

# ASHBURNHAM – WESTMINSTER TEACHERS ASSOCIATION

## BY – LAWS

Updated August 2018 and Approved 9/27/18

### ARTICLE I – MEETINGS

#### 1. Association Meetings

a. There may be up to 3 scheduled Association meetings a year at the discretion of the Executive Team.

b. Meetings may be joint between buildings or held as individual building meetings.

c. The agenda will be the same for all buildings and will be set by the Executive Team.

d. Additional Association meetings may be called by the Executive Team.

e. An Association meeting shall be called by the Executive Team within two weeks upon receiving a written request of 5 Association members.

f. Notice of an Association meeting shall be posted at each school at least 72 hours prior to said meeting whenever possible.

g. No vote of contract ratification will be held during a vacation period.

#### 2. Building Meetings

a. Building meetings shall be called by Building Representatives. Meetings will be called as frequently as necessary to keep the membership informed of Association and building matters.

b. A building meeting shall be called at the written request of 5 Association members from their respective school.

#### 3. Executive Team Meetings

a. There will be monthly meetings of the Executive Team. These meetings will review building or district issues. Discussions of School Committee meetings will also occur.

b. Members are expected to attend all meetings. A member who is absent from 3 meetings without being excused by the chair, will be considered as having resigned and a vacancy will be declared. If an E-Team member is coaching; games are considered an excused absence. Practices are not.

### ARTICLE II – QUORUM

1. The quorum shall be 20% of the membership for an Association meeting.
2. The members present shall constitute a quorum for building meetings.
3. 10 members present shall constitute for an Executive Team meeting unless PR&R is excused due to negotiations. In this situation, the quorum will be 5.
4. 5 Members present shall constitute a quorum for the Professional Rights and Responsibilities Committee (PR&R)

**ARTICLE III – EXECUTIVE TEAM**

**1. Executive Team**

a. The President, Past-President, Vice President, Treasurer, one building representative from each school in the district, two PR&R representatives from Oakmont, two PR&R representatives from Overlook, one PR&R representative from JR Briggs, one PR&R from Westminster Elementary/Meetinghouse, and the PR&R At-Large position **will be known collectively as the Executive Team.**

b. The Executive Team shall serve as the executive officers of the Association. They shall call and be responsible for all Association and building meetings. They shall fill by appointment any position that is not elected.

c. **There will be monthly Executive team meetings.**

d. The terms of office shall be 2 years for Building Representatives. One Building Representative shall be elected by the members from each school, for a total of 5 Building Representatives. In order to provide continuity and experience, terms will be staggered.

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e. The terms of office shall be 3 years for PR&R representatives. PR&R representatives shall be elected by members from each school, for a total of 7 PR&R members. The PR&R At-Large representative shall be elected by the entire Association. These members will make up the PR&R Committee, which is a sub-committee of the Executive Team. In order to provide continuity and experience, terms will be staggered.

f. All Executive Team members shall adhere to the contract and bylaws. If an Executive Team member knowingly negotiates outside the contract or does not fulfill his/her responsibilities according to the bylaws, the Executive Team may remove him/her by a majority vote.

**2. Terms of Office**

a. The terms of office shall be:

3 Years for President

3 Years for Vice – President

3 Years for Treasurer

b. Positions of; President, Vice President, Treasurer, and PR&R At Large shall be elected by the entire Association.

*Change to each a year to vote*

**ARTICLE IV – POWERS and DUTIES of the OFFICERS**

**1. President**

a. Acts as the official spokesperson for the Association and as the chief executive officer.

b. Plans, coordinates, and chairs all Association and Executive Team meetings and establishes appropriate agendas. Agendas will be distributed to the membership at least 3 days prior to the scheduled meetings.

c. Reviews all MTA/NEA correspondence and informs the Executive Team of items that require attention.

d. Acts as a liaison between the Administration and the Association.

e. Appoints members to handle duties and special projects not specifically assigned.

