

EDUCATION ASSOCIATION OF
PLYMOUTH AND CARVER, INC.
BY-LAWS
May 2015

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Article I Name

The name of this Association shall be the Education Association of Plymouth and Carver, Inc.

Article II Objectives

Section 1. To promote within the Association the highest type of professional practices; to recognize as necessary a genuine spirit of professional ethics.

Section 2. To aid in securing and maintaining equitable salaries and other such improvements in conditions as will enable members to function properly as a vital factor in the educational process.

Section 3. To ensure that the members of the EAPC 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 EAPC to protect. The Association shall guarantee that no member may be censured, suspended, or expelled without a due process hearing, which shall include an appropriate appellate procedure.

Section 4. To cooperate with the National Education Association, the Massachusetts Teachers Association when appropriate and when cooperation does not interfere with the advancement of the goals of the EAPC or the interest of its members.

Section 5. To encourage members to exercise their rights and privileges as citizens, and to accept, willingly, effective participation in community affairs.

Article III Membership

Section 1. There shall be two classes of members: Active and Retired.

Section 2. All Plymouth and Carver school personnel as outlined below are eligible for membership.

- A. All school personnel recognized by a collective bargaining agreement negotiated by the EAPC.
- B. Active membership will require payment of full Association dues, MTA dues, and NEA dues, unless the member has elected payroll deduction. Active membership includes the responsibility of supporting and working for the Association. Active members will have office-holding and voting privileges as outlined within these by-laws.

- C. Retired membership shall be available to any Active member upon retirement. Retired membership will require payment of five (5) dollars on or before October 31, and membership in both MTA-Retired and NEA-Retired. Retired members will have voting privileges as outlined within these by-laws.

Section 3. If current contracts require an agency fee, those persons paying such a fee will not be considered members of the EAPC.

Article IV Officers

Section 1. The officers of the Education Association of Plymouth and Carver shall be a President; three (3) Vice-presidents: one (1) for Plymouth Pre-K through grade 5 school affairs, one (1) for Plymouth secondary school affairs, and one (1) for Carver K-12 school affairs; a Secretary; a Treasurer; and a PR & R Chairperson. The foregoing, except for the PR & R Chairperson shall be elected from the Active membership of the Association by secret ballot. The PR & R Chairperson shall be designated by the President.

- A. The election of officers is to be held between May 1st and May 15th. The two-year term of each officer will begin on July 1 and end on June 30.
- B. In the event an officer is unable to finish six (6) months or more of his/her term of office, the President of the Association shall call a special election. This shall take place within twenty (20) school days of the creation of said vacancy to fill the remainder of the unexpired term.

Section 2: There shall be **Building Representatives** whose membership shall be determined as follows:

- A. Each school in the towns of Plymouth and Carver shall, annually, in September choose one Representative to the Building Representatives for every fifteen (15) members or part thereof. The one-year term of said Representatives shall begin September 1st, and end August 31st.
- B. Each school shall have at least one (1) Representative.
- C. At least one (1) secretary, paraprofessional, nurse, and Retired member shall be included on the Building Representative Committee. Designated alternates, whether elected or appointed, shall have full voting powers when present at Board meetings in place of the elected Board members.
- D. The Building Representatives will review annually the representation on the Board in consideration of the changing nature of the Association.

E. The President shall set the meeting calendar annually.

Section 3: There shall be an **Executive Committee** consisting of the President, three (3) Vice- presidents, Immediate Past President, Secretary, Treasurer, PR & R Chairperson, and six (6) Representatives elected from and by the Building Representatives: two (2) Plymouth Pre-K through grade 5, one (1) Carver Pre-K through grade 5, (1) one Carver Middle High School, and two (2) Plymouth secondary, one (1) academic and one (1) vocational representative). The Board shall also elect from its membership one (1) representative each from the secretary and paraprofessional units. The Board will also elect (1) active retired member to serve. In the event the immediate past president is not available, another past officer may serve at the invitation of the president.

