

**EASTON EDUCATORS' ASSOCIATION
BYLAWS
May 15, 2025**

**ARTICLE I
NAME**

The name of the organization shall be the EASTON EDUCATORS' ASSOCIATION, INC.

**ARTICLE II
AFFILIATION**

The Association shall be affiliated with the Massachusetts Teachers Association(MTA) and the National Education Association (NEA).

**ARTICLE III
OBJECTIVES**

1. General Objectives
 - a. To maintain and improve the quality of education for all.
 - b. To uphold high professional standards and to advance the socioeconomic well-being of educators.
2. Specific Objectives
 - a. The Executive Board is authorized and directed to establish specific objectives within the framework of the General Objectives above.
 - b. These Specific Objectives shall be reviewed, revised if necessary, and published.

**ARTICLE IV
MEMBERSHIP**

1. Active members are those who are hired to perform work of a professional nature in the field of education.
2. Active membership may be obtained by qualified persons by payment of annual dues.
3. Only active members, as defined in Article IV, may have the privilege of voting and holding office in the Association.
4. Any active member who is laid off under reduction in force language of the collective bargaining agreement may be a member of the Association.

**ARTICLE V
FINANCE**

1. If dues change, the amount shall be set by a vote by the Board of Directors and will be voted on by the membership through a ballot either virtually or in person. (Amended at the General Membership Meeting 3/27/24)
2. Dues: The Executive Board, acting on a recommendation from the Treasurer, shall set the terms for payroll deduction.
3. The Executive Board shall approve expenditures of money for other purposes.
4. The EEA will pay an accountant to audit books every three years.

**ARTICLE VI
OFFICERS AND FACULTY REPRESENTATIVE – DELEGATES**

1. The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer elected in May for a term of one year.
2. Each school shall have one Faculty Representative for each 10 Unit A members of the school, plus one additional member for any greater fraction thereof. The representatives who attend 70 % of board meetings will be compensated at the rate of \$100 per year. All buildings will have at least two representatives .
3. As many delegates as are allowed will be elected by the active members in accordance with MTA guidelines to represent the Association at meetings of our affiliate (MTA).
 - a. Delegates, as described in Article 6:3 shall be reimbursed for nominal expenses by the treasury.

**ARTICLE VII
NOMINATION/ELECTION OF OFFICERS AND BOARD MEMBERS
AND VOTING PROCEDURES**

1. Prior to April first, notification will be sent to all E.E.A. members seeking candidates for Officers as well as for Faculty Representatives (Board Members).
2. The current Faculty Representatives (Board Members) shall serve as the Election Committee and shall conduct an election prior to May 30th. This same Committee shall issue the ballots.
3. All officers shall be elected for a term of one year.

4. Board Members shall be elected annually for a term of one year and shall be elected from within their own buildings.
5. New Officers and Board Members shall take office at the May/June Board Meeting.
6. Faculty Representatives (Board Members) shall be responsible for special elections as directed by the Board of Directors.
7. Election of Officers and Board Members
 - a. Voting can be done in person or virtually using a platform agreed upon by the Board of Directors; such as Election Runner. The ballot and voting directions will be sent to members through personal email addresses.
 - i. In-Person Voting: Voting shall be conducted by secret ballot in April or May. Two Board Members shall supervise the elections in their buildings. Ballots must be available 20 minutes before school and 20 minutes after school. Absentee ballots may be submitted until noon of the following day. For example: If your election is on May 4th, members can cast an absentee ballot until noon on May 5th.
 1. Please have people sign in on a building staff list, most school secretaries have these. Only E.E.A. members can vote and this should be verified by the Membership Chair.
 2. Email the E.E.A. secretary the final counts for all elections. Then, send the Secretary the completed ballots and the sign-in sheets through Inter-School mail. These will be saved for 1 year.
 - ii. Electronic Voting: Voting shall be conducted by electronic confidential ballot in April or May. An election committee composed of a Board Member from each building, appointed by the President, will oversee all electronic voting procedures. Ballots will be available for a 48 hour period.
 - b. To be elected, a candidate must receive a majority of the votes cast.
8. Voting on Memorandum of Agreements and for Ratification of Contracts:
 - a. Voting can be done in person or virtually using a platform agreed upon by the Board of Directors; such as Election Runner. The ballot and voting directions will be sent to members through personal email addresses
 - i. In-Person Voting: Ballots must be available 20 minutes before school and 20 minutes after school. Absentee ballots may be submitted until noon of the following day. For example: If your election is on May 4th, members can cast an absentee ballot until noon on May 5th.

Voting officers will inform the President of any absentee ballots and the President or designee will set up a time to collect these votes. Absentee votes can be cast via email. On rare occasions that someone will not be present on the date of the election or the absentee date, the President has the option to add other absentee voting dates or votes may be sent by email.