- f. Acts as the ex-officio member on the PR&R Committee.
- g. Maintains a strong working relationship with the Uni-Serve Rep and the MTA Leadership.
- h. Assists in the formulation of a unified response with regard to School Committee items.

## 2. Past President

- a. Acts as the ex-officio member and advisor to the Executive Team.
- b. Acts as the ex-officio member and advisor to the PR&R negotiating team.
- c. The term of office will be one year.

## 3. Vice President

- a. Shall perform the duties of the President during his/her absence or at request.
- b. Coordinates the Association's elections and scholarship activities through specific committee.
- c. Coordinates the coverage of all regular School Committee meetings and distributes relevant materials.
- d. Shall keep a notebook of the School Committee packets and notes.

## 4. Treasurer

- a. Develops and presents an Association budget to the Executive Team for approval prior to the AWTA opening meeting.
- b. Hold Association funds and distributes them according to the approved budget or Executive Team authorizations; maintaining accurate financial records of all receipts, disbursements, and investments.
- c. Acts as the membership chair. Distributes and collects membership applications and transmits dues amounts to MTA and NEA.
- d. Maintains an updated roll of active and non-members.
- e. Prepares monthly financial reports for the Executive Team and prepares financial reports for Association meetings.
- f. Applies for local support from the MTA on an annual basis.
- g. Completes the 150E and other reports required by the State on an annual basis.
- h. Files any Federal and State mandated documents.

## 5. Building Representatives

- a. Works jointly with the building PR&R members and acts as a liaison between the Executive Team and their building members.
- b. Communicates building concerns at monthly meetings.
- c. Reports on activities occurring with insurance, longevity/seniority/sick bank, political action/ACT (Active Communication Teams) and Communication coordinator.
- d. Responsible for posting Association and building meetings.
- e. Distributes and collects membership forms as directed by the Treasurer.

f. Assumes the role of ACT captain, distributes all memos to ACT leaders, and maintains the ACT for their building.

g. May attend School Committee meetings as assigned by the Executive Team; records information to be kept on file by the Secretary and reports findings to the Executive Team.

h. Assumes one of the following positions listed below while serving on the Executive Team and the duties assigned within the position;

#### 5A. Secretary

- a. Takes Executive Team and AWTA membership meeting minutes.
- b. Distributes AWTA minutes to the membership one week prior to the next meeting.
- c. Distributes the Executive Team minutes to each team member one week prior to the next meeting.
- d. Maintains and updated folder for AWTA meetings and Executive Team meetings in the Association filing cabinet.
- e. Handles Association correspondence and maintains an orderly Association filing system.
- f. Notifies the membership of all AWTA meetings and notifies the Executive Team and Building Representatives of team meetings.

#### 5B. Insurance Coordinator

- a. Maintains a strong working relationship with Boston Benefits Partners, the MTA's insurance consultant. Maintains a strong working relationship with the district's insurance consultant.
- b. Seeks the position as chair of the district's Insurance Advisory Committee (IAC) and hold timely meetings for the purpose of enhancing the membership's health, dental, and life insurance plans.
- c. Maintains the records of the Health Insurance Reimbursement Accounts and is the liaison for the account with the district.

What is this?

#### 5C. Longevity/Seniority/Sink Bank Coordinator

##### Sick Bank Responsibilities

- a. Coordinates the Association's sick bank activities and maintains an accurate record of accumulated days.
- b. Informs perspective members of their eligibility for sick bank membership and distributes applications in September of each year.
- c. Checks the accuracy of the Central Office's sick bank account each year and makes sure that all discrepancies are corrected.
- d. Maintains an updated sick bank membership list.

##### Longevity/Seniority Responsibilities

- a. Maintains an accurate record of longevity and seniority for the membership.
- b. Verifies the longevity seniority list with members and coordinates with the Central Office by November of each year.
- c. Provides a list of dates that members are due to receive longevity payments and the amount for that year.

- d. Understands the parameters of the Senior Teacher Enhanced Longevity System as defined by the collective bargaining agreement.