- A. It may meet prior to all regular meetings of the Building Representatives, or upon the call of the president or a majority of its members. The committee will approve its meeting schedule presented by the president at the first meeting.
- B. It shall prepare, with the Treasurer's assistance, the annual budget for Building Representatives approval.
- C. It shall discharge responsibilities as may be referred to it by the Building Representatives and may initiate proposals for Building Representatives consideration.
- D. It shall annually approve a detailed job description for the president. The job description will include provisions that the President will account for his/her time.
- E. The term for non-officer executive board members will be from the first Building Representatives meeting of the current school year to the first Building Representatives meeting of the following school year.

Section 4: Impeachment of Officers

Impeachment of an Association officer must be initiated by the forwarding of a written statement of charges, signed by at least ten percent (10%) of the Association membership, to the Building Representatives. The Building Representatives must vote on impeachment at the Building Representatives meeting immediately following that at which the written statement of charges is presented. The officer may make an oral statement at the Building Representatives meeting prior to the vote. A two-thirds (2/3) vote of the Building Representatives in attendance at such meeting is needed for impeachment.

Article V
Duties and Powers of Officers, Executive Board and Building Representatives

Section 1. The President

- A. **The President** shall preside at all meetings of the Association and of the Building Representatives, and shall supervise the affairs of the Association.
- B. He/She shall appoint the Chairperson and members of the standing committees and special committees with the exception of the negotiation teams for Plymouth and Carver.
- C. He/She shall be the Executive Officer of the Association and be an ex-officio member of all Association committees.
- D. He/She shall perform all other functions usually charged to this office.
- E. At the beginning of the school year, the President shall present yearly goals for the Association that will be approved by the Executive Board. The President shall, at the last general Association meeting of the school year present a report of the year's activities and accomplishment of yearly goals.
- F. The President shall fulfill the duties specified in the job description approved by the Executive Committee on a yearly basis. The President will keep a monthly record recording time and activities.
- G. The President will work 230 days (49 days beyond teachers).
i. There are 260 days (excluding weekends) in year: 230 work days, nine holidays, 21 vacation days. Vacation days should be approved by executive board.

Section 2: The Vice-presidents

A. Vice President for Plymouth Pre-K through grade 5 School Affairs Job

Description:

1. The election of officer is to be held between May 1st and May 15th. The two-year term for the officer will begin on July 1 and end on June 30.
2. The Vice-president shall perform the duties of the President in his/her absence, or at his/her request.
3. The Vice-president shall attend Executive Board meetings held on the first Wednesday of each month from August till June.
4. The Vice-president shall attend Building Representative meetings held on the second Wednesday of each month from August till June.
5. The Vice-president shall act as coordinators for issues that arise that are specific to their town/district/ or inside their building(s).
6. The Vice-president shall be assigned duties and responsibilities by the executive board as needed, which includes: chairing a committee(s), being a member of a committee(s), participating in union based workshops, and attending meeting relative to union interest.

7. The Vice-President shall attend one school committee meeting per month.

B. Vice President for Plymouth Secondary School Affairs Job Description:

1. The election of officer is to be held between May 1st and May 15th. The two-year term for the officer will begin on July 1 and end on June 30.
2. The Vice-president shall perform the duties of the President in his/her absence, or at his/her request.
3. The Vice-president shall attend Executive Board meetings held on the first Wednesday of each month from August until June.
4. The Vice-president shall attend Building Representative held on the third Wednesday of each month from August until June.
5. The Vice-president shall act as coordinators for issues that arise that are specific to their town/district/ or inside their building(s).
6. The Vice-president shall be assigned duties and responsibilities by the executive board as needed, which includes: chairing a committee(s), being a member of a committee(s), participating in union based workshops, and attending meetings relative to union interest.
7. The Vice-President shall attend one school committee meeting per month.

