Proposed By law Changes

PAGE 2: <u>ARTICLE III- Membership</u> **Section7**: ~~Agency fee payers are not members of the association~~	There is no more Agency Fee so it an unneeded clause
<u>PAGE 3: ARTICLE IV OFFICERS</u> **Section 2. <u>Powers and Duties of Officers</u> <u>and Staff with Financial Responsibilities</u>** **Subsection d: Treasurer** 1. Shall be bonded **2.** Shall meet with the bookkeeper regularly to review the **most recent revenue and expenses and** provide a report to each meeting of the Executive Board, Legislative Board, **and Membership.** 3. Shall bring to the Executive Board for approval all disbursements over five hundred ($500.00) other than utilities, rent, telephone, salaries, and stipends. **4. Monthly, shall keep the Executive Board, Legislative Board, and General Membership informed of the financial condition of the Association.** 5. Shall become a member of the Executive Board, Legislative Board, and General Membership and act has a consultant to the Finance Advisory Committee. 6. Shall attend all **Executive Board, Legislative Board, and** General Membership Meetings. 7. Shall meet with the bookkeeper to review the **Annual Independent Accountants Report on Applying Agreed Upon Procedures** at the end of each fiscal year. **This** must be done by an independent agency. The contents must be reported (available) to the Executive and Legislative Boards and the other general membership. 8. Shall be authorized to sign checks. 9. Shall perform all other functions charged with the office. 10. In the event the Treasurer remains vacant after an election, the Executive Board will seek potential applicants, review applications, and make recommendations to the Legislation	The Executive Board recommends that the SEA hire a bookkeeper to keep the books. Therefore, the treasurer responsibilities have been split between the treasurer and the bookkeeper/Membership Coordinator in the bylaws. The former SEA treasurer who does the membership coordination has been carrying out many of the responsibilities of the treasurer. This clarifies the new treasurer responsibilities..

Board who will vote to elect an interim Treasurer. 11. The treasurer will receive the same stipend as everyone on the Executive Board, 4hrs a month. 12. Shall be an automatic delegate to the MTA Annual Meeting.	
ARTICLE IV - Officers **Subsection e: Bookkeeper / Membership Coordinator** **1. Bookkeeping Responsibilities:** **a. Shall be appointed by the President, and confirmed by the Executive Board.** **b. Shall be bonded.** c. Shall keep the President and Treasurer informed of the financial conditions of the Association. **d. Shall hold the funds of the Association and disburse them in accordance with budgeted authorization.** **e. Shall keep accurate account of receipts and disbursements and provide a report monthly to the Treasurer and President for presentation to the Executive Board, Legislative Board, and General Membership Meetings** f. Will sign off on all checks and documents that are required as part of the financial operation of the Association. Shall oversee any other financial matters. **g. Shall assist the Finance Advisory Committee in the drafting of the annual budget.** **2. Membership Responsibilities** **a. Shall maintain the membership records of the Association in conjunction with the SEA office staff.** **b. Shall collect dues and transmit amounts due the Massachusetts Teachers Association and the National Education Association. Payments shall be made in accordance with a mutually agreed upon schedule** **Subsection e becomes f:** Eleven (11) At Large Members and one (1) Retired At Large Membe	The financial responsibilities of the Bookkeeper / Membership Coordinator need to be in the bylaws to ensure the proper functioning of our local finances.