#### **5D. Political Action Coordinator/Act Coordinator**

##### **Political Action Responsibilities**

- a. Coordinates and plans all Association political action and public relation activities.
- b. Keeps the Executive Team updates on current political issues and MTA political actions.
- c. Establishes and maintains a working relationship with the MTA's Governmental division in order to stay current on political issues.

##### **ACT Coordinator Responsibilities**

- a. Coordinates the ACT lists with Building Representatives
- b. Meets with ACT captains in each building and in September of each year to explain and define their roles.
- c. Coordinates and creates all memos distributed to ACT captains and leaders.

#### **5E. Communications Coordinator**

- a. Creates and distributes quarterly Association newsletters receiving reports from the rest of the Executive Team, MTA, and NEA.
- b. Maintains the AWTA website.
- c. Seeks to coordinate newsworthy articles highlighting district teachers and student activity from members.

#### **5F. School Committee Note Taking Position**

- a. Attends all School Committee meetings in a fiscal year.
- b. Takes notes and forwards them to the Vice President.
- c. Is NOT a spokesperson for the AWTA during School Committee meetings.
- d. Will be elected by the membership every 2 years.

#### **6. PR&R At Large Member**

- a. Assumes the role and responsibilities outlined for a Professional Rights and Responsibilities committee member.
- b. Is a member of the Executive Team.

### **ARTICLE V – POWERS and DUTIES of the PROFESSIONAL RIGHTS and RESPONSIBILITIES COMMITTEE**

The Professional Rights and Responsibilities Committee shall explore and prepare action programs as necessary in all areas of teacher welfare, salaries, fringe benefits, and general working conditions. The committee shall;

1. Act as the exclusive bargaining agent for the Association and shall be the guardian of the contract agreement.
2. Act as the negotiating team for the Association.
3. Inform the Executive Team and Grievance Chairperson of any personal matters within ten days of learning of the matter.

4. Work jointly with Building Representatives and shall deal with contractual issues at the building level.
5. Attend School Committee meetings as assigned by the Executive Team; records information to be kept on file by the Secretary and reports findings to the Executive Team.
6. Elect from the PR&R committee; a Negotiations Chairperson and a Grievance Chairperson. These specific roles are described below: BRep Spot?

6A. Negotiations Chairperson shall;

- a. Act as chairperson or co-chairperson of the PR&R Committee.
- b. Share responsibility for maintaining the collective bargaining agreement.
- c. Keep the membership informed of issues when appropriate and provide updates to inform membership of the progress, where permitted by Labor Relations Laws Chapter 150E.
- d. Act as official spokesperson on contractual matters in conjunction with the President.

6B. Grievance Chairperson shall;

needs wording

- a. Act as grievance and is the chief guardian of the contract. stipend, move to BR?
- b. File grievances and maintains accurate records. to whom? How?
- c. Track all grievances and ensures that all procedures and time frames are followed.
- d. Investigate personnel issues. explain
- e. Keeps the Executive Team informed of all personnel issues, actions being taken, and the final outcome of each issue.

**ARTICLE VI – TERMS of OFFICE**

All terms of office shall run from May 1 to the end of the following school year.

**1. Stipends of Officers**

- President → \$3,000.00 plus reimbursement for dues
- Vice President → \$500.00 plus reimbursement for dues
- Treasurer → \$1,500.00 plus reimbursement for dues
- PR&R Chairperson → \$2,000.00 plus reimbursement for dues
- Building Representatives → \$500.00 plus reimbursement for dues
- Grievance Chairperson → \$250.00 plus reimbursement for dues
- PR&R Members in Negotiation Year → \$500.00 plus reimbursement for dues
- PR&R At-Large Member in Negotiation Year → \$500.00 plus reimbursement for dues

**2. Vacant Office**

If an office becomes vacant, the Executive Team will hold a special election to fill vacancy for the remainder of the term.

what happens if not filled

**ARTICLE VII – FINANCE**

1. The Fiscal Year of the Association shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

2. Association Dues

Dues shall be determined by the Executive Team and voted on by the Association at the September meeting. Dues will be paid through payroll deductions or in one lump sum. Once lump sum payments must be made prior to the pay period in which deductions begin. If the lump sum payment is not made, the member will automatically have dues deducted through payroll deductions. Payroll deductions will cover ten pay periods, two weeks after all membership forms have been received, and will begin before the second week in November.