C. Vice President for Carver K-12 School Affairs Job Description:

1. The election of officer is to be held between May 1st and May 15th. The two-year term for the officer will begin on July 1 and end on June 30.
2. The Vice-president shall attend Building Representative meetings held on the second Wednesday of each month from August till June.
3. The Vice-president shall act as coordinators for issues that arise that are specific to their town/district/ or inside their building(s).
4. The Vice-president shall be assigned duties and responsibilities by the executive board as needed, which includes: chairing a committee(s), being a member of a committee(s), participating in union based workshops, and attending meetings relative to union interest.
5. The Vice-President shall attend one school committee meeting per month. C. Vice President for Carver K-12 School Affairs Job Description:

Section 3. The Secretary

1. **The Secretary** shall assume the clerical responsibilities of the Association and keep a full, accurate, and permanent record of all business.
2. He/she shall keep full, accurate minutes and attendance of Executive Committee meetings, Building Representatives meetings, General Membership meetings, ratification meetings or any special EAPC meeting. A copy of the minutes shall be delivered by email or in person to the President at least 48 hours before the next scheduled meeting.

3. The Secretary shall attend Executive Board meetings held on the first Wednesday of each month from August till June.
4. The Secretary shall attend Building Representative meetings held on the third Wednesday of each month from August till June.

Section 4. The Treasurer

- A. **The Treasurer** shall be the custodian of the funds for the Association. The Treasurer shall receive and record all dues, see to the payment of bills, keep an accurate record of all receipts and disbursements on the EAPC office computer or in physical copy form in the office, and reconcile bank statements in preparation for the next Executive Board meeting.
- B. All payments of the Association shall be by check drawn on an Association account or by authorized Credit Cards in the Treasurer's and President's Names or online payments. Records of all transactions will be kept by the Treasurer.
- C. The Treasurer shall submit a complete, current financial report for any executive Board meeting or Building Representatives meeting.
- D. The Treasurer shall be responsible for the yearly auditing of all accounts. He/she shall facilitate an internal audit, with the assistance of a qualified member of the EAPC or MTA. A written report shall be submitted to the Executive Committee by the final yearly meeting.
- E. An independent audit shall be conducted in conjunction with the election of the Treasurer-
- F. He/She shall work with the President to draft and present the annual budget for the EAPC.
- G. He or She shall be responsible for submitting state, federal, and MTA filings and taxes within the required timeline requirements.

Section 5: PR & R Chairperson

- A. The **PR & R Chairperson** shall be in charge of all activities of the PR & R Committee.
- B. The PR & R Chairperson shall preside over all level two grievance meetings and above. In the event that the PR & R Chairperson is unavailable, the President shall preside over these meetings or another designee jointly approved by the President and the PR & R Chairperson.

Section 6: The Executive Board

- A. The **Executive Board** shall consist of the officers and members as detailed in Article IV Section 3 of these By-Laws.
- B. It shall be the executive authority of the EAPC.
- C. 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.

- D. It shall report its transactions to the Building Representatives and to the general membership.
- E. It shall establish committees, and special committees, and create the policies that govern them.
- F. The Executive Board will have authorization to distribute/allocate funds as necessary for the successful functioning of the EAPC in accordance with these By-Laws.
- G. Whenever a majority of the Executive Board shall agree that an officer or executive board member is incapacitated or has been grossly negligent in his/her duties as defined by these By-Laws, it shall recommend immediately to the Building Representatives that the office be declared vacant. If the Building Representatives so votes by a two-third (2/3) vote of those present at a regularly scheduled Building Representatives meeting to uphold the recommendation of the Executive Board, it shall immediately elect a replacement to fill the unexpired term.

Section 7: The Building Representatives

- A. The **Building Representatives** must approve all special committee chairpersons by a majority vote of those present at regularly scheduled meetings, or any special meetings called with appropriate notice.
- B. Building Representatives, shall function as liaison agents between the Board and the staff by communicating all pertinent information. Representatives shall report to the members in writing, or by calling a meeting after each Board meeting.
- C. They shall be required to take surveys in their buildings before voting on matters that would affect the members' working conditions.
- D. All members of the Building Representatives, who are not on the Executive Committee, are encouraged to be involved with at least one Standing Committee of the Association. In lieu of that, any member of the Building Representatives who cannot serve on a committee will have a substitute named.
- E. Building Representatives will assist with EAPC election duties.

