

# **Canton Teachers Association Constitution and Bylaws**

Last Revision: August 29, 2022

# **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 goals:

### **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 consistently strive to improve working conditions for all members.

To promote within the Association, the highest type of professional practices; to recognize as necessary a genuine spirit of professional ethics.

To protect the rights of members. To ensure that the members of the CTA have access to all of their legal rights under MGL 150e, due process, just cause, state and federal laws and any other rights entrusted to the CTA to protect. The Association shall guarantee that no member may be censured, suspended or expelled without a due process hearing which may include an appropriate appellate procedure.

### **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 must be sent to general membership who will have the opportunity to vote on amendments. Amendments will stand if approved by a majority vote.

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

## **Article III Membership**

### **Section 1**

Membership in the Unit A bargaining unit of the Association includes membership in the Norfolk County Teachers Association (NCTA), the Massachusetts Teachers Association (MTA), and the National Education Association (NEA).

Membership in the Unit E bargaining unit of the Association includes membership in the Massachusetts Teachers Association (MTA), and the National Education Association (NEA).

### **Section 2**

Individual membership in the Association shall be classified as active when the member has signed the Association paper or digital application for members and has submitted it to the CTA Membership Chair. The Membership Chair submits new members to the MTA.

Access to legal services through the Massachusetts Teachers Association will be determined by the MTA's Legal Services policy. Generally, such services will only be provided for those with active membership or those who have submitted a membership application.

### **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 present at said meeting votes that the meeting is opened to all professional employees, but non-members cannot vote.

## **Article IV Officers, Representatives, and Committees**

### **Section 1**

The Officers shall consist of: President, Vice President, Treasurer, Secretary, Membership Chairperson, and Unit E Chairperson.

### **Section 2**

There shall be a School Committee Representative and an NCTA representative.

There shall be representatives appointed by the Association to the Mentor Steering Committee, Health and Safety Joint Labor Management Committee, Sick Leave Bank Committee, and Ad-Hoc Evaluation Committee as specified in the Collective Bargaining Agreements.

### **Section 3**

There shall be an Executive Council, which shall consist of the officers and faculty representatives, with a ratio of one representative seat to every ten active members (1:10) in each school. The Membership Chairperson will draw up a list of Association members each year indicating the school to which they are assigned.

### **Section 4**

There shall be the following standing committees: Election Committee, Social Committee, and Scholarship Committee.

### **Section 5**

There shall be the following elected teams: Unit A Negotiations Team, Unit E Negotiation Team.

### **Section 5**

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 6**

Each committee may 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.

### **Section 7**

There shall be an Elections Committee, consisting of four members of the Executive Council, one being the Secretary. The term of the Elections Committee members shall be one year.

## **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 volunteering. The Officers shall be elected by secret ballot vote, on paper or electronically at the discretion of the Elections Committee. The President, Vice President, Secretary, Treasurer, and Membership Chair shall be elected by the members of all bargaining units. The Unit E Chairperson shall be elected by members of the Association who are in Unit E. The candidate for each Officer position getting the most votes shall be declared elected. Should there be a tie for the most votes, a run-off election shall be held.

## **Section 2**

The members of the Unit A and Unit E Negotiations Teams shall be elected in the spring, not later than June 1. The terms of all members shall be three years, commencing September 1. If a vacancy should occur between when a Negotiations Team member is elected and the commencement of their term, they shall fill the vacancy early. Terms for the members of the Negotiations Teams shall be staggered in order to ensure continuity.

The Unit A Negotiations Team shall, if possible, consist of six members in addition to the President. There shall be two active members from each of the three levels: two elementary/Pre-K, two middle school, and two high school. In the 2022-2023 elections, an election shall be held for one seat at each level, to serve a three year term. Thereafter, Negotiations shall consist of staggered three year terms.

The Unit E Negotiations Team shall, if possible, consist of four members in addition to the Vice President and Unit E Chair. There shall be two seats for PreK-5 and two seats for 6-12. In the 2022-2023 elections, elections shall be held for a three year seat PreK-5 and a three year seat 6-12. Thereafter, Negotiations shall consist of staggered three year terms..

## **Section 3**

The Sick Leave Bank Committee representatives 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 4**

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 5**

The School Committee Representative shall consist of one member. The School Committee Representative shall be elected in the spring, not later than June 1.

### **Section 6**

The Building Representatives shall be elected in the spring, not later than June 1. The term of Building Representative shall be one year, commencing on July 1. The Association members from each building shall elect the Building Representatives from that building.

### **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.

### **Section 9**

The Scholarship Committee shall consist of six members. The Scholarship Committees shall be elected in the spring, not later than June 1.

### **Section 10**

The Social Committee shall consist of six members. The Social Committees shall be elected in the spring, not later than June 1.

## **Article VI Meetings**

### **Section 1: General Meetings**

There shall be at least one General Meeting of the Association per year.

### **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 communicated to all members 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 Negotiations Team(s) may 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.

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.

## **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 currently seated Council members.

## **Article IX Finance**

### **Section 1**

The annual dues for membership includes the following:

Canton Teachers Association	current dues rate
Norfolk County Teachers Association (Unit A only)	current dues rate
Massachusetts Teachers Association	current dues rate
National Education Association	current dues rate

**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 \$750 per school 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 communicated to all members 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
- Revisions approved August 29, 2022



# 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 uphold and defend the integrity of the collective bargaining agreements of the Association.