3. Annual Budget and Expenditure of Funds

The Executive Team will present an annual budget to the membership for approval at the Association's opening meeting in September. Funds may only be expended on matters consistent with the objectives of the Association and approved by the Executive Team.

4. Compensation

The Executive Team will have their MTA and NEA dues paid by the Ashburnham-Westminster Teachers Association, and the local dues portion (AWTA) will be paid minus taxes in May at the completion of the term in office. The President, Vice President, Treasurer, Negotiations Chairperson, PR&R Chairperson, Building Representatives, and Grievance Chairperson will receive an additional stipend. Amendments to stipends will be decided by the Association and voted on by Association members at the September meeting. The School Committee meeting Note Taking representative will be reimbursed his/her dues minus taxes for their note taking duties completed at the end of the fiscal year.

**ARTICLE VIII – ELECTIONS**

By April 1, the Executive Team will distribute Association position openings to the membership. Self-nomination papers will be distributed to the membership by the Executive Team. Anyone who indicates a willingness to serve the Association in any of the positions listed will be placed on the ballot. Those members seeking positions will be returned to the Executive Team and then turned over to the Elections Committee and a ballot will be drawn up.

**ARTICLE IX – ELECTIONS COMMITTEE**

The members of the Executive Team will appoint an Elections Committee to oversee the elections and to create and count the ballots. A Chairperson will be appointed and the committee will consist of one member from each school. No one on the ballot may serve on the Elections Committee. The parameters for elections listed below will be followed:

1. Ballots will be copied on colored paper and decided on by the committee.
2. Ballots will be uniformly initialed or stamped by the election committee building member.

3. MTA annual meeting elections will be held in the second week in March, a date decided by the committee.
4. Association elections will be held during the week prior to April vacation.
5. Ballots will distributed to the membership on the morning of the election and collected 15 minutes after the school day ends.
6. Members will place ballots in a ballot box that is placed by the mailboxes in each school.
7. Ballots will be counted by the elections committee members and the results sent to the chairperson.
8. Counted ballots should be sent to the Vice President for filing.
9. The results of the election will be posted in each school within 2 days of the election.

#### **ARTICLE X – ACT COMMITTEE** (Active Communications Teams)

ACT networks shall be established in each building to maintain an active network of communication that allows for up to date and immediate correspondence with the membership when necessary.

1. Building Representatives shall be ACT Captains for their respective buildings.
2. ACT Building Leaders will be appointed in each building. They will be responsible to inform members that are grouped as small manageable teams.
3. The ACT Building Leaders will report to ACT Captains. ACT Captains will be responsible to disperse information from the Executive Team.

#### **ARTICLE XI – SCHOLARSHIP COMMITTEE**

The members of the Executive Team will appoint a Scholarship Committee and its chairperson to oversee AWTA Scholarships given to students of teachers within the AWTA. The committee shall consist of one member from each school. The Scholarship Committee shall:

1. Fund raise either as an Association or building for the purpose of obtaining scholarship monies.
2. Explore scholarship options and set the parameters for scholarship merit.
3. Communicate and coordinate with the Treasurer of the Association as necessary.
4. Distribute and collect scholarship applications and evaluate.

#### **ARTICLE XII – AUTHORITY**

Robert's Rules of Order Revised shall be the parliamentary authority for the Association on all questions not covered by the Constitution and By-Laws.

#### **ARTICLE XIII – AMENDMENTS**

The By-Laws may be amended by a majority vote at any Association meeting, provided that the proposed amendments have been reviewed by the Executive Team, and that copies have been given to all Association members at least 10 school days in advance of the vote.