**Article VI
Standing Committees**

Section 1. The Standing Committees of the Association shall be as follows:

- A. Professional Rights and Responsibilities Committee (PR and R)
- B. Legislative Committee
- C. By-laws Committee
- D. New Teacher Committee
- E. Report Card Committee
- F. Evaluation Committee
- G. Scholarship Committee

Section 2. The Chairpersons of all Committees shall be appointed by the President from among the general membership.

Section 3. The Chairpersons of the Standing Committees shall submit annual written reports to the Building Representatives at the meeting immediately prior to the last general Association meeting of the year. All Committees must keep notes on each meeting, which they must file in the Association's office at the end of the school year. A Vice-president will be responsible for ensuring that these notes are kept and filed.

Section 4. All members of Standing Committees must be Active or Retired members of the Association.

Section 5. All Committee appointments will begin on September 1 and terminate on August 31 of the following year.

Section 6. Duties of the Standing Committees:

- A. The Legislative Committee will deal with political issues affecting the Association and undertake to keep the membership fully informed about such issues. The Committee shall report to the Building Representatives at each monthly meeting.
- B. The By-laws Committee shall be responsible for periodic review and revision of the Association by-laws and proposed changes as specified in Article XIII of these by-laws. It shall meet a minimum of 4 times a year.
- C. The New Teacher Committee will be open to any teacher with 0 to 4 years experience. The purpose of this committee is to provide guidance and support to new teachers. It will serve as a forum to determine the concerns and issues specific to new teachers, and to offer reasonable responses to said concerns whenever possible. The President or his/her designee will be present at all meetings.
- D. The Report Card Committee will meet with administration as needed.
- E. The Evaluation Committee will meet with administration as needed.

Article VII Negotiation Teams

Section 1. Negotiating Team Structures

A. Each work site in Plymouth at which EAPC Teacher bargaining unit members are employed shall elect one (1) representative to a teacher Negotiations Council. This council will receive a stipend for the year(s) active negotiations take place.

1. At its first meeting, this Council shall elect from its members a chairperson and secretary. In addition, the Council shall elect from its members one (1) Pre-K through grade 5, one (1) intermediate school, one (1) academic high school and one (1) technical high school representative, who, with the chairperson and secretary, shall act as the Negotiating

Team,

which shall also include the EAPC President.

2. The Negotiations Council shall be responsible for soliciting full bargaining unit input for any proposed contract package and shall be responsible for formulating the actual contract proposals to the School Committee.

3. The Negotiating Team shall be responsible for conducting actual negotiations with the School Committee or its representatives. Further, any contract changes, which the Negotiating Team may secure, must be approved by a majority vote of the full Negotiations Council before presentation to the full membership of the bargaining unit for ratification.

B. A Negotiating Team for the Plymouth Paraprofessionals shall consist of five (5) members with two (2) Secondary, two (2) Pre-K through grade 5, and one (1) member-at-large elected by the Paraprofessionals. At its first meeting, the team shall elect from its members a chairperson and secretary.

C. A Negotiating Team for the Plymouth Secretaries shall consist of five (5) members with one (1) Pre-K through grade 5, one (1) High school, one (1) Middle school, and one (1) central office or tech member, and one (1) member at large to be elected by the Secretaries. At its first meeting, the team shall elect from its members a chairperson and secretary.

D. The Carver Teachers Negotiating Team shall consist of five (5) members as follows: two (2) from (the Pre-K through grade 5) K - 5, two (2) from (the Secondary) 6 - 12, and one (1) member-at-large to be elected by the Carver membership K-12 and shall also include the EAPC President. At its first meeting, the team shall elect from its members a chairperson and secretary.

E. A Negotiating Team for the Carver Paraprofessionals shall consist of five (5) members with two (2) Secondary, two (2) Pre-K through grade 5, and one (1) member-at-large elected by the Paraprofessionals. At its first meeting, the team shall elect from its members a chairperson and secretary.

Section 2. Negotiating Team Powers and Responsibilities

- A. Negotiating Teams shall be responsible for all matters pertaining to collective bargaining for the EAPC with the School Committees.
- B. The bargaining power of the Association shall be vested in each Team. The members of the Negotiating Teams shall elect their own Chairpersons.
- C. The Negotiating Teams, when active, shall report to the Building Representatives at each monthly meeting.
- D. The Negotiating Teams must disclose fully in writing to the membership all proposed changes in the contract and working conditions or any other item that is part of the package at least five days before the ratification meeting. All proposed changes must be fully explained to the membership before the discussion and vote. The vote shall take place only upon a motion to ratify that is presented from and seconded by the membership in attendance and the provisions of Article XV Section 3 are met.

