

Bylaws of the Ipswich Educators Association

June 2022

ARTICLE I - ASSOCIATION

The name of the Association shall be the Ipswich Educators Association Inc., hereafter IEA.

ARTICLE II - PURPOSES

Section 1. To promote ethical standards and professional practices among the total membership

Section 2. To enable its members to speak with a common voice on matters concerning the profession

Section 3. To promote the professional and educational interests of the membership in relations with the community in order to achieve the optimum conditions for education in Ipswich

Section 4. To represent the membership and agency fee payers of the Ipswich Public Schools in negotiations with the Ipswich School Committee as provided under Chapter 150E of the Acts of the Commonwealth of Massachusetts of 1974, as amended

Section 5. To represent the membership for such other purposes as permissible under the law and incidental to the purpose set forth here

ARTICLE III - AFFILIATION

Section 1. The IEA shall be affiliated with the Massachusetts Teachers Association (MTA), and the National Education Association (NEA).

Section 2. No person shall be admitted to or continue to be an active member in the IEA who is not also a member of the MTA and the NEA.

Section 3. Annually, prior to July 1, the IEA shall submit to the MTA, a list of its officers and Executive Board members and their addresses. The names and addresses of all members and agency fee payers, a current copy of the IEA Bylaws, any other governing instruments, and a copy of the most recently ratified contract, shall be submitted by November 15.

ARTICLE IV - MEMBERSHIP

Section 1. Active Membership

a. Active membership in the IEA is open to any employee of the Ipswich Public Schools employed in a position that is represented by the Association or which the Association seeks to represent. Active members are certified/licensed professional staff, Education Support Professionals and Paraeducators. *The term Education Support Professional (ESP) shall include Registered Behavior*

Technicians, Certified Occupational Therapy Assistants, Physical Therapy Assistants and Speech Language Pathology Assistants.

- b. An active member is entitled to vote, to hold office, and to receive all services and benefits of the IEA
- c. Active membership shall become effective upon full payment of dues on or before November 1 or by enrollment as a continuous active member by authorization of payroll deduction of dues to IEA /MTA / NEA
- d. Active membership shall continue in the IEA each year unless the member gives written notice to the Treasurer by June 15 requesting withdrawal of his / her membership for the following year. If the member is on payroll deduction such notification must also be given to payroll. In the event that a member leaves the employ of the Ipswich School System before the end of a school year, the balance of their dues must be paid.
- e. For purposes of interpretation or application of these bylaws, members with multiple building assignments shall be construed as being assigned to the building where they spend the majority of time.
- f. In order to receive any services, consultations, or legal representation, members on leave must maintain membership in IEA/MTA/ NEA and pay appropriate dues to the IEA by November 1 (first) of any school year.
- g. Membership shall be open to all persons employed as full-time and regular part-time Educators, Education Support Professionals and Paraeducators in the Ipswich Public Schools.

- h. The Executive Board Representatives for the Paraeducators and the Education Support Professionals will assist the President and Membership Coordinator of the IEA to ensure accurate complete membership data for their respective units.

ARTICLE V - OFFICERS AND BUILDING REPRESENTATIVE DUTIES

Section 1. Officers

- a. The officers of the IEA shall be as follows: a president or co-presidents, a vice president or co-vice presidents, a secretary, a treasurer, and a membership coordinator.

- b. The position of officer or committee member in the IEA shall be declared vacant if his/her dues are in arrears beyond November 1 of any calendar year.

Section 2. President(s)

- a. The President shall act as chief executive officer of the IEA

- b. The President, Vice President or a designated officer, shall preside at all meetings of the IEA and of the Executive Board.

- c. With the approval by a majority vote of the Executive Board the President shall appoint all members of special committees.

