

BYLAWS OF THE MILLIS TEACHERS ASSOCIATION

October 16, 2019

Article I: Name of the Association

- A. The name of this Association shall be the Millis Teachers Association, Inc.

Article II: Objects of the Association

- A. The objects of the Association are to promote the interests of teachers, school based secretaries, and school year paraprofessionals to form a closer professional bond among them and to increase the efficiency of education as a public service (Amended 10/19)

Article III: Affiliation

- A. This Association shall be affiliated with the Massachusetts Teachers Association, hereinafter called the MTA, and the National Education Association, hereinafter called the NEA. (Amended 6/96)

Article IV: Membership

- A1. Any member of the professional staff employed by the Millis Public Schools (excluding Principals, Assistant Principals, PPS Director, Superintendent, Computer Systems Manager, or any other full-time administrator) may become a member of the Millis Teachers Association Unit A. For purposes of this bylaw, school nurses are considered to be members of the professional staff. (Adopted 12/87, Amended 6/96)
- A.2: Any school based secretary employed by the Millis Public Schools may become a member of the Millis Teachers Association Unit B (excluding secretaries working in the central office). (Added 10/18)
- A.3: Any school year para-professionals employed by the Millis Public Schools.(Added 10/19)
- B. Active membership shall be from July 1 to June 30.
- C. Dues shall be collected in either of two ways:
- (1) Plan A: Payroll Deduction Plan
 - (2) Plan B: Cash Payment Plan
- D. If Plan A is selected, the appropriate payroll deduction form must be completed and returned to the Treasurer.

- E. If Plan B is selected, the total dues and any assessments must be paid in full on or before December of the Active Membership year.
- F. If Plan B is selected, a new membership card will be filled out each year. This card will not be filed with the MTA until complete cash payment is received by the Treasurer.
- G. If Plan B is selected, the total amount of dues may be paid either in a single cash payment or in installments. This shall be at the option of the Treasurer.
- H. If Plan B is selected, if cash payment is not received in full by the Treasurer by December 31st of the membership year, payments will be deducted automatically, by payroll deduction.
- I. Any person not participating as a fully paying member, or who fails to complete payment provisions of Plan B, shall not be entitled to any voting privileges or any other Association benefits.
- J. Educational employees hired after December 31 of the Active Membership year shall have forty-five (45) calendar days in which to complete payment for Active Membership.
- K. No Association member who leaves the Millis Public Schools is entitled to a refund of dues paid up to that time.
- L. Persons entering the Millis school system with paid membership in MTA and NEA shall be provided with membership in the Millis Teachers Association upon payment of local dues. All such persons must provide proof of current MTA and NEA membership.
- M. No member of the Teacher Bargaining Unit who takes a leave of absence from a Teacher Bargaining Unit position and accepts a position within the School Department but outside the Teacher Bargaining Unit may become or remain a member of the Millis Teachers Association while serving in such position. (Added 6/96)

Article V: Officers and Delegates

- A. The elected officers of the Association shall be as follows: President, Executive Vice-President, Vice-President, Treasurer, Secretary, Membership Chairperson, and NCTA Representative. These officers, along with the appointed building representatives, a Unit B representative, and two Unit C representatives shall constitute the Executive Board of the Association. (Adopted 4/88, Amended 6/96, Amended 10/18, Amended 10/19)

- B. A Counselor shall be elected each year to represent the Association at NCTA meetings.
- C. A representative from Unit B shall be nominated each year by its members, appointed by the President, and approved by the Executive Board. (Added 10/18)
- D. No more than two representatives from Unit C (one from CFB and one from MS/HS) shall be nominated each year by its members and appointed by the President.
- E. Delegates shall be elected each year to represent the Association at the MTA Annual Meeting of Delegates. The Millis Teachers Association shall elect each year the number of delegates allotted to the Association by the MTA for attendance at the MTA Annual Meeting of Delegates. It shall be the responsibility of the President to see to it that nominations are received and the election held in sufficient time for the delegates and alternates to prepare for the MTA Annual Meeting of Delegates. Election of delegates and alternate delegates shall be conducted by written ballot. Those candidates receiving the greatest number of votes shall become the delegates; those receiving a lesser number of votes shall become the alternates. The determination shall be made in a descending sequence from the candidate receiving the greatest number of votes to the candidate receiving the least number of votes. This determination will be made within the number of votes allotted by the MTA.
- F. The allotted delegates to the NEA Representative Assembly will be chosen in the same manner as the delegates to the MTA Annual Meeting. The Executive Board will determine annually whether or not the Association will participate in the NEA Representative Assembly.
- G. Building Representatives shall be appointed annually by the President. They serve a term of one year, beginning July 1 following their appointment.
- H. An elementary and a secondary Teacher Representative to the School Committee shall be elected annually.