1. Please have people sign in on a building staff list, most school secretaries have these. Only E.E.A. members can vote and this should be verified by the Membership Chair.
 2. When ratifying a contract, negotiation team members should not be present at the voting site, except to cast their own personal vote.
 3. The President or his/her designee shall collect all sealed voting envelopes on the day of the vote. Do not count the votes at individual buildings. Votes will be merged and counted as a whole.
 4. Ballots will be counted by designees of the President. They will not be members of the negotiations team.
- ii. Electronic Voting: Voting shall be conducted by electronic confidential ballot. An election committee composed of a Board Member from each building, appointed by the President, will oversee all electronic voting procedures. Ballots will be available for a 48 hour period.

ARTICLE VIII BOARD OF DIRECTORS

1. The Executive Board shall consist of the Association's officers and Board Members. Each member of the Board shall have one vote. All voting results will be recorded in the meeting minutes.
2. The Association President shall preside at all meetings. The Executive Board shall meet monthly during the school year on a schedule determined by the Board either in person or virtually. 25% of the Board Members must be present at the meeting to vote on new agenda items or business. If the Association President is unable to preside, he/she will consult with the Vice President.
3. Three members of the Board may request in writing to the President, with reason, additional meetings. A meeting will be convened within a week's time by the President.
4. The Executive Board shall conduct the Association's business. All meetings will be governed by the latest edition stated in these Bylaws.
5. Board Members will be given 48 hours notice for any additional meetings.

6. The Executive Board shall suggest policies and action to the general membership for its approval.
7. The Executive Board shall establish committees and create policies for governing them.
8. When an officer of the Association leaves for any reason, the Executive Board shall call a new election to fill the vacant office within thirty days.
9. Board Members will be building representatives who are responsible for the facilitation, coordination and communication of E.E.A. business at the building level.
 - a. Some responsibilities include: direct support to members regarding contract language and rights, communication of the E.E.A. business and actions, ensuring verification of the seniority list, providing E.E.A. paperwork such as sick bank applications, coordinating building elections, updates to new employee members, sending cards of condolence or congratulations and all other building tasks identified by the Board.
 - b. Board Members will serve as the point person for members of the Executive Board to provide building level communication relative to logistical and operational information.

**ARTICLE IX
DUTIES OF THE OFFICERS**

1. The President shall preside at all meetings of the Association and the Executive Board.
 - a. The President, with the advice and consent of the Board, shall appoint the chairperson of any committee. For example: standing committees, special committees, Sick Leave Bank, and a person to handle membership.
 - b. The President shall be an ex-official member of all committees.
 - c. The President shall be the executive officer of the Association.
 - d. The President shall be responsible for the overall maintenance of the Collective Bargaining Agreement and subsequent MOA's.
 - e. The President and/or the grievance chairperson will be available to represent members and the Agency fee persons should they request it.
 - f. The President or designee will represent the EEA on the Insurance Advisory Committee (IAC)
 - g. The President and/or designees will attend meetings coordinated with the Superintendent.
 - h. The President will meet annually with the Treasurer to review the annual budget.

- i. The President or designee will represent members in incidences of administrative leave, RIF or other personnel related concerns.
 - j. The President shall be paid an annual stipend of \$4,500, which shall be dispensed bi-yearly (December and June). The President shall also receive payment of local and affiliate dues.
 - k. If the position is shared between members, the stipend shall be split. The local and affiliate dues will be paid in full.
2. The Vice-President will assume the Presidency if the office becomes vacant, until a special election is called.
 - a. The Vice-President shall meet regularly with committee chairpersons to discuss committee activities.
 - b. The Vice-President shall be paid a stipend of- \$1,500, which shall be dispensed bi-yearly (December and June). The Vice-President shall also receive payment of local and affiliate dues.
 - c. The Vice President shall be available to consult on all district-level issues, including but limited to: grievances, negotiation of all contracts and memorandums, personnel issues, inter building disputes, etc.
 - d. The Vice President shall be available for meetings regarding public relations through a Contract Action Team or other public-facing group.
 - e. The Vice President shall act as the lead representative on all grievances and disputes occurring within their building and shall ensure that all members seeking a representative for a meeting are accompanied
 - f. Facilitate SOS outreach
 - g. The Vice President will act as the primary contact with the building(s) they are assigned by the President.
 - h. If the position is shared between members, the stipend shall be split. The local and affiliate dues will be paid in full.
3. The Secretary shall keep accurate minutes of all meetings of the Executive Board and shall distribute these minutes to all members of the Association within a timely manner of said meeting after President or Vice President approval.