### Section 3

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 4

The President shall submit a report at the General Meetings.

### Section 5

The President shall be a voting member, *ex-officio*, of all committees. If the members of a committee on which the President actively serves receive a stipend, the President shall receive the same stipend.

### Section 6

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

### Section 7

The President shall attend a monthly meeting with the Vice President and/or their designee and the Superintendent of Schools.

### Section 8

The President shall be responsible for addressing grievances, and filing class action

grievances according to the contract as they see fit.

## **Article II Duties of the Vice President**

### **Section 1**

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

### **Section 2**

The Vice President shall be a voting member, ex-officio, of all committees. If the members of a committee on which the Vice President actively serves receive a stipend, the Vice President shall receive the same stipend.

### **Section 3**

The Vice President or his/her designee shall work to establish communication with surrounding local communities.

### **Section 4**

The Vice President shall be a stipended member of the Unit E Negotiations Team.

### **Section 5**

The Vice President shall attend a monthly meeting with the President and/or their designee and Superintendent of Schools.

### **Section 6**

Hold a seat on the Health and Safety Committee.

## **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 prepare agendas for Association meetings.

## **Section 3**

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

## **Section 4**

The Secretary will be responsible for maintaining a digital archive of documents - all meeting minutes, reports, forms, and other files.

## **Section 5**

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

## **Section 6**

The Secretary shall maintain the Association website and Association's social media accounts.

## **Section 7**

The Secretary shall create promotional graphics as needed.

## **Section 8**

The Secretary shall chair the Election Committee.

## **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 record of payroll deductions and oversee collection of membership dues.

### **Section 3**

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

### **Section 4**

The Treasurer shall maintain records of any and all expenditures of the Association.

### **Section 5**

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

### **Section 6**

The Treasurer shall book accommodations for all union-related conferences when the local Association is paying for said accommodations.

### **Section 7**

The Treasurer shall reimburse members for approved Association related expenses.

## **Article V Duties of the Membership Chairperson**

### **Section 1**

The Membership Chairperson shall maintain membership records database.

### **Section 2**

The Membership Chairperson shall coordinate new membership sign-ups.

### **Section 3**

The Membership Chairperson shall assist the Treasurer with dues collection.

### **Section 4**

The Membership Chairperson shall provide union information and contracts to Unit A members.

### **Section 5**

The Membership Chairperson shall assist the Secretary with maintaining social media accounts, and email distribution lists to reflect current membership.

**Section 6**

The Membership Chairperson shall be a member, ex officio, of the Social Committee, and any Action Teams.

**Article VI  
Duties of the Unit E Chairperson**

**Section 1**

The Unit E Chairperson shall be the main contact for issues concerning Unit E members which can not be resolved at the building rep level.

**Section 2**

The Unit E Chairperson shall communicate with the President and Vice President any concerns in a timely manner.

**Section 3**

The Unit E Chairperson shall provide a report at each Executive Council meeting.

**Section 4**

The Unit E Chairperson shall be a member of the Unit E Negotiations Team with an additional stipend.

**Section 5**

The Unit E Chairperson shall provide union information and contracts to Unit E members.

**Section 6**

The Unit E Chairperson shall assist Membership Chairperson with maintaining records and a database of Unit E members.

**Article VII**  
**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.

**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.

**Section 4**

The Executive Council members shall attempt to resolve all building-level issues. They shall, when asked, represent members at meetings with Administration. If there is an issue that they are unable to resolve, they shall bring that issue to the President, Vice President, and Unit E Chair if applicable in a timely fashion.

**Section 5**

The Executive Council shall be organizers for the Association within their buildings. They shall either complete, or recruit others to complete, various tasks to ensure communication with all members.

**Article VIII**  
**Committees and Duties**

**Section 1**

A member of each committee shall report to the Executive Council, either by attending the meeting and giving a report or sending a brief written report in advance to the Secretary. All committees shall consist of at least one Pre-K/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 joint decision of the President, Vice President, and Treasurer. The President shall report such expenditure to the Executive Council.

## **Section 3: Negotiations Teams**

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

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

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

## **Section 4: Elections Committee**

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

## **Section 5: Social Committee**

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

## **Section 6: Scholarship Committee**

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

## **Section 7: Sick Leave Bank Committee**

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

## **Section 8: Mentor Steering Committee**

The Mentor Steering Committee shall perform the duties stated in the contract.

## **Section 9: Health and Safety Joint Labor Management Committee**

The Health and Safety Joint Labor Management Committee (JLMC) shall perform the duties stated in the contract.

## **Section 10: Ad-HocEvaluations Committee**

The Ad-Hoc Evaluations Committee shall perform the duties stated in the contract.

### **Article IX 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 X Robert's Rules of Order**

Robert's Rules of Order shall govern the proceedings of the Association where not inconsistent with this Constitution.

Revisions approved May 29, 1986  
Revisions approved May 27, 1987  
Revisions approved November 8, 1989  
Revisions approved January 15, 2004  
Revisions approved August 29, 2022