

# By-Laws

## Article I

### Duties of Officers

Section 1 The officers of the Revere Teachers Association shall be the President, First Vice-President, Second Vice-President, Treasurer, Financial Secretary, Recording Secretary, Corresponding Secretary, and the Board of Trustees.

#### A. President

1. The president or designee shall preside over meetings of the Executive Board, and at all general membership meetings.
2. The President shall advertise for membership of standing and special committees and be a member thereof “ex officio”. S/He may appoint members of these committees if positions are not filled through advertisement.
3. The President shall be the chief executive officers of the Association and shall represent it before the public either personally or through delegates and shall perform any other duties or functions usually ascribed to this office.

#### B. First Vice-President

1. The First Vice-President shall serve as President in the absence of the President, and assume all the duties of the President and perform any other duties assigned him/her by the President.
2. The First Vice-President shall prepare committee progress reports for the members.
3. The First Vice-President shall meet whenever advisable or necessary with Committee Chairpersons to discuss committee activities.

- C. The Second Vice-President, in the absence of both the President and First Vice-President, shall assume all the duties of the President while so presiding, and perform any other duties assigned him/her by the President.
  
- D. Recording Secretary
  - 1. The Recording Secretary shall keep a full and accurate account of all meetings of the Association and of the Executive Board and shall preserve all documents of the Association.
  - 2. The Recording Secretary shall, maintain official files and shall assist the President.
  
- E. The Corresponding Secretary shall carry out the necessary correspondence of the Association and shall keep a list of the officers, building representatives, members of committees, and all the active, ancillary, and honorary members of the Association.
  
- F. Financial Secretary
  - 1. The Financial Secretary shall maintain all membership records and make available a list of newly-paid members with copies available for officers of the Association.
  - 2. The Financial Secretary shall present the list of new members to the Association at the annual, mandatory General Meeting.
  
- G. Treasurer
  - 1. The Treasurer shall be bonded, hold funds of the Association, and shall remit or disperse the same on orders signed by the President and one (1) member of the Executive Board.
  - 2. The Treasurer shall keep an itemized account of receipts and expenditures and present a written report at each Executive Board and General Meeting.
  - 3. The Treasurer shall prepare a financial statement for publication to members annually at the mandated General Meeting.
  - 4. The Treasurer shall maintain his/her books in order and current.

H. The Board of Trustees shall consist of the past Presidents of the Association.

Section 2 Terms of Office

The terms of office for ail officers will be for two years and the officers may run for re-election.

Section 3 Installation of Officers

Upon the conclusion of an election, all officers shall be installed and assume their position prior to the closing of the school year in June.

## Article II

### Executive Board

Section 1 The Executive Board shall consist of the Officers of the Association and the Building Representatives.

Section 2 Rights and Responsibilities of the Executive Board

- A. The Executive Board shall be responsible for the management of the Association between meetings of the General Membership.
- B. The Executive Board shall approve all expenditures and report its transactions to the General Membership

Section 3 Meetings

- A. The first meeting of the Executive Board shall be held within four (4) weeks of the date school begins. Thereafter, meetings shall be held at such other times as is necessary and deemed vital to the interests of the Association.
- B. The meetings of the Executive Board shall be open to all members in good standing.
- C. All such members shall be accorded the right to speak.
- D. The Executive Board may converse in private session to discuss personnel issues, when a quorum is present, and two-thirds (2/3rds) of the Board so votes.

Section 4 Emergencies

- A. In an emergency, the Executive Board shall be empowered to vote on behalf of the General Membership when it is impossible to call a meeting of the membership in due time.
- B. The term “emergency” shall be subject to the interpretation of the President and the Executive Board, motions must pass by a two-thirds (2/3rds) majority vote of the Board Members present.
- C. If an emergency vote is to be taken, time shall be allowed between the presentation of the issue and the actual vote. A minimum of two working days must pass between the presentation and the vote.

Section 5 Authority to fill Vacancies

The Executive Board shall be empowered to fill any vacancy in the offices of the Association occurring between elections.

Section 6 Dues of the Association

The Executive Board shall be empowered to determine the dues for the Association.

## Article III

### General Membership

- Section 1 The General Membership shall be composed of those members of the Revere Teachers Association in good standing.
- Section 2 There shall be at least two (2) general meetings annually which will be determined by the Executive Board.
- Section 3 The Executive Board shall prepare a tentative agenda for each meeting and shall circulate it to all the members so that, the members will have time to discuss it prior to the meeting.
- Section 4 At least one-third of the total membership shall constitute a quorum.
- Section 5 The General Membership shall approve resolutions and other policy statements, and may adopt procedures for implementing the Code of Ethics.
- Section 6 It may adopt such rules governing the conduct of the association and the conduct of the meetings as are consistent with the Constitution and By-laws.
- Section 7 All powers and authority not specifically delegated to the Executive Board, the Officers, or other groups in the Association shall be vested in the General Membership.

## Article IV

### Building Representatives

- Section 1 Every school shall have one (1) Representative for every unit of thirty (30) members in a building with no building having less than two (2). In the event that no member volunteers, the President of the Association may appoint a Representative.
- Section 2 The Building Representatives shall attend all meetings of the Executive Board and report items of interest to the membership.
- Section 3 The Building Representatives shall report to the members in their buildings the recommendations of the Executive Board.
- Section 4 The Building Representatives shall report to the Executive Board all suggestions or grievances proposed by their fellow teachers.

