

**WEBSTER EDUCATORS ASSOCIATION**

**CONSTITUTION AND BY-LAWS**

**September 2013**

## **Article I Name**

The name of this Association shall be the Webster Educators Association.

## **Article II Objective**

It shall be the objective of this association to advance the interest of the schools, raise the standards of the professional personnel to form a representative body able to speak with authority for its membership, and cultivate a spirit of understanding and goodwill among the membership and the community.

## **Article III Membership**

**Section 1.** Membership shall be open to all teachers, nurses and all those who are engaged in work of a professional nature in the field of education in the Webster School System.

**Section 2.** Honorary membership: retired members, who upon retirement, apply in writing for membership shall be honorary non-voting members of the Webster Educator's Association.

**Section 3.** Three-way membership: Webster Educators Association members are also MTA and NEA members as stipulated by the MTA and NEA.

**Section 4.** Continuous membership: Membership in these associations shall be considered continuous unless written notification is received by the Treasurer of the WEA and Superintendent's office prior to October 1 of each school year

**Section 5.** Membership dues: WEA dues shall be reviewed and amended yearly.

**Section 6.** Dues Payment: Members may choose: (1) payroll deduction, (2) cash payment - a check for the total dues payable to: Webster Educators Association must be paid by December 1 as stipulated by the MTA/NEA rules for membership and insurance coverages. Whichever payment method is selected, the Building Representative must be notified in early September before payroll deductions begin.

**Section 7.** Ethics: Adherence to the present NEA Code of Ethics of the Educational Profession shall be condition of membership in the Webster Educators Association.

## **Article IV Officers**

**Section 1.** Titles: The officers of this Association shall be as follows:  
President/co President  
Vice-President  
Treasurer  
Secretary

**Section 2.** Term of office: The term of officers shall be for two years or until a successor shall qualify.

**Section 3.** Election: Election of officers shall take place biennially during the month of May. Elected officers shall take office the first Monday in June.

**Section 4.** Vacancy: The Board of Governors shall have the power to fill a vacancy in any office, except president, between the first meeting in the Fall and the last meeting of the school year.

**Section 4a.** In case the President's office and or the Vice- President's office are vacant, there shall be a general meeting of the association where nominations will be accepted from the floor for both offices. Then it shall be the responsibility of the secretary to print a ballot and an election will be held within 5 school days. The Board of Governors shall have jurisdiction over the election.

**Section 5.** Restructuring of officers. With approval of the Board of Governors the president and vice president positions may become combined to that of co presidents. Duties of both officers would also be combined.

**Section 6.** Eligibility of officers: Only members in good standing of the Association shall be eligible for election to an office of this Association.

## **Article V Duties of Officers and Representatives**

**Section 1.** Duties of the President: The President shall preside at all meetings of the Association and Board of Governors, and shall appoint all committee members, approve elected building representatives, and shall supervise all activities thereof. The President shall receive an honorarium of \$2500 plus his/her dues with 50% of this cost to be reimbursed by the MTA through their local support program.

**Section 2. Duties of Vice-President:** In case of absence of the President, the Vice-President shall assume the duties of the President. The Vice-President shall also be chairperson of the Public Relations Committee. The Vice President will assist the President with the day to day operations of the Webster Educators Association. The Vice-President shall receive an honorarium of \$750 per year plus his/her dues.

**Section 3. Duties of the Treasurer:** The Treasurer shall be bonded and keep full and accurate record of all monies received and shall deposit same in the name of and to the credit of the Webster Educators Association in depository as may be designated by the Board of Governors. He/she shall disburse all monies under the direction of the Board of Governors and shall present a written report annually audited by the Finance Committee, to the members and the Board of Governors. He/she shall keep a correct list of the membership and their addresses. The Treasurer shall receive an honorarium of \$600 per year, plus dues .

**Section 4. Duties of the Secretary:** The Secretary shall keep minutes of the general meetings, and meetings of the Board of Governors. The Secretary shall accept and record reports of various committees and shall keep a correct list of the membership and their addresses. The Secretary shall also serve as a member of the Public Relations Committee and keep a list of the retirees. The Association Secretary will send notice of the meeting dates to each Board member. The Secretary will also send the minutes of each meeting to all Board members for the purpose of posting in each building. The Secretary will receive an honorarium of \$600 per year, plus dues .