Article VI: Elections

- A. Election of officers of the Association, NCTA Counselor, Teacher Representative to the School Committee or appointment of Unit B and Unit C representatives shall take place at a meeting of the General Membership of the Association in the spring. Those who are elected or appointed shall assume office on July 1st following their election or appointment. (Amended 10/18, Amended 10/19)

- B. Following the disability, resignation, or removal of any officer or representative, or, if following a valid election, any officer position remains unfilled, the Executive Board, by majority vote, shall fill the vacancy for the balance of the term.
- C. Executive Board will meet by May 10th to set the date for the Annual Election of officers for the Millis Teachers Association, decide the location of the election and the time the election will start (minimum of one and one quarter hours for the length of the election). This information will be announced by posting in the faculty rooms of all schools.
(Amended 6/96)
- D. Nominations will close two weeks before the election.
- E. One week prior to the election, a list will be placed in the faculty rooms of all schools, listing the candidates and the offices they are seeking.
- F. Before receiving a ballot, Association members will be checked off against a master list of those eligible to vote.
- G. Counting will be done by a committee of at least two (2) Building Representatives. Candidates or their respective representatives may be present to witness the counting. Counting will commence as soon as possible after the balloting has been completed.
(Amended 6/96)
- H. The final count, as announced, will represent the total vote of all schools, not a separate vote result by buildings.
- I. Elections, other than that of the Annual Election of Officers, will follow the same procedure as to posting one week prior to the election of candidates and the offices they are seeking; set date, place and time (minimum of one and one quarter hours); make use of a check-in list; follow the same tabulating procedures. The President of the Association will announce, by a posting in all faculty rooms of all schools, the offices to be filled at these special elections. (Amended 6/96)
- J. Any member of the Association may request an absentee ballot up until two o'clock in the afternoon of the day preceding the election from the officer in charge of the election. This officer will receive the ballot from the absentee voter in a sealed envelope, convey the sealed ballot to the polling place, indicate to the checkers whose ballot it is, remove the ballot from the envelope and deposit the ballot in the ballot box. If any would be

absentee voter is at work on the day of the election, his/her absentee ballot shall not be valid, except that such ballot shall be valid if the voter is absent as a part of his/her work (e.g. at a workshop, visiting another school, being on a trip with students) or is absent due to a sick day or personal day. (Amended 6/96)

Article VII: Meetings of the General Membership

- A. At least three (3) meetings of the Association shall be held during each school year.
- B. A quorum of the Association for any meeting of the General Membership shall be twenty percent (20%) of the total membership.
- C. Meetings other than those required by Section A above shall be called by the President when he/she deems such meetings necessary.
- D. A majority of the membership of the Executive Board may call a meeting of the General Membership of the Association.
- E. Only the President, or in his/her absence, the Acting President, may call meetings of the General Membership of the Association.
- F. A meeting will be called if twenty percent (20%) or more of the Association members sign a petition stating that they want a meeting.
- G. The presiding officer at a general meeting of the Association will call for a secret ballot if a majority of the members present at the meeting vote that they wish to have a secret ballot vote taken on a particular issue.

Article VIII: Finance

- A. The annual dues for membership in the Millis Teachers Association shall be set by majority vote of the General Membership. The methods for payment of the dues are set forth in Article IV of the bylaws. (Amended 4/88, 6/96)
- B. The Association shall pay the annual dues assessed by the MTA and NEA on or before December 30 of each year.

