

ACTON-BOXBOROUGH EDUCATION ASSOCIATION BY-LAWS

Revised Spring 2018

Article I - Name

The name of this association shall be the Acton-Boxborough Education Association, hereafter the ABEA.

Article II - Mission

To define and resolve the proper interests of the educators in their rights of compensation, rights, hours, and conditions under which they perform their duties; to promote education of the highest quality for the students in the Acton-Boxborough Regional School District.

Article III - Meetings

1. General membership meetings shall be called as needed by the President (or Co-Presidents) and/or the Executive Board.
2. The Executive Board shall meet at the call of the President (or Co-Presidents) or at the request of a majority of the Executive Board. All Executive Board meetings shall be open to any ABEA member who wishes to attend.

Article IV - Quorum

A quorum for the Executive Board and committees shall be a majority of its members. A quorum for general membership meetings shall be one-third (1/3) of the total membership. The formal decision-making process used by the Executive Board will be a simple majority vote.

Article V - Executive Board

The Executive Board shall consist of the President (or Co-Presidents), Vice President, Treasurer, Secretary, Building Representatives, and all committee members and/or Chairs.

Article VI - Powers of Officers

1. President (or Co-Presidents): The President (or Co-Presidents) shall preside over meetings of the Executive Board, appoint the Chairs and members of standing committees and units, appoint special committees, be *ex officio* a member of all standing committees and units and shall be the executive officer of the ABEA. The President (or Co-Presidents) shall represent the ABEA before the public either personally or through delegates, and shall perform all other functions usually attributed to the office. The President (or Co-Presidents) shall approve all expenditures made by the ABEA. The President (or Co-Presidents) shall prepare a budget for the year, in consultation with the Treasurer and Chairs, to be submitted

to the Executive Board each year. The President (or Co-Presidents) will ensure that the Secretary's minutes from each Executive Board meeting are disseminated to membership.

2. Historian President: The Historian President position shall be available to an outgoing President (or Co-President) to serve in an advisory capacity to a new President (or Co-Presidents). This position shall exist only at the request of an incoming President (or Co-Presidents) and with the consent of the Executive Board. The functions of the Historian President shall be agreed upon by the President (or Co-Presidents) and the Historian President. A Historian President shall serve for no more than one (1) year unless determined appropriate by the Executive Board.
3. Vice President: The Vice President shall perform the functions usually attributed to the office. They shall work closely with several standing committees and/or units as the President (or Co-Presidents) may suggest and be *ex officio* a member of all standing committees and units, and assume responsibility for representing the ABEA at meetings and for specific functions, as agreed upon by the the President (or Co-Presidents) and Vice President.
4. Secretary: The Secretary shall keep accurate minutes of all regular meetings and Executive Board meetings, and shall assist the President (or Co-Presidents) with ABEA correspondence.
5. Treasurer: The Treasurer shall assist in the preparation of the ABEA budget, shall hold the funds of the ABEA, and disburse those funds upon authorization by the President (or Co-Presidents).
6. Term Length: The President (or Co-Presidents) and Vice President shall serve a term of three (3) years. The Secretary and Treasurer shall serve a term of two (2) years. In the event that an elected officer is unable to to finish their term, the Executive Board shall appoint an interim officer to complete that term.

Article VII - Power of the Executive Board

The Executive Board shall:

1. Act in an advisory capacity to the President (or Co-Presidents)
2. Make ABEA decisions
3. Enact policy through voting
4. Set annual ABEA dues
5. Receive notification from the President (or Co-Presidents) of all open committee and/or Chair positions prior to appointment
6. Vote to approve all committee and/or Chair appointments

Article VIII - Building Representatives

1. In each public school in the Acton-Boxborough Regional School District, staff members who are in good standing with the ABEA shall elect Building Representatives who are also in good standing with the ABEA. The term of each Building Representative shall be two (2) years. In the event that an elected Building Representative is unable to finish their term, the Executive Board shall appoint an interim Building Representative to complete that term.
2. Elementary schools and the Preschool shall have one elected Building Representative each. The junior high school shall have two (2) elected Building Representatives. The high school shall have three (3) elected Building Representatives. These Building Representatives shall be elected and take office in each school by June 1st of every school year.
3. Building Representatives shall attend the regular meetings of the Executive Board.
4. Building Representatives may call building meetings of ABEA members to discuss association business and shall maintain two-way association communication within the building.
5. Building Representatives are encouraged to bring one or more members in their building to Executive Board meetings on a regular basis in order to foster stronger ABEA communication and to cultivate future candidates for leadership in the ABEA.

Article IX - Standing Committees or Chairs

1. Structure: There shall be standing committees carrying out the specific functions outlined below. All members of the committees must be members in good standing with the ABEA.
2. Meetings: Each standing committee shall meet at the call of its Chair(s).
3. Reports: Each Committee Chair shall report on committee activities and provide updates on a regular basis to the Executive Board.
4. Titles and Duties:
 - a. The Professional Rights and Responsibilities (PR&R) Committee or Chair shall work to secure and monitor satisfactory personnel policies and procedures, contract, legal and statutory adherence, and any redress of grievances. If possible, there shall be at least one PR&R Committee member representing each of the three major educational levels in the district (elementary, junior high school, and high school).
 - b. The Scholarship Committee or Chair shall be responsible for the raising of funds for the ABEA Scholarship, which will be awarded to worthy high school seniors in the district. The Scholarship Committee or Chair shall also be responsible for administering the annual ABEA New Teacher Grants.

