MEDFIELD TEACHERS ASSOCIATION BYLAWS

ARTICLE I: NAME

The name of the organization will be the Medfield Teachers Association, Inc. It includes Members of both Unit A and Unit B.

ARTICLE II: OBJECTIVES

The objectives of the organization are:

Section A. To secure and maintain adequate salaries, job security, sound retirement and health care systems, professional and sick leave, and other employment benefits for the membership through the collective bargaining process.

Section B. To enable members to speak with a common voice on matters pertaining to public education and to present their individual and common interests before the Superintendent, Medfield School Committee, the Department of Education, and other legal authorities.

Section C. To cooperate with the national, state, county, and other civic bodies having educational objectives; and, to inform the membership of developments within those bodies.

Section D. To engage in any other related activities as consistent with the law.

ARTICLE III: MEMBERSHIP

Section A. Any employee whose bargaining unit is covered by the negotiated contract between the Medfield Teachers Association and the Medfield School Committee may become members.

Section B. Membership in the Medfield Teachers Association, Inc. includes membership in the Norfolk County Teachers Association (NCTA), the Massachusetts Teachers Association, and the National Education Association (NEA).

1. Members in good standing are those whose annual dues have been paid. The Teaching assistants' local dues will be half the rate of the teachers' local association dues, plus the recommended rates by Norfolk County, Mass Teachers, and the National Education Association. Dues may be paid through payroll deduction.

2. Membership will be continuous until the member resigns or fails to pay membership dues.

3. Only members in good standing may vote or hold office.

4. The membership and business year will be from July 1 through June 30.

ARTICLE IV: OFFICERS

Section A. The officers of the Medfield Teachers Association will be as follows: president, vice-president, secretary, treasurer, and membership chairperson. Any member in good standing is eligible to run for office.

Section B. The duties of the officers will be as follows:

1. The President will:
   a. Preside over the meetings of the Board and the Association.

   b. Establish all committees, not otherwise provided for, subject to the approval of the Executive Board (See Article V). Volunteers will serve as members of these committees. In the event of over enrollment, an election will be run by the Nomination and Election Committee (See Article VII) to determine membership of committees.

   c. Be an ex-officio member of all committees.

   d. The President shall serve as a delegate to the Massachusetts Teachers Association Annual Meeting. If the President is unable to attend, an alternative delegate will be appointed in the President's place.

2. The Vice-President will:
   a. Assume the duties of the President in case of the absence or resignation of the President.

   b. Be responsible for the selection of the Nomination and Election Committee (NEC) (See Article VII, Section B, Number 5).

   c. Responsible for communication between the Executive Board and building representatives, as well as coordinating school charting.

   d. Serve as Chairperson of the NEC Committee. (See Article VII, #4).

3. The Secretary will:
   a. Keep a record of all meetings of the Association, the Executive Board (See Article V) and the MTA Board (See Article VI).

   b. Be responsible for any correspondence considered necessary by the President.

   c. In every odd year, conduct a review of the Medfield Teachers Association Bylaws, policies, and procedure manual with the Bylaws Committee. This review will be completed prior to the year-end annual General Meeting of the Association.

4. The Treasurer will:

a. Draw up a budget for the succeeding year.

b. Disburse Association funds in accordance with budget authorization; funds of the Association, may be expended only in matters consistent with the purposes of the Association.

c. Retain all signed vouchers, maintain accurate accounts, and give a financial report at every meeting of the Association and Executive Board.

d. Prepare and distribute a written report to all members of the Association prior to the year-end annual meeting.

e. Work with Administration to collect dues.

f. Annually complete required tax forms and state reports.

5. The Membership Chairperson will be responsible for:

a. Distributing membership materials to new hires.

b. Enrolling new members into the Association.

c. Informing the Massachusetts Teachers Association when members should be deleted from files i.e. retirement, leaves of absence and/or resignation.

d. Sharing membership records with the Massachusetts Teachers Association.

