

**Bedford Education Association
Constitution and By-Laws**

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Constitution

Article I

Name

The name of the Association shall be the Bedford Education Association.

Article II

Purposes

- Section 1: To provide an opportunity for members to work together effectively as an organized professional group for the welfare of school children, for the advancement of education, and for the improvement of instructional opportunities for all.
- Section 2: To strive for and to maintain a worthy professional and economic status for teachers.
- Section 3: To encourage continuous professional growth and development of the members.
- Section 4: To promote a spirit of fellowship and cooperation among members of this Association.

Article III

Affiliation

This Association shall be affiliated with both the Massachusetts Teachers Association and the National Education Association under their rules.

Article IV

Members

- Section 1: Active Members are those who:
- A. are engaged in work of a professional nature in the field of education; and,
 - B. hold membership in the Bedford Education Association; and, hold current and appropriate licensure.
- Section 2: Active Members of the Association shall also be members of the Massachusetts Teachers Association and the National Education Association.
- Section 3: Active Membership shall be continuous until the member leaves, resigns from the Association, or fails to pay membership dues.
- Section 4: Persons employed in the schools of Bedford who are not eligible to become active members may, upon payment of appropriate dues, enroll as Associate members with all the rights and responsibilities of active membership except the right to vote, to hold office, or to represent the Association.

- Section 5: Active members who retire may continue as Retired members for life, paying such annual dues as the Executive Board may determine.
- Section 6: The Executive Board may suspend from membership or expel any member who shall have violated the National Education Association Code of Ethics of the Education Profession and may reinstate a member who has previously been suspended or expelled from the Association.
- Section 7: The membership year shall be from July 1 to June 30.
- Section 8: Membership dues shall be paid on or before October 15 unless as member has agreed to payroll deductions.
- Section 9: Teachers entering the Bedford School System with paid membership in any local association affiliated with a state association and the National Education Association for the current school year shall be granted active membership in the Bedford Education Association.
- Section 10: Only active members as defined in Sections 1 and 2 of this Article IV shall have the privilege of voting and holding office in the Association.

Article V

Officers

- Section 1: The officers shall consist of a President, a Vice-President, a Secretary, a Treasurer, and the immediate Past-President.
- Section 2: Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his/her duties as defined in the Association By-laws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership so votes two-thirds (2/3) majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

Article VI

Executive Board

- Section 1: The Voting members of the Executive Board shall consist of the officers and the elected representatives.
- Section 2: Each school shall be entitled to one faculty representative for every twenty-five (25) active members or major fraction thereof. For example, a faculty of thirty-seven (37) members would have one faculty representative; a faculty of thirty-eight (38) members would have two (2). On a district-wide basis, Educational Assistants will have one representative for every twenty-five (25) active members or major fraction thereof and Secretaries will have one representative for every twenty-five (25) active members or major fraction thereof. There shall also be one (1) new member representative for the district.
- Section 3: There shall be at least one faculty representative from each school.
- Section 4: A majority of the members of the Executive Board shall constitute a quorum necessary to transact business.

Article VII

The Amendment Process

- Section 1: The Executive Board may adopt amendments to this constitution by a two-thirds (2/3) majority of those present and voting at any Regular Board meeting, provided that amendments have been introduced at the preceding regular meeting of the Executive Board and that copies of the proposed amendments have been distributed to representatives for faculty discussion.
- Section 2: Any member may, after securing the signatures of ten percent (10%) of the total membership, petition the Executive Board to amend this Constitution.
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By-Laws

Article I

Meetings

- Section 1: The Executive Board shall meet monthly at the call of the President. Three members of the Executive Board may request additional meetings. Any Bedford Education Association member may attend Executive Board meetings.
- Section 2: Special Meetings:
- A. Of the Executive Board may be held at the call of the President or upon written request to the Executive Board from ten (10) faculty members.
 - B. Of the General Membership may be held at the call of the President or upon written request to the Executive Board from five percent (5%) of the membership.
 - C. Business to come before special meetings must be stated in the call which shall be sent in writing to:
 - 1. Each Faculty Representative for distribution to each member in the event of a special meeting of the General Membership.
 - 2. Each member of the Executive Board in the event of a special meeting of the Executive Board. Business shall be confined to these items.
- Section 3: There may be General Membership Meetings during each school year which shall be determined by the Executive Board. The Executive Board shall prepare a tentative agenda for each meeting and shall circulate it to all members so that they will have time to discuss it prior to the meeting.
- Section 4: Quorums:
- A. The majority of their members shall be a quorum for the Executive Board and for Committees.
 - B. A quorum for General Membership Meetings shall be twenty percent (20%) of the members.
 - C. A quorum for ratification meetings shall be forty percent (40%) of the membership or one hundred (100), whichever is less.