## June 2025 EBoard Meeting: Motions for changes to the Bylaws

- Motion to accept the revised job description for Building Representatives (page 4 & 5, articles a-f) made by Dan Dufour at the June 9th meeting.
- Move to strict letter C under the Vice President section. APPROVED
- Move to add new number 2 under School Committee Chairperson saying that the chairperson is responsible for ensuring coverage of the School Committee Meeting. APPROVED
- Move to strict the reference of the VP under school committee chairperson on number 1. APPROVED
- Motion to move “maintains the records of the Health Insurance Reimbursement Accounts and is the liaison for the account with the district” from School Committee Chairperson to the Vice President section. APPROVED
- Motion to edit number 2 under School Committee Chairperson “Shall keep a digital record of the School Committee packets and notes in the Google Drive. APPROVED
- Motion to change the title of School Committee Chairperson to School Committee Reporter. APPROVED
- Motion to accept the 4 Building Representative positions with the edits. APPROVED

PR&R Chair: Nick Kostich

Secretary: Brett Duncan

Longevity/Seniority/Sick Bank Coordinator: Laurie Munroe

Grievance Chairperson: Katie Sparks

School Committee Reporter: Beth Campagna

**PROPOSED BYLAWS BELOW**

**ASHBURNHAM WESTMINSTER TEACHERS ASSOCIATION**  
**Union Bylaws • Updated June 2025 and Approved XX/YY/25**

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**ARTICLE 1: Meetings**

**1. Association Meetings**

- a. There may be up to 3 scheduled Association meetings a year at the discretion of the Executive Team.
- b. Additional Association meetings may be called by the Executive Team.
- c. An Association meeting may be called by the Executive Team within two weeks upon receiving a written request of 5 Association members.
- d. Notice of an Association meeting shall be posted on the AWTA website and sent as an email at least 72 hours prior to said meeting.
- e. No vote of contract ratification will be held during a vacation period.

**2. Building Meetings**

- a. Building Meetings may be called by the Building Representatives for the Executive Team at any time necessary for conducting Building or Association business.
- b. A Building Meeting may be joint between buildings or held as an individual building meeting.
- c. The agenda will be the same for all buildings and will be set by the Executive Team.
- d. A building meeting shall be called at the written request of 5 Association members from their respective school.

**3. Executive Team Meetings**

- a. There will be monthly meetings of the Executive Team. These meetings will review building or district issues. Discussions of School Committee meetings will also occur.
- b. Executive Team Members are expected to attend all meetings. A member who is absent from 3 meetings, without being excused by the President or Vice President, will be considered as having resigned and a vacancy will be declared. If an Executive Team member is coaching; games are considered an excused absence, practices are not.

**ARTICLE 2: Quorum**

1. The quorum shall be 20% of the membership for an Association meeting.
2. The members present shall constitute a quorum for building meetings.
3. 10 members present shall constitute for an Executive Team meeting unless PR&R is excused due to negotiations. In this situation, the quorum will be 5.
4. 5 Members present shall constitute a quorum for the Professional Rights and Responsibilities Committee (PR&R).

## ARTICLE 3: The Executive Team

### 1. Executive Team

- a. The Executive Team shall consist of the President, Past-President, Vice President, Treasurer, one Building Representative from **Oakmont, Overlook, JR Briggs, and Westminster Elementary, one Building Liaison from Meetinghouse**, two PR&R Representatives from Oakmont, two PR&R Representatives from Overlook, one PR&R Representative from JR Briggs, one PR&R Representative from Westminster Elementary/Meetinghouse combined, and the PR&R At-Large position.
- b. The Executive Team shall serve as the executive officers of the Association. They shall call and be responsible for all Association and building meetings. They shall fill by appointment any position that is not elected.
- c. All Executive Team members shall adhere to the contract and bylaws. If an Executive Team member knowingly negotiates outside the contract or does not fulfill their responsibilities according to the bylaws, the Executive Team may remove them by a majority vote of the Executive Team.