Article IX: Duties of Officers

- A. The President shall preside at all meetings of the Association and of the Executive Board, shall submit an annual report and shall supervise the affairs of the Association. The President shall be a member ex-officio of all committees except the nominating committee.
- B. The Executive Vice-President shall perform the duties of the President during his/her absence or at his/her request. The Executive Vice-President shall carry out any other Association duties that the President may delegate.
- C. The Vice-President shall also carry out any duties that the President may delegate.
(Amended 6/96, 10/18)
- D. The Secretary shall keep a full and accurate record of all business transacted by the Association, both in meetings of the General Membership and in meetings of the Executive Board. The Secretary shall keep a list of the officers, delegates, members of the committees and members with their addresses. He/she shall conduct the correspondence of the Association, preserve its documents and provide the MTA with whatever information the local Association deems necessary. The Secretary shall be the Hospitality Chairperson and shall be responsible for carrying out the duties that normally accrue to that position.
- E. The Treasurer shall be responsible for the following:
 - a. Collection of dues, along with any assessments designated to the Association (this includes any Agency Fees due the Association).
 - b. Depositing all monies under the charge of the Association in a bank account which yields maximum interest, such as the MTA Credit Union. *
 - c. Maintaining a checking account for normal operating expenses. Balance shall be regulated so that an excess (above normal operating needs) is deposited in a savings account to draw interest.
 - d. Preparing Internal Revenue Service non-profit organization forms and necessary financial statements.
 - e. Notification of the Executive Board if any party is in arrears in payments or fails to meet financial commitments.

- f. Paying of bills, expenses, MTA and NEA dues and any other fees necessary for the Association to carry on its normal business.
 - g. Any payment above \$100 must be authorized by the President of the Association by a special vote of the Association, Executive Board, or by at least two (2) Board members (dues money - i.e. MTA and NEA is exempt from this clause since it is held in escrow until our Association dues date is closed).
 - h. Submitting all records, books, checks, invoices, bills, etc. for audit. If not done professionally, the audit shall be made by at least two (2) members of the Association who shall subsequently present a written, signed summary to the membership at an official meeting of the Association. If done professionally, the report shall be summarized to the membership at a general meeting. Copies of the report of the audit will be distributed to the Executive Board.
 - i. Any other action that the Executive Board deems necessary in order to conduct Association business.
- F. The Treasurer shall be bondable.
- G. The Membership Chairperson shall publish a list of members and non-members prior to December 30th of each school year. He/she shall maintain accurate and updated records of the membership status of all persons recognized under the existing Collective Bargaining Agreement. The Membership Chairperson shall communicate closely with the Office of the Superintendent and with the Association Treasurer in order that accurate Association records be maintained at all times.

Article X: Quorum

- A. A quorum of the Association for any meeting of the General Membership shall be twenty percent (20%) of the total membership.
- B. Five members of the Executive Board shall constitute a quorum for the transaction of the business of the Board.

Article XI: Terms of Officers

- A. The President of the Association shall serve for a period of two consecutive school years upon a valid election. In accordance with all other constitutional provisions, he/she shall to the best of ability, unite and carry out the objectives that are identified by the Association with the assistance of the Executive Board he/she shall be the Executive Officer, and shall be charged with all the necessary authority entrusted to him/her by the Association.
- B. The terms of the Executive Vice-President, Vice President, Secretary, Treasurer and Membership Chairperson shall be for a period of one school year following a valid election.
- C. Executive Board elected officers of the Association shall assume office on July 1 following their election.
- D. The term of the Elementary and Secondary Representatives to the School Committee shall be for one year after their election. They will assume office on July 1 following a valid election.
- E. The NCTA Counselor shall serve for a period of one year after a valid election.