PAGE 10: <u>ARTICLE IX - COMMITTEES AND COUNCILS</u> **Section 5 Titles and Duties** **Subsection d.** <u>A Newsletter</u> shall be published by the Association at least eight times a year. ~~and shall be called the *Springfield Teacher*.~~	
PAGE 10: <u>ARTICLE IX - COMMITTEES AND COUNCILS</u> a. <u>Elections Committee</u> 1) No Association officer, or member of the Executive Board, may serve on this committee. 2) The Nominations and Elections Committee, if possible, shall consist of at least three members, preferably one representative from elementary teachers, one from middle school teachers, and one from high school teachers. Retired members may also be appointed to this committee. 3) Members of this committee shall be appointed by the President with the advice and consensus of the Executive Board. The Elections Committee shall **provide guidance to the Office Manager who is** ~~be~~ responsible for conducting annual elections and for meeting the requirements of special elections. The Election Committee shall **verify the election results with a confirmation via email to the office staff.** 4) The Elections Committee shall initially review and advise the Executive Committee about any disputes or challenges arising from an election. The Executive Committee will provide a final resolution to any election related dispute or challenge. 5) The nominations and election procedure for candidates seeking elective office or delegate status shall be determined by the Elections Committee. Anyone who is an active member of the Association may be a candidate for any office. 6) All rules and accountability for elective office or delegate/alternate status must be published prior to candidates' submission of their names (self-nomination). 7) The names of the candidates for elective office together with information about each candidate shall be published no later than three weeks preceding the date of the election. 8) All contested elections shall be conducted by secret electronic ballot voting. 9) In the case of an election with two or more candidates running for these offices—President, Vice President, Treasurer, and Recording Secretary, there will be a run-off election to determine the winner if no candidate achieves a 50% plus one of the votes cast on the first ballot. 10) After the deadline on accepting nominations has expired, “write-in” candidates will not be accepted nor shall they appear on the	The elections are now conducted electronically by a third party . The SEA office manager works with them to carry out the election, therefore the role of the election committee in running elections has become one of guiding the office manager through the process. The elections committee will receive the results of the election from the 3rd party and send confirmation of the results to the office staff who will communicate to the membership.

ballot 11) Nominations for MTA/NEA delegates shall take place during February and elections held in March. 12) Nominations for biennial officer elections shall take place no later than February and elections shall be conducted in March in conjunction with MTA/NEA delegate elections. If a contested race exists in any office and/or Member-at-Large of the Executive Board, an open forum will be held before the election with the time, place and logistics to be established. If at all possible, the Open Forum will be held at February membership meeting or a time designated by the Executive Board. 13) If an election is not contested, the lone nominee will be considered elected.	
Sub Section m. Scholarship Committee 7. Shall award the scholarships at the ~~May Legislative Board meeting~~ June SEA Social Gathering	SEA no longer has the May L-Board dinner so the June social event (usually a picnic) will be where scholarships are awarded.
ARTICLE IX - COMMITTEES AND COUNCILS **Section 2. Organization** d. Any committee member receiving a stipend will need to verify his/her attendance at meetings and/or participation in committee work by submitting an attendance log to the ~~Treasurer~~ Office Manager. The chairperson of the committee can submit the log or attendance form for the committee members. A committee member will be expected to attend at least 80% of all scheduled meetings and/or participate in 80% of the committee's work. If the committee member's attendance and/or the participation in committee work is less than 80%, the stipend will be reduced proportionately. If the committee member is representing the Association or committee at an approved Association function, it will not count as an absence. e. The ~~offices of~~ Vice President ~~and Treasurer~~ shall submit monthly log sheets detailing duties performed and hours worked. There will be a stipend set for ~~each of~~ the above office~~s~~ each year. The number of hours required to be logged to receive the full stipend will be determined by the Executive Board after receiving a recommendation from the Finance Committee. The Finance Committee will also recommend prorated amounts to be paid when the full hours are not logged in a month. The Finance Committee will bring its recommendation to the Executive Board prior to the beginning of each fiscal year. The Finance Committee will review the logs and payments every six months to determine if any adjustments are needed. Log sheets will be submitted to Office Manager.	This has become the process: logs are provided to the office manager. The role of the Treasurer is being limited so monthly log sheets will not be required.

f. Summer stipends for the Vice President and Treasurer will be set as part of the local's annual budgeting process and shall be based on the hours estimated to be needed to complete the summer work the president expects to assign.	The amount of the stipend for the VP and Treasurer will be set each spring based on the work they will need to complete over that summer.