

Ludlow Education Association, Inc  
Ludlow, Massachusetts 01056

**CONSTITUTION**

Article I. Name

The name of this association shall be the Ludlow Education Association, Inc., hereinafter referred to as “the Association.”

Article II. Purpose

Section 1.

To work for the welfare of school children, the advancement of education, and the improvement of instruction opportunities for all.

Section 2.

To develop and promote the adoption of such ethical practices, personnel policies, and standards of preparation and participate as a mark profession.

Section 3.

To unify and strengthen the education profession and to secure and maintain salaries, retirement benefits, and other working conditions.

Section 4.

To enable members to speak with the common voice on matters pertaining to the education profession and to present their individual and common interest before the administration and the appropriate legal authorities.

Section 5.

To hold property and funds and to employ a staff for the attainment of these purposes.

Article III. Membership

Section 1. Active Members

a. Active membership in the association shall be open to all professional personnel employed in the schools of Ludlow who hold an earned bachelor’s degree or higher degree (or hold a regular vocational or technical certificate) and where required hold or are eligible to hold a regular legal certificate; and who agree to abide by the Code of Ethics of the Ludlow Education Association.

b. The first restriction in the preceding paragraph shall not affect registered nurses working as school nurses, or secretaries and clerks.

c. Active membership shall be continuous until the member leaves the school system, resigns from the association, or fails to pay membership dues.

d. Active members of the association shall also be members of the Massachusetts Teachers Association and the National Association.

## Section 2. Associate Members

- a. Active members who retire with ten consecutive years of membership immediately preceding their retirement may continue as associate members for life, paying such dues as the Representative Council may determine.
  
- b. Associate members do not have voting privileges or the right to hold office in the association.

## Section 3. Revocation of Membership

According to the procedures adopted by the Representative Council, the president may suspend from membership or expel any member who shall have violated the ethics of the education profession; may cancel the membership of any member convicted in a court of law of a crime involving moral turpitude, and may reinstate a member who has previously been suspended or expelled from the association.

## Article IV. Officers

The officers of the association shall consist of president or “co-presidents under certain circumstances”, a vice president, a secretary, and a treasurer.

## Article V. Departments and Sections

### Section 1. Departments

- a. With the approval of the Representative Council under the rules adopted by that body, there may be one or more of the following departments: administrators, nurses, secretaries, clerks, and retirees.
  
- b. Each department shall organize itself in a manner acceptable to its corresponding departments in the Massachusetts Teachers Association, and shall be encouraged to affiliate with these groups if that be possible.
  
- c. A department may represent its members within the association on matters appropriate to it.

### Section 2. Sections

With the approval of the Representative Council under policies adopted by that body, members may organize sections to consider specific instructional interest that are not appropriate concern for the total membership of the association.

### Section 3. Prerequisite

Membership in the association shall be prerequisite for membership in departments and sections.

## Article VI. Representative Council

### Section 1.

The legislative policy forming body of the association shall be the the Representative Council

### Section 2.

The Representative Council shall consist of the officers, one or more representatives from each school faculty, the chairs of standing committees, and the chairs of any organized departments

### Section 3.

Any member of the association who is not a member of the Representative Council may attend its meetings, shall sit apart from the voting body, but may receive permission to speak.

## Article VII. Affiliation

The association shall affiliate with the Hampden County Teachers Association under their rules.

## Article VIII. Amendments

### Section 1.

An amendment to this constitution may be introduced at any regular meeting of the Representative Council.

### Section 2.

A copy of the proposed amendment, together with the recommendation of the Representative Council, shall be sent to each member of the association, after which it shall be submitted to vote of the entire membership at a general meeting of the association which shall be called by the president in a manner prescribed by the Representative Council. A two-thirds majority of those voting is required to adopt the proposed amendment.

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**BYLAWS**

Article I. Meetings

Section 1. Representative Council

The Representative Council shall meet on the first and, if necessary, on the third Thursday of each school month. The president shall prepare the agenda for each meeting and shall circulate it to all members of the council so that representatives have time to discuss it with their faculty members in advance of the council meeting.