## Article V

### Meetings

- Section 1 There shall be an Executive Board Meeting at least four (4) weeks after the first (1st) day of the school year and meetings thereafter shall be called as necessary for the benefit and interests of the General Membership.
- Section 2 There shall be at least two (2) General Membership meetings each year.
- Section 3 Special meetings shall be called by the Secretary at the request of the President or one-third (1/3rd) of the membership, provided that such request is in writing.

## Article VI

### Committees

Section 1 There shall be the following standing committees: Membership, Public Relations, Legislative, Social and Hospitality, Remembrance, and the Professional Negotiating Committee and the Professional Negotiating Team.

- A. Members of said committees shall be on a volunteer basis.
- B. In the event of insufficient volunteerism, the President will appoint members to these standing committees.
- C. Each committee with the approval of the Executive Board may arrange sub-committees from members of the Association in order to complete their tasks.

Section 2 Meetings

Each standing committee shall meet on an “as need” basis as set by the committee chairperson.

Section 3 Reports

Each standing committee shall prepare for presentation an annual report which will become part of the records of the Association.

Section 4 Titles and Duties

- A. The Membership Committee shall organize and conduct all phases of membership, local, state, and national, and inform respective members of programs and services rendered by the aforementioned organizations. This committee shall also conduct programs for the orientation of new teachers in the Revere School System.
- B. The Public Relations Committee shall plan, develop and promote appropriate activities to effect cooperative relationships between teachers, students, parents, and community organizations.

- C. The Legislative Committee shall be concerned with all types of legislation which affects the interest of the teachers, students, and the school system. It must be aware of all local, state, and national legislation and take appropriate action to seek support for the passage or defeat of the pending legislation.
- D. The Social and Hospitality Committee shall organize such social activities as may serve the needs of the members and promote fellowship within the Association.
- E. The Remembrance Committee shall organize and plan such activities as may be appropriate for the remembrance of deceased, active or retired members of the Association.
- F. The Professional Negotiating Committee
  - 1. The Professional Negotiating Committee shall consist of Members representing the following groups: Elementary School, Middle School, Revere High School; and Special Services.
  - 2. In the event of a lack of representation of any of the above mentioned groups and no member of said group volunteers to fill the vacancy, the President with the approval of the Executive Board, may appoint a member of that group to serve.
  - 3. The President of the Association shall be a member of the aforementioned committee ex officio.
  - 4. The Committee shall prepare proposals to be approved by the General Membership prior to being placed before the School Committee.
  - 5. Upon reaching tentative agreement on all matters under negotiation, the Committee shall prepare and submit its report and recommendations to members of the Association for ratification.

6. In the event of a school reorganization in which a grade or level is moved to another group as listed in F. 1, the Executive Board shall determine if a change in the composition of the Committee is necessary.
7. The Negotiating Committee shall be formed at least one year prior to the last year of the existing Contract and disband after the contract, they are negotiating, is ratified.
8. The Committee shall refer alleged violations of the Code of Ethics to the Committee on Professional Ethics of the Massachusetts Teachers Association provided such charges are submitted in writing.

G. The Professional Negotiating Team

1. The Professional Negotiating Team shall consist of the President and the Second Vice-President and other members agreed upon by the Negotiating Committee.
2. The Team shall negotiate with the School Committee on hours, wages, working conditions and all other relevant issues for all personnel in the bargaining unit.
3. The members of this Team should reflect a variety of groups within the General Membership. No Team shall have as its members representatives from only one group within the membership.

## Article VII

### Election of Officers

- A. The President shall appoint an Election committee consisting of members of the Executive Board not seeking elective office.
- B. Said Committee shall elect a Chairman and prepare nomination papers and make all necessary arrangements for conducting an election.
- C. Election of Officers shall be held during the third (3rd) week in May and shall be conducted by secret ballot in each building.
- D. Persons seeking office will require no fewer than fifty (50) nomination signatures of Association members in good standing.

## Article VIII

### Order of Business

- 1. Call to Order
- 2. Salute to the Flag
- 3. Roll Call
- 4. Recording Secretary's Report (Adoption of Minutes)
- 5. Treasurer's Report
- 6. Membership Secretary's Report
- 7. Correspondence
- 8. Report of Committees
- 9. Old Business
- 10. New Business
- 11. Announcements
- 12. Adjournment

## Article IX

### Rules and Procedures

- Section 1 Robert's Rules of Order shall be the authority of the Association.
- Section 2 The President shall appoint a Parliamentarian who shall attend all meetings, especially all General Membership meetings of the Association.

## Article X

### Amendments

- Section 1 The above and succeeding By-laws may be amended at any meeting of the General Membership of the association by a two-thirds (2/3rds) vote of the members present and voting, provided that a written notice of the intended change or changes has been presented to the members at least one month prior to the voting.
- Section 2 A majority of members present and voting at a General Meeting may vote to refer the intended amendment to the body for a secret ballot vote of the entire membership.