Article XII: Millis Teachers Association Contract Committee (MTACC)

- A. Collective bargaining will be carried out by the MTACC.
- B. The MTACC shall consist of members from Unit A, Unit B, and Unit C, no more than twelve (12) members total, no more than three (3) from Unit B, and no more than three (3) from Unit C. (Amended 10/19)
- C. Every effort will be made to represent all schools in Millis on the MTACC.
- D. In cases where those persons wishing to serve on the MTACC exceed twelve (12) in number, an election will be held. The twelve (12) persons receiving the greatest number of votes will become the MTACC. (Amended 10/19)
- E. Each school has the right to have at least one (1) representative on the MTACC.
- F. Upon approval by a majority of the MTACC members, members who are not selected or appointed to the MTACC by the president, or elected as specified in "C" above, may monitor any or all meetings of the MTACC without voting privileges or compensation. Approval or rejection of any such monitoring is at the discretion of the MTACC.

- G. The MTACC shall appoint one member of the committee to serve as the official secretary of the MTACC. The secretary shall have the following duties:
 - 1. To keep the minutes of the MTACC meetings
 - 2. To give notice of MTACC meetings
 - 3. To issue reports
 - 4. To distribute materials to MTACC members
 - 5. To keep a file which includes School Committee handouts
- H. The main functions of the MTACC are to carry out the collective bargaining process, educate the membership on contractual matters and to act as a consultant on contractual matters to the other bodies of the Association and to the membership.
- I. The President shall appoint the Head Negotiator with the consent of the Executive Board
- J. Payments to the members of the MTACC:
 - a. Head Negotiator for MTACC \$200
 - b. Secretary for MTACC \$75
 - c. Each member of the MTACC shall receive \$15 for every meeting he/she attends for bargaining a successor contract with the Town's negotiating authority.
(Amended 6/96)
 - d. (Deleted by amendment 9/96)
 - e. (Deleted in 1997)
 - f. The Head Negotiator shall receive \$75 in reimbursement without authorization for expenses required to conduct Association business. Amounts greater than \$75 shall require normal procedures for obtaining authorization.

Article XIII: Compensation for Expenses

- A. MTACC (See Article XII).
- B. President \$2000 annually
- C. Vice President \$300 annually
- D. Treasurer \$800 annually
- E. Secretary \$300 annually

- F. Membership Chairperson \$200 annually
- G. Newsletter Editor \$10 per issue
- H. PR&R Chairperson \$250 annually
- I. Legislative Chairperson \$350 annually (Amended 10/18)
- J. Building representative, NCTA Representative, Unit B Representative, Unit C Representatives, and Teacher Representative to the School Committee shall receive \$150 annually.
- K. The amount shall be prorated in the event of a portion of time not specified in the above provision

Article XIV: Newsletter

- A. A monthly newsletter shall be published for the members of the Association.
- B. The newsletter shall contain the following:
 - 1. President's report/column
 - 2. Treasurer's reports
 - 3. Professional points of view
 - 4. Meetings, committees, events, and other meaningful news to the membership.
- C. The Newsletter shall be distributed to all members of the Association and shall be the official voice of the Association
- D. Stipend: \$10 per issue

Article XV: Amendments

- A. This constitution of the Millis Teachers Association, known as Bylaws, may be amended at any meeting of the General Membership by a two-thirds vote of those present.
- B. Amendment may take place only when notice of the proposed amendment has been provided in writing to each member of the bargaining unit no less than 21 calendar days prior to the meeting at which the amendment is to be presented for consideration by the General Membership. (Amended 6/96)

Article XVI: Removal From Office

- A. If any officer or Representative fails to perform any of the duties developing upon him/her, he/she shall be notified in writing by the President of his/her negligence. In the case of negligence by the President, the Executive Vice-President shall carry out the written notification.
- B. In no case shall any notification of negligence be given in writing to any Officer or Representative unless it is mandated by vote of a majority of the Executive Board. Such vote may be taken at a regularly scheduled meeting of the Executive Board; no special meeting may be called for this purpose.
- C. Notification of negligence shall normally be considered a warning. However, if the Executive Board so directs by a majority vote, the Officer or Representative may be immediately removed from office.
- D. Any officer or Representative who is removed has the right to appeal that removal to the Executive Board. He/she must inform the President within seven (7) days of his/her intent to make such an appeal.
- E. When an Officer Representative is removed, the Executive Board will invoke Article VI, Section B of the Association Bylaws.