- E. The Negotiation Teams must be committed to attend a majority of meetings. (75%)
- F. The Negotiation Teams are paid for their commitment for the length of the ratified contract and a team member, that is not on the executive board, shall attend the Building Representative Meetings.
- G. The Negotiation Teams can be called back at any time while the contract is in effect if the contract needs to be reopened for a Memorandum of Agreement or to clarify the intent of the contract language.

Article VIII
Professional Rights and Responsibilities Committee

Section 1.

- A. The PR and R Chairperson shall be appointed by the president.
- B. The PR & R Committee for Plymouth and Carver shall be composed of at least one (1) member from each building including Central Office and PSHS Tech.
- C. The Professional Rights and Responsibilities Committee shall concern itself with working relations, working conditions, grievances, and ethics of Association members.
- D. The PR & R Committee shall handle all grievances of Association members in accordance with procedures specified in the Contracts with the School Committees. However, once a grievance has reached the arbitration stage the committee must present it to the Executive Board for approval.
- E. The PR & R Committee will function to promote the goals of the National Committee on PR & R of the NEA and the NEA Code of Ethics. Any apparent violations must be reported by Association members to this Committee. The PR & R Committee shall investigate and keep in confidence any violation and will report the matter to the Executive Board.
- F. The Committee shall report to the Executive Board at each monthly meeting.

Article IX
Meetings

Section 1. General Membership Meetings

- A. There shall be at least one (1) general membership meeting annually.
- B. General membership meetings may be called at any time by the President and shall be announced at least one (1) week in advance.
- C. The purpose of General Membership meetings will be for information dissemination, questions and answers, discussion and caucus except for ratification meetings.
- D. A special general membership meeting may be called upon written request to the President by fifty (50) Active members. Meetings called by this method must be held within 10 days of receipt by the President of the written request, and shall require three (3) days' notice to the general membership.

Section 2. Executive Board Meetings

- A. Executive Board Meetings will be held at the EAPC office on the first Wednesday of every month in which school is in session, or on another day during the first week in rare cases.
- B. Building Representatives meeting schedule for the school year will be presented for approval at the 1st executive board meeting.
- C. The Executive Board may meet at least once during the summer. The date of these meetings will be decided by the Executive Board at the last regularly scheduled Executive Board meeting of the year.
- D. The President may call special Executive Board or Building Representatives meetings at any time and it will be announced at least one (1) week in advance through email and notification on the EAPC Website. The President may call an emergency meeting with one day's notice in extreme circumstances.
- E. A vote by three (3) members of the Executive Board may establish additional meetings.

Section 3. Building Representatives Meetings

- A. The Building Representatives shall meet the week following the Executive Board meetings every month.
- B. Building Representatives meeting schedule for the school year will be presented for approval at the 1st executive board meeting
- C. A vote by a majority of the Building Representatives present may establish additional meetings.
- D. A vote by three members of the Executive Board may establish additional meetings.

Section 4. Standing Committees and Special Committees.

- A. Standing and Special Committees chairperson will establish a schedule to be approved by the Committee or by the President in cases of emergency.

Section 5. Quorum

- A. A quorum for ratification meetings shall be 20% of the membership in the body to be covered by the contract being ratified.
- B. A majority of the members of the Executive Board shall constitute a quorum for that body.
- C. Ten members of the Building Representatives constitute a quorum for that body.

**Article X
Elections**

Section 1. The officers shall be elected by a majority of votes cast. The voting for officers will be conducted at each school site. An Executive Board member not on the ballot will be responsible for taking the ballots to the EAPC office by 5:00 pm, where the Executive Board members not on the ballot will meet to begin counting the ballots as they are received. If no candidate receives a majority, the candidate receiving the largest number of votes shall be elected. In the event of a tie, the winner shall be determined by a runoff election, between or among the tied candidates, two (2) calendar weeks later. If there is only one (1) candidate for a position, the election for that position shall be waived, and the candidate declared elected.

