

## **Article I**

The name of the Association shall be the Barnstable Teachers Association, Inc.

## **Article II**

The purpose of the association shall be to promote the general welfare of all professional educators and support staff, to act as a representative body empowered to speak with authority for those educators and support staff, to engender respect for the profession, to foster unity, leadership, and understanding within the profession, to advance the interests of public education and increase the efficiency of education as a public service, and to engage in any other activities as are consistent with the law.

## **Article III**

The Association shall be affiliated with the National Education Association and the Massachusetts Teachers Association.

## **Article IV** **Membership**

### **Section 1 – Active Members**

- 1) Active members are those:
  - A. Who are engaged in work of a professional nature in the field of education,
  - B. Who hold membership in the local affiliated Association if such membership is available; and
  - C. Who have paid or pledged through payroll deduction the dues of the Association for the current year; and
  - D. Who, as new applicants for membership after August 31, 1965, hold a baccalaureate degree or higher and a certificate of eligibility to hold same from a proper certifying authority, where required, or are required and certified as teachers by the Division of Vocational Education of the Massachusetts Department of Education.
- 2) Other employees of school committees or other governing boards of educational institutions who hold membership, if such membership is available to them, but limited to educational support personnel,

school nurses, administrative assistants and clerks (instructional) and administrative assistants and clerks (office).

**Section 2 – Unified Membership**

Active members of the Association shall also be members of the National Education Association and the Massachusetts Teachers Association.

**Section 3 – Duration of Membership**

Active membership shall be continuous until the member leaves the Barnstable Public Schools employ, resigns from the Association, or fails to pay or pledge through payroll deduction, membership dues by October 1.

**Section 4 – Associate Members**

Associate members are those persons interested in the advancement of the cause of education who are not eligible for active membership. Application for said membership shall be in writing.

**Section 5 – Retired Members**

Retired members are those former active or associate members who upon retirement apply to the Executive Secretary/Treasurer of the Massachusetts Teachers Association.

**Section 6 – Honorary Members**

Honorary members may be conferred by a two-thirds vote of the Board of Directors, or a general meeting of the membership.

**Section 7 – Code of Ethics**

Adherence to the Code of Ethics of the Education Profession shall be a condition of continuing membership.

**Section 8 – Revocation of Membership**

According to the procedures adopted by the membership, the Board of Directors may, upon recommendation of the Ethics Committee suspend or expel any member who has been found in violation of the Code of Ethics of the Education Profession.

**Section 9 – Voting Rights**

Only active members as defined in sections 1 and 2 of Article IV shall have the privilege of voting and holding office in the Association.

**ARTICLE V**  
**Officers**

**Section 1 - Constitutional Officers**

The Officers of the Association shall be President, First Vice President, Second Vice President, Secretary, Treasurer and Membership Director.

**Section 2 - Standing Committee Chairpersons**

Standing Committee Chairpersons shall be appointed by the President from those elected to the Board of Directors. Standing Committees shall be: Political Action & Public Relations, Scholarship, Professional Development, Employee Benefits, and Retirement Issues.

**Section 3 - Professional Status**

The President and Vice Presidents shall be personnel who have earned Professional teaching status.

**Section 4 - Powers and Duties**

**A. The President**

1. The President shall preside over all meetings of the Executive Committee, the Board of Directors, all General membership meetings, and all special meetings.
2. In Executive Committee sessions the president shall only be a voting member when the Committee meets as the PR&R Committee.
3. When the Executive Committee is meeting on “executive” issues, the president shall only vote in the event of a tie.
4. S/he shall be the primary PR&R liaison between the Association and the School Committee.
5. S/he shall appoint the chairpersons and members of standing committees and special committees, except where herein restricted.
6. S/he shall be a member ex-officio with voting privileges of all committees, except where otherwise restricted in this document.
7. S/he shall be the Executive Officer of the Association, and thus charged with the responsibility of carrying out the purposes of the Association as outlined in Article 1 of this Constitution.
8. S/he shall submit an annual written report.

9. S/he shall perform all other functions usually attributed to this office, as outlined in the President's job description.
10. S/he shall attend appropriate training meetings and workshops at the MTA Summer Conference each year.