- c. The Milestones Committee or Chair shall be responsible for planning all ABEA milestone celebrations. The Milestones Committee or Chair shall work closely with the President (or Co-Presidents) and the Treasurer to set a budget for and plan each milestone event.
- d. The Negotiations Committee shall prepare for and carry out the negotiations for the ABEA contract. The Negotiations Committee shall be composed of the President (or Co-Presidents), their appointed Negotiations Chair(s), the Vice President, up to one PR&R Committee member for each major educational level (elementary, junior high school, and high school), one elected representative from each elementary school, two elected representatives from the junior high school, and three elected representatives from the high school. In the event that these positions are not filled, the President (or Co-Presidents) shall have the power to appoint members to these positions. Up to two (2) additional committee members may be appointed by the President (or Co-Presidents) with the consent of the Executive Board. The role of the Negotiations Chair(s) shall be to call meetings of the Negotiations Committee, coordinate meetings with the School Committee or their designee(s), and to communicate information to membership as necessary. The Executive Board shall have the authority to establish and select a subcommittee(s) of the Negotiations Committee for the purpose of bargaining. This subcommittee(s) may be empowered to make ratification recommendations to membership.
- e. The Membership Committee or Chair shall bill the members for annual dues and collect them. They will maintain a roll of all members of the ABEA and shall work to encourage all eligible staff to become members of the ABEA.
- f. The Website Committee or Chair shall maintain the ABEA's website on a regular basis and keep the website timely and current for the benefit of membership.

Article X - Special Committees

Each year the President (or Co-Presidents) shall appoint other special committees as may be necessary and shall discharge them upon completion of their duties. The Chair(s) of these special committees may receive a stipend for their work as determined by the Executive Board.

Article XI - Elections

1. All elections shall be administered by the ABEA Vice President or other member of the Executive Board via an online election ballot for each building.

2. The election of officers and Building Representatives shall be held near the end of the school year such that the new officers and Building Representatives may assume their roles effective June 1 of that same school year. For the sake of continuity, any outgoing President (or Co-Presidents) and/or Vice President shall remain part of the Executive Board in tandem with new officers after June 1 and until the conclusion of the school year.
3. A member may run for the position of President, or two members may jointly seek the office as Co-Presidents. No individual may run for President and Co-President in the same election.
4. In the event that no candidate receives the majority (i.e. more than half) of the votes cast for a particular position, the top two (2) vote getters (or pair of vote getters in the case of Co-President candidates) will participate in a runoff election.

Article XII - Stipends

1. Executive Board stipends for each academic year shall be as follows:

President	Dues * 6.00
PR&R Chair	Dues * 5.00
Negotiations Chair	Dues * 2.00
Vice President	Dues * 2.00
Treasurer	Dues * 2.00
Secretary	Dues * 1.25
Historian President	Dues * 1.00
Membership Chair	Dues * 1.00
Milestones Chair	Dues * 1.00
Scholarship Chair	Dues * 1.00
Building Representatives	Dues * 0.33
Website Chair	Dues * 0.25

2. The Treasurer may, for the sake of convenience, round the above stipend calculations to the nearest whole dollar amount with the consent of the Executive Board.
3. If two members choose to serve as Co-Presidents, each Co-President will receive half of the allotted stipend for the position of President. Additionally, two or more members may choose to comprise a committee in lieu of a single Chair, in which case each committee member will receive an equal share of the allotted stipend for the Chair position.

Article XIII - Contract Ratification

1. Any contract negotiated by the ABEA Negotiations Committee shall be ratified at a special ratification meeting called by the President (or Co-Presidents) in consultation with the Negotiations Chair(s). All reasonable efforts shall be made to schedule a ratification meeting at a time and place convenient for all ABEA members. The Negotiations Chair(s) shall schedule at least one informational meeting (and ideally more than one) about the new contract in advance of the ratification meeting at a time and place convenient for all ABEA members.
2. During a ratification meeting, the Negotiations Chair(s) shall present proposed contract changes and allow membership to ask questions about those proposed contract changes.
3. The vote to ratify the contract shall be done outside the ratification meeting by paper balloting during a voting window determined by the President (or Co-Presidents) in consultation with the Negotiations Chair(s), extending a reasonable amount of time beyond the scheduled beginning and end of the ratification meeting. Members shall not be required to attend the ratification meeting in order to cast a paper ballot but must cast their ballot in person during the voting window must and provide their name to the member or members collecting ballots.
4. A contract shall be considered ratified by a simple majority of the ballots cast during the voting window.

Article XIV - Authority

Robert's Rules of Parliamentary Procedure shall be the parliamentary authority for the ABEA on all questions not covered by these By-Laws or not covered by standing rules adopted by the Executive Board.

Article XV - Amendments

These By-Laws may be amended by a two-thirds (2/3) vote of those present at any general membership meeting of the ABEA provided that the proposed amendments have been previously studied by the Executive Board and that copies have been sent to Building Representatives to be distributed to all members at least ten (10) days in advance of the meeting.