Section 2. Active and Retired members in good standing are eligible to run for office. Retired members can only serve as an officer for one additional term after retirement.

Section 3. The EAPC officers will be split into two groups. Group one will consist of the President, the Plymouth Secondary Vice-President and the Secretary. Group Two will consist of the Treasurer, the Plymouth Pre-K through grade 5 Vice-President, and the Carver Vice-President.

- a. Group one and group two will be elected for a term of 2 years on alternate years.

Section 4. In the event that an officer of the EAPC cannot complete their term, the elected replacement will conclude the term for which they are replacing and will need to run for re-election at the next scheduled election for their group.

Section 5. The President shall be responsible for coordinating the election of officers and providing the means for Retired EAPC members to vote.

Section 6. All elections shall be conducted by secret ballot.

Section 7. Anyone who is an Active member of the Association may be a candidate for any office with the following exceptions:

- a. Candidates for President must be a member of the MTA and the EAPC for ten (10) consecutive years and should preferably have been involved with the EAPC in an official capacity (Executive Board, Building Representatives, PR and R, Standing Committee) for at least two (2) years.
- b. Candidates for Vice-president must have served a minimum of three (3) consecutive years in the Plymouth or Carver schools, maintaining Active membership in the Association, preceding their candidacy for office.
- c. Candidates for Secretary and Treasurer must have served a minimum of three (3) consecutive years in the Plymouth or Carver schools, maintaining Active membership in the Association, preceding their candidacy for office.

d. Before their names are included on the official EAPC ballot, candidates must submit to the EAPC office no less than two calendar weeks prior to the election date, the signatures of 50 Active or Retired EAPC members on nomination petition forms obtained from the EAPC office.

Section 8. Non-personnel Elections

In the event that a school or district based election is required to determine a change in policy or procedure, the vote shall be taken by secret ballot. The president will appoint active members to oversee the election process for each voting constituent building. They shall be responsible for distribution of ballots, collection of ballots, and combining of all ballots prior to counting. The ballots will be brought to the EAPC office for counting in the event multiple buildings have voted on the issue presented. In any election within one building, the ballots may be counted at the premises by the members appointed to run the election.

**Article XI
Finances**

Section 1.

The financial year shall begin July 1 and terminate June 30 of the following year.

Section 2.

The annual local dues shall be recommended by the executive board and voted on by building representatives at the last Building Representatives meeting of the School year and shall be collected in total by payroll deduction, or cash paid by October 15. The voted Dues will be for the following school year

Section 3. Assessments and Donations

- A. No added assessment shall be levied on the members unless voted by a majority of the membership.
- B. The Association, by a majority vote of the Executive Board, may make donations to worthy projects such as scholarships and retirement gifts.

Section 4. Compensation

- A. The president shall:
 - i. The president's salary will be based on teacher's master's step 10 in his/her town of employment or where the teacher's placement on the salary schedule will be at the start of the next contract year, whichever is greater. Any column change during the year will be adjusted in president's salary in September or January. Salary increases will be based on teachers' contract and change in column. Longevity will also be applied when determining salary.
 - ii. A stipend of 25% of the president's salary will be paid by Association Funds.
 - iii. The union will pay the the district's contractual of the president's

insurance.

- B. The vice-presidents, secretary, treasurer, and PR & R chairperson shall be compensated for their services from Association funds with the amount of money recommended and voted on by the executive board.
- C. Members of the Negotiating Teams shall be compensated for their services a stipend of equal value. The stipend amount is to be recommended and voted by the executive board for the length of the contracts, provided the members attend a minimum of 75% of meetings.
- D. Members of the Plymouth Teachers Negotiations Council shall be compensated for their services a stipend from Association funds with the amount of money recommended and voted on by the executive board provided they attend a minimum of 75% of meetings. The council will receive the stipend for the year(s) active negotiations take place.
- E. Representatives to the Executive Committee shall be compensated for their services a stipend from Association funds with the amount of money recommended and voted on by the executive board, provided they attend a minimum of 75% of meetings.
- F. Professional Rights and Responsibilities Committee representatives shall be compensated for their services a stipend from Association funds with the amount of money recommended and voted on by the executive board, provided they attend a minimum of 75% of meetings.
- G. Teacher representatives to the sick leave banks in Plymouth and Carver shall be compensated for their services a stipend from Association funds with the amount of money recommended and voted on by the executive board.
- H. All stipends and salaries paid by the EAPC shall be published to the Building Representatives by the end of the school year.