Section C: Terms

Officers will serve two-year terms, which will run from July 1 through June 30. The President, Secretary and Treasurer will be elected in odd-number ending school years. The Vice-President and Membership Chair will be elected in even-number ending school years. Chairpersons of PR&R will be appointed annually.

Section D: Vacancies

If an officer, other than the President, resigns during the school year, the President will appoint a person to fill the office until the next annual election. In the event that a Board Member's position is not filled or a Board Member requires an extended absence, duties can be delegated by the Association President and any stipend will be prorated.

ARTICLE V: EXECUTIVE BOARD

Section A. There will be an Executive Board composed of the officers and the Chairpersons for Professional Rights and Responsibilities and a representative from the teaching assistants. (See Section C below.)

Section B. The duties of the Executive Board will be as follows:

1. Recommending policies and activities to the Association.
2. Implementing policies adopted by the Association.
3. Approving proposed budget prior to June annual meeting.
4. Reviewing contracts negotiated between the School Committee and the MTA Negotiating Team prior to presenting the contract to the members for ratification vote.
5. The Executive Board, after review of individual grievances, will determine by a vote if a grievance should proceed to arbitration. In the event of a tie vote, the President will be the tie-breaker.
6. Approving all expenditures over one hundred fifty dollars.
7. Vote on Sick Bank decisions.

Section C. There will be two Chairpersons of Professional Rights and Responsibilities (PR&R). The President will appoint one from a K-5 school and one from a 6-12 school. They will be responsible for:

1. Assisting during contract negotiations.
2. Maintaining all records of past history of grievances.
3. Assisting in gathering evidence, witnesses and advocacy related to grievances.
4. Assisting the President in resolving grievances.

ARTICLE VI: MEDFIELD TEACHERS ASSOCIATION (MTA) BOARD

Section A. The MTA Board will consist of the officers, the Chairpersons of Professional Rights and Responsibilities, Building Representatives, and the NCTA Representative (See Section D below.)

Section B. The general duties of the Board are as follows:

1. Considering problems and suggestions brought to its attention by individual members.

2. Relaying information from the Board to the members.

3. Establishing and overseeing committees and committee work.

Section C. Building Representatives

1. The NEC will ask for nominations for Building Representatives from each building before the year-end annual meeting. Any MTA member from the building may nominate him or herself or another MTA member. There will be one representative for every 15 members, plus one for each group of eight members, but not more than fourteen, per bargaining unit. Each building will have at least one Building Representative for each bargaining unit. In the case of more nominees than positions, the NEC will hold an election in that building prior to the annual meeting.
   Any representative may share the duties with other representatives and attend Board Meetings on an alternating basis. (Note: Stipends and payment of any related dues are dependent on attendance at all four membership meetings, September, November, February, and June. A representative, whether individual or job-sharing, who does not meet the attendance requirement, will not be eligible for the stipend and/or related dues.) Every effort will be made to have representation from all Medfield schools, aiming for at least two representatives per school and capping the representation at one for every fifteen members.

2. Building Representatives are charged with:
   a. Relaying information and concerns from their school to the Board and from the Board back to their school.

   b. Keeping an up-to-date list of members in their buildings through electronic charting and share with the Vice President and Membership Chair.

   c. Disbursing and collecting all papers and forms required by the Board.

   d. Posting notices issued by any member of the Board in a room accessible to all building members.

Section D. The NCTA Representative, elected annually, is charged with:

1. Attending NCTA and Board meetings.
2. Reporting to the Board about NCTA meetings.
3. Distributing information from NCTA to all members.

Section E. Executive Board meetings will take place each month when membership meetings are not being held, and as needed for decision making.

Section F. Special meetings of the Board will be held upon the request of any four members of the Board.

ARTICLE VII: STANDING COMMITTEES

Section A. The following are the standing committees of the Association: Negotiating Team, Bylaws, Insurance Advisory, Nomination and Election (NEC). Every effort should be made to include one representative from each building to each standing committee, unless otherwise stated in the committee description. All committees are accountable to the MTA Board.