#### **B. The First Vice President**

1. The office of First Vice President shall be awarded to the Vice Presidential candidate obtaining the most votes during the general election. In the event of a tie, the office of First Vice President will be determined by a majority vote of the new Board of Directors during its first meeting after the election. If need be, the President shall call a special meeting of the Board of Directors for this purpose.
2. S/he shall assist the President in the performance of his/her duties, shall take the place of the President in his/her absence, and perform those duties assigned by the President.
3. S/he shall preside, with the Second Vice President, over all meetings of the Professional Rights and Responsibilities Committee (Executive Committee), as well as the Association Bargaining Team (Executive Committee). The First Vice President shall represent either secondary educators or elementary educators.
4. S/he will attend all Executive Committee meetings, Board of Director meetings, general membership meetings, and all special meetings.
5. S/he shall submit an annual written report on PR&R issues.
6. S/he, or a designee, shall be present at all appropriate level 2, level 3, and level 4 grievance hearings, and go to level 1 hearings upon request.
7. S/he shall attend job relevant training meetings and workshops at the MTA Summer Conference each year.

#### **C. The Second Vice President**

1. S/he shall assist the President in the performance of his/her duties.
2. S/he shall preside, with the First Vice President, over all meetings of the Professional Rights and Responsibilities Committee (Executive Committee), as well as the Association Bargaining Team (Executive Committee). The Second Vice

President shall represent either secondary educators or elementary educators.

3. S/he shall attend all Executive Committee meetings, Board of Director meetings, general membership meetings, and all special meetings.
4. S/he shall submit an annual written report on PR&R issues.
5. S/he, or a designee, shall be present at all appropriate level 2, level 3, and level 4 grievance hearings, and go to level 1 hearings upon request.
6. S/he shall attend appropriate training meetings and workshops at the MTA Summer Conference each year.

#### **D. The Secretary**

1. The Secretary shall keep and distribute accurate minutes of all meetings of the Executive Committee, the Board of Directors, all general membership meetings, and all special meetings of the Association.
2. S/he shall maintain official files and shall handle all official correspondences of the Association.
3. S/he shall perform all other functions usually attributed to this office.
4. S/he shall serve as the secretary to the teachers bargaining team. During a negotiating year an additional stipend shall be paid.
5. S/he shall oversee all officer, representative, and delegate elections. If the Secretary is listed on a ballot then a designee from the Board of Directors must be appointed by the Secretary.
6. S/he shall oversee the duties of the Sunshine Committee.

#### **E. The Treasurer**

1. The Treasurer shall hold the funds of the Association and shall disburse them in accordance with budgeted authorization.
2. S/he shall keep accurate account of receipts and disbursements and shall report to each meeting of the Executive Committee, the Board of Directors and General Membership.
3. S/he shall pay bills after they have been approved by the President of the Association, and shall retain the vouchers which shall be filed for the Auditor.

4. S/he shall prepare an annual financial statement for publication to members as directed by the Executive Committee and/or the Board of Directors.
5. S/he shall keep the President, the Executive Committee, and the Board of Directors informed of the financial condition of the Association and shall appoint a Budget Committee of from three to five Directors for the purpose of drafting a proposed annual budget.
6. S/he shall be bonded under the MTA Blanket Honesty Bond.
7. S/he shall be in charge of all special purpose funds established by the Executive Committee, the Board of Directors, or the general membership.
8. S/he shall perform all other functions usually attributed to this office.

#### **F. Membership Director**

1. S/he shall organize and conduct local, state, and national membership enrollment among school personnel, and inform members of policies, programs, services, goals, and accomplishments of the Association.
2. S/he shall develop and conduct year-long programs for the orientation of new teachers to the community, the school system, and the Association.

#### **Section 5 - Terms and Succession**

1. The President, First Vice President, Second Vice President, Secretary, Treasurer, and Membership Director shall be elected for a term of two years, and may be elected for more than one term.
2. In the event of the death, resignation, or inability of the President to perform the duties of his/her office, the office of the President shall devolve upon the First Vice President. In the event that there is no First Vice President, the duties of the office of the President shall devolve pro-tem to the Second Vice President. If there is no Second Vice President the duties shall go pro-tem to the Secretary. And if there is no Secretary, the duties shall go pro-tem to the Treasurer. It shall be the duty of the President, pro-tem, to call an election within three weeks for the purpose of filling any vacant offices. This general election shall be held according to the Article on Election Procedures.

