

**Canton Teachers Association
Constitution and Bylaws**

Revised:
January 2004

Canton Teachers Association Constitution

Article I Name

The name of this organization shall be the Canton Teachers Association, Inc., hereafter referred to as the Association.

Article II Objectives

We, the members of this Association in order to fulfill our responsibilities to society and to the profession, do hereby adopt the following:

Section 1

To maintain and improve the quality of education for all.

To uphold high professional standards and to advance the socio-economic well being of educators.

To engage in any other related activities as are consistent with the law.

Section 2

The Executive Council is authorized and directed to establish specific objectives within the framework of the general objectives in Section 1 above. These specific objectives shall be reviewed annually and revised when necessary. Revisions shall be approved by a majority vote at a general meeting.

The funds of this corporation may be expended only in matters consistent with the objectives of the Association.

Article III Membership

Section 1

To qualify for membership in the Association each person must also join the Massachusetts Teachers Association, the National Education Association, and the Norfolk County Teachers Association.

Section 2

Individual membership in the Association shall be classified as active when the member has signed the Association membership card. Legal services of the Massachusetts Teachers Association will be available only to those who have signed a membership card before November 30 of the school year, except as specifically required in Chapter 150E of the Massachusetts General Laws.

Section 3

Only active members shall have the privilege of voting and/or holding office in the Association.

Section 4

Only active members shall have the privilege of attending Association meetings unless a majority vote of the Executive Council said meeting is opened to all professional employees, but non-members cannot vote.

Article IV Officers and Committees

Section 1

The officers shall consist of President, Vice President, Treasurer, and Secretary.

Section 2

There shall be an Executive Council, which shall consist of the officers and faculty representatives, with a ratio of representative to every ten active members in each school. Each school will have one alternate faculty representative from that school that will have the power to vote for an absent faculty representative from that school. The alternate should attend meetings of the Executive Council. The Treasurer will draw up a list of Association members each year indicating the school to which they are assigned.

Section 3

There shall be the following standing committees: Professional Negotiations Committee, Professional Rights and Responsibilities Committee, Election Committee, Social Committee, Scholarship Committee, and Sick Leave Bank Committee.

Section 4

The President, upon approval of the Executive Council, shall have the authority to form any committee deemed necessary.

The President, an ex-officio member of each committee, shall be allowed to vote.

Section 5

Each committee shall elect its chairperson by a majority vote of the committee.

In the event of a tie after three attempts to choose a chairperson, the President shall appoint a chairperson from those tied for the position.

Article V Elections

Section 1

The officers of the Association shall be elected in the spring, not later than June 1. The terms of all officers shall be one year, commencing on July 1. Any member may be nominated for any office in the Association by the Election Committee or on the second motion of a member of the Association at the spring general meeting.

Section 2

The members of the Professional Rights and Responsibilities Committee shall be elected in the spring, not later than June 1. The terms of all members shall be two years, commencing September 1.

The Professional Rights and Responsibilities Committee shall consist of nine members, three from Canton High School, three from Galvin Middle School, three from elementary (one from each school).

Section 3

The members of the Professional Negotiations Committee shall be elected in the spring, not later than June 1. The terms of all members shall be two years, commencing September 1.

The Professional Negotiations Committee shall, if possible, consist of six members. There shall be two active members from each of the three levels: two elementary, two middle school, and two high school.

Section 4

The Sick Leave Bank Committee shall be elected in the spring, not later than June 1. The terms of all members shall be two years, commencing September 1.

The Sick Leave Bank Committee shall consist of two active members at large voted by the total membership.

Section 5

The Norfolk County Teachers Association Representative shall consist of one member. The Norfolk County Teachers Association Representative shall be elected in the spring, not later than June 1, according to the Norfolk County Teachers Association Bylaws.

Section 6

The Faculty Representatives shall be elected in the spring, not later than June 1. The term of Faculty Representative shall be one year, commencing on September 1.

Section 7

In the event of a vacancy on any elected committee, the President shall appoint a member temporarily to fill that vacancy until the next election.

Section 8

All other committees shall be appointed for a term of one year by the President with the approval of the Executive Council.

Article VI Meetings

Section 1: General Meetings

There shall be at least one General Meeting of the Association per year. This meeting shall be held on the first Tuesday in May. Written notification of the General Meeting must be posted in each school building at least one calendar week (7 days) prior to said meeting.

Section 2: Special Meetings

Special Meetings of the Association may be called by the Executive Council or by the President. A written petition of ten members of the Association presented to the President requires the President to call a Special Meeting. Notice of a Special Meeting shall be posted in each building one calendar week (7 days) prior to the meeting. This notice shall state the date, time, place, and agenda. No business shall be transacted except that borne on said agenda.

Section 3: Executive Council Meetings

A specified date each month shall be set-aside for Executive Council Meetings. The Executive Council may be called into session at any time with at least three days notice by the President or by a written request of any five members of the Association.

Meetings of the Executive Council may be held in the summer if necessary.

Section 4: Informational Meetings

The Professional Rights and Responsibilities Committee shall call an Informational Meeting of the membership. The purpose of this meeting shall be to discuss progress in negotiations, or to present a memorandum of agreement between the Association and the School Committee.

Article VII Ratification of a Contract

Section 1

To become effective, a negotiated contract must be ratified by majority vote (of those members voting) in a special election to be held in the respective buildings.

The written negotiated contract shall be given in a complete package final draft copy to the Association members a minimum of three (3) days prior to the ratification vote.

The ratification vote shall be by written ballot.