Section B. The formation and responsibility of each committee are as follows:

1. The Negotiating Committee:

    a. For teachers: A team will represent the Medfield Teachers Association in negotiations with the School Committee.

        i. The Committee will consist of a minimum ten members team elected by the association and their term will be for the term of the contract. The 10 members will include at least 3 high school staff, 2 middle school staff, 1 staff member from each elementary school, the Chairperson of Professional Rights and Responsibilities, and/or the President of the Association. Part-time employees and specialists will also be encouraged to be on the team. Every effort will be made to include people with prior negotiation team experience.

        ii. The members of the Negotiating Team will elect their chairperson.

        iii. Any registration form (impasse/fact finding) required by the Committee will be filed by the President with the approval of the Executive Board.

        iv. Once the Negotiating Team and School Committee come to an

agreement; the Negotiating Team will make all agreed upon proposals available for discussion, at least 72 hours, before an entire Association meeting.The proposal will be available through Building Representatives for at least 24 working/school hours before the meeting.

v. Votes to accept or reject the proposed contract will be collected anonymously through electronic ballot.. The Negotiating Team will announce results to the membership via email.

vi. In the event that the Negotiating Committee recommends arbitration, the approval of the Association must be obtained and appropriations will be raised from general funds.

b. For all other bargaining units, a team will represent the Medfield Teachers Association in negotiations with the School Committee

i. The Committee will consist of members elected by the association and their term will be for three years. The members will include representatives from all work locations, the Chairperson of Professional Rights and Responsibilities, and/or the President of the Association. Every effort will be made to include people with prior negotiation team experience.

ii. The members of the Negotiating Team will elect their chairperson.

iii. Any registration form (impasse/fact finding) required by the Committee will be filed by the President with the approval of the Executive Board.

iv. Once the Negotiating Team and School Committee come to an agreement, the Team will bring the proposal to a meeting of the entire Association for discussion.The proposal will be available through Building Representatives for at least 24 hours before the meeting.

v. Votes to accept or reject the proposed contract will be run in each building by the Building Representatives. This vote will be by paper ballot. The Negotiating Team will collect ballots, count them, and announce results to the membership via email.

vi. In the event that the Negotiating Committee recommends arbitration, the approval of the Association must be obtained, and appropriations will be raised from general funds.

2. The Bylaws Committee will work with the Secretary to review the Bylaws in odd years. Even and odd years are determined by the June date. They will also propose changes when necessary. (See Article XII for Amending the Bylaws)

3. The Health Insurance Advisory Committee (HIC) will work with representatives from all town unions to recommend the best possible rates and coverage. The Committee will consist of at least one member from Unit A and one member from Unit B.

4. The Nominations and Election Committee will consist of one representative from each school under the leadership of the Vice President as chairperson.

a. The Committee will be responsible for securing candidates for the following elected positions: President, Vice-President, Secretary, Treasurer, Membership Chair, Norfolk County Teachers Association Representative, and Building Representatives.

b. The committee members will serve from the April monthly meeting until elections are held at the year-end annual meeting.

c. The committee will advertise the positions that are up for election in all schools by the end of April of each year.

d. The deadline for nominations will be May 15.

e. The NEC will determine the eligibility of nominated members of MTA.

f. The NEC will post candidates' names no later than two weeks prior to the year-end annual meeting.

g. Elections for officers and NCTA Representative will be held at the start of the year-end annual meeting at which time additional nominations will be taken from the floor. The NEC will oversee the election.

h. Each year the NEC shall make every effort to send delegates to the Massachusetts Teachers Association Annual Meeting.

ARTICLE VIII: AD HOC COMMITTEES

The MTA Board may form Ad Hoc committees as needs arise. Every effort should be made to include one member from each school on these committees. The purpose of such committees should be recorded in the MTA Board minutes. Ad Hoc Committees should report at each MTA Board meeting and all Association meetings until their objective is complete.