Section 2. Special Meetings

Special meetings of the Representative Council may be held at the call of the president or upon written request to the president from give faculty representative. Business to come before a special meeting must be stated in the call, which shall be sent in writing to each representative.

Section 3. General Membership Meetings

The president shall arrange at least two meetings of the members each year.

Article II. Quorum

A quorum for the Representative Council and committee shall be a majority of their members. A quorum for a general membership meeting shall be 10% of the membership.

Article III. Powers and Duties of Officers

Section 1. President

a. The president shall preside over meetings of the Representative Council, appoint the chairs and members of the standing committees, appoint special committees, and shall be the executive officer of the association. The president shall represent the association before the public either personally or through delegates and shall perform all functions usually attributed to this office.

b. Under personnel policies adopted by the Representative Council and within the annual budget, the president shall have the power to employ a staff for the efficient management of the association.

c. The president shall be responsible for the management of the association, approve all expenditures, carry out all policies established by the Representative Council, report the president's actions and those of the council to the members, and suggest policies for consideration by the council.

d. The president shall represent the association in negotiating personnel policies with the governing and appropriate bodies of the school systems. The president may delegate this power to another committee or representative.

e. The president shall actively represent the interests of the association within various teacher organizations, including HCTA, MTA, NEA, TASC, and Western MA Caucus. In addition, the president shall attend all School Committee meetings and be prepared to communicate to the School Committee the association's point of view on the issues concerning the association. The president shall be an ex officio member of all association committees. In an emergency the president shall designate the vice president to replace the president at school committee meetings which the president cannot attend.

f. The president shall hold periodic Executive Board meetings for the purpose of getting input from all levels. In all important decisions and policy matters affecting the membership the president will be informed by all levels of the system. The president will accept input through a presidential appointee from the Representative Council, who will keep informed unrepresented levels of the Executive Board. This appointee will come from the unrepresented level.

g. The president shall have monthly meetings with the Superintendent in order to keep communications open between the two parties. The president may be accompanied by members if the Executive Board and Representative Council as the need arises.

h. Under certain circumstances, the offices of the president and vice president may be combined into two (2) co-presidents. In that case, the co-presidents will share all the president and vice president duties. With co-presidents, there shall be no vice president.

If two members wish to run as co-presidents, they may do so. Co-presidents must run together and be elected as a block. Under no circumstances may members elected as president and vice president change their status to co-presidents.

If co-presidents serve in place of the president and vice president, the co-presidents shall split the salaries of the president and vice president evenly between them.

#### Section 2. Vice President

The vice president of the association shall be a member of, but shall not chair all standing committees. In addition, the vice president shall work closely with the president in order to learn the duties of that office. The vice president shall handle all matters pertaining to in-service professional education. The vice president shall be encouraged to attend all regularly scheduled School Committee meetings. The vice president shall become president by declaration of the Representative Council.

#### Section 3. Secretary

The secretary shall keep accurate minutes of all meetings of the Representative Council, shall maintain official files, and shall assist the president with association correspondence.

#### Section 4. Treasurer

The treasurer shall hold the funds of the association and disburse them upon authorization by the president. The treasurer shall bill the members for their annual dues, and transmit amounts due to the Hampden County Teachers Association, the Massachusetts Teachers Association and the National Education Association. The treasurer shall maintain a roll of members. The treasurer shall keep accurate accounts of receipts and disbursements, shall report to each meeting of the Representative Council, and shall prepare an annual financial statement for publication to members as directed by the president. The treasurer shall keep the president and the Representative Council informed of the financial condition of the association. The treasurer shall be bonded by the association. The treasurer shall assist the budget committee in the initial drafting of the budget.

#### Section 5. Terms of Succession

- a. The secretary and the treasurer shall serve for one year and may be re-elected without an intervening term.
  
- b. The vice president shall serve for one year and may be re-elected without an intervening term.
  
