

CONSTITUTION AND BY-LAWS OF HARTFORD EDUCATION ASSOCIATION

Adopted November 6, 1934

Revised May, 1942; March, 1950; February, 1976

Amended 1953, 1957, 1960, 1963, 1976, 1979, 1983, 2001, 2016, 2025

Article I - Name

The name of this organization shall be Hartford Education Association.

Article II - Purpose

The purpose of this organization shall be to bring the educators and support staff personnel of the Hartford School District into closer relationship; to establish and maintain conditions essential to the best educational services; to secure for its members the social, intellectual, and professional advantages that can be derived from cooperation; to take part in all affairs in which, as teachers and as members of the community, they may be interested; and to create in the community at large a deeper sense of the interest which they represent.

Article III - Membership

Section 1

The membership of the Association, upon payment of the dues as hereinafter provided, are members of this Association, and also members of the Vermont National Education Association and the National Education Association. Members will consist of the following groups:

Group 1

All eligible employees covered by the teaching contract who are employed by the Hartford School District.

Group 2

All eligible secretaries and clerical staff, custodial and maintenance employees, IT Staff, and para-educators as described in the Notice of Election issued by the Vermont Labor Relations Board, for election held on October 3, 2000.

Article IV - Officers and the Executive Board

Section 1 Officers

The officers of the Association shall consist of a President, Co-Vice Presidents - one from each of the membership groups described in Article III, a Secretary, Co- Treasurers - one from each of the membership groups, and an Auditor.

Section 2 Executive Board

The Executive Board shall consist of the President, Co-Vice Presidents, Secretary, Co-Treasurers, Auditor, members of the Standing Committees and Building Representatives.

The role of the Executive Board shall be to understand the needs of, and guide, the Association. The meetings of the Executive Board shall be at the call of the President, or at the call of at least two Executive Board members. The duties of the Board shall be to sit upon matters of business which arise between the regular meetings of the Association, to make recommendations to be acted upon by the membership, and to fill by appointment mid-year vacancies until the next election cycle.

The Executive Board shall designate people or committees to see that the Association adequately addresses issues pertaining to Legislation & Policy (National, State, and Local); Public Relations with the District and Town; programs for membership; and scholarships.

To facilitate effective and timely discussion of executive board business, all members of the Executive Board shall communicate as a group both at and in between meetings.

The functions and policies of the Executive Board shall be defined in a separate document, which it will review ~~and approve~~ annually.

Newly elected officers of the Association will be installed and will officially assume the responsibilities of the respective offices immediately following the annual election meeting in May. The Executive Board shall prepare and present the Association's budget and operational protocols/policies at the first fall meeting.

Section 3 Building Representatives

The role of the Building Representatives shall include acting as liaisons between the Executive Board and building members. Duties shall include, but are not limited to, membership registration, distribution of materials and information to members, communication with members, providing guidance to members, bringing issues to the Executive Board, and directing members to the appropriate officer or committee as needed.

Building Representatives shall be elected at the May meeting. Each building may have up to two representatives per group (teachers and staff). Vacant positions may be appointed by the Executive Board throughout the year as needed.

Section 4 President

The President shall preside at the meetings of the Association and the Executive Board. The President shall be an ex-officio member of all Standing Committees and shall approve all expenditures above one hundred dollars upon the Treasurer's requests. The President shall call meetings of the Executive Board before each regularly scheduled meeting of the Association, suggest policies and plans of work for all standing and special committees, and shall be held responsible for the program and work of the Association. The president shall appoint special

committees to handle vital problems of the profession not the jurisdiction of Standing Committees.

Section 5 Vice-Presidents

A Co-Vice President, in the absence of the President, shall perform all duties belonging to that office. He/she shall be chairperson of the Program Committee, shall be responsible for the annual report, and shall be acquainted with the functioning of the Association by active assistance to the President.

Section 6 Secretary

The Secretary shall keep a careful record of the proceedings of each meeting. The Secretary, as directed by the President, shall attend to all correspondence.

Section 7 Treasurers

The Co-Treasurers shall receive all funds belonging to the Association, pay out the same on approved expenditures signed by the President, keep an itemized account of receipts and expenditures, and make a written report of the same to the membership regularly available, as well as financial records at the Annual Meeting or by requests.

The fiscal year shall be defined as 9/1- 8/31 of each year.

Section 8 Auditor

An Auditor shall be appointed to audit the Treasurer's books at any time upon order from the Executive Board.

Article V - Elections

The election of officers will take place at the annual meeting in May. Their duties shall begin as of that meeting. The Executive Board shall announce elections and present candidates to be voted on at the annual meeting. In addition, any member present at the annual meeting shall be considered for any position provided they announce their candidacy at the beginning of the meeting when asked.