3. In the event that there are on-going negotiations for a successor agreement which have not produced a signed contract, the President shall postpone calling for annual elections until the contract is signed. In the event that the agreement is reached during the summer vacation period, s/he shall call for elections within the first ten days of the new school year. If the President is serving as a full-time president and is on leave from his/her position, the officers shall continue through the existing school year in their respective positions while the President calls for an election for all other leadership positions, including members of the Executive Committee and the Board of Directors, per this section and article of the Constitution.
4. New offices and elected officials shall be installed at the annual meeting to be held on the second Monday of June, or in the event of special elections, at the first Board of Directors meeting following the elections.

## **ARTICLE VI**

### **Executive Committee**

#### **Section 1 - Composition**

The Executive Committee shall consist of the following officers of the Association: the President (votes only on PR&R issues), the First Vice President, the Second Vice President, the Secretary (doesn't vote on PR&R issues), the Treasurer, and six (6) representatives at large to be elected by the general membership from each of the following areas: high school, middle school, elementary school, Horace Mann Charter Schools, administrative assistants, and education support personnel.

#### **Section 2 - Powers and Duties**

- A. The Executive Committee shall serve as a committee of general review in matters of executive policy:
- B. It shall meet prior to every meeting of the Board of Directors, and every General Meeting of the Association. It shall hold any special meetings that may be required to conduct Association business.
- C. It shall present itself before the membership at every meeting.
- D. It shall also act as the Professional Rights and Responsibilities Committee (see powers and duties of this committee).

**ARTICLE VII**  
**Board of Directors**

**Section 1 - Composition**

The Board of Directors shall consist of the Officers of the Association, all Executive Committee members, and all Association Representatives.

**Section 2 - Powers and Duties**

1. Upon the Board of Directors shall rest the duties, responsibilities, and final authority for the conduct of the Association in all matters except stated otherwise in this Constitution.
2. All Board of Directors members shall attend a training workshop to be conducted by MTA professional development staff.
3. The Board of Directors may at any time refer any matter to the entire membership for general consideration.
4. The Board of Directors shall report its transactions to the general membership and suggest policies for consideration either at the next General Meeting or through a newsletter.
5. The Board of Directors shall propose an annual budget that has been drafted by the Treasurer, with the Budget Committee, for the operation of the Association, shall approve bills to be paid by the Treasurer, and shall have the accounts of the Association audited annually.
6. The Board of Directors shall establish committees and create and/or approve policies governing them, except as herein restricted.
7. Whenever a majority of the Board of Directors shall agree that an officer or elected committee chairperson is incapacitated or has been grossly negligent in his/her duties as defined in this Constitution, it shall recommend immediately to the general membership that the office be declared vacant. If the general membership votes by a two-thirds majority to uphold the recommendation of the Board, special elections shall be held within fifteen (15) school days to elect a replacement to fill the



unexpired term, in accordance with the established nomination and elections procedures.

8. Whenever the President of the Association believes an appointed Standing Committee Chairperson is incapacitated or has been grossly negligent in his/her duties as defined by this Constitution, s/he shall immediately recommend to the Board of Directors that the position be declared vacant. If the Board of Directors so votes by a two-thirds majority to uphold the recommendation of the President, a new appointment by the President will be made within fifteen (15) school days to fill the unexpired term.

## **ARTICLE VII**

### **Committees**

#### **Section 1 - Standing Committees**

Standing Committees of the Association shall be:

(1) Political Action & Public Relations, Scholarship, (2) Professional Development, (3) Employee Benefits, and (4) Retirement Issues.

#### **Section 2 - Exclusions**

Neither the Executive Committee nor the Board of Directors shall be considered Standing Committees. No member shall serve on more than one Standing Committee at the same time, except where otherwise stated in this Constitution.

#### **Section 3 - Powers and Duties**

1. Each Standing Committee shall meet as needed.
2. Each Standing Committee may, with the approval of the Board of Directors, organize from the membership of the Association special sub-committees and task forces for special activities.
3. Each Standing Committee shall report to the Board of Directors, and/or membership of the Association all actions taken. Each Standing Committee shall file a written annual report with the President of the Association.
4. Each Standing Committee shall be directly responsible to the Board of Directors.
5. No special committee or sub-committee shall make any releases or recommendations except to its parent committee or the Board of Directors. No release shall be made by any

committee to the press media without prior consent of the President. Notice will also be given to the First Vice President.