- a. The Secretary shall maintain the official files (past ballots, MOA results/ballots, etc).
 - b. The Secretary shall maintain and update the seniority list at least once per year.
 - c. The Secretary shall keep track of yearly attendance at Board Meetings and share attendance with the Treasurer.
 - d. The Secretary will create an agenda draft for monthly Board Meeting to be shared with the President, Vice President, and Treasurer prior to monthly meetings for additions and edits.
 - e. The Secretary shall prepare In-Person Voting Officer Ballots once per year and send voting directions to Board Member Building Reps in all buildings (see Article VII).
 - f. The Secretary shall prepare In-Person Voting M.O.A Ballots when needed and send voting directions to Board Member Building Reps in all buildings (see Article VII).
 - g. The Secretary will accept all Absentee Ballots and report results to the designees of the President.
 - h. The Secretary will work with the Membership Chair to add and delete members from the E.E.A. email account.
 - i. The Secretary shall be paid a stipend of \$1,200, which shall be dispensed bi-yearly (December and June). The Secretary shall also receive payment of local and affiliate dues.
4. The Treasurer shall hold the funds of the Association and distribute them in accordance with budgeted authorization.
- a) The Treasurer shall keep an accurate account of receipts and disbursements, and shall report, in writing, monthly to the general membership.
 - b) The Treasurer shall be bonded for an amount in excess of the funds in the Association treasury.
 - c) The Treasurer shall be responsible for filing the 150E report to the labor relations commission.
 - d) The Treasurer shall file an annual report with the office of the Secretary of State.
 - e) The Treasurer shall file quarterly reports with MTA for office support.
 - f) The Treasurer shall be paid a stipend of \$1,800, which shall be dispensed bi-yearly (December and June). The Treasurer shall also receive payment of local and affiliate dues.

- g) The Treasurer will report the payroll for the officers and committee members and disburse checks from a payroll company.
- h) The Treasurer will manage grant applications, receipts and reimbursements.
- i) The Treasurer will manage the scholarship account, update the scholarship form and send it to guidance at OA and disburse checks to recipients in May of each year.
- j) The treasurer will pay for the annual P.O. Box Renewal Fee
- k) The treasurer will organize the direct donation scholarship drive in March.
- l) The treasurer will make donations to various organizations and will ask the board to vote on this as needed.
- m) The treasurer will collect all RSVP's and payments for the annual retirement party.
- n) The treasurer will coordinate all vendor payments for the retirement party, including donations for the centerpieces.
- o) The treasurer will coordinate an E.E.A. apparel order twice a year with Piesco's, in the fall and spring

ARTICLE X ANNUAL MEETING

1. An Annual Meeting may be held either in-person or virtually each year as determined by the Executive Board with 25% of Board Members approval.
2. Special meetings of the general membership may be held at the call of the President or by written requests to the Executive Board from 5% of the membership or 25% of the Board. Business to come before Special meetings must be stated to the Board members for distribution. Business shall be confined to these items.
3. The majority of the members of the Executive Board shall constitute a quorum for the Board meetings. A meeting of the membership requires a quorum of 10% of the membership. The Annual Meeting will be presided over by the President.

ARTICLE XI COMMITTEES

1. Committee Chairperson(s) shall be appointed each year by the President. All committees shall be directly responsible to the Executive Board through the President. Committees shall be formed at the discretion of the Board or by the vote of the general membership as needed.
2. Membership in all committees shall be open to all active members of the Association.
3. Written notice of all committee openings must be sent to all active members of the Association.
4. Committees will meet as necessary, to be convened by the President or the Chairperson(s).
5. Committee chairpersons shall submit reports to the Board for distribution to the Association at large.
6. The following committees shall be Standing Committees: Sick Leave Bank, Social Committee, Scholarship Liaison/Committee, and Bylaw Committee and other committees as stipulated by the Collective Bargaining Agreement.
 - a. The Sick Leave Bank is responsible for meeting and determining people's eligibility for the bank. It will consist of three members from Easton Educators' Association and two from Administration. It will be directed by the Sick Leave Bank Chairperson, who is appointed by the president and given a \$350 stipend.
 - b. The Social Committee is responsible for planning, organizing, and promoting three social events for all members. The committee will organize social events during the fall and spring seasons as well as an End of Year Celebration (Retirement Party) in June. The committee shall consult with the Treasurer for budget approval. The Social Committee will be decided and approved by the Executive Board and will be given a stipend of \$300 to be shared among the committee.
 - c. The Scholarship Committee is responsible for fundraising, establishing eligibility requirements, publicizing the scholarship, notifying members and recipients, maintaining records and dispersing funds coordinating with the Treasurer. The Chairperson will consult with Oliver Ames Guidance Department. The Scholarship Chairperson will receive a stipend of \$100.
 - d. The Bylaw Committee should meet, review, and update Bylaws every 3 years, or as needed to reflect changes in union operations or governance.
7. The Board Members shall field all inquiries, questions, violations as they relate to the Collective Bargaining Agreement. These will be immediately forwarded to the Grievance chairperson(s) or to the President to address.
 - a. The Grievance Chairperson(s) shall be responsible for the enforcement of Article 3 of the Collective Bargaining Agreement.

