

# REVERE TEACHERS ASSOCIATION

## By-Laws

### Article I – Duties of Officers

#### Section 1

The officers of the Revere Teachers Association shall be the President/Co-Presidents, First Vice President, Second Vice President, Treasurer, Membership Secretary, Recording Secretary, and the Board of Trustees.

#### A. President/Co-Presidents

1. The President/Co-Presidents or designee shall preside over meetings of the Executive Board, and at all general membership meetings. Co-Presidents will run as a slate and will determine amongst themselves the responsibilities of the President.
2. The President/Co-Presidents shall advertise for membership of standing and special committees and be a member thereof “ex officio”. They may appoint members of these committees if positions are not filled through advertisement.
3. The President/Co-Presidents shall be the chief executive officer(s) 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.
4. In the event that one of the Co-Presidents needs to step down or is unable to complete the term, the other Co-President shall serve out the remainder of the term as President.

#### B. First Vice President

1. The First Vice President shall serve as President in the absence of the President/Co-Presidents, and assume all the duties of the President/Co-Presidents and perform any other duties assigned them by the President/Co-Presidents.
2. The First Vice President shall meet whenever advisable or necessary with Committee Chairpersons to discuss committee activities.
3. The First Vice President shall report pertinent committee news and updates at Executive Board meetings.

- C. The Second Vice President, in the absence of both the President/Co-Presidents and First Vice President, shall assume all the duties of the President while so presiding, and perform any other duties assigned them by the President/Co-Presidents. The Second Vice President shall serve as a member of the Grievance Committee.
  
- 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 keep a list of officers, building representatives, and members of committees.
  3. The Recording Secretary shall maintain official files and shall assist the President.
  
- E. Membership Secretary
  1. The Membership 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 Membership Secretary shall present a written report which summarizes current membership data at all Executive Board meetings..
  3. The Membership Secretary shall keep a list of all active members and update membership with affiliate organizations in a timely fashion.
  
- F. 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/Co-Presidents 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 their books in order and current.
  
- G. The Board of Trustees shall consist of the past Presidents/Co-Presidents of the Association.

## Section 2

### Terms of Office

The terms of office for all 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 positions 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
- C. By a two-thirds (2/3) majority vote of the Executive Board, an office can be declared vacant due to a board member being incapacitated or found grossly negligent in their duties as defined by these Bylaws.

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/Co-Presidents and the Executive Board; motions must pass by a two-thirds (2/3) 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-fourth 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 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/Co-Presidents of the Association may appoint a Representative.

0-60 Members	2 Building Representatives
61-90 Members	3 Building Representatives
91-120 Members	4 Building Representatives
121-150 Members	5 Building Representatives
151-180 Members	6 Building Representatives

**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. They shall organize voluntary monthly meetings for all teachers in their buildings to discuss the contract and other pertinent information and issues as well as distribute any written materials.

**Section 4** The Building Representatives shall report to the Executive Board all suggestions or grievances proposed by their fellow teachers.

**Section 5** The Building Representatives shall maintain a list of unit members within the building and regularly invite potential members to join.

**Section 6** The Building Representatives shall meet regularly with building administration, be trained in Weingarten Rights, and represent members in disciplinary and Level 1 grievance meetings.

**Section 7** Election of Building Representatives: Elections for Building Representatives will be held in each building no less frequently than every two (2) years.

## **Article V – Meetings**

Special meetings shall be called by the Recording Secretary at the request of the President or one-fourth of the membership, provided that such request is in writing.

## Article VI – Committees

Section 1      There shall be the following standing committees: Membership, Communications, Grievance, Social and Hospitality, Recognition & Remembrance, Committee on Political Education (COPE), the Revere Contract Action Team (RCAT), and the Professional Negotiating Team.

- A. Members of committees shall be on a volunteer basis, except for the Professional Negotiating Team.
- 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  
Prior to May 1, 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.  
  
The New Teacher Liaison shall be a member of the Membership committee and will organize social events for new teachers; keep an updated list of all teachers new to the school district and their membership in the RTA; keep new teachers updated on issues pertaining to events happening in their schools, around the school system, facing the Executive Board, and the RTA; and pass along information to new teachers from the MTA, NEA, and RTA
- B. The Communications Committee shall develop and execute a strategy to effectively manage internal and external communications for the benefit of the

Association. The committee shall maintain the Association website, social media accounts, and newsletters in collaboration with the President/Co-Presidents, COPE, and RCAT.

The Communications Chair and two Vice Chairs shall be appointed by the President/Co-Presidents.

C. Grievance Committee

1. The Grievance Committee shall field all inquiries, questions, and violations as they relate to the Collective Bargaining Agreement.
2. They shall assist members in processing and presenting grievances beyond Level One as defined in the Collective Bargaining Agreement.
3. They shall make recommendations to the Executive Board if grievances reach the Arbitration stage.
4. The Grievance Chair and two Vice Chairs shall be appointed by the President/Co-Presidents and will be responsible for organizing grievance meetings, communicating with the District or School Committee, writing up grievances, and keeping track of grievance timelines.

D. The Social and Hospitality Committee shall organize such social activities that may serve the members' needs and promote fellowship within the Association.

E. The Recognition and Remembrance Committee shall organize and plan such activities as may be appropriate for the recognition of retiring members and remembrance of deceased active or retired members of the Association.