#### **Section 4 - Professional Rights and Responsibilities (PR&R) Committee**

A. Composition

The PR&R Committee will consist in total of the Executive Committee as defined in Article VI of this Constitution.

B. Powers and Duties

1. The First and Second Vice Presidents

- a. One shall represent all Elementary staff and the other shall represent all Secondary staff. If need be, the Board of Directors will make this decision.
- b. Each shall be a member of both the Executive Committee and the Board of Directors.
- c. The First and Second Vice Presidents shall act as co-chairs of the Executive Committee whenever PR&R issues are discussed.
- d. Each shall be available to attend all level 2, level 3, and level 4 grievance hearings at his/her level of representation, and level 1 hearings when requested.

2. Other members of the Executive Committee

- a. The President shall sit on the PR&R Committee as a voting member and will be available to assist in the grievance process at the discretion of the Committee.
- b. The Secretary shall sit on the Committee as a non-voting member who will be responsible to take accurate minutes that will be reported to the Board of Directors.
- c. The treasurer, high school, middle school, elementary school, secretary, and ESP representatives will sit as voting members of the Committee. The high school, middle school, elementary, secretary, and ESP representatives shall be available to prepare for, and hear level 1 grievances at the appropriate level of representation.

3. The Committee

- a. Discuss and recommend action on subjects of concern to the educational system, especially academic freedom, professional and personal leaves, administrative discipline and dismissal, and grievance procedures. It shall educate the membership as to their rights and responsibilities according to the collective bargaining agreement.
  - b. Enforce the collective bargaining agreement and process all grievances in accordance with the current collective agreement.
  - c. Negotiate with the School Committee or its agent on hours, salaries, wages, and working conditions as indicated in the collective bargaining agreement, including the instructional programs for all personnel in each bargaining unit.
  - d. Upon reaching a tentative agreement on all matters under negotiation, it shall prepare and submit its report and recommendation to the personnel of the appropriate bargaining unit for contract ratification. Contract ratification shall take place by written ballot at a meeting called for that purpose. A majority of votes cast shall determine the outcome of the ratification vote.
  - e. The co-chairs shall bring all matters under consideration concerning negotiations to the full Board of Directors before final action is taken.
4. The Teachers/Nurses Bargaining Team
- a. This Bargaining Team will consist of all members of the Executive Committee except the Administrative Assistant and ESP representatives.
  - b. The Association Secretary shall be a non-voting member who will keep accurate minutes of each meeting. S/he shall receive a stipend for secretarial work done during negotiations.
5. The Administrative Assistant Bargaining Team
- a. Either the First or Second Vice President, together with the Administrative Assistant Representative of the Executive Committee, shall meet with the Administrative Assistant Unit of the Association to form a team for the purpose of negotiations.

- b. There shall be representation on this team from each level: High School, Middle School, and Elementary School.
6. The Educational Support Personnel Unit Bargaining Team
  - a. Either the First or Second Vice President, together with the ESP Representative of the Executive Committee, shall meet with the ESP Unit of the Association to form a team for the purpose of negotiations.
  - b. There shall be representation on this committee from each level and/or sub-group: teacher assistants, health assistants, library assistants, special education assistants and school assistants.
7. Prepared proposals for each bargaining unit shall be reviewed by the representatives in that unit prior to being placed before the School Committee.
8. Bimonthly reports shall be made to the representatives of each bargaining unit that communicate the state of contract negotiations for that unit. Each team shall also seek the advice and support of the representatives involved. Additional reports shall be given at the discretion of the team.
9. The PR&R Committee shall also serve as the Evaluation Committee. The composition, and powers and duties of the Evaluation Committee shall be as negotiated in the Collective Bargaining Agreement.
10. Through active participation and commitment to Association goals and objectives, each Association Representative is a vital Association leader who communicates with and represents the members in his or her building or group. Each Association Representative shall act as a liaison from the members in his/her building or group to the Board of Directors. S/he shall keep the members informed and distribute Association communications to the members and shall collect any dues or fees from the members of his/her building or group. The Association Representative will assume the responsibilities of the Nominating and Ballot Committee.

11. The Association Representative shall be the building or group contact person for any level 1 grievances. S/he shall report any level 1 grievance immediately (within 24 hours) to the appropriate representative on the Executive Committee.