**Article VIII
Quorum**

Section 1: General Meetings and Special Meetings

The quorum for General Meetings and Special Meetings shall not be less than one-fifth of the total membership of the Association.

Section 2: Executive Council Meetings

The quorum for Executive Council Meetings shall not be less than one-half of the Council members.

**Article IX
Finance**

Section 1

The annual dues for membership shall be as follows:

| | |
|-------------------------------------|--------------|
| Canton Teachers Association | current dues |
| Norfolk County Teachers Association | current dues |
| Massachusetts Teachers Association | current dues |
| National Education Association | current dues |

Section 2

Every expenditure made and every obligation incurred must be approved by the Executive Council, except as indicated in Section 3 below.

Section 3

The President shall have the right to incur obligations not to exceed \$250.00 per year for incidental Association expenses.

**Article X
Amendments**

The Constitution and Bylaws may be amended at a meeting of the general body by two-thirds vote of the members with a quorum present. Written notice of the proposed amendments must be posted in a conspicuous place in each building one calendar week (7 days) prior to the meeting.

Revisions approved May 29, 1986
Revisions approved May 27, 1987
Revisions approved November 8, 1988
Revisions approved January 15, 2004

**Canton Teachers Association
Bylaws**

**Article I
Duties of the President**

Section 1

The President shall preside at General Meetings, Special Meetings, and Executive Council Meetings.

Section 2

The President shall supervise all plans for the efficient work of the Association and perform such other duties as usually devolve upon a President.

Section 3

The President shall submit a report at the General Meetings.

Section 4

The President shall be a member, ex-officio, of all committees.

Section 5

The President shall make temporary appointments for vacancies until the general election.

Section 6

The President or his/her designee shall attend School Committee Meetings.

Section 7

The President shall call a meetings of all standing committees before November 15.

**Article II
Duties of the Vice President**

Section 1

The Vice President shall assume the duties and responsibilities of President in case of the President's disability or at the President's request.

Section 2

The Vice President shall work on all committees with the President.

Section 3

The Vice President shall work to establish communication with surrounding local communities.

Article III Duties of the Secretary

Section 1

The Secretary shall handle all correspondences of the officers of the Council and of the general body.

Section 2

The Secretary shall attend all meetings of the Association and the Executive Council and record minutes of these meetings.

Section 3

The Secretary will be responsible for keeping files of the records of all meetings.

Section 4

The Secretary will report at each meeting the minutes of the previous meeting.

Article IV Duties of the Treasurer

Section 1

The Treasurer shall be the custodian of all the funds belonging to the Association and shall deposit them in the name of the Canton Teachers Association.

The Treasurer shall prepare and submit an annual budget to the Executive Council.

Section 2

The Treasurer shall maintain suitable membership records.

Section 3

The Treasurer shall direct the collection of dues.

Section 4

The Treasurer shall pay all bills authorized by the President or the Executive Council.

Section 5

The Treasurer shall record in the books any expenditure of any amount, no matter how small.

Section 6

The Treasurer shall give a Treasurer's report at the General Meeting, or whenever requested by the Executive Council or the President.

Article V Duties of the Executive Council

Section 1

The Executive Council shall control the affairs of the Association and establish policies governing all the committees except where otherwise specifically stated in the Constitution and Bylaws.

Section 2

The Executive Council shall have the power to expend funds.

The Executive Council shall approve an annual budget for the operation of the Association.

The Executive Council shall have the Association's accounts audited periodically.

Section 3

The Executive Council may suspend from membership a particular member of the Council for just cause(s). Two-thirds of the Council must agree that the cause(s) are sufficient grounds for suspension. A two-thirds vote is necessary to suspend a member.

Article VI Committees and Duties

Section 1

All committee chairpersons shall report to the Executive Council. All committees shall consist of at least one elementary, one middle school, and one high school active member whenever possible.

Section 2

Prior to the expenditure of any money by the committees, approval must be granted by the Executive Council, or by the President and Treasurer. The President shall report such expenditure to the Executive Council.

Section 3: Professional Negotiations Committee

The Professional Negotiations Committee shall negotiate with the School Committee on hours, wages, and working conditions for all personnel in the bargaining units.

The Professional Negotiations Committee shall process and evaluate suggestions concerning new contract proposals submitted by the general membership.

The Professional Negotiations Committee shall give periodic progress reports to the general membership.

Section 4: Professional Rights and Responsibilities Committee

The Professional Rights and Responsibilities Committee shall act on all written requests by members of the Association, as specified in the contract, and process all grievances.

Section 5: Election Committee

The Election Committee shall oversee the elections of the Canton Teachers Association and tabulate the ballots.

Section 6: Social Committee

The Social Committee shall plan functions and strive to attain a high degree of morale within the Association.

Section 7: Scholarship Committee

The Scholarship Committee shall assist in fundraising events and selection of all award recipients.

Section 8: Sick Leave Bank Committee

The Sick Leave Bank Committee shall perform the duties stated in the contract.

Article VII Committee Membership Suspension

Any committee may suspend from membership a particular member of such committee for just cause(s). Two-thirds of the committee must agree that the cause or causes are sufficient grounds for suspension. A two-thirds vote is necessary to suspend a member. The President shall have the power to vote in such action. The vote shall be by written ballot.

Article VIII Roberts Rules of Order

Roberts Rules of Order shall govern the proceedings of the Association where not inconsistent with this Constitution.

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Revisions approved May 27, 1987
Revisions approved November 8, 1989
Revisions approved January 15, 2004