- c. The president shall serve for one year and maybe be re-elected without an intervening term.

d. Whenever the offices of both president and vice president become vacant between elections, the Representative Council shall choose one of its members to serve as president pro-tempore. If one of the co-presidents resigns or is removed from office, the second co-president shall assume the full duties of the president. The president shall name a member as vice president to fill the remaining term.

#### Article IV. Powers and Duties of the Representative Council

Section 1. The Representative Council shall approve the budget, set dues for the association, act on reports of committees, approve resolutions and other statements, and shall adopt procedures for implementing the Code of Ethics of the Ludlow Education Association, Inc. and those to be following in censuring, suspending, and expelling members for cause or for reinstating members. It may adopt such rules governing the employment of staff, the conduct of meetings, consistent with this Constitution and Bylaws. It shall be the final judge of the qualifications and election of officers and building representatives. Powers not delegated to the officers of other groups in the association shall be vested in the Representative Council.

Section 2. Whenever the president or a council member believes that an officer has been grossly negligent of the duties defined in the bylaws or is incapacitated, the president shall recommend to the Representative Council that the office be declared vacant. If the council so votes the vacancy by two-thirds majority, it shall immediately elect a replacement to fill the unexpired term.

#### Article V. Building Representatives

##### Section 1.

In each school department building in Ludlow, active members shall elect for a term of one year building representative to the Representative Council for each fifteen members or fraction thereof. There shall be at least one representative from each building. Where more than one representative is elected, the president shall designate one to be the senior building representative. Elections shall be held in September, and representatives shall take their seats at the September meeting of the Representative Council.

##### Section 2.

Building representatives shall attend the regular meetings of the Representative Council unless they receive prior excuse from the president. After three unexcused absences of a representative, the president may designate an active member from the building to organize this special election.

Section 3.

The building representative may, on a rotating basis, be assigned to attend school committee meetings to report to the Representative Council any important matters discussed there which pertain to the association. It is the duty of any representative so assigned to arrange for an alternate if the representative cannot attend the scheduled meeting.

Section 4.

The building representatives, with the senior building representative as chair, shall appoint such committees as the association may require, and shall organize and oversee the subsequent elections of building representatives and the enrollment of members.

Section 5.

To insure two-way communication within the association, building representatives are expected to inform the members they represent of the major actions of the representative council and bring to the representative council's attention any problem or concerns which they may express.

Section 6.

Building representatives shall be members of the Massachusetts Teachers Association and the National Education Association for at least one year prior to their election and shall maintain active membership.

Article VI. Special Department Representatives

Section 1.

Members of the special departments shall elect for a term of one year one representative to the Representative Council for each fifteen members or fraction thereof. Elections shall be held in September, and representatives shall take their seats at the September meeting of Representative Council.

Section 2.

Special department representatives shall attend the regular meetings of the representative council unless they receive prior excuse from the president. After three unexcused absences of a representative, the president may declare the seat unfilled and call for a special department election to fill out the term. The president can designate an active member to organize this special election.

### Section 3.

Members of the special departments shall be members of the Massachusetts Teachers Association and the National Education Association for at least one year prior to their election and shall maintain their membership during their term of service.

## Article VII. Standing Committees

### Section 1. Structure

There shall be four standing committees carrying the specific functions outlined below. They shall have one or more members, selected to represent different groups in the association, and shall be appointed by the president or the president's designee. Each committee may, with the approval of the president, organize special subcommittees and task forces for specific activities. Each chair shall submit reports of committee activities, whenever appropriate, to the Staff Relations chair for publication in the newsletter.

### Section 2. Chair

a. The chair of the standing committees shall be appointed in July and shall serve until the following June 30.

b. The former chair of the Negotiating committee shall serve until such a time as the contract negotiations are complete. The new chair will handle new negotiations and will sit on the Executive Board.

c. The former chair of the Grievance Committee shall serve until grievances in process are concluded. The new chair will handle new grievances and will sit on the Executive Board.

### Section 3. Meetings

Each standing committee shall meet at the call of the chair.

### Section 4. Reports

Each committee shall keep a continuous report of activities. The chair shall report as necessary to the Representative Council.