## **Section 5 - Professional Development Committee**

- A. Composition
  1. The chairperson of this committee shall be appointed from the Board of Directors by the President.
  2. The committee shall consist of from five to seven members appointed by the chairperson from the general membership.
- B. Powers and Duties
  1. The chairperson will serve at his/her level (elementary, middle, high school) on the district Professional Development Board per Article 34, Section C of the teachers' contract. S/he shall act as the liaison to the Board of Directors in all district professional development and certification issues.
  2. The chairperson will attend statewide conferences that are held on professional development and re-certification issues and report back to the Board of Directors for dissemination of information to the general membership.
  3. The chairperson shall act as a liaison on barrier credit information and procedures with the administration, and will distribute barrier information to the membership as it becomes available from the professional development board.

## **Section 6 - Social/Sunshine Committee**

- A. Composition
  1. The Social/Sunshine Committee shall consist of the Association Secretary who will serve as chairperson and as many other members of the Association as deemed necessary by the chairperson and approved by the Board of Directors.
  2. The term of office for the chairperson shall be for one year, but appointment may be made for more than one term. Membership on this committee shall not preclude membership on any other standing committee.
- B. Powers and Duties

1. The Social/Sunshine Committee shall be responsible for expressing congratulations and concern for fellow members in accordance with the policies established by the Board of Directors.
2. It shall organize such social activities as may serve the needs of members and promote fellowship within the Association.

### **Section 7 - Membership Committee**

#### **A. Composition**

1. The Membership Committee shall consist of the following:
  - a. The Membership Director shall serve as the chairperson.
  - b. The Association Representatives to the Board of Directors.
2. Membership on this committee shall not preclude membership on any other standing committee.

#### **B. Powers and Duties**

1. The Membership committee shall organize and conduct local, state, and national enrollment among school personnel, and inform members of policies, programs, services, goals and accomplishments of the Association.
2. It further shall develop and conduct year-long programs for the orientation of new teachers to the community, the school system, and the Association.

### **Section 8 - Political Action/Parliamentary/Public Relations Committee**

#### **A. Political Action Division**

##### **1. Composition**

- a. The Political Action Committee shall consist of a chairperson appointed by the President from the Board of Directors and other members of the Association as deemed necessary by the Chairperson and approved by the Board of Directors.
- b. Membership on this committee shall not preclude membership on any other standing committee.

##### **2. Powers and Duties**

- a. The Political Action Committee shall have a broad concern for local, state, and national legislation affecting the interests of schools, teachers, and the Association.
- b. It shall encourage members to exercise their civic and political rights and keep them informed about new legislation.
- c. Under the direction of the Board of Directors, it shall oversee the following:

- i. Local legislation. It shall study candidates for local office and work for the election of those candidates who are friends of education.
- ii. State legislation. It shall study pending state legislation and promote activities in the support of desirable legislation and shall muster opposition to unfavorable legislation.
- iii. Federal legislation. It shall study legislation before the Federal Congress and develop activities in support of desirable legislation and muster opposition to unfavorable legislation.
- iv. Citizenship. It shall educate members on the civic rights and responsibilities of teachers and shall develop programs that will encourage civic participation.

B. Parliamentary Division

1. Composition:

The Chairperson of the Committee shall be the designated Parliamentarian of the Association.

2. Powers and Duties

- a. The Parliamentarian shall advise over all Board of Director meetings
- b. The Parliamentarian shall advise over all General Membership meetings called by the President or his/her designee.
- c. The ruling of the Parliamentarian is final.

C. Public Relations Division

1. Composition: The Public Relations committee shall consist of the following:

- a. The Chairperson shall be appointed by the President from the Board of Directors.
- b. It may consist of at least two other Association members appointed by the Chairperson and approved by the Board of Directors.

2. Powers and Duties

- a. The Public Relations Committee shall develop public understanding for the purposes and programs of the Association, the values of public education, and programs within the schools.
- b. It shall develop procedures by which the Association can work cooperatively with parents in public, fraternal, and social

organizations through all available channels and communication.

- c. It shall be responsible for the dissemination of any materials designated by the President of the Association to appropriate staff, buildings, etc.