**Section 5. Duties of Building Representatives.** The term for Building Representatives will be for two years. They shall be elected by their building membership. Representatives need to have a letter of interest and five signatures of members from their respective buildings, unless excused by the President. He/she shall assume all powers, duties, and responsibilities of the Board. The Association Representative shall be responsible for distributing Association communications to the members, for keeping their members informed, and shall further act as liaison from the members to the Board. He/she shall make themselves available to members by conducting building informational meetings and/or individual appointments on a monthly basis. Representatives will receive an honorarium equal to half of their yearly dues.

**Section 6. New teacher Representative.**

- a. The New Teacher Representative shall attend all meetings of the Board.
- b. The term of New Teacher Representative shall be for one year.

- c. He/she may be re-appointed by the President, with the approval of the Board, on an annual basis until said representative reaches Professional status.
- d. He/she shall act as a liaison between the Board and the Non-Professional status members of the Webster Educators Association.
- e. He/she shall assume all powers, duties, and responsibilities of the Board.
- f. Appointment will be by election of the non-professional status members of the WEA. Interest in this position will be made available to the President by Oct. 1<sup>st</sup> of the current school year.
- g. They shall receive an honorarium of half of their yearly dues.

## **Article VI Board of Governors**

**Section 1.** Members of the Board of Governors: There shall be a Board of Governors consisting of the officers of the Webster Educators Association, the retiring President, a representative appointed by the nurses, and a representative of the coaches appointed by the coaches, building representatives from each building and a new teacher representative.

**Section 2.** Interim Authority: The Board of Governors shall handle all business of the Association occurring between the last meeting of the school year and the first meeting in the fall or any special meetings of the Association.

**Section 3.** Financial Authority: The financial administration of the Association shall be vested in the Board of Governors of the Webster Educators Association, which shall submit full reports thereof through the Treasurer. No financial obligation shall be incurred by any officer of the Committee except as may be authorized by the Association or the Board of Governors.

**Section 4.** School Committee meetings. Two members of the Board will attend each School Committee meeting. A schedule of which will be decided at the first Board meeting of each school year.

## **Article VII Meetings**

**Section 1.** Board of Governors: The Board of Governors shall meet quarterly during each school year, dates to be determined by the Board. Any three members of the Board of Governors may request additional meetings.

**Section 1a.** Any member who is absent for 3 consecutive meetings will forfeit their position on the board.

**Section 2.** General Membership Meeting: There shall be at least three general membership meetings each year. The president shall prepare a tentative agenda for each meeting and it shall be publicized by means of the building representatives.

**Section 3.** Special Meetings: A special meeting of the general membership may be held at the call of the President upon written request to the Board of Governors from seven (7) members of the Association. Business to come before special meeting must be stated in the call for the special meeting.

**Section 4.** Quorum: (1) Board of Governors and Committee meetings. A majority of their members shall be a quorum. (2) General Meetings: The quorum for the general membership shall be twenty - five percent (25%) of the total membership. If a quorum is not met, decisions will be made by the Board.

## **Article VIII Committees**

**Section 1.** Nominating Committee: The Nominating Committee shall consist of the President, Vice-President, President Elect, and the immediate Past- President. This committee will meet in April prior to the biennial election of officers to prepare and submit a list of nominees for the elective offices of the Association. Additional nominations may be made from the floor by any member of the Association.

**Section 2:** Negotiating Committee: The Negotiating Committee shall consist of the President, who will act as chairperson, the Vice-President , Immediate past President, nurse and coach representative and three members of the Association to be selected by the President from a list made up of those members who have secured the signatures of five members recommending them thereto. The Negotiation Committee shall be recognized as the official bargaining agent for the Webster Educators Association. An honorarium equal to one-half of the total of his or her WEA/MTA/NEA dues shall be paid to those members of the committee who were present for a minimum of eighty percent (80%) of all meetings of this Committee.

**Section 3.** Finance Committee: The Finance Committee shall consist of the Treasurer and three members of the Association appointed by the President. This Committee shall make budgetary recommendations to the Board of Governors and shall audit the Treasurer's books in the month of May with the assistance of the Auditing Committee.

**Section 4.** Public Relations Committee: Public Relations Committee shall consist of the Vice-President, President Elect, who will serve as chairperson, the Secretary, and three members of the Association to be appointed by the President.

**Duties of the Public Relations Committee**

1. The Committee shall plan, promote and direct the public relations program of the Association.
2. The Committee shall promote goodwill and favorable publicity for the Webster Educators Association.
3. The Committee shall be responsible for the printing and distribution of the Constitution and By-Laws.