Article II

Power of Officers

- Section 1: The President shall:
- A. Preside over meetings of the Executive Board and of the General membership.
 - B. Appoint the Chairperson and members of the standing committees and special committees.
 - C. Represent the Association before the public, either personally or through delegates, and shall perform all other functions usually attributed to this office.
 - D. Inform the members of the policies, programs, services, and accomplishments of the Association. Publish the names of the candidates for elective office together with information about each candidate no later than two weeks preceding the date of the election.
- Section 2: The Vice-President shall:
- A. Serve as Chairperson of the Professional Rights and Responsibilities Committee whose membership and duties shall be:
 1. Proportional representation from all levels – Elementary, Middle, High, and Administration.
 2. To develop Association positions on all matters pertaining to the rights of Association members especially academic freedom, professional and personal leaves, administrative discipline and dismissal, and grievance procedure; and shall compile data to support such positions in negotiations.
 3. To develop a program orientation to the NEA Code of Ethics for the members of the Association. It shall advise the General Membership on the implementation procedures for the NEA Code of Ethics.
 4. To make recommendations to the Executive Board in cases of grievances, censure, suspension, expulsion of members, or other related matters, prior to committing any Association resources (i.e., financial).
 5. To be the official agent of the Association in all grievances.
 - B. Designate either himself/herself or some other member of the P.R. & R. Committee to serve as a member of the Negotiating Committee.
 - C. Keep a record of and collect all membership forms from new members in coordination with the Treasurer.
 - D. Temporarily assume the duties and responsibilities of the President should said office become vacant.
 - E. Fulfill other duties as assigned by the President
- Section 3: The Immediate Past-President shall:
- A. Advise the Executive Board and assist the President at the latter's request.
 - B. If unable to fill this office, it shall be declared vacant and the Executive Board shall elect a replacement from the available Past-Presidents.

- Section 4: The Secretary shall:
- A. Keep accurate minutes of all meetings of the Executive Board and of the General Membership
 - B. Make available, upon request of any member of the Association, minutes of each Executive Board meeting.
 - C. A Secretarial Assistant may be appointed annually by the President to maintain official files, and assist the President with the Association correspondence.
 - D. Fulfill other duties as assigned by the President.

- Section 5: The Treasurer shall:
- A. Hold the funds of the Association and disburse them upon authorization of the Executive Board.
 - B. Organize and conduct unified membership enrollment among members.
 - C. Communicate regularly with the Business Office staff regarding deductions for dues.
 - D. Maintain a continually updated roll of the members.
 - E. Provide the Executive Board with a current year list of members at or before the November meeting annually.
 - F. Keep accurate accounts of receipts and disbursements, and shall report same to each meeting of the Executive Board.
 - G. Prepare an annual financial statement for publication to members as directed by the Executive Board and be responsible for all legal financial forms.
 - H. Prepare a budget for the next fiscal year to be presented at the last Executive Board meeting of the school year.
 - I. Inform the President of all disbursements
 - J. Be bonded by the Association.
 - K. Fulfill other duties as assigned by the President

- Section 6: Terms and Succession
- A. The President, Vice-President, Secretary, and Treasurer shall serve for two years and may be re-elected without an intervening term.
 - B. The newly elected officers shall assume their duties on the first school day in June in the calendar year of their election.
 - C. Whenever an office of the Executive Board becomes vacant, the remaining members of the Executive Board shall choose one of their number to serve until said vacancy shall be filled by the governing procedures within 90 days.

Article III

Power of the Executive Board

- Section 1: Within policies established by the general membership, the Executive Board shall be responsible for the management of the Association and shall carry out policies of the Association.

- Section 2: It shall report its transactions to the General Membership and suggest policies for consideration by them.
- Section 3: With regard to finances, the Executive Board shall:
Review all expenditures of, including stipends for, the Association.

Article IV

Faculty Representatives

- Section 1: In each public school in Bedford, faculty members who are members in good standing of this Association shall elect for a term of one year a proportionate number of representatives to the Executive Board.
- Section 2: Faculty Representatives shall attend the regular meetings of the Executive Board unless they receive prior excusal from the President. (A non-voting alternate may be chosen by said Representative in case of said excused absence.)
- A. After two unexcused absences, the Executive Board may declare the seat vacant and call for an election to fill the remainder of the term.
- B. The President shall designate the Nominating Committee to conduct such a special election.
- Section 3: The Faculty Representatives shall be responsible for distributing Association communications to the members in their buildings, for keeping their members informed, and shall further act as liaison from the members in their buildings to the Executive Board.

