance of the proposed meeting. The President may change the date, time, or place of the meeting if necessary, with the consent of the Executive Board.

Section 3. Special Meetings

A special meeting may be called any time by the President or upon written request signed by ten Association members.

Section 4. Quorum

- A. One seventh of the active members shall constitute a quorum of general membership meetings. Four school districts must be represented.
- B. Ten members shall constitute a quorum for the Executive Board Meetings. Three school districts must be represented.

ARTICLE VIII Committees

Section 1. Organization

There shall be the following standing committees having the specific functions outlined below: Public Relations, Memorial, Retirement, Scholarship, Negotiating, Professional Rights and Responsibilities, Budget, Nominations and Elections, and any other the Executive Board may deem necessary.

- A. Committee chairpersons shall select Committee members with the approval of the Executive Board.
- B. Within two weeks of appointment by the President, Chairpersons shall submit the names of Committee members to the Secretary.
- C. Committee Chairpersons shall report to the membership at all regular meetings and at Executive Board meetings when appropriate. Other means of reporting, such as newsletters may be used.
- D. Each Committee may organize from the membership of the Association special sub-committees and task forces for specific activities.

Section 2. Meetings

Each standing committee shall meet regularly according to a calendar developed by the Committee. Special meetings may be called by the Chairperson.

Section 3. Reports

Each committee shall choose a secretary who shall record the activities of the committee. The chairperson shall prepare an annual report.

Section 4. Titles and Duties

A. PUBLIC RELATIONS COMMITTEE

The public relations committee chairperson is paid an annual salary in accordance with the annual budget. The chairperson shall publish a monthly newsletter and distribute it to the membership. The chairperson shall attend monthly Executive Board Meetings. It shall also be the responsibility of this committee to disseminate information to the media as directed by the president.

B. MEMORIAL COMMITTEE

The memorial committee shall send flowers to any member who is seriously ill. It shall also send flowers or a remembrance in the case of the death of a member, or the death of a member's immediate household.

C. RETIREMENT COMMITTEE

The retirement committee shall add to the established funds for retirement gifts by any activity which is approved by the Executive Board. A minimum of ten years membership in the Association shall be the requisite of a retirement gift, unless the retiring member reaches legal retirement age who has not completed ten years.

D. SCHOLARSHIP COMMITTEE

The scholarship committee shall be responsible for the selection(s) of the Clifford J. Good Scholarship recipient. Scholarships will be awarded according to the policy set down by the Executive Board.

E. NEGOTIATING TEAM

- (1) Shall negotiate with the School Committee on wages, hours, working conditions and other matters covered by statute for all personnel in any bargaining unit for which the association is the sole and exclusive representative.
- (2) Shall prepare proposals to be presented to the School Committee.
- (3) Shall periodically keep the general membership of the bargaining unit informed regarding negotiations.
- (4) Upon reaching tentative agreement on all matters under negotiation, the team shall prepare and submit its report and recommendations to the membership of the bargaining unit at a ratification meeting. Procedures for ratification of an agreement shall be developed by the Executive Board.
- (5) The Unit A Negotiating Team shall consist of seven voting members: The President, three members from elementary level, and three members from the secondary level. The team shall be selected by the President with the approval of the Executive Board. Negotiating teams for other units will be determined by the unit membership. (NOTE: Only Association members may be members of any bargaining team.)

F. PROFESSIONAL RIGHTS AND RESPONSIBILITIES COMMITTEE

- (1) shall consist of five members, two from the High School, one from the Jr. High School, and two from the Elementary.
- (2) shall act to preserve the contract between the Association and the School Committee and to represent the members during grievances.

G. BUDGET COMMITTEE

The budget committee shall prepare a budget subject to the approval of the Executive Board prior to presenting the budget at the first general membership meeting of the school year.

H. NOMINATION AND ELECTION COMMITTEE

The nomination and election committee shall consist of seven members, two from the high school, two from the Jr. High School, and three from the elementary. It shall fulfill its duties as outlined in Article VI.

I. SPECIAL COMMITTEES

These may be appointed by the President as deemed necessary and shall be discharged upon completion of their duties.

ARTICLE IX Finances

Section 1. The fiscal year shall begin September 1.

Section 2. The annual dues shall include the National Education Association, The Massachusetts Teachers Association, and the Danvers Teachers Association. Local dues shall be set at the general teachers meeting at which the budget is presented.

Section 3. Members who want to enroll in payroll deductions must do so by October 1 and return their authorization slip to the building representative in sufficient time to notify the payroll department. Members wishing to pay the cost of membership directly must sign a letter of intent by October 1 and pay full amount by December 1. Effective September 1, 1980, all new members shall enroll in payroll deductions.

Section 4. Appropriations for operating expenses shall be made by the Executive Board. Authorization for appropriations of money for committee use must be made by the Executive Board prior to the expenditures in accordance with the budget accepted by the general membership. Money may only be expended for the achievement of the purposes of the association.

**ARTICLE X
Miscellaneous**

Section 1. Recall of Salaried Positions and Officers

May be initiated by a two-thirds vote of the Executive Board members present. It must be sustained by a two-thirds vote of the total number cast by the general membership in a secret ballot.

Section 2. If a conflict should arise between the bylaws and the contract, the contract shall take precedence.

Section 3. Roberts' Rules of Order shall be the authority of the Association when not in conflict with these bylaws.

Section 4. Amendments

A. The bylaws can be amended by a two-thirds vote of the members present at any general membership meeting or at any special meeting called for that purpose, provided that such amendment shall have been presented in writing and its consideration agreed upon at a previous meeting of the Executive Board. Notice of the meeting shall be posted two weeks in advance by the Secretary and the Representatives of the Board shall be responsible for publicizing such notices in their respective schools.

B. Amendments to the bylaws may also be made by a ballot vote of two-thirds of the membership. The amendment shall have been presented in writing and its consideration agreed upon at a previous meeting of the Executive Board, and provided that the Association is given notice of the proposed amendment two weeks prior to the vote.

C. An amendment of the bylaws may be made only if notice of the proposed amendment has been given at a previous general meeting.

BY LAWS AMENDMENT

Officers are paid a yearly salary as determined by the Executive Board with the approval of the general membership.

No officer may hold more than one office and be paid more than one salary concurrently.

If an officer should not serve for an entire term of office, then payment of salary would be pro-rata. If a position remains unfilled, the duties of that position will not be executed until someone is elected, or appointed on a temporary basis by E-Board.

Approved by E-Board
Oct. 9, 1991
D. Thompson (Signature on File)
Secretary