- d. The President shall be a member ex-officio of all committees with the exception of the Nominations and Elections Committee.
- e. No member(s) of special or standing committees may be removed by the President without a majority vote of the Executive Board in favor of the removal(s).
- f. The President shall represent the IEA before the public, either personally or through his/her designees.
- g. The President shall be a member of all Negotiating Teams.
- h. The President shall prepare a calendar of Executive Board meetings.
- i. The President shall prepare agendas for all regularly scheduled meetings of the Executive Board and cause the same to be distributed to all members of the Executive Board and building representatives no later than forty - eight (48) hours before the scheduled meeting.
- j. The President shall prepare agendas for general meetings of the membership and cause the same to be distributed to all building representatives no later than forty-eight (48) hours before the meeting.
- k. The President shall report on a regular basis to the membership concerning his / her activities on behalf of the Association, the actions of the Executive Board and other Association committees, and news/information of interest and significance to the membership.
- l. The President shall serve as a delegate to the MTA Annual Meeting and as a delegate to the NEA Representative Assembly. If the President is unable to attend either or both meetings, an additional delegate will be elected. (Article VII, Section 2b)
- m. The President shall be responsible to see that all amendments are incorporated into the existing Bylaws, and that a copy of the new Bylaws be made available to all members of the Association and appropriate agencies no later than November 1 of the year it is to become effective.

Negotiations

- a. The IEA President shall appoint the Negotiations Committee Chairperson.
- b. The President will be a member.

Committees

Membership on said committees shall be recommended by the President for approval by the Executive Board.

Meetings

The President may call special General Meetings for purposes including, but not limited to, budget presentations and annual reports from Executive Board members.

Rules of Procedure

The President shall appoint a Parliamentarian for each general meeting of the IEA.

Time Commitment: *2 year term*

Section 3. VICE PRESIDENT (S): Secondary and Elementary

- a. Vice Presidents shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, Vice Presidents may be asked to participate in additional emergency meetings as needed. *The VP also attends Mutual Concerns meetings and other meetings with the district leadership as needed.*
- b. The Vice President shall assume the duties of the President in his/her absence or at his/ her request
- c. The Vice President shall assume the office of President for the duration of the President's term in the event that the President is unable to serve. A special election to fill the office of Vice-President shall be held within 30 school days.
- d. The Vice President shall be an ex - officio member of all committees with the exception of the Election Committee.
- e. The Vice President shall preside over the Executive Board in the absence of the President, and shall perform all other functions expressly delegated to the office of the President.
- f. The Vice President shall be the primary contact for building representatives and handle initiatives regarding grievance procedures.

Term Commitment: *2 year term*

Section 4. Treasurer

- a. The Treasurer shall hold the funds of the IEA and shall disburse such funds upon authorization of the Executive Board.
- b. The Treasurer shall keep accurate accounts of receipts, disbursements, and investments, and shall make a report of such to the Executive Board at least once a month.
- c. The Treasurer shall keep an up-to-date list of paid members.
- d. The Treasurer shall submit to the membership a financial statement of the previous fiscal year, upon approval of an official vote of the Executive Board, by November 1.
- e. The Treasurer in conjunction with the Membership Coordinator shall be responsible for the billing of the membership for their annual dues or arrange for payroll deduction; shall bill agency fee members for agency fees; shall collect the dues and fees, and transmit amounts due to the MTA and the NEA
- f. The Treasurer shall apply for reimbursement of eligible expenses from the MTA at the end of each quarter or the end of the fiscal year when such expenses have accumulated.

- g. The Treasurer shall file appropriate paperwork with the state concerning information about the association, its officers and its dates of general assemblies.
- h. The Treasurer shall coordinate with an outside payroll service if necessary for payment of honoraria for officers and building representatives.
- i. The Treasurer shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, the treasurer may be asked to participate in additional emergency meetings as needed.

Term Commitment: *2 year term*

Section 5. Membership Coordinator

- a. The Membership Coordinator shall maintain up to date and accurate records of the membership for the IEA.
- b. The Membership Coordinator shall process new member applications as well as requests to discontinue membership.
- c. The Membership Coordinator shall provide membership record updates to MTA annually for the new school year and as needed throughout the year in accordance with MTA deadlines.
- d. The Membership Coordinator shall reconcile membership records with Ipswich Public Schools' Payroll department for accurate and timely payroll deduction of dues.
- e. Membership Coordinator should coordinate with the Treasurer regarding the current number of members and verify dues that the association is paying to affiliates.
- f. The Membership Coordinator shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, the Membership Coordinator may be asked to participate in additional emergency meetings as needed.