- b. The Grievance Chairperson(s) should notify the committee of any grievances in a timely manner during executive session.
 - c. The Grievance Chairperson(s) and/or President shall be available to members and agency fee people for representation if they request it.
 - d. The Grievance Chairperson(s) shall receive a stipend of \$650. If the position is shared between members, each Chairperson shall receive the full stipend.
8. The Membership Chairperson shall maintain an update of the membership employees of the bargaining units. The chairperson shall work closely with the treasurer and secretary.
- a. The Chairperson shall submit the membership roll to the MTA by October 15th complete with addresses, social security numbers, method of payment, and dues assessment.
 - b. The Chairperson shall prepare applications (transmittal form) for membership and distribute them to new employees and submit the transmittal form for MTA/NEA enrollment.
 - c. The Chairperson shall update the MTA/NEA roster annually.
 - d. The chairperson shall continue to compare information from the district to information from MTA throughout the year, bimonthly using the town payroll report.
 - e. The chairperson shall process new individuals hired after October 15th using the applications and make changes, or delete members from the roster as they leave the local.
 - f. The Membership Chairperson shall receive a stipend of \$850.
9. Media/Technology Support person will maintain design, management and current updates of EEA website, facilitate virtual meetings as needed, and manage electronic voting.
- a. Responsible for electronic voting, facilitating virtual meetings, website design and maintenance, social media, and text blasts.
 - b. Responsible for identifying technology and supports that will improve efficiency of operational processes (i.e., sick leave bank; seniority list; member list, etc).
 - c. Appointed by the President with the approval of the Executive Board
 - d. The Media/Technology support person will be paid a stipend of \$300 annually (effective 2022).

10. The Negotiation Teams and, if needed, chair people, shall be appointed by the President with approval of the Executive Board.
- a. The bargaining process will be decided by the Executive Board.
 - b. Membership will be asked to submit proposals to the Negotiation Team for consideration.
 - c. The Negotiating Teams shall negotiate with the School Committee on hours, wages, and working conditions.
 - d. Ratification of the Collective Bargaining Agreements shall be in accordance with General Law.
 - e. Local dues will be paid for members of Unit A, Unit B, and Paraprofessional Unit Negotiating Teams.
 - f. The chairperson, if needed, will have a stipend of \$300 for Unit A, \$100 for Unit B, and \$200 for Paraprofessional Unit.
 - g. When possible, the official proposed agreement will be given to members 10 business days prior to ratification vote. The President, with consultation from the negotiation team, reserves the right to change this timeline.
11. Each year, the President, with the advice and consent of the Executive Board, may appoint other special committees as may seem necessary for the operation of the Association and shall discharge them upon the completion of their duties.

ARTICLE XII RULES AND PROCEDURES

ROBERTS' RULES OF ORDER REVISED shall be the authority for the rules and procedures of the Association.

ARTICLE XIII AMENDMENTS

Amendments will be submitted at the Board meeting prior to the Annual Meeting, and copies of proposed amendments given to all active members one week prior to the Annual Meeting.

**ARTICLE IX
CODE OF ETHICS**

This Association adopts “The New Code of Ethics” which was adopted by the National Education Association (NEA).

**ARTICLE X
PARAPROFESSIONAL UNIT**

1. The Paraprofessional Unit shall have its own governing board consisting of a steward or co-steward and one para representative for every 10 paras in the building, with a minimum of at least two para representations from each building.
 - a. Minutes from board meetings will be submitted to Unit A Secretary to be sent out to all E.E.A. members.
 - b. Paraprofessionals will hold monthly meetings either in person or virtually. Board members who attend 70% of meetings will be compensated at a rate equal to the local dues. Steward will report meeting attendance to the Treasurer.
2. The Paraprofessional Unit will have a steward or co-steward.
 - a. Prior to April first, notification will be sent to all Paraprofessional members seeking candidates for Steward.
 - b. Steward shall be elected for a term of one year.
 - c. New Steward shall take office at the May/June Board Meeting.
 - d. Steward shall be responsible for special elections as directed by the Board of Directors.
 - e. Steward will attend and participate in Executive Board Meetings.
 - f. The Steward will report directly to the President.
 - g. The Steward shall be paid a stipend of \$650 and shall also receive payment of local and affiliate dues.
 - h. If the position is shared between members, the stipend shall be split. The local and affiliate dues will be paid in full.
3. The E.E.A. Grievance Chair(s) will work with Steward(s) to resolve any grievances.