## **Section 9 – Scholarship Committee**

### **A. Composition**

1. The Scholarship Committee shall consist of a chairperson appointed by the President of the Association from the Board of Directors.
2. Two (2) members from the Association at-large appointed by the Chairperson and approved by the Board of Directors, to serve as Trustees along with the Chairperson of the Scholarship Account.
3. Five (5) members from the Association at-large appointed by the Chairperson and approved by the Board of Directors to serve as a selection committee for the recipients of the Barnstable Teachers Association Scholarship.

### **B. Powers and Duties**

1. The Trustees
  - a. The Trustees shall oversee the transactions of the Scholarship Account.
  - b. Shall also provide membership and High School Seniors materials regarding scholarships available and requirements for application.
  - c. Shall also gather applications at the appropriate time and summon the selection committee to determine recipients.
  - d. The Selection Committee: The selection committee shall meet in the spring of each year, when summoned by the Scholarship Committee Trustees, to peruse the scholarship applications and determine the recipients for both the Barnstable Teachers Association and scholarship and the Son/Daughter scholarship for that given year.



## **Section 10 - Employee Benefits Committee**

### **A. Composition**

1. The chairperson of this committee shall be appointed from the Board of Directors by the President.
2. The committee shall consist of from five to seven members appointed by the chairperson from the general membership.

### **B. Powers and Duties**

1. The chairperson of this committee shall be the Association's liaison to the town-wide Employee Benefits Committee.
2. The chairperson shall attend benefits conferences and workshops in order to accumulate the best benefit options for the Association membership.
3. The chairperson shall report all information back to the Board of Directors for dissemination to the general membership.

## **Section 11 - Retirement Committee**

### **A. Composition**

1. The chairperson of this committee shall be appointed from the esteemed group of retired members by the President.
2. The committee shall consist of from three to five members appointed by the chairperson from the general membership.

### **B. Powers and Duties**

3. The chairperson will serve as an active member of the Board of Directors.
2. The chairperson will be responsible for keeping informed of retirement issues at the local, state and national levels, and will report to the Board of Directors.
3. The chairperson will attend retirement conferences and workshops and return to the Board of Directors with pertinent information.
4. The chairperson will work directly with the MTA retirement division.

## **ARTICLE IX**

### **Meetings**

#### **Section 1 - Executive Committee**

The Executive Committee shall meet at least monthly during the school year on a schedule to be determined by the Committee.

Additional meetings may be scheduled by the Committee as needed.

#### **Section 2 - Board of Directors**

The Board of Directors shall meet at least monthly during the school year on a schedule to be determined by the Board. Three members of the Board may request additional meetings.

#### **Section 3 - General Membership**

There shall be at least two (2) general membership meetings each year, which shall be determined by the Board of Directors. The Board of Directors shall prepare a tentative agenda for each meeting and shall circulate it to all members so that members will have time to discuss it prior to the meeting. The president may call a meeting at his/her discretion. Annual Meeting of the Association will be held on the second Monday in June. Newly elected Constitutional officers will be installed at the Annual Meeting.

#### **Section 4 - Special Meetings**

Special Meetings of the General Membership may be held at the call of the President or upon written request to the Board of Directors from five percent (5%) of the membership. Business to come before special meetings must be stated in the call which shall be sent in writing to each Association Representative for distribution to each member.

Business shall be confined to these items.

#### **Section 5 - Quorum**

- A. A majority of their members shall be a quorum for the Executive Committee, Board of Directors, and Committees.
- B. A quorum for general membership meetings shall be twenty percent (20%) of the members.
- C. If a quorum cannot be achieved, the Board of Directors shall have the power to act on matters of business brought before the general membership.

**ARTICLE X**  
**Payments and Reimbursements**

**Section 1 – Constitutional Officers**

Constitutional Officers shall receive stipends as stipulated in the Annual Budget approved at the Annual June General Meeting.

**Section 2 - Dues Rebates**

At the completion of their terms of office, all Board of Director representatives shall receive a partial dues rebate as stipulated in the annual budget approved at the annual June General Meeting.

**Section 3 – Contingency**

In order to receive the dues rebate amount approved by the Annual Budget, elected representatives must attend a minimum of 80% of Executive Committee and/or Board of Director meetings during the school year.