Term Commitment: *2 year term*

Section 6. Secretary

- a. The secretary shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, the secretary may be asked to participate in additional emergency meetings as needed.
- b. The Secretary shall keep accurate minutes of the general meetings of the IEA and of all meetings of the Executive Board. Executive board meeting minutes should be distributed to the Executive Board members within one week of the close of the meeting.
- c. The Secretary shall be responsible to see that all official votes of the Executive Board are kept on file and to see that they are dated, including a record of any roll - call votes.
- d. The Secretary shall disseminate the correspondence of the IEA at the request of the President

Term Commitment: *2 year term*

Section 7. Mass Child Coordinators:

- a. The Mass Child Coordinator shall be responsible for approving and/or denying requests for Mass Child funds based on the guidelines outlined by The Massachusetts Child.
- b. The Mass Child Coordinator shall keep accurate records of approved requests for funds and available funds.
- c. The Mass Child Coordinator shall communicate regarding disbursements of funds from the IEA and receipt of Funds from the Massachusetts Child with the Treasurer.
- d. The Mass Child Coordinator shall be responsible for submitting receipts for reimbursement to the Massachusetts Child.
- e. The Mass Child Coordinator shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, the Mass Child Coordinator may be asked to participate in additional emergency meetings as needed.

Term Commitment: *2 year term.*

Section 8. Paraeducator Representatives and Education Support Professionals Representative

- a. Representatives shall support the overall mission statement/specific goals of the IEA.
- b. Representatives shall welcome new building members and support membership recruitment.
- c. Representatives shall notify members of upcoming IEA meetings.
- d. Representatives shall meet when necessary with principal regarding any policy discussions, job posting, and contract interpretation for staff members.
- e. Representatives shall support and direct staff members to resources when questions arise regarding the contract.
- f. Representatives shall document staff concerns and problematic situations and follow-up with staff members regarding IEA advice when a situation arises.
- g. Representatives shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, building representatives may be asked to participate in additional emergency meetings as needed.
- h. Representatives shall report to the Vice President.
- i. There shall be one Education Support Professional Representative. The Representative shall be a member of the ESP bargaining unit.

j. There shall be two Paraeducator Representatives. Both representatives shall be members of the paraeducator bargaining unit. One will be employed in an Elementary position and the other in a Secondary position.

Term Commitment: *3 year term*

Section 9: Unit A Building Representatives

a. Building Representatives shall participate in monthly Executive Board meetings that are approximately 1.5 hours each. In addition, building representatives may be asked to participate in additional emergency meetings as needed.

b. Building Representatives shall document staff concerns and problematic situations and follow-up with staff members regarding IEA advice when a situation arises.

c. Building Representatives welcome new hires and work with the Membership Coordinator to recruit new members in their buildings.

d. Building Representatives keep members in their building informed by running monthly 10min meetings and offering discussion forums to explore issues of concern as needed.

e. Building Representatives meet regularly with principals to discuss issues that impact working conditions for educators in their building (i.e. policy decisions, job postings, contract interpretation etc.).

f. Building Representatives report to the Vice President.

TERM LIMIT: *3 year term*

ARTICLE VI – ELECTIONS

Section 1. Nominations of officers, building representatives., Teaching Assistant Representatives and Education Support Professional Representatives shall be submitted to the president no fewer than five calendar days prior to elections. The election of officers shall be for a term of two years, beginning July first of each year. The elections shall be held in separate buildings, or at an announced Association meeting under the direction of the building representatives. Elections may also be held digitally on a secure platform selected by a majority vote of the Eboard. The chosen platform must ensure both anonymity and a one-person one-vote guarantee.

Section 1A. Building Representatives shall be elected by IEA members who work in the building the nominee is seeking to represent. Teaching Assistant Representatives shall be elected by members of the Teaching Assistant Bargaining Unit. Education Support Professionals shall be elected by members of the Education Support Professionals Bargaining Unit.

Section 2. Building representatives, Teaching Assistant Representatives and Education Support Professional Representatives shall be elected for a term of three years.

Section 3. In the case of unexpired terms, an officer, building representative, teaching assistant representative or Education support professional representative may be appointed by the president to fill the term.

Section 4. Delegates to the annual meeting of the MTA shall be elected for a term of one year.