Article V

Committees and Delegates

- Section 1: The President, with the approval of the Executive Board, shall appoint members of the following committees: Nominating, Scholarship, Social, Legislative, Membership, Public Relations, and other such committees as needed.
- A. Scholarship Committee:
1. The Scholarship Committee shall meet to confer on names of applicants and shall submit these names and the amounts of money needed to the Executive Board for final approval.
- Section 2: Delegates and Representatives:
- A. Expenses for these meetings or conventions as preapproved by the Executive Board shall be borne by the Association.

Article VI

Elections of Officers

- Section 1: Nominations may be made by association members in good standing to the President before the second full week in February.
- Section 2: The election of officers shall be held at the beginning of March such that new officers may assume their duties effective the first school day of June of that same year.

Section 3: All elections of officers shall be conducted by procedures established by the Executive Board.

Article VII

Finance

Section 1: The annual dues shall be determined by the Executive Board and shall include membership in both the Massachusetts Teachers Association and the National Education Association.

Section 2: Associate members shall pay one-half the amount of dues per capita exclusive of the dues membership in the Massachusetts Teachers Association and the National Education Association.

Section 3: Retired members shall pay \$1 local dues in addition to MTA/NEA dues.

Article VIII

Collective Bargaining

Section 1: The President, with approval of the Executive Board, shall have the power to appoint members of the Negotiating Committees for each unit in the BEA. He/She shall attempt to secure proportional representation on the Committee for elementary, middle, and senior high levels, as well as across disciplines.

Section 2: Duties of the Negotiating Committee:

- A. The Chairperson of the Negotiating Committee shall schedule at least one hearing, prior to the date for submitting proposals to the School Committee, to discuss bargaining proposals.
 1. The date of the hearing, together with the list of tentative proposals, shall be published through the Committee representatives at least one week in advance of the hearing.
 2. Any faculty member in good standing shall have the right to submit proposals to the Chairperson of the Negotiating Committee and shall the right, also, to speak to any proposal scheduled for discussion at the hearing.
- B. The Negotiating Committee, following its hearing(s), shall have the right to approve, reject, alter, or combine any proposals, in the interest of facilitating successful negotiations.
- C. Upon reaching tentative agreement of all matters under negotiation, the Committee shall prepare and submit its report and recommendations to the Association members at a ratification meeting.
- D. The Chairperson of the Negotiating Committee shall report the progress, or lack thereof, of negotiations to the Executive Board, as requested by the President.
- E. Should negotiations not be concluded successfully, the Negotiating Committee shall meet with the Executive Board before committing any financial resources of the Association to the mediation or fact-finding.

Section 3: Procedures for Ratification:

- A. The Negotiating Committee will arrange the date, time, and place of the

ratification meeting and communicate such arrangements to the General Membership at least one week prior to such meeting.

- B. The ratification meeting may be held at any time during the ten-month teacher year as defined in the current contract.
- C. A majority vote of the members present and voting shall constitute ratification.

Article IX

The Amendment Process

These By-Laws may be amended at a regular meeting of the Executive Board by a two-thirds (2/3) vote of those present and voting, provided that a written notice of the proposed amendments shall have been given to the members at least one week prior to the meeting.

Article X

Parliamentary Authority

The Parliamentary Authority of the Bedford Education Association shall be *Roberts' Rules of Order, Revised*.

Appendix listing stipends for officers and faculty and district-wide representatives

Appendix A--Stipends

President:	\$4,000
Vice President:	\$2,000
Treasurer:	\$1,300
Secretary:	\$800

Building and District-wide representatives: \$100 with at least 80% attendance and/or at President's discretion.

Adopted: May 1976

Amended: June 6, 1979
April 6, 1982
March 3, 1983
June, 2010
September, 2012
December, 2017

BEDFORD EDUCATION ASSOCIATION

PAST PRESIDENTS

1953-54	Betty Lou Galley
1954-55	Loretta Matterazzo
1955-56	Lawrence Healey
1956-57	Richard Perria
1957-58	Helena Murphy
1958-59	Mary Devoe
1959-60	Joseph Herlihy
1960-62	Bernard Gollis
1962-63	George James
1963-64	Richard Rancatore
1964-65	John Vinagro
1965-66	Walter Malone
1966-67	James Rouvalis
1967-68	Robert Biggio
1968-69	William Ambrose
1969-70	Frank Hirsch
1970-71	Louise Beecy
1971-72	William Ambrose
1972-73	John McCarthy
1973-74	Robert Stevens
1974-76	Lauretta Stead
1976-82	Allan Timmons

1982-86	Caroll Walcott
1986 -88	Lauretta Stead
1988-92	Paula Verrier
1992-98	Marilyn Bemis
1998-08	Paula Verrier
2008-12	Christopher Zellner
2012-16	Kristen Tracy (Tocci)
2016-	Allison Hammer