**ARTICLE XI**  
**Election Procedures**

**Section 1 – Nominations**

- A. Standard procedures for general elections shall be as follows:
1. The role of the secretary:
    - a. The Association secretary shall be the official elections chairperson, except in the case of the election for constitutional officers, if the secretary is running for office.
    - b. In the case of the secretary running for constitutional office, the Board of Directors shall elect an Elections Chairperson for that election only.
  2. By the first of March. The secretary shall announce in writing the schedule and procedure for elections and opening of nominations from the membership.
  3. By the fourteenth of March, written or verbal nominations from the membership must be submitted to the secretary. Nominations are then closed.
  4. By April 1<sup>st</sup>, the secretary shall confirm the eligibility and candidacy of all nominees.
  5. Before the annual elections, the secretary shall compile and distribute to the membership a statement from each candidate (if

- they choose to submit one) and shall print the slate of nominees on ballots. A doubled slate is recommended.
6. Elections shall be conducted by the Association Representatives in accordance with prescribed procedures. The ballots shall be returned to the secretary.
  7. The Election Committee of the Board of Directors will meet to count the sealed ballots.
  8. Election results with tallies shall be announced by the secretary of the Association to the Board of Directors.
  9. The results of the election will be posted and distributed to the membership.
- B. In the event of the vacancy of an officer or elected position, special elections shall be called by the President or the President pro – tem within ten (10) school days. Standard procedures for special elections shall be as follows:
1. Within (10) school days after special elections are called, written or verbal nominations shall be submitted to the Board of Directors.
  2. During the next five (5) school days, the Board of Directors shall confirm the eligibility and candidacy of the nominees and submit their names to the secretary of the Association for the printing of the ballot.
  3. By the twentieth (20) school day after the special election are called, elections shall be conducted by the Board of Directors.
- C. Members of the Board of Directors are not barred from becoming nominees.
- D. If the number of candidates is fewer than or equal to the number of positions on a ballot line, the election shall be waived for that position, and the candidate(s) declared elected.

## **Section 2 – Elections**

1. Written ballots shall be required for election of officers and elected officials and for contract ratification.
2. When there are two nominees on the ballot for a position, a majority of the votes cast shall determine the election. When there are more than two nominees on the ballot for a position, preferential voting per ROBERT’S RULES OF ORDER, REVISED shall be used.
3. If the number of candidates is fewer than or equal to the number of positions on a ballot line, the election shall be waived for that position, and the candidate(s) declared elected.

4. The secretary of the Association shall retain all ballots for six (6) months.
5. A period of transition between May 1 and the date of the Annual Meeting shall exist during which newly elected officers and present officers shall work together in order to enjoy continuity in carrying out all Association matters.

## **ARTICLE XII**

The fiscal year of the Barnstable Teachers Association, Incorporated shall be from July First through June Thirtieth.

## **ARTICLE XIII**

### **Internal Grievance Procedure**

The Barnstable Teachers Association, Inc. recognizes that its members are entitled to have their grievance processed according to clearly understood and consistent procedures. The Barnstable Teachers Association, Inc. hereby recognizes the right of a member to appear before a specially impaneled committee to explain or argue for the continuation of the member's grievance to the next step in the grievance process; or to file a charge or complaint with the Association prior to the time that the member can file a breach of duty or fair representation charge with any Labor Relations Commission.

This committee shall consist of five members; two Barnstable Teachers Association, Inc. members selected by the Board of Directors; two Barnstable Teachers Association, Inc. members selected by the grievant; and the president of the Association.

Under no circumstances shall a member's grievance be discontinued without affording a member an opportunity to be heard. It is hereby noted that the responsibility to request a hearing before the committee rests with the Association member and must be made within three (3) school days of the Board of Director's decision in question. Decisions of the impaneled review committee shall be subject to a majority vote, the term majority shall mean at least three (3) members of the committee.

**ARTICLE XIV**  
**Amendments**

This constitution may be amended at any meeting by a two-thirds vote of those present, provided that a written notice of the nature of the proposed changes shall have been given to the members at least ten (10) days in advance.

This revised Constitution is effective as of June 8, 2009. It supersedes the Constitutional revisions previously adopted on; October 6, 1977; May 4, 1978; June 7, 1979; March 3, 1982; June 18, 1985; June 13, 1988; June 12, 1989; June 11, 1990, June 8, 1992; May 12, 1998; and June 17, 1999; June 10, 2002; June 12, 2006; June 11, 2007; June 9, 2008 .