Section 5. Whenever a majority of the Executive Board shall agree that an officer is incapacitated or has been grossly negligent in his duties as defined in these bylaws, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership so votes by two-thirds majority to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

ARTICLE VII - THE EXECUTIVE BOARD

Section 1. Composition of the Executive Board

a. There shall be an Executive Board consisting of the President or Co-Presidents, Vice President or Co-Vice Presidents, the out going president(s), Secretary, Treasurer, Building Representatives, Membership Coordinator, one Education Support Professional Representatives and one Teaching Assistant Representative from Elementary and one Teaching Assistant Representative from Secondary or a Teaching Assistant designee of the president.

b. A quorum of the Executive Board exists when the President or Vice President is present plus a majority of the other members of the Board.

Section 2. Duties of the Executive Board

a. The Executive Board shall be responsible for the management of the IEA

b. The Executive Board shall be the sole policy - making body of the IEA

c. The Executive Board shall personally, or through appointed designees, represent the IEA in all negotiations with the Ipswich Public Schools and/or its agents in all matters relating to the conditions of employment as defined in Chapter 150E of the Acts of the Commonwealth of Massachusetts of 1974, as amended.

d. The Executive Board shall instruct the Nominations and Elections Committee to hold a special election to fill vacancies which may occur in any elected office during that term of office, except for the office of President (as outlined in Article V Section 3b). In the event no candidate comes forward, the Executive Board will appoint a member to fill the position until the next general election.

e. The Executive Board, by a two-thirds vote of its membership, may admonish, censure, suspend or expel any member of the Association for a violation of the MTA /NEA Code of Ethics. The member shall have the right to appeal to the General Membership and be afforded a hearing at a general meeting of the Association. The decision of the Executive Board may be overturned by a two-thirds (2/3) vote of the membership. If expelled by the membership, the member will revert to Agency Fee Payer status.

f. The Executive Board shall have all power not expressly delegated to the Officers.

Section 3. Finances

- a. The proposed IEA budget for the next fiscal year, approved by the Executive Board, shall be submitted to the membership by June 30.
- b. The Executive Board shall be responsible for overseeing the prudent deposit, withdrawal and/or investing of the I. E. A. funds. Transferring of funds, opening and/or closing of accounts must have prior approval of the Executive Board.
- c. The Association's funds shall be spent in the interest of the membership and in compliance with the purposes of the Association.
- d. Any expenditure using the Association's reserves whether principle or interest must be approved by two - thirds (2/3) vote of the Executive Board. The membership shall receive written notice of such an impending vote of the Executive Board 10 days prior to the vote.
- e. Money from the collection of dues is to be allotted for the IEA Scholarship. Interest from the Joseph I. Horton Memorial Scholarship Fund will be used to award a scholarship to a deserving graduating High School senior at the end of each academic year.
- f. The Executive Board shall be responsible for setting the dues annually.
- g. Increases in MTA and/ or NEA dues amounts shall be automatically added to membership dues. The membership will be informed of these increases prior to the first dues withdrawal of the year.

ARTICLE VIII – STANDING COMMITTEES

Section 1. It shall be mandatory upon the board to appoint the following standing committees: Nominating and Auditing. It may appoint other committees for local service or for service in connection with the committees of the MTA. (Normally the following committees shall be appointed: (1) Grievance Procedures Committee, (2) Membership, (3) Scholarship, (4) Retirement, (5) Legislation, (6) Public Relations, and (7) Negotiating Committee.)

Section 2. All committees shall submit a written or oral report at the annual meeting.

Section 3. Negotiations Committee For Unit A

- a. The IEA President shall appoint the Negotiations Committee Chairperson.
- b. The President will be a member.
- c. The following shall be elected by the membership: two (2) from the elementary, one (1) from the middle, and one (1) from the high school. The Executive Board shall appoint the remaining members. Members will serve until negotiations are completed and ratification has occurred.
- d. There will be a ratification vote for any and all negotiated agreements except for impact bargaining and monitoring of the contract. Agreements shall first be approved by the IEA negotiating team, then by the Executive Board, and finally by a simple majority vote of the membership. The ratification vote shall be held in separate buildings, or at an announced Association meeting consisting of a quorum under the direction of the building representatives. Elections may also be held digitally on a secure platform selected by a majority vote of the Eboard. The chosen platform must ensure both anonymity and a one-person one-vote guarantee. The Executive Board will set the date of the ratification vote. All members will be sent a summary of the agreement at least five calendar (5) days prior to any vote, unless waived by a majority vote of the membership.