### 2. Terms of Office

- a. **Building Representatives/Liaison: 2 Years.** One Building Representative shall be elected by the members from each school, for a total of 4 Building Representatives. **One Building Liaison will be elected from Meetinghouse.** In order to provide continuity and experience, terms will be staggered as follows:
  - i. Year A: Oakmont, Overlook
  - ii. Year B: JR Briggs, WES, MHS
- b. **PR&R representatives: 3 Years.** PR&R representatives shall be elected by members from each school, for a total of 7 PR&R members. The PR&R At Large representative shall be elected by the entire Association and is counted in the 7 PR&R members. These members will make up the PR&R Committee which is a sub-committee of the Executive Team. In order to provide continuity and experience, terms will be staggered as follows:
  - i. Year A: Oakmont #1, Overlook #1
  - ii. Year B: Oakmont #2, WES/MHS
  - iii. Year C: Overlook #2, JRB, At Large
- c. **President, Vice President, Treasurer: 3 Years.** These Officer positions will be elected by the Association. In order to provide continuity and experience, terms will be staggered as follows:
  - i. Year A: Vice President
  - ii. Year B: President
  - iii. Year C: Treasurer

## ARTICLE 4: Powers And Duties Of The Officers

### 1. President

- a. Acts as the official spokesperson for the Association and as the Chief Executive Officer. Acts as a liaison between the Administration and the Association.
- b. Plans, coordinates, and chairs all Association and Executive Team meetings and

- establishes appropriate agendas. Agendas will be distributed to the Association at least 3 days prior to the scheduled Association meetings.
- c. Reviews all MTA/NEA correspondence and informs the Executive Team of items that require attention.
  - d. Appoints members to handle duties and special projects not specifically assigned.
  - e. Acts as the ex-officio member on the PR&R Committee.
  - f. Maintains a strong working relationship with the MTA Leadership.
  - g. Assists in the formulation of a unified response with regard to School Committee items.
  - h. Acts on the Election Committee with the Vice President and Treasurer.

## **2. Past President**

- a. Acts as the ex-officio member and advisor to the Executive Team.
- b. Acts as the ex-officio member and advisor to the PR&R negotiating team.
- c. The term of office will be one year after the current term expires.

## **3. Vice President**

- a. Shall perform the duties of the President during their absence or at request.
- b. Helps to coordinate the Association's elections and scholarship activities.
- c. Acts on the Election Committee with the Treasurer and President.
- d. Maintains the records of the Health Insurance Reimbursement Accounts and is the liaison for the account with the district.

## **4. Treasurer**

- a. Develops and presents an Association budget to the Executive Team for approval prior to the AWTA opening meeting in the fall.
- b. Holds Association funds and distributes them according to the approved budget or Executive Team authorizations.
- c. Maintains accurate financial records of all receipts, disbursements, and investments.
- d. Acts as the MTA Membership Liaison. Distributes and collects membership applications and transmits dues amounts to AWRSD Payroll, MTA, and NEA.
- e. Maintains an updated roll of active members and non-members.
- f. Prepares monthly financial reports for the Executive Team and prepares financial reports for Association meetings.
- g. Applies for local support and grants from the MTA on an annual basis.
- h. Completes the 150E and other reports required by the State on an annual basis.
- i. Files any Federal and State mandated documents.
- j. Completes payroll services for the Executive Team stipends and delivers tax form information.
- k. Acts on the Election Committee with the Vice President and President and stores all Election Records with the financial records.
- l. Maintains the AWTA Website.

## **5. PR&R At Large Member**

- a. Assumes the role and responsibilities outlined for a Professional Rights and Responsibilities committee member.
- b. Is a member of the Executive Team.

