

BY-LAWS OF SALEM EDUCATION ASSOCIATION

Article I - Membership

Section 1.

a. Active membership in the Association shall be open to all professional personnel employed in the schools of Salem, New Hampshire who hold an earned bachelor's 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 Education Profession. Superintendents, Assistant Superintendents, Principals, Assistant Principals, Personnel Directors, and Business Managers are excluded from this unit.

b. The first restriction in the preceding paragraph shall not affect professional personnel who join before September 1, 1969.

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 New Hampshire Education Association and the National Education Association.

Section 2.

Associate Members - Persons not employed in the schools of Salem, New Hampshire who are not eligible to become active members may upon payment of dues enroll as associate members with all the rights and responsibilities of active members except the right to vote, to hold office, or to represent the Association. Active members who retire with ten consecutive years of membership immediately preceding their retirement may continue as associate members for life, paying such annual dues as the Representative Council may determine.

Section 3.

Revocation of Membership - According to procedures adopted by the Representative Council, the Executive Board 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 competent jurisdiction of a crime involving moral turpitude; and may reinstate a member who has previously been suspended or expelled from the Association.

Article II - Officers

The officers of the Association shall consist of a president, a vice president, a secretary and a treasurer.

Article III - Executive Board

Section 1.

The Executive Board shall consist of all the officers. Executive Board shall be the executive authority of the Association.

Section 2.

The Executive Board shall develop the policies which this organization has been incorporated to pursue.

Section 3.

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

Section 4.

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

Section 5.

The Executive Board may vote to go into executive session on a business item only upon request of a member or those members directly involved in that business item. Any member so involved may attend said executive session.

Article IV- Representative Council

Section 1.

The legislative and policy adopting body of the Association shall be the Representative Council, and said Council shall be empowered to enact rules, regulations, policies, and activities pursuant to the other provisions of these By-Laws.

Section 2.

The Representative Council shall consist of the Executive Board, and one representative for each ten (10) members or fractions thereof from each school faculty.

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 V - Special Interest Sections

Section 1.

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

Section 2.

Prerequisite - Membership in the Association shall be prerequisite for membership in Special Interest Sections.

Article VI - Affiliation

The Association must affiliate with the National Education Association under its rules and the New Hampshire Education Association under its rules, (if such affiliation be possible.)

Article VII - Meetings

Section 1.

Executive Board - The Executive Board shall meet at least once a month during the school year at the call of the President or at the request of three members of the Board.

Section 2.

Representative Council - The Representative Council shall meet on the second Tuesday of each school month at 3:30 P.M. or at any other date and time at the call of the President or upon written request to the Executive Board from five Faculty Representatives.

Section 3.

Special Meetings - Special meetings of the Representative Council may be held at the call of the President or upon written request to the Executive Board from five Faculty Representatives or the president. Business to come before special meetings must be stated in the call, which shall be sent in writing to each representative.

Section 4.

General Membership Meetings - The Executive Board shall arrange at least two meetings of the members each year for discussion of professional issues.

Article VIII-Quorum

Section 1

A majority of their members shall be a quorum for the Executive Board and committees.

Section 2.

Those members present and voting shall constitute a quorum for the Representative Council.

Article IX- Power of Officers

Section 1.

President- The President shall preside over meetings of the Executive Board, recommend appointments or removal of the chairman and members of standing committees, subject to Executive Board approval, appoint special committees, be ex officio a member of all standing 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 other functions usually attributed to this office.

Section 2.

Vice President - The Vice-President shall perform the functions usually attributed to the office. They shall work closely with standing committees as the President may suggest. The Vice President shall become president when the presidency becomes vacant. They shall preside at all meetings of the Representative Council.

Section 3.

Secretary - The Secretary shall keep accurate minutes of all meetings of the Executive Board, Representative Council, and General Membership; 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 Executive Board. The Treasurer shall bill the members for their annual dues and collect them. They shall maintain a roll of the 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 Executive Board. They shall keep the President and Executive Board informed of the financial condition of the Association. They shall be bonded by the Association.

Section 5. Terms and Succession

a. The officers shall serve for one year and may be re-elected without an intervening term.

b. Whenever the offices of both President and Vice-President shall become vacant between elections, the remaining members of the Executive Board shall choose a member of the Association to serve as President pro-tempore until the Representative Council can fill the vacancies.

c. Whenever the office of Vice-President, Secretary, or Treasurer shall become vacant between elections, the Executive Board shall request the Representative Council to organize a special election to fill the vacancy.

Article X - Power of the Executive Board

Section 1.

The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies established, report its transactions and those of the Council to the members, and develop policies for consideration by the Council.

Section 2.

The Executive Board, or its delegates, shall represent the Association in negotiating personnel policies with the governing and appropriating bodies of the school system. Within policies established by the Representative Council it may make decisions binding the Association in these matters.