ARTICLE IX: COMPENSATION

All financial compensation is dependent upon attendance of a minimum of 80% of meetings. If attendance requirement is met, the Association will pay according to the following table:

	Stipend Amount	NEA Dues	State Dues	NCTA Dues	Local Dues	Negotiation Stipend
President	$4,500	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipends
Vice-President	$700	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipends
Secretary	$1000.00	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipends
Treasurer	$1000.00	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipends
Membership Chair	$1000	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipends
PRR Chairs	$1,250 each	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipends
Building Reps	None	No	No	No	*Yes with 80% attendance	As appropriate - see Negotiating Team stipends
Unit B Liaison	$500	Yes	Yes	Yes	Yes	As appropriate - see Negotiating Team stipend
Health Insurance Advisory Chair	$500 each	Yes	Yes	Yes	Yes	As appropriate -see Negotiating Team stipends
Sick Bank Chair	$700	No	No	No	Yes	As appropriate -see Negotiating stipends
MTA Website Coordinator	$1000.00	No	No	No	No	As appropriate -see Negotiating stipends
Negotiating Team Chair	None	No	No	No	No	$2,000
Negotiating Team Members, excluding Chair	None	No	No	No	No	Divide $2,500 according to majority rule of committee

ARTICLE X: GENERAL MEMBERSHIP MEETINGS

Section A. Meetings of the association are open to all members. The President, with the approval of any two members of the Executive Board, will have the power to set or change the dates of the meetings. The membership will be notified of meeting dates, times and places at least one month prior to the meeting.

Section B. General membership meetings will be held the first Wednesday in September, November, February, and June. The Executive Board will meet the other months of the school year on the first Wednesday.

Section C. Special meetings will be held at the call of the President, a member of the Executive Board, or upon a written request of any ten members of the Association. The membership will be notified of meeting dates, times and places at least one month prior to the meeting date, whenever possible.

Section D. The order of business will follow the agenda sent by the President 24 hours before the meeting. Notes will be shared with the membership after the Executive Board's approval.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order will govern the Association except when they are inconsistent with the Association Bylaws.

ARTICLE XII: AMENDMENTS

Section A. Changes in these bylaws may be proposed by the MTA Board or by a petition to the President signed by any ten members of the Association.

Section B. Such proposals will become amendments to these bylaws by the following procedure:

1. Written or electronic notice of the proposed change will be given to all members of the Association, either by the Executive Board or by the petitioners, at least two weeks in advance of the meeting at which the proposal is to be voted on by the membership.

2. In the case of a proposal by petition, the Executive Board will discuss the proposal prior to the meeting at which the Association is to vote and will make its recommendation concerning it to the membership. This recommendation may be given either orally or in writing (print or electronic) to all members. The recommendation must be given within two weeks of its receipt by the President.

3. The proposal will be accepted by a two-thirds vote of those present.

Revision Dates:

June 14, 1977

June 24, 1991

June 6, 2005

May 10, 2007
June 3, 2009
June 7, 2014

Bylaws Committee Members:
1977: Jim Barton, George Callahan, Bob Santoro

1991: Cynthia Allyn, Nancy Featherman, Janet Fitzpatrick

2003-2005: Luanne Galt Ross Irwin, Joanne Schmidt, Jane Woods, Maura Batts

2007: Mary Cauldwell, Ellen Dugan, Martha Miller, Nancy Schiemer, Joanne Schmidt

2008: Martha Miller and Joanne Schmidt

2009: Deb Manning, Joan Lennon, Adam Coyle

2014: Jen Bassett, Madeline Chamberlain, Gail Duffy, Nicole Sheehan

2017: Gail Duffy, Allison Pollock, Bonnie Wren-Burgess

2019: Allison Pollock, Bonnie Wren-Burgess, Ann Marie Fratolillo

2023: Allison Pollock, Ann Marie Fratolillo, Erin Watson