Positions that become open during the school year shall be filled by appointment of the Executive Board. Said position will be announced to the membership. Interested parties shall submit a declaration of interest to the Executive Board.

Article VI - Term of Office

All officers shall serve yearly terms that expire at the annual spring meeting. There is no limit to the number of terms of office one may serve.

Article VII - Meetings

Section 1

The Executive Board shall set the member meeting schedule at the beginning of the year.

Section 2

Regularly scheduled meetings are held on the second Tuesday of a month. Agendas will be presented to members at least 24 hours prior to a meeting. Robert's Rules of Order will be followed. A quorum will consist of members present. Action requiring a vote will be by majority of those present.

Section 3

Special meetings shall be held at the call of the President; or, the President shall call a special meeting upon the written request of five members.

Section 4

A reasonable notice must be given to the members of the Association in each school prior to the date of a special meeting, unless otherwise impossible or impractical, in which case a justification will be given. Meetings may be held online, in-person, or both.

Section 5

Matters involving salaries, fringe benefits, personnel policies, and any other issues evolving from the Hartford Education Association and Hartford School Board negotiations shall be represented to the members of the appropriate bargaining group, as described in Article III, at one meeting and voted on within a reasonably expedient timeframe that allows for members to consider the issues and vote.

In the event that negotiations are not completed by end of the school year, the appropriate PNC and the Executive Board may call a special meeting during the summer recess, notifying each member by the most expedient manner, if they have reached agreement with the HSB.

Voting may be held online or in-person. Voting methods and timelines shall be announced in advance. Ballots may be distributed and returned at such a meeting. If voting is conducted online, all members shall be sent ballots and terms of settlement with the recommendation of the PNC. A reasonable length of time shall be allowed for the return of such ballots.

Section 6:

All members of the Executive Board will be reasonably warned of a meeting in advance, unless otherwise impossible or impractical, in which case a justification will be given.

The first meeting of the year will include review of Executive Board protocols & annual meeting schedule.

A quorum will consist of members present. Action requiring a vote will be by a majority of those present.

Section 7

All meetings (member, Executive Board or any Committee meeting) shall be announced to all concerned parties in advance.

Article VI- Dues

Section 1

The local dues shall be set annually by the Association. Vermont NEA and NEA set their portion of the dues.

Section 2

The dues shall be paid by a given date set by the Membership Chair. Payroll deduction is available.

Article IX - Committees

Section 1 Appointment of committees

The President, consulting with the Executive Board, shall appoint the following standing committees (including the chairs): Membership, Grievance, and a Professional Negotiation Committee for each bargaining unit.

Section 2 Membership Committee

The duties of the Membership Committee shall be to encourage all eligible educators and support staff personnel to join and take an active part in the organization and to aid the Treasurer in the collection of dues and assessments. The committee shall consist of a chair from each member group and the individual building representatives.

Section 3 Negotiation Committees

The duties of the Professional Negotiations Committees shall be to negotiate with the Hartford School Board on all matters concerning the Master Contracts, such as salaries, fringe benefits, working conditions and any other items deemed appropriate by the Executive Board. Each bargaining group shall have a committee with its own chair appointed by the Executive Board. The Negotiation Committees, with the agreement of the President, shall have the authority to accept or reject any offer made by the HSB, to declare impasse, and to employ any outside resources thought necessary to successfully complete negotiations. They shall submit for a vote by their respective members the terms agreed upon with the HSB which they can recommend. They may at any time ask for a vote by their respective members on any or all terms proposed by the HSB.

Section 4 Grievance Committee

The duties of the Grievance Committee shall be to handle all grievance procedures related to the Association as stated in the Master Contracts. Representatives from each bargaining group and each building will serve on this committee.

Article X - Quorum

A quorum of all meetings of the Association shall consist of those members present and voting.

Article XI - Amendments

This constitution and by-laws may be amended by a two-thirds vote after being presented at a member meeting. The amendment process and proposed language changes shall be presented to members prior to said meeting. Voting shall take place and be completed within a reasonable amount of time, consistent with other voting matters.

Article XII - Delegates

Section 1

The Executive Board shall act to fill the number of delegates to the VTNEA Representative Assembly and to the Fall Area meetings of the VTNEA. If the number of delegates warrants it, one delegate should represent the elementary schools; one, the middle school; (and) one, the high school.

Section 2

The Association shall pay the expenses of its delegates to the spring meeting of the Representative Assembly.

Section 3

The Association may pay the expenses of members representing the Hartford Education Association at educational and professional meetings.