F. The Committee on Political Education (COPE) shall plan, develop and promote appropriate activities to effect cooperative relationships between teachers, students, parents, and community organizations to engage in political education. The committee shall facilitate member-to-member communications about political issues and elections, endorse political candidates and make contributions to candidate campaigns from COPE funds.

The School Committee Reporter shall be a member of the COPE and attend all School Committee Meetings, prepare a written report for members of the Executive Board and COPE, and prepare a summary of the events that took place at the School Committee meetings for Executive Board Meetings.

G. The Revere Contract Action Team (RCAT)

The RCAT shall coordinate member and ally actions during contract negotiations.

Two RCAT Co-chairs will be elected by the general membership at the same time and in the same manner as the members of the Professional Negotiating Team (next subsection). RCAT chairs may not be elected Officers of the Association or members of the Professional Negotiating Team.

H. The Professional Negotiating Team

1. The Professional Negotiating Team shall consist of five members elected by the general membership, the President or one of the Co-Presidents, and the Second Vice President.
2. The five members of the Professional Negotiating Team will be elected by the general membership at least six months prior to the expiration of the contract or no later than two months prior to the start of bargaining. In the event that a member of the Team needs to leave the Team, the President/Co-President and/or Bargaining Chair will appoint a member in their place.
3. One of the five elected members of the Team shall be chosen by the team to serve as the Bargaining Chair. The President/Co-president or Second Vice President of the Association may not also serve as Bargaining Chair.
4. The Bargaining Chair will be responsible for running the planning meetings with the Team, keeping the Team updated for the negotiating meetings with the School Committee, and sending out updates to the general membership.
5. The Team shall prepare proposals to be approved by the General Membership prior to being placed before the School Committee.
6. 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.
7. Upon reaching a tentative agreement on all matters under negotiation, the Team shall prepare and submit its report and recommendations to members of the Association for ratification.
8. 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.
9. The Team 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.

#### 10. Silent Representatives

The RTA will make a strong effort to maintain a rotation of volunteers from the general membership, known as Silent Representatives, who will observe during negotiating meetings with the School Committee and contribute to discussions as part of the Professional Negotiating Team during caucus sessions. Silent Representatives will adhere to the established protocols for Silent Representatives. The Silent Representative Coordinator, appointed by the President/Co-Presidents, will organize the rotation of Silent Representatives to ensure wide-ranging representation from members, be responsible for preparation of Silent Representatives, facilitate communication between the core PNT and Silent Representatives and inform the District of the names of Silent Representatives prior to each bargaining session as necessary.

### **Article VII – Election of Officers**

- A. Prior to February first of an election year, the President/Co-Presidents shall appoint a Nominations and Elections Committee of members of the Executive Board not seeking elected office.
- B. The Nominations and Elections Committee shall select a Chairperson, prepare nomination papers, and make all necessary arrangements for conducting an election including: seeking candidates for Executive Board Officers, confirming candidates for all elected positions have maintained continuous membership since at least the first day of school of the year of the election, publishing names and information about candidates, running a secret election in buildings, and counting ballots.
- C. Election of Officers shall be held during the third (3rd) week in May and shall be conducted by secret ballot in each building or by an electronic election system such as “Election Buddy.”
- D. The names of the candidates for elective office together with information about each candidate shall be published and distributed to members no later than one week preceding the date of the election.
- E. All ballots will be counted the same day as the election in an open forum. Any RTA member in good standing may observe the counting of the ballots.
- F. To be elected, a candidate must receive a majority of the votes cast.
- G. All officers shall be elected for a term of two (2) years.

## **Article VIII – Stipends**

Members of the Executive Board who attend at least 75% of all Executive Board meetings will be paid the following stipends.

All positions requiring committee service also require 75% attendance at the associated committee's meetings.

The Grievance Chair and Communications Chair must also be present at 75% of Executive Board meetings to qualify for pay.

<b><u>Association Position</u></b>	<b><u>Annual Stipend</u></b>
President	\$5,000
Co-Presidents	\$2,500
1st Vice President	\$2,000
2nd Vice President	\$2,000
Recording Secretary	\$2,000
Membership Secretary	\$2,000
Treasurer	\$2,000
Building Representatives	\$1,000
School Committee Reporter	\$1,000
New Teacher Liaison	\$1,000
COPE Chair	\$1,000
Communications Chair & Vice Chairs	\$1,000
Grievance Chair	\$1,500
Grievance Vice Chairs	\$1,000
Bargaining Chair	\$2,000
Professional Negotiating Team (6)	\$1,500
RCAT Co-Chairs (2)	\$1,000
Silent Representative Coordinator	\$500

## **Article IX - Rules and Procedures**

**Section 1** Robert's Rules of Order Newly Revised in its latest edition shall be the parliamentary authority of the Association.

**Section 2** The President/Co-Presidents shall appoint a Parliamentarian who shall attend all meetings, especially all General Membership meetings of the Association.

Section 3 In the event no candidate(s) receive(s) a majority vote, a second election shall be conducted between/among the top vote getters. The ballot for the second election shall contain the names equal to the available positions plus one.

Section 4 In the event that the number of candidates equals the number of positions available, the candidates shall be declared elected and no election shall be conducted.

Section 5 In all instances of voting, members who vote shall be considered present and voting. All abstentions from voting shall be considered neutral.

### **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.

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