Article XII Rule of Order

Robert's Rules of Order, Revised shall be the authority on all questions of procedures not specifically stated in these by-laws.

Article XIII Amendments to the By-laws

These by-laws may be amended by the following procedures:

- A. Any proposed amendment shall be submitted in writing to the Building Representatives and must be signed by at least twenty-five (25) Active and/or Retired members. Upon receipt of such proposed amendments by the Board, the President shall send a copy of it to each Building Representative for posting within each school. At any general, special or Building Representatives meeting, not less than ten (10) days after the sending of the proposed amendment to the

Building Representatives, it may be voted on, and if two-thirds of those present are in favor, it shall take effect.

- B. The By-laws Committee may call a meeting to vote on changes it proposes to the by-laws. Written notification of the meeting and the proposed changes must be sent for posting in each building at least five (5) school days prior to the date of the meeting.
- C. If the proposed By-Law change has a financial impact, the financial aspect of the bylaw must be approved by the executive board before going to vote.

Article XIV

School Committee Meetings

In order to remain an informed participant, the EAPC will send representatives to each School Committee meeting. This shall be the responsibility of the president.

Article XV

Ratification Votes

Section 1.

All contract ratification votes shall be made at Ratification Meetings of those affected by the contract being presented for ratification and recorded by secret ballot. A contract shall be ratified by a majority of the Quorum. Ballots will be given to each member at the time of his/her sign in. No ballots will be collected until there is a motion to ratify on the floor.

Section 2.

All Ratification Meetings will take place only after the stipulations in Article IX Section 5 of these bylaws are met. (A quorum for ratification meetings shall be 20% of the membership in the body to be covered by the contract being ratified.)

Section 3.

There will be at least a 30 minute discussion of the contract after the contract to be ratified is presented. This time may be extended or reduced by a majority vote of those members present at the Ratification Meeting.

Article XVI

Membership Information

Each member of the Association shall be provided with a copy of the most recent by-laws and contract. Posting of these documents on the website and in the individual EAPC Binders located in each school will satisfy this requirement.

Article XVII
MTA Compliances

Every local association shall submit annually to the Massachusetts Teachers Association (prior to July 1):

- A. A list of its officers and their addresses.
- B. The names and addresses of all members on an official enrollment form furnished by the MTA.
- C. A statement setting forth all amendments of changes in its bylaws during the preceding year.

Article XVIII
Employees and Contractors

Section 1. At the request of the president, the Executive Board will vote to act upon creating or eliminating any position necessary to best accomplish the goals of the association. The Executive Board will also vote to approve contracting out the services needed which can not be rendered by association members.

Section 2. When filled, the position of Office Manager assists the president in accomplishing the goals of the association.

- A. The office manager shall welcome new members, distribute EAPC information and applications for membership.
- B. The office manager shall keep records of incoming and outgoing members.
- C. The office manager shall coordinate with district payrolls regarding members that have enrolled and have yet to enroll.
- D. The office manager shall coordinate membership with MTA, and update member information weekly.
- E. The office manager shall schedule rooms and resources, transmit notices and prepare handouts for all meetings and training sessions.
- F. The office manager shall distribute incoming mail and process outgoing mail including bulk mailings, FedEx and UPS.
- G. The office manager shall file, photocopy and collate as required.
- H. The office manager shall work with vendors in order to maintain office equipment and space.
- I. The office manager shall assist in coordination and organization of events as needed.
- J. The office manager will attend to all mailings in regards to the health and well being of EAPC members, to include such items as condolences and acknowledgements on behalf of the EAPC.