Article XI - Powers of the Representative Council

The Representative Council shall approve the budget, set the dues for the Association, act on reports of committees, approve resolutions and other policy statements, and shall adopt procedures for implementing the Code of Ethics of the Education Profession and those to be followed 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 the Association, and the conduct of meetings as are consistent with the Articles of Agreement and By-Laws. It shall be the final judge of the qualifications and election of officers and Faculty Representatives. Powers not delegated to the Executive Board, the officers, or other groups in the Association shall be vested in the Representative Council.

Article XII - Faculty Representatives

Section 1.

In each public school in Salem, New Hampshire faculty members who are members in good standing of this Association shall elect for a term of two years one Faculty Representative to the Representative Council for each ten (10) members or major fraction thereof. There shall be at least one Representative from each building. Where more than one such Representative is elected one shall be designated the Senior Faculty Representative, and the terms shall be staggered. Elections shall be held during the month of May at the discretion of the Executive Board. Representatives shall take their seats at the next meeting of the Representative Council.

Section 2.

Faculty Representatives shall attend the regular meetings of the Representative Council unless they receive prior excuses from the President. After two unexcused absences of a Representative, the president may declare the seat unfilled and call for a faculty election to fill

out the term. The President may designate a member in good standing to organize this special election.

Section 3.

The Faculty Representatives, with the Senior Faculty Representative as chairman, shall call building meetings of the Association members to discuss Association business, shall appoint such faculty committees as the Association may require, and shall organize and oversee the subsequent election of faculty representatives, the enrollment of members (in local, state and national associations), and two-way association communication within the building.

Article XIII - Committees

Section 1.

Structure - The President may appoint committees which are necessary to carry on the business of the Association.

Section 2.

Meetings - Each committee shall notify the President of each committee meeting at least 24 hours in advance.

Section 3.

Reports - Each committee shall choose a secretary who shall keep a record of activities. Chairmen shall report as necessary to the Representative Council, and shall prepare a written report at the request of the Executive Board.

Section 4.

Titles and Duties - Committees may include but are not limited to the following areas: negotiations, grievances, teacher welfare, professional rights and responsibilities, public relations, teacher education and professional standards, professional relations, and civic responsibility

Section 5.

Relation to Executive Board - The Executive Board shall assist the President to appoint members of committees and to fill all unexpired terms as vacancies occur. It shall require and assist committees to define their immediate and long-range objectives. It shall review committee plans as necessary and decide any jurisdictional argument between committees.

Section 6.

Relation to State and National Associations - The committees shall seek to understand and relate to the objectives and programs of corresponding units of state and national associations and may counsel with them.

Article XIV - Elections

Section 1.

a. The Communications Director shall report all nominations to the Representative Council at the April meeting. Members may nominate other candidates from the floor.

b. The Communications Director shall publish to the members brief information on each candidate.

Section 2.

a. Balloting - In May members shall vote for officers by ballot. The Communications Director shall report results to the President who shall cause them to be published.

b. The SEA by-laws will allow for on-line voting for contract ratification, and for local leadership positions, tallied and certified by the current Executive Board of the Salem Education Association.

c. New officers shall be installed at a special meeting of the Executive Board on or before the last school day in June. From the date of election to installation new officers may attend all meetings of the Executive Board and Representative Council and all committee meetings.

Article XV – Sick Bank Guidelines

The term guideline is being used to provide the Executive Board with some flexibility with decisions based on extenuating health related matters. The SEA strongly encourages its members to consider the private purchase of short term or long term insurance, however we do recognize that it is a personal choice. However, The SEA does not consider the Sick Bank an alternative to privately purchased short or long term disability protection. In addition, the SEA does not endorse nor encourage the use of the Sick Bank as an alternative to privately purchased short or long term disability protection. The guidelines described below outline the minimum amount of days a teacher could request from the Sick Bank, followed by the flexibility of requested additional days built in.

Once a teacher is eligible to access the sick bank, the following guidelines will be used:

Step 1 – With appropriate documentation a teacher is automatically eligible to access the number of days equal to their years of service.

Step 2 – With appropriate documentation and Executive Board approval a teacher is entitled to an additional twenty Sick Bank days.

Step 3 – If there are still days available in the sick bank, a teacher with appropriate documentation may request from the Executive Board up to 60% of additional days needed.

Article XVI – Authority

Roberts Rules of Order shall be the parliamentary authority for the Association on all questions not covered by the Articles of Agreement and By-Laws and such standing rules as the Representative Council may adopt.

Article XVII – Amendment

These By-Laws may be amended by two-thirds vote at any regular meeting of the Representative Council provided that proposed amendments have been previously studied by the Executive Board and that copies have been sent to Faculty Representatives two calendar weeks in advance of the meeting.

SEA Retirement Gift Protocol

Adopted June 2012

Awarding of an S.E.A. Retirement Gift

The presentation of a retirement clock shall be bestowed to any district employee, who at the time of their retirement has met the following qualifications:

1. Has worked at least ten years in the district
2. Was a member of the S.E.A. at the time of their retirement

An employee who has not met one or both of the above requirements may be presented with a retirement clock with the recommendation of the Executive Board.