## **6. Building Representative**

- a. Works jointly with the building PR&R Representatives and acts as a liaison between the Executive Team and their building's members.
- b. Communicates building concerns at monthly meetings.
- c. Report on activities occurring with longevity/seniority/sick bank, grievances, and School Committee.
- d. Responsible for providing the Treasurer with information that needs to be posted for their building on the website.
- e. Distributes and collects membership forms as directed by the Treasurer.
- f. Assumes one of the following positions listed below while serving on the Executive Team and the duties assigned within the position:
  - i. Secretary**
    1. Takes Executive Team and Association meeting minutes.
    2. Distributes Association meeting minutes to the Association via email one week prior to the next Association meeting.
    3. Distributes the Executive Team minutes to each team member one week prior to the next meeting.
    4. Maintains an updated folder in the AWTA Google Drive for AWTA meeting minutes and Executive Team meeting minutes.
    5. Handles Association correspondence and maintains an orderly Association Google Drive folder.
    6. Notifies the Association of all AWTA meetings and notifies the Executive Team and Building Representatives of Executive Team meetings.
  - ii. School Committee Reporter**
    1. Attend School Committee meetings as assigned by the Executive Team; records information to be kept on file by the Vice President and reports findings to the Executive Team.
    2. Shall keep a digital record in the Association Google Drive of the School Committee packets and notes.
    3. Responsible for ensuring that all there is union coverage at all School Committee meetings.
  - iii. Longevity/Seniority/Sick Bank Coordinator**
    1. Sick Bank Responsibilities
      - a. Coordinates the Association's sick bank activities and maintains an accurate record of accumulated days and membership list.
      - b. Informs prospective members of their eligibility for sick bank membership and distributes applications in September of each year.

- c. Checks the accuracy of the Central Office's sick bank account each year and makes sure that all discrepancies are corrected.
- 2. Longevity/Seniority Responsibilities
  - a. Maintains an accurate record of longevity and seniority for the membership.
  - b. Verifies the longevity seniority list with members and coordinates with the Central Office by November of each year.
  - c. Provides a list of dates that members are due to receive longevity payments and the amount for that year.
  - d. Understands the parameters of the Senior Teacher Enhanced Longevity System as defined by the collective bargaining agreement.

**iv. Grievance Chairperson**

- 1. Is the chief guardian of the contract.
- 2. Files grievances for members with the appropriate administration and maintains accurate records.
- 3. Tracks all grievances and ensures that all procedures and time frames are followed.
- 4. Keeps the Executive Team informed of all grievances, actions being taken, and the final outcome of each grievance.
- g. A Meetinghouse Liaison will be elected to act as a connection between the Association members at Meetinghouse school and the Westminster Elementary Building Representative. The Liaison shall:
  - i. Relay concerns, questions, and actions from the Meetinghouse members to the Westminster Elementary Building Representative.
  - ii. Post Election Ballot Box and Ballots in the Meetinghouse office during elections.
  - iii. Not be required to attend Executive Team meetings.

**ARTICLE 5: Powers And Duties Of The Professional Rights And Responsibilities Committee**

- 1. The Professional Rights and Responsibilities Committee (aka PR&R) shall explore and prepare action programs as necessary in all areas of teacher welfare, salaries, fringe benefits, and general working conditions.
- 2. The committee shall;
  - a. Act as the exclusive bargaining agent for the Association and shall be the guardian of the contract agreement.
  - b. Act as the negotiating team for the Association.

- c. Inform the Executive Team and Grievance Chairperson of any personal matters within ten days of learning of the matter.
- d. Work jointly with Building Representatives and shall deal with contractual issues at the building level when the Building Representative is not able to.
- e. Attend School Committee meetings as assigned by the Executive Team; record information to be kept on file by the Vice President and report findings to the Executive Team.
- f. Elect, from the PR&R committee, a Negotiations Chairperson as described below:
  - i. Negotiations Chairperson**
    - 1. Acts as chairperson of the PR&R Committee.
    - 2. Shares responsibility for maintaining the collective bargaining agreement.
    - 3. Keeps the Association informed of issues of contract negotiations when appropriate and provides updates to inform the Association of the progress of contract negotiations where permitted by Labor Relations Laws Chapter 150E.
    - 4. Acts as official spokesperson on contractual matters in conjunction with the President.