**Sections 5.** Social Committee: The Social Committee shall organize such social activities as may serve the needs of the members and promote fellowship within the Association.

**Section 6.** Scholarship Committee: The Scholarship Committee shall be responsible for the distribution of funds allocated for scholarships, subject to the approval of the Board of Governors.

**Section 7.** Sick Bank Committee: The Sick Bank Committee shall consist of three members whose duties are delineated in the Contract between the Webster Educators Association and the School Committee or the Town of Webster in Article 11-7.

**Section 8.** Professional Rights and Responsibilities of Grievance Committee: This Committee shall consist of the building representatives, who will elect their own chairperson. This Committee shall be responsible for the grievance procedure according to Article 20 of the Contract between the Webster Educators Association and the School Committee of the town of Webster.

**Section 9.** Membership Committee: This Committee shall consist of the Treasurer and the building representatives who shall organize and conduct membership enrollment and inform the members of policies, program, services, and benefits of the association.

**Section 10.** Auditing Committee: This committee shall consist of two members who will audit the Association Books, including bank books, and report to the Finance Committee annually in the month of May.

### **Article IX Amendments**

This constitution may be amended by a two-thirds (2/3) vote of the duly accredited members of the Association at any meeting, or at a special meeting, provided written notice of the proposed amendments have been given to all members at least two weeks prior to such meetings.

### **Article X Unit A Evaluation of Building Administration Personnel**

The Executive Board will distribute evaluation forms to Unit A members in the spring of each year.

### **Article XI Procedure**

The rules contained in Robert's Rules of Order shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or special rules of order of the Association.

### **Article XII By-Laws**

By-Laws shall be proposed, amended, and voted by a majority of the general membership.

### **Article XIII Delegates**

. WEA delegates to the MTA conventions/ conferences: Approved expenses for the President and allocated delegates to attend the Annual State Convention of the Massachusetts Teachers Association shall be paid from the funds of the Webster Educators Association, and at the prevailing IRS rate, figured from home to place of such meeting and return; to also include hotel room and meals, subject to the approval of the Board of Governors.

### **Article XIV**

The said Constitution and by - laws of the Webster Educators Association shall be reviewed and updated upon contract renewal.



## Webster Educator's Association Administrator Performance Review

The Administrator Performance Review will be used on an annual basis. The purpose of the review is to provide both WEA members and administrators with a communication tool that expresses the views of WEA members regarding administrations, as well as the culture and climate of our buildings.

You will be given a copy of the Administrator Performance Review form. This form may be filled out on **any or all** Principals and Supervisors, who are **not** members of **Unit A**, and who evaluate you and/or supervise you on a regular basis. Principals and supervisors who may be reviewed include the following:

Please review the objective and criteria that are found on side one of the form. **Your signature is optional, but encouraged.** You are welcome to provide additional comments, if necessary. You will be given one form. If you need additional copies please see your building representative. **Due to the fact that this is Unit A business, please do not work on the form(s) during school hours. In addition, please do not photocopy or email them on school equipment.**

Please return the completed form(s), in an envelope, to your Building Representative. These forms are confidential and will only be reviewed by the WEA leadership prior to being presented to the Superintendent of Schools and each member of the School Committee. Additionally, each of the above named individuals will receive a summary of his/her results.

Thank you for taking the time to fill out this form. The information you provide gives us insight into the workings of each building. All comments, both positive and negative, are equally valuable. This annual review serves as your opportunity to review the performance of your administrators/supervisors in a professional and constructive manner.

## Performance Form Instructions

In 2013, the WEA established a way for members to review our Administrators in a professional matter. It was established as a fact finding tool for the association leadership. In order for the review to be valid we need your participation. It is our hope that each member will fill one out for each of the administrators that they have direct contact with. We ask for your name in order to keep this honest and professional. Your name is not shared with administration. In other words we do not give them a list of members that filled out forms. This is the process once you have filled out the Administrative Performance Review:

1. It is returned to the Building Representative in a sealed envelope.
2. The sealed envelopes are turned into the Board of Governors, opened and sorted.
3. A summary sheet is created for each administrator
  - Page 1 Numerical summary of responses
  - Page 2 List of comments written under each question and ending with a list of any additional comments that were made
4. Administrator is given a copy of their own Review Summary Sheet.
5. Superintendent and the Chair of the School Committee receives a copy of each Administrative Performance Review Summary Sheet.
6. All completed forms are then put in a manila envelope and sealed. This is stored with other WEA files.

At no time are your individual forms shown to Administration or the Board.