Section 4. Negotiations Committee For Teaching Assistant Contact and Education Support Professionals Contract

- a. The IEA President shall appoint the Negotiations Committee Chairperson.
- b. The President will be a member.
- c. One Teaching Assistant shall be elected by the TA membership for the TA Negotiating Team. Two members may be elected to split the position.
- d. One Education Support Professional shall be elected by the ESP membership for the ESP Negotiating Team. Two members may be elected to split the position.
- e. There will be a ratification vote for any and all negotiated agreements except for impact bargaining and monitoring of the contract. Agreements shall first be approved by the negotiating team, then by the Executive Board, and finally by a simple majority vote of the membership. The ratification vote shall be held in separate buildings, or at an announced Association meeting consisting of a quorum under the direction of the Teaching Assistant or Education Support Professional representative respectively. Elections may also be held digitally on a secure platform selected by a majority vote of the Eboard. The chosen platform must ensure both anonymity and a one-person one-vote guarantee. The Executive Board will set the date of the ratification vote. All members will be sent a summary of the agreement at least five calendar (5) days prior to any vote, unless waived by a majority vote of the members

Section 5. The Executive Board may authorize other committees. Membership on said committees shall be recommended by the President for approval by the Executive Board.

ARTICLE IX - MEETINGS

Section 1. The President may call special General Meetings for purposes including, but not limited to, budget presentations and annual reports from Executive Board members.

Section 2. Upon written petition to the President, five (5) percent of the active members may request a meeting of the membership. Such meetings must take place within fifteen (15) school days after the President receives the written petition.

Section 3. The Teaching Assistant Representative may call general meetings of TA members. The Education Support Professional Representative may call general meetings of the ESP members. The IEA President or his/her designee will attend, as necessary.

ARTICLE X - QUORUM

Twenty (20) percent of the active membership shall represent a quorum. The President will maintain membership count by levels and publish the 20% quorum count by levels prior to every scheduled meeting.

ARTICLE XI - HONORARIA

Section 1. There shall be honoraria for members of the Executive Board. These shall be voted by the Executive Board at a designated meeting. A minimum of 75% of Executive Board members must vote in favor of the honoraria.

Section 2. Honoraria are not solely compensation for services rendered, but are also given by the Association in gratitude for that service. Honoraria shall be paid by the Treasurer prior to the last day of the school year.

Section 3. In the event the individual resigns or is removed from office, his / her honorarium shall be prorated based on time served.

ARTICLE XII - RULES OF PROCEDURE

Section 1. Robert's Rules of Order (newly revised), unless contrary to these Bylaws, shall be the parliamentary authority for the IEA Parliamentarian.

Section 2. The President shall appoint a Parliamentarian for each general meeting of the IEA.

ARTICLE XIII - AMENDMENTS TO THESE BYLAWS

Section 1. The membership shall be notified in writing at least five (5) calendar days before a vote is taken on proposed amendment(s).

Section 2. A vote on the proposed amendment(s) shall be held in separate buildings, or at an announced Association meeting consisting of a quorum under the direction of the building representatives. Elections may also be held digitally on a secure platform selected by a majority vote of the Eboard. The chosen platform must ensure both anonymity and a one-person one-vote guarantee. To pass, the amendment(s) must receive approval of two thirds (2 / 3) of the members present. Bylaws may also be amended by a two-thirds (2 / 3) vote of the membership, provided the total number of votes meet the quorum requirement.

Section 3. Amendments to these Bylaws shall become effective immediately unless indicated otherwise.

Section 4. On or before November 1 of each year, a copy of the Bylaws shall be made available to each member of the Association.

ARTICLE XIV - RIGHTS OF THE MEMBERSHIP

Active Members of the Association may challenge any official vote of the Executive Board. To challenge any official vote of the Executive Board, the challenging member must produce a petition stating the objections and bearing the signatures of not less than twenty-five (25) percent of active members. To overturn an official vote of the Executive Board requires a majority vote of the membership by ballot, no later than two (2) weeks after the petition has been presented to the Executive Board. The Nominations and Elections Committee will conduct the vote.

ARTICLE XV - DISSOLUTION AND LIQUIDATION OF THE ORGANIZATION

In the event of the dissolution and liquidation of the Corporation, and prior to the completion thereof, all of the assets, property, income, and other funds of the Corporation, not owned or held upon a condition requiring return, transfer or conveyance by reason of dissolution will be divided equally among the active membership.