### Section 5. Titles and Duties

#### a. Negotiating Committee

The Negotiating Committee shall function as the official bargaining agent of the association in matters of salary and contract language and shall negotiate salaries for any newly created positions.

b. Grievance Committee

The Grievance Committee shall represent the association in matters of contract violations according to the grievance procedures set forth in the contracts and shall oversee that due process is given to all members in matters of layoff and recall.

c. Legislative and Political Concerns Committee

The Legislative and Political Concerns Committee shall inform members of pending legislation which affects education or the teaching profession, shall obtain information about candidates for public office and distribute it to the members, and shall actively support pro-education candidates for public office.

d. Communications Committee

The Communications Committee shall have co-chairs, one dealing with community relations and one dealing with staff relations. It is expected that the co-chairs will work together on any project which involves communication with or between the public and members of the association.

1. Community Relations shall improve the image of teachers and the teaching profession in any way possible. To this end, the chair shall perform, but is not limited to, the following:

a. The Chair organizes community events involving the association to improve the association's image in the community.

b. The Chair shall be responsible for submitting news releases, furthering the image of association members to both print and non-print media, whichever is appropriate.

2. Staff relations shall publish a newsletter to all members on a regular basis and shall deal with such matters within the association membership as retirement, illness, births, marriages, deaths, and other noteworthy events. A copy of the newsletter shall be submitted to the MTA public relations department.

Section 6. Relation to Country, State, and National Associations

The standing committees shall seek to understand and relate to the objectives and programs of corresponding units of country, state and national associations.

Article VIII. Special Committees

Each year the president shall appoint an Election Committee, an Audit Committee, a Budget Committee, and such other special committees as may be necessary and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Representative Council. No officer of the association shall serve on either the Election Committee or the Audit Committee.

## Article IX. Election

### Section 1. Nominations

- a. The members of the association in each building during the month of April may nominate a candidate for president, vice-president, secretary, and treasurer. Self-nominations are permitted. The senior faculty representative shall deliver all nominations in writing to the Election Committee. (In 1994, only, nominations for vice-president, secretary, and treasurer will take place in September.)
- b. The Election Committee shall report all nominations to the Representative Council at the May meeting. Any member of the Association may nominate other candidates from the floor. (In 1994, only, nominations will be reported at the October Meeting.)
- c. The Election Committee shall publish to the members brief information on each candidate. (In 1994, only, elections will be held on the third Tuesday of October. New officers will hold office from November 3, 1994- June 30, 1995.)

### Section 2. Balloting

On the third Tuesday of May, members shall vote for officers by ballot, in accordance with procedures developed by the Election committee and approved by the Representative Council. The Election Committee shall report results to the president who shall cause them to be published. New officers shall take office on July 1. (In 1994, only, members shall vote for officers by ballot on the third Tuesday of October.)

## Article X. Authority

Robert's Rule of Order (current edition) shall be the parliamentary authority for the association on all questions not covered by the Constitution and Bylaws and such standing rules as the Representative Council may adopt. A parliamentarian shall be appointed by the president to deal with parliamentary questions. The parliamentarian shall serve for one full school year.

#### Article XI. Voting

Whenever a vote of the general membership is taken, the question will be decided by the majority of the votes cast.

#### Article XII. Fiscal Year

The fiscal year for the Ludlow Education Association will be from July 1 to June 30.

#### Article XIII. Executive Board

The Executive Board of the Ludlow Education Association shall consist of the officers and the chairs of the standing committees. The president may call a meeting of the Executive Board whenever the president deems it necessary to conduct association business.

#### Article XIV. Amendment

These bylaws may be amended by majority vote at any general membership meeting provided that notice of proposed amendments to the bylaws was given at a previous meeting.

#### Article XV. Funds

A. Funds may be expended for any purpose judged appropriate by the officers, or committee chairs, or the Representative Council while conforming with the letter and spirit of their duties and responsibilities as outlined in the Constitution.

B. The funds may be deposited wherever the Treasurer feels it is appropriate provided that such action is approved by the Representative Council.

C. Funds other than dues may be collected from members only a  $\frac{2}{3}$  vote of the Representative Council.