## **ARTICLE 6: Stipends**

- 1. All terms of office shall run from May 1 to the end of the following school year.
- 2. Stipends of Officers:
  - a. All stipends are in addition to reimbursement of dues. All members of the Executive Team will receive full reimbursement of MTA, NEA, and Local dues.
  - b. President - \$3,000.00
  - c. Vice President - \$500.00
  - d. Treasurer - \$1,500.00
  - e. PR&R Chairperson - \$2,000.00
  - f. Building Representatives - \$500.00
  - g. Grievance Chairperson - \$100.00
  - h. Longevity/Sick Bank Chairperson - \$100
  - i. Secretary - \$100
  - j. School Committee Chairperson \$ 100
  - k. PR&R Members in Negotiation Year - \$500.00
  - l. MHS Building Liaison - \$200 (no dues reimbursement)**
- 3. Vacant Office
  - a. If an office becomes vacant, the Executive Team will hold a special election to fill vacancy for the remainder of the term.

## **ARTICLE 7: Finance**

1. The Fiscal Year of the Association shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

### **2. Association Dues**

a. Dues shall be determined by the Treasurer, approved by the Executive Team, and voted on by the Association at the fall meeting. Dues will be paid through payroll deductions or in a one-lump sum payment by check to the Treasurer. One-lump sum payments must be made prior to the pay period in which deductions begin, by a date established by the Treasurer. If the lump sum payment is not made, the member will automatically have dues deducted through payroll deductions. Payroll deductions will cover ten pay periods.

### **3. Annual Budget and Expenditure of Funds**

a. The Executive Team will present an annual budget to the Association for approval at the Association's opening meeting in the fall. Funds may only be expended on matters consistent with the objectives of the Association and approved by the Executive Team.

### **4. Compensation**

- a. The Executive Team will have their MTA, NEA, and Local dues paid by the Ashburnham Westminster Teachers Association in May at the completion of the term in office.
- b. Amendments to stipends will be decided by the Association and voted on by Association members at the fall meeting.

## **ARTICLE 8: Executive Team Elections**

1. In April the Executive Team will distribute Association position openings to the Association. Self-nomination will be conducted via an email to the President or Vice President with intent to run for a position. Anyone who indicates a willingness to serve the Association in any of the positions listed will be placed on the ballot. Those members seeking positions will be reported to the Executive Team and then turned over to the Elections Committee.

### **a. Elections Committee**

i. The Election Committee will consist of the two Officers not in the election between the President, Vice President, and Treasurer. No one on the ballot may serve on the Elections Committee.

### **b. Elections Procedure**

- i. The parameters for elections listed below will be followed:
1. Ballots will be copied on a different color paper per school.
  2. Ballots will be uniformly marked or stamped by the Election Chair.
  3. Association elections will be held during the week prior to April vacation.
  4. Ballots will be distributed to the Association on the morning of the election and collected 15 minutes after the school day ends. Sealed ballot boxes will be used.
  5. Members will place ballots in a sealed ballot box that is placed by

- the mailboxes in each school.
6. Ballot counting time and location will be announced by the Elections Committee two weeks prior to the election day.
  7. Ballots will be counted by the Elections Committee members and the results sent to the chairperson.
  8. Any member of the Association is allowed to view the ballot counting.
  9. Counted ballots should be sent to the Treasurer for storage and filing.
  10. The results of the election will be posted on the union website within 2 days of the election.
- ii. A member will be elected to attend the MTA Annual Meeting. Elections will be held in the second week in March, a date decided by the committee. Association members will be informed of the election for self-nomination two weeks prior to the election.

#### **ARTICLE 9: Authority**

1. Robert's Rules of Order Revised shall be the parliamentary authority for the Association on all questions not covered by the Constitution and By-Laws.

#### **ARTICLE 10: Amendments**

1. The By-Laws may be amended by a majority vote at any Association meeting, provided that the proposed amendments have been reviewed by the Executive Team and that copies have been given to all Association members at least 10 school days in advance of the vote.
2. Amendments must follow Robert